



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

| | |
|--|--|
| 1.Name of the Institution | |
| | Sree Narayana College for Women, Kollam |
| • Name of the Head of the institution | Dr. Jisha S. |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 04742745644 |
| • Mobile no | 9895066054 |
| • Registered e-mail | sncollegeforwomen@gmail.com |
| • Alternate e-mail | jishasooriya@gmail.com |
| • Address | Sree Narayana College for Women |
| • City/Town | Kollam |
| • State/UT | Kerala |
| • Pin Code | 691001 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Women |
| • Location | Urban |

| | | | | | |
|---|---|------|-----------------------|---------------|-------------|
| • Financial Status | UGC 2f and 12(B) | | | | |
| • Name of the Affiliating University | University of Kerala | | | | |
| • Name of the IQAC Coordinator | Dr. Regi S. R. | | | | |
| • Phone No. | 9447151917 | | | | |
| • Alternate phone No. | 04742745644 | | | | |
| • Mobile | 9074760457 | | | | |
| • IQAC e-mail address | iqac@sncwkollam.org | | | | |
| • Alternate Email address | sncollegeforwomen@gmail.com | | | | |
| 3. Website address (Web link of the AQAR (Previous Academic Year)) | https://www.sncwkollam.org/_files/ugd/71c1b9_075e00992b40464d886ab61a5355b719.pdf | | | | |
| 4. Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://www.sncwkollam.org/_files/ugd/1338cc_3d94d84cf7a8470a981add591531999c.pdf | | | | |
| 5. Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 3 | B+ | 2.65 | 2022 | 28/02/2022 | 27/02/2027 |
| Cycle 2 | B | 2.68 | 2016 | 19/01/2016 | 18/01/2021 |
| Cycle 1 | B+ | 78 | 2003 | 01/01/2003 | 31/12/2008 |
| 6. Date of Establishment of IQAC | 07/01/2004 | | | | |
| 7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| | | | | | |

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|-----------------------------------|---|-----------------------------|--------|
| Department of Hindi | International Seminar | Hindustani Prachar Sabha | 2023-24 | 50000 |
| Department of Chemistry | Impact Lecture Scheme | MoE's Innovation Cell, All India Council for Technical Education, Govt. of India | 2023-24 | 20000 |
| Faculty | INSA Visiting Scientist Programme | Indian National Science Academy | 2023-24 | 30000 |
| Institutional | Patent System and Patent Filing | Intellectual Property Rights Information Centre - Kerala (IPRI CK)-Kerala State Council for Science - Technology and Environment (KSCSTE) | 2023-24 | 10000 |
| Department of Botany | KSBB Plan Scheme | Kerala State Biodiversity Board (KSBB) | 2023-24 (1 year) | 300000 |

| | |
|---|---------------------------|
| 8. Whether composition of IQAC as per latest NAAC guidelines | Yes |
| <ul style="list-style-type: none"> Upload latest notification of formation of IQAC | View File |

| | | |
|---|------------------|--|
| 9.No. of IQAC meetings held during the year | 6 | |
| <ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> • If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| <ul style="list-style-type: none"> •Applied for NIRF and placed in the 201 to 300 rank band, and ensured participation of the college in AISHE and IIC. •Organized annual multidisciplinary webinar series - Dialectics 2023-24. •Department-wise result analysis done and remedial measures taken to increase pass percentage. •Strengthened the feedback analysis mechanism to evaluate the academic goals of the college. •All necessary steps were taken to improve the academic and research ecosystem of the college as well as social extension activities. | | |
| 12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | | |
| | | |

| Plan of Action | Achievements/Outcomes |
|--|---|
| Prepare and submit AQAR 2022-23 | Submitted AQAR 2022-23 |
| Prepare and submit documents for NIRF 2023 | Submitted NIRF 2023 and placed in the 201 to 300 rank band |
| Facilitate innovation in research | New patent filed by Department of Chemistry |
| Department and course-wise result analysis for each semester | Result analysis carried out and remedial measures taken reflected in significant increase in pass percentage for final semester students |
| Increase the visibility of social extension initiatives of the college | 55 social extension programmes were organized by the college |
| Proposal for new PG and research programmes | University of Kerala Syndicate considered the application for starting new PG programs in History and Music and recommended to seek views of the Government |
| Preparation of the institutional academic system to implement Four-year UG Programme (FYUGP) | Organised faculty orientation sessions on new curriculum. Faculty members attended syllabus revision workshops. The institute is all set to implement the FYUGP in the year 2024-25 |

| | |
|---|-----|
| 13. Whether the AQAR was placed before statutory body? | Yes |
|---|-----|

- Name of the statutory body

| Name | Date of meeting(s) |
|-----------------|--------------------|
| College Council | 23/12/2024 |

14. Whether institutional data submitted to AISHE

| | |
|---------|--------------------|
| Year | Date of Submission |
| 2022-23 | 05/04/2024 |

15. Multidisciplinary / interdisciplinary

In accordance with the Choice-Based Credit and Semester (CBCS) system, the institution provides 16 varied open courses for fifth semester undergraduate students, promoting exploration of disciplines beyond their primary discipline. "Ecoscapes", a compulsory skill improvement course in Environmental Science and Disaster Management, is incorporated in the second semester for all undergraduate students, fostering awareness and social responsibility across several fields. Courses in Mathematics, Statistics, and Information Technology integrated into various Science, Social Science, and Commerce disciplines provide students with competencies in data analysis and data-driven decision-making. The College promotes the execution of undergraduate and postgraduate student projects in multidisciplinary and interdisciplinary fields, including data science, nanotechnology, nanosciences, materials science, geoarchaeology, health and social services, biophysics, sustainable development, energy and environment, among others. The College publishes an International online journal titled "International Journal of Advanced Interdisciplinary Sciences (IJ AIS)" with ISSN 2583-5734 to facilitate the publication of research papers in interdisciplinary fields of science and humanities.

16. Academic bank of credits (ABC):

The College adheres to the curriculum provided by the University of Kerala, which follows Choice-Based Credit and Semester (CBCS) system. As of now, the College is not registered with the Academic Bank of Credits, as the CBCS system does not provide the flexibility for students to avail multiple entry and exit options during the chosen program. However, as and when the parent University announces this system, we are prepared to implement it, by registering under NAD DigiLocker and will get registered with the ABC. Presently, it is possible for students to complete the course and move on to the next semester, even if there is a backlog. The College gives permission for students to switch colleges while they are still enrolled, upon direction from the parent University, after completion of their second semester. Extra credits can be earned by enthusiastic students by pursuing co-curricular activities like Sports, Fine Arts, NSS and NCC.

17. Skill development:

The College implements a number of programs to facilitate the skill development of our students to succeed in this competitive landscape. Elective courses, designed for skill enhancement, are provided for all the students regardless of their specializations. The curriculum integrates soft skills like presentation and interview skills; general language competencies such as listening, speaking, reading and writing; and specialized abilities like creative writing. The College offers skill-oriented certificate courses like Dyeing and Surface Textile Design, Hand Embroidery, Flower Arrangement, Communicative Hindi, Hindi Computing, Mushroom Production and Marketing, Tally, Security Market Analysis, Basic Nutrition and Food chemistry, Laboratory and Chemical safety, among others. The College organizes skill-enhancement workshops on LED lamp production, and on R and Python. The Institution's Innovation Council (IIC) has conducted several activities to foster innovation and idea-generation capabilities among our students, promoting entrepreneurial thinking and problem-solving abilities. The College also actively encourages student participation in state government-sponsored skill development initiatives such as the Additional Skill Acquisition Programme (ASAP).

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Our college strongly asserts that the awareness and expression of the cultural values of our nation will endow our students with a sense of identity, self-worth and an appreciation for diverse cultures and identities. Our curriculum offers ample opportunities for our students to delve into the ancient Indian knowledge heritage through courses such as "Bharathiya Kavya Shastra", "Bhagavat Gita", "Mahabharata (Aadi Parva)", "Natyashastra", the classic poetry "Raghuvasmha", among others. The College offers BA Music programme, that imparts extensive understanding of Indian Classical Music to students. The Institution offers BA programmes in Malayalam and Hindi as well as Malayalam, Hindi and Sanskrit as elective additional language courses for students. The majority of the courses are instructed in both English and Malayalam to ensure communication of material. Although the medium of instruction is English, students are allowed to write both internal and external examinations in either English or Malayalam. Cultural and traditional holidays and festivals are celebrated on campus by both students and staff with great enthusiasm. The College intentionally incorporates Indian Knowledge Systems on campus, such as commemorating days of national significance, like International Yoga Day. Yoga trainings are given to the students and staff by trained instructors. The Department of Botany maintains a Star-Tree garden,

"Nakshatra Vanam," which allows students to comprehend how previous generations endeavored to coexist together with nature, merging traditional beliefs with conservation efforts. We aim for the comprehensive development of each student of our institution by appreciating and embodying the rich cultural tradition of our nation.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The College follows the scheme and syllabus prescribed by the University of Kerala to which it is affiliated, which ensures outcome-based education. The program outcomes (POs), program specific outcomes (PSOs) and course outcomes (COs) are integrated into the syllabi of all Choice-based Credit and Semester (CBCS) System programs. The POs and COs receive approval from the concerned Board of Studies and Academic Council of the University of Kerala and are then communicated to the colleges. The students and the faculty members are adequately informed and updated with the ongoing programs and courses, as well as their outcomes at the institutional level, led by the IQAC and the College Level Monitoring Committee (CLMC). The POs, PSOs and COs are conveyed to the students, faculty and other stakeholders through college website, handbook, induction/orientation programs, and through alumni interactions.

20.Distance education/online education:

The Institution is prepared to commence distance/online courses in accordance with the NEP rules, following directives from the affiliating University. Our college guarantees the provision of regular classroom instruction utilizing ICT-enabled technologies, including high-quality projectors, interactive boards, and broadband connectivity. The Institute functions as a local chapter of SWAYAM-NPTEL, providing students access to a variety of online courses developed by recognized Indian institutions, thereby enhancing their knowledge base with high-quality content in specialized disciplines. Students are also encouraged to register for online courses on sites such as Coursera and Edx, enabling them to get supplementary skills and certifications from global universities, so enhancing their academic and professional development. Our college advocates for blended education to enhance the efficacy of the teaching-learning process. Digital platforms such as Google Workspace for Education, Zoom, and YouTube are utilized to enhance the efficacy and engagement of teaching and learning. The majority of faculty members have attended training sessions on e-content preparation and have created e-learning content, encompassing YouTube videos, PowerPoint presentations, video and audio lectures, and blogs for efficient information distribution.

Extended Profile

| 1.Programme | |
|---|---------------------------|
| 1.1 Number of courses offered by the institution across all programs during the year | 543 |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 Number of students during the year | 2405 |
| File Description | Documents |
| Institutional Data in Prescribed Format | View File |
| 2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | 395 |
| File Description | Documents |
| Data Template | View File |
| 2.3 Number of outgoing/ final year students during the year | 938 |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 Number of full time teachers during the year | 94 |
| File Description | Documents |
| Data Template | View File |

| 3.2 | 94 |
|---|---------------------------|
| Number of sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 112 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 57.15 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 114 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Sree Narayana College for Women, Kollam, established by the Sree Narayana Trusts in the year 1951, is a higher education institution affiliated to the University of Kerala, Thiruvananthapuram. The college imparts education, instruction and training by offering 15 Undergraduate and 5 Postgraduate programs. Besides, the institution offers Ph.D. programs in Physics and Chemistry, and Certificate courses in various streams.

To ensure timely coverage of portions and appropriate evaluation, the institution complies with the curriculum designed by the Board of Studies, University of Kerala. An effective delivery of curriculum is ensured through streamlined academic activities based on workloads, time tables, lesson plans and internal examinations. Various departments impart the curriculum through theory classes, practicals, tutorials, seminars, assignments and projects. As per the academic calendar, internal examinations are held in each semester and the valued answer scripts are promptly returned with suggestions for improvement. Remedial and peer teaching are carried

out. PTA meetings are also conducted on a regular basis. Feedback from students, alumni, employers, and teachers are also sought from time to time and is followed by analysis and corrective steps. The IQAC of our college spearheads the efforts in maintaining this quality consciousness both in curricular and co-curricular domains.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.sncwkollam.org/files/ugd/71c1b9_9c709998f6964590b0f99d7fcd47f912.pdf |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As the institution is affiliated to the University of Kerala, it strictly adheres to the University academic calendar which comprises significant dates such as the date of commencement of classes, registration to each course, allotment of assignment topics, internal tests, publication of internal exam results, submission of attendance statement of students and the date of commencement of university exams. Moreover, college follows a system that matches with the Continuous Internal Evaluation (CIE) as prescribed by the University.

College Level Monitoring Committee (CLMC) ensures minimum instructional days, smooth conduct of classes and makes arrangements for university examinations for various semesters. At the commencement of each semester, department level meetings (DLMC) are held to design the academic plan. At the beginning of each academic year, an orientation session is conducted for the newly admitted students (both UG and PG) to familiarize them with the new program. An effective tutorial system is also followed.

The question papers for the conduct of CIE are prepared as per the university model and submitted to CLMC. The conduct of internal examination is held on a common time table and the answer scripts are evaluated promptly and the results are published within the stipulated time.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://sncwkollam.aqar.corbel.biz/2024/item/52?items///additional-information |

1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

20

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

28

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1268

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Sree Narayana College for Women, fully acknowledges the potential of integrating crosscutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum as they are deeply intertwined with the vision and mission of the college. The institution integrates these issues by providing value added education and through activities organized by various clubs and committees in the college. The syllabi prescribed by the University provide ample opportunity to learners to be exposed to such issues.

Environmental Studies and Disaster Management are two mandatory papers introduced to all students in the undergraduate level. Gender Studies, Dalit Studies, Food Chemistry, Business Ethics, Human Rights, Fitness Education, Health and Hygiene, Data Science, Child Development, Clinical Psychology, Textile Designing, and so on help in synthesizing the conservative method of learning and a total

development of one's personality. Moreover, workshop, seminars, 'Dialectics', the annual multi-disciplinary seminar series, invited lectures, debates and discussions are conducted with a vision to provide learners the ability to handle real life situations. As part of value education, students regularly participate in outreach programs, visit to rehabilitation centres and destitute homes which impart basic human values which in turn nurture empathy towards the weaker sections of society.

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

20

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

938

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://sncwkollam.agar.corbel.biz/2024/item/43?items///url-for-stakeholder-feedback-report |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | https://sncwkollam.agar.corbel.biz/2024/item/44?items///url-for-feedback-report |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

670

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

530

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Newly admitted students are evaluated by tutors based on their curricular and extracurricular achievements at qualifying exams, as well as on their marks in the first internal examination. Following this assessment, students are categorized as either advanced, medium or slow learners. For skill enhancement, students receive training in various skill development programs, both on and off campus, where they have opportunities to interact with industry experts and scientists. This exposure provides them with first-hand insights into fields of interest. Students are encouraged to attend seminars and workshops within and outside the college, participate in career guidance classes led by internal and external experts, and engage in internships and projects during summer vacations and semester breaks.

To support slow learners, the college organizes remedial classes during weekdays, scheduled around regular hours, followed by assessment tests. Peer learning is encouraged, with students forming study groups to motivate one another. Additionally, study materials are provided in bullet-point format for easier understanding.

Furthermore, PTA meetings for slow learners and counselling sessions are held to ensure a healthy learning environment. The college also regularly hosts multidisciplinary international seminars and national seminar series, alongside sessions by the placement and career guidance cell, to equip students for the job market.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/85?items////past-link-for-additional-information |
| Upload any additional information | View File |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2405 | 94 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college is committed to enriching the learning experience of its students by integrating experiential, participatory, and problem-solving methods. To foster interactive and engaging teaching practices, activities such as team games, debates, seminars, quizzes, and case studies are organised. In terms of experiential learning, students are required to undertake mandatory projects during the final semester of their undergraduate and postgraduate programmes. These projects, coupled with case studies and other interactive techniques, provide valuable practical exposure to their fields of study.

Students from various departments often engage in field visits and surveys, while BSc students participate in industrial visits organised in collaboration with reputed institutions. Participatory learning is encouraged through activities like flipped classroom teaching, debates, teamwork, and health awareness campaigns. Moreover, students are motivated to enhance their skills by

enrolling in online courses offered by platforms such as NPTEL, SWAYAM, Udemy, and Coursera.

The curriculum also integrates problem-solving approaches to develop students' analytical and logical thinking skills. Case study methods, in particular, strengthen their practical knowledge and decision-making abilities. Additionally, the focus on outcome-based learning ensures that students are well-trained to critically analyse and address complex questions in examinations and beyond.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | https://sncwkollam.agar.corbel.biz/2024/folder/10/231-student-centric-methods-such-as-experiential-learning-participative-learning-and-problem-solving-methodologies-are-used-for-enhancing-learning-experiences |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college is equipped with advanced ICT tools, including high-quality projectors, smart boards, and high-speed broadband-enabled computers. These are integrated into 16 ICT-enabled classrooms and 12 smart classrooms, enhancing the teaching-learning process. The college proudly hosts a SWAYAM-NPTEL local chapter, with many students successfully completing courses and achieving top ranks in some subjects, while faculty members have been recognised as top mentors.

The library is accessible 24/7 through the LIBSOFT Web OPAC system, allowing users to search for books from anywhere. Both students and faculty have access to a wide range of subscription-based national and international journals. Digital platforms like Google Workspace for Education, Zoom, Telegram, YouTube, and WhatsApp are extensively used for effective teaching. Tools such as Google Meet and Google Classroom became especially integral during the COVID-19 pandemic.

Teachers have developed a range of e-learning content, including YouTube videos, PowerPoint presentations, audio lectures, blogs, PDFs, and other digital materials, enabling flexible learning options for students. Additionally, the college has established itself in national and international academic communities by

organising numerous webinars across departments, fostering intellectual exchange and collaboration. The college ERP functions effectively by monitoring student, teacher and parent interactions on a daily basis.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

94

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

94

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

50

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

839

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal examinations are conducted each semester, assessing all the course outcomes, under the College Level Monitoring Committee. By the semester's end, internal exams are conducted as per the Internal Exam timetable set by the CLMC. The questions are carefully aligned with the course outcomes, and the results are systematically analysed. Additional evaluation methods include announced or surprise tests, term examinations, online or classroom quizzes, PowerPoint presentations, group assignments, and more.

The intended learning outcomes are achieved through a supportive learning environment, effective curriculum delivery, and a transparent evaluation system. Classroom sessions are well-structured, and teaching strategies integrate ICT tools such as

PowerPoint presentations, web resources, and interactive boards. To enhance the learning experience, students are tasked with seminars and assignments tailored to their programme curriculum.

Internal examinations, managed by the department's internal examination committee, serve as direct assessment tools, while indirect methods like seminars, workshops, and webinars contribute significantly to academic excellence. Projects—both individual and group-based—are also a key component of the assessment strategy.

Formative and summative assessment techniques include active class participation, seminar presentations, departmental debates, writing competitions, and other interactive activities. These methods ensure the retention and application of knowledge while fostering critical thinking and communication skills among students.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/80?items////link-for-additional-information |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Transparency is a priority in the evaluation process and grievance redressal for students. Internal examinations are conducted on a fixed schedule, with results published promptly. Students unable to attend these exams due to medical or other reasons must inform their class tutor beforehand or immediately after. For postgraduate students, two internal exams are held per semester. If students have concerns about marks, their answer scripts are re-evaluated. For unresolved issues, students can escalate their complaints to the Head of the Department (HOD).

Regarding external examinations, students who feel their marks are lower than expected can apply for revaluation within 15 days of the results being published on the university website. If there is a widespread discrepancy in marks, the principal files a formal complaint with the Controller of Examinations. Common issues like non-receipt of hall tickets or incorrect entries are promptly addressed by coordinating with the university. Concerns about question papers, such as out-of-syllabus questions or errors, are reported to the Chairman of the respective subject paper.

The system ensures timely resolution of all grievances, aiming to provide students with a fair and efficient evaluation process while maintaining clarity and accountability.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/81?items////link-for-additional-information |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Our college, affiliated with the University of Kerala, adheres to the CBCSS curriculum prescribed by the University. An outcome-based education system is effectively implemented by aligning the curriculum framework with academic advancements, continuously enhancing teaching quality, and adopting advanced technological tools. The Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are developed by the respective Boards of Studies at the University and integrated into the syllabus, which is available on the College website.

During the student induction programme, the POs and COs are explained, and their relevance and assessment methods are shared with the learners. Faculty members participate in specialised orientation programmes focused on designing, mapping, and evaluating these outcomes. Various on-campus and external programmes are conducted to realise these learning outcomes. These initiatives foster scientific temper, critical thinking, and curiosity among students, encouraging their contribution to broader societal goals.

Guided by our Principal and a dedicated team of faculty, the programmes aim to empower students to become active, lifelong learners. They help develop future career paths with meaningful orientation, equipping students with generic skills essential for wage employment, self-employment, and entrepreneurship. This holistic approach ensures well-rounded personal and professional growth.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://sncwkollam.agar.corbel.biz/2024/item/83?items////past-link-for-additional-information |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Internal assessments are conducted each semester to evaluate the course outcomes and all outcomes which are mapped in a CO- PO matrix are assessed comprehensively at the semester's end. The assessment questions are thoughtfully designed to align with course outcomes, and results are systematically analysed for improvement. Additional evaluation methods include surprise tests, term examinations, online or classroom quizzes, PowerPoint presentations, and group assignments.

The intended learning outcomes are achieved through a well-structured curriculum, transparent evaluation, and a supportive learning environment. Teaching strategies incorporate modern ICT tools such as PowerPoint presentations, web resources, and interactive boards, making classroom sessions engaging and effective. Seminars and assignments are tailored to the broad curriculum of each programme to foster deeper understanding and skill enhancement.

Internal examinations are complemented by indirect assessment methods like seminars, workshops, and webinars, which further enrich the learning experience. Students also complete independent or group-based projects, enhancing their research and collaborative skills.

The assessment process integrates both formative and summative techniques, such as class participation, seminar presentations, debates, writing competitions, and knowledge retention activities. The final exam results, student progression and placement statistics also portray the attainment of programme and course outcomes.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://sncwkollam.agar.corbel.biz/2024/item/84?items////paste-link-for-additional-information |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

717

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sncwkollam.agar.corbel.biz/2024/item/76?items////link-for-additional-information>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

4.1

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

16

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

3

| File Description | Documents |
|---|--|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://insaindia.res.in/ ; https://keralabiodiversity.org/ ; https://kscste.kerala.gov.in/ ; https://iic.mic.gov.in/ |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer

of knowledge

The college has a well-established innovation and entrepreneurship ecosystem, focusing on research outputs as the product of technological innovation processes. The Institution's Innovation Council (IIC) manages this ecosystem through research centers, entrepreneurship and innovation cells, trained faculties, community orientation, skill development initiatives, and collaborative activities. The college has conducted an Impact Lecture with financial aid to raise awareness on innovation, startup, and Intellectual Property (IP). 11 faculty members have been trained under the Innovation Ambassador (IA) program by IIC. Major innovations produced include a glucose detection sensor, an antimicrobial mask, and a sustainable fruit coating. The Indian Patent application of 'development of antimicrobial mask coating' has been published. The Department of Botany manages a mushroom cultivation unit in association with IIC. A certificate course in Beautician therapy is conducted to encourage entrepreneurship among students. YIP 4 state level winning team has been mentored by Central Tuber Crops Research Institute during 2023-24 for the development of spoilage sensing food packaging film. In recognition for our innovation activities, the college has been ranked in the NIRF (2024) band 201-300.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://aqar.sncwkollam.ac.in/2024/folder/9/innovation-ecosystem-additional-information |

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

18

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

| File Description | Documents |
|--|---|
| URL to the research page on HEI website | https://www.sncwkollam.org/overview |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

26

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college has been in the forefront to enhance the wellbeing of the neighbourhood communities by engaging in transformative and participatory actions. The college insists on the development of socially committed individuals for the development of the country. The students are encouraged to participate in various extension activities by sensitising them about different social issues and the need for community participation. Extension activities are organised under the banner of NCC, NSS, departments, clubs, and cells. Target groups are mainly school children, adolescents, women, other marginalised sections of the society. The activities like response to social issues, women empowerment, sustainable development and environmental protection is being promoted. Major extension activities during 2023-2024 are:

- Palliative support 'Karuthal': Distributed wheelchair and laptop to those who were in need,
- Radio Santhwanam: Broadcast on FM Radio 90.4, to provide comfort, awareness, and support to individuals requiring palliative care and the community at large.
- Swachhata Hi Seva and SWATCHATA PAKHWADA campaigns to clean city, coastal area, public places etc. and Kerala School Kalolsavam Clean Drive 2023,
- Rabies awareness seminar, Drug-Free India campaign, Human Rights Day Awareness programme, blood donation camp
- Activities commemorating World Environment Day, World day against child labour, International day against drug abuse and illicit trafficking, International plastic bag free day, World suicide prevention day, Constitution day, World heart day, World AIDS day, World river day, International day of yoga, among others
- Pen Drop Box Initiative, drinking water distribution initiative, Planting Tree saplings etc.

| File Description | Documents |
|---------------------------------------|--|
| Paste link for additional information | https://aqar.sncwkollam.ac.in/folder-file/7/Extension activity report 2023-24 .pdf |
| Upload any additional information | View File |

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

9

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

55

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

2067

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

52

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

9

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- The college provides two research programmes, five postgraduate programmes, and fifteen undergraduate programmes. The college abide by the requirements of the University of Kerala, our affiliated organisation, and offers students adequate infrastructure and physical facilities. The College Council, IQAC, and Planning Board frequently address the college's infrastructure needs. Infrastructure is built with grants from the UGC, RUSA, FIST, Management, and other internal and external sources. We receive funding for computer rooms from the MP-LADinitiative and Kerala State Information Technology Mission. Department of Physics, Chemistry, Botany , Zoology , Home Science, Geography, Mathematics, Biochemistry and Industrial Microbiology, and Library are funded by DST-FIST scheme .Students and faculty have access to departments with well-equipped classrooms, smart classrooms and laboratories for an effective teaching-learning process. The campus has high-speed Wi-Fi connection.
- The college has 15 undergraduate, 5 graduate, and two research laboratories, 1 dark room and 1 computer lab
- The college houses major equipment like Electrochemical Workstation, UV Visible Spectroscopy and Labomed Binocular research microscope with camera and Impedance Analyzer
- 61 classrooms, 17 smart classrooms, 3 computer centres, 1 Seminar Hall, 1 Mini Conference Hall , 1 botanical garden, 1 Mushroom cultivation room.
- One museum in Zoology department, 1 counselling room,
- Examination room with CCTV cameras
- A well-maintained basketball court, and yoga training for students after class hours, 1 library block, 3 computer centres, 1 girls' rest room, 1 rental hostel, 1 health centre, 1 botanical garden, 1 canteen, 1 principal's chamber, 1 administrative office, 16 staff rooms, 1 record room, 1 counselling room.
- A rainwater harvesting system, a biogas plant, an incinerator, and solar energy panels.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/30?items////provide-link-for-additional-information |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution provides adequate facilities for sports, games (both indoor and outdoor), yoga, and other activities. 1. We have a multipurpose court with space for basketball, handball, shuttle badminton (two), and roll ball. The basketball court was constructed in 2008 and renovated in 2020. It has an area of approximately 6450 square feet. In addition, we have a Kho-Kho court on campus that is approximately 6000 square feet. We share a 200-meter track and field, a volleyball court, and a football field totalling approximately 2,15,278 square feet with our sister institution. 2. A multi-purpose indoor facility with two international tournament table tennis boards, a wrestling mat, weightlifting and powerlifting platforms. It is approximately 6450 square feet. 3. A multipurpose fitness centre (Gymnasium) with separate areas for aerobic and strength training. We have multiple machines for different muscle groups, individual muscle training machines, barbells, weights, and dumbbells for strength training. The aerobics area is equipped with three treadmills and three Orbitreks. 4. We also have a 6450-square-foot Seminar/Yoga hall for providing yoga training to enthusiastic students and staff.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/35?items////paste-link-for-additional-information |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/32?items////paste-link-for-additional-information |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

57.15

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The significant renovation and computerization of the library began in 2000, with the installation of the LIBSOFT software in 2001. Barcodes were created to facilitate speedy returns and issues of books. Additionally, the circulation process is fully automated. The library gate register module was introduced in 2012, allowing users to swipe their barcoded ID card to record and view their member entry details. The Online Public Access Catalogue (OPAC), accessible around-the-clock, enables users to search the library's collection of books from any location. The college library has a digital repository designed to store information in digital form, primarily

offering a collection of e-books and e-journals for students. A separate section is arranged for visually impaired students with dedicated screen reading software and audio books.

In 2012, the college became a member of the N-List programme, a digital repository under INFLIBNET. The library provides access to a vast array of national and international e-resources with full-text access. Some of the platforms offered include Cambridge Books Online, JSTOR, Springer, Royal Society of Chemistry, and Taylor & Francis eBooks. Currently, the library primarily offers services such as book lending, reference services, internet access, and OPAC. The library operates on all working days from 8:30 am to 5:00 pm, utilizing LIBSOFT. The college maintains an active IT Infrastructure Monitoring Committee that regularly updates its IT resources. Currently, the library offers access to over 62,564 books, 2,500 reference books, 20 journals, 100 CDs and videos, 8 newspapers, 55 magazines, 199,000+ e-books, and 6,500+ e-journals via NLIST, a component of e-ShodhSindhu, along with various other open-access databases.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://sncwkollam.agar.corbel.biz/2024/item/31?items////provide-link-for-additional-information |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.99

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

46

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college offers full-time IT facilities for teaching, non-teaching, and administrative staff. Staff rooms are equipped with internet access. Our institution has a total of 114 computers, with 103 designated for student use and 11 reserved for administrative tasks. WiFi connectivity is provided across all buildings within the college campus. Students can utilize the internet in both the library and in the campus . Access to INFLIBNET is specifically available in the library.

The college has a well-maintained website that provides details about both curricular and extracurricular activities for students. The IQAC and the Website Committee of the college regularly monitor and update the website. In the Administrative block and Computer Lab, computers and printers are connected by LAN . A high-speed fiber-optic connection from Asianet providing 60 Mbps, has been installed in the Principal's office to facilitate communication with the

examination section of Kerala University. The entire college campus is equipped with Wi-Fi access. Institution has a G-Suite (Google Workspace) account and faculty can avail the services through college domain ID. The college is recognized as a local chapter of SWAYAM-NPTEL since 2019.

The institution has 16 ICT-enabled classrooms and a seminar hall that is fully equipped with Wi-Fi. All the departments are provided with LCD projectors for PowerPoint presentations for undergraduate and postgraduate students.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/33?items////paste-link-for-additional-information |

4.3.2 - Number of Computers

114

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

57.15

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Our campus is protected, safe, comfortable, well-aired, and appealing. The College has a system in place to optimize the use and upkeep of its infrastructure. College Level Monitoring Committee meets regularly and decides on the maintenance and utilization of physical ,academic and support facilities. Physical stock verification and equipment maintenance are carried out at regular intervals.

The Principal leads a Maintenance Committee responsible for overseeing the college's facilities and equipment while ensuring quality and timely upkeep. The laboratories in the college are fully equipped according to the academic needs and the statutory rules. Stock registers are maintained in all the departments. Internal stock verifications are done annually by the Committee constituted by the Principal.

Laboratory assistants monitor and manage laboratories. Annual maintenance contract ensures the upkeep of important equipment. Computer labs and digital library are monitored by the lab assistants and are periodically maintained by an external service provider.

The Library Advisory Committee convenes meetings frequently to make decisions regarding book purchase, e-books, and the maintenance and enhancements of online services. Students engage in reading and research in the computer centre.

The sports equipment, gymnasium, playground and various courts are supervised and maintained by the Department of Physical Education. Systematic procedures are adopted for the purchase of equipment and maintenance of infrastructure.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/34?items////paste-link-for-additional-information |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1614

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

275

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://sncwkollam.agar.corbel.biz/2024/item/109?items////supporting-document |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2044

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2044

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

59

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

357

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

47

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

25

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Our institution prioritizes student representation and engagement, providing a wide range of opportunities for students to participate in administrative, co-curricular, and extracurricular activities. The Students' Union, comprising 12 office bearers, plays a vital role in organizing cultural, literary, and sports events under the leadership of the Union Chairman. This platform enables students to develop essential skills in leadership, teamwork, and event management. Furthermore, the student union has a significant presence in the Institutional Quality Assurance Cell (IQAC), allowing students to contribute to decision-making processes and quality improvement initiatives. Department-level student associations provide additional avenues for student engagement, fostering a sense of community and teamwork. These associations promote student-led initiatives, such as environmental conservation, charity events, and volunteer work. Our institution's National Service Scheme (NSS) and National Cadet Corps (NCC) units offer students opportunities to participate in community service, leadership development, and nation-building activities. Student volunteers engage in diverse projects, including anti-drug awareness campaigns, environmental day celebrations, voting rights campaigns, palliative care initiatives, Constitution Day observance, and green campus initiatives. In addition, students are encouraged to take on leadership roles in hostel administration, with a postgraduate student appointed as captain to assist in managing hostel affairs. Overall, our institution provides a supportive environment that empowers students to take ownership of their educational experience, develop valuable skills, and make meaningful contributions to the college community.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/111?items////supporting-document |
| Upload any additional information | View File |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

287

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Our institution's Alumni Association was formally established in 2001 (Registration No: KLM/TC/610/2015) under the presidency of Prof. M R Saraswathi. The Association aims to foster a lifelong connection between the institution and its former students, promoting a culture of love, peace, and harmony. The Alumni Association plays an active role in supporting the institution's endeavors, including organizing various programs that promote quality education and community engagement. The Association is deeply involved in the institution's curricular and extracurricular activities, providing guidance and support to students. To recognize and reward academic excellence, the Association awards annual cash awards to meritorious students who excel in curricular and extracurricular activities. Additionally, the Association provides

support to underprivileged students by donating free uniforms, mid-day meals, and books. The Alumni Association operates in alignment with the institution's vision and leadership, strategy development, and deployment. Key activities include celebrating Onam, releasing newsletters, honoring retired and PhD-awarded teachers, and organizing cultural events to showcase alumni talents and raise funds for charitable causes. Furthermore, the Association conducts an annual elocution competition in memory of the institution's founder, with winners receiving sponsored cash prizes. This event is held during the Founder's Day celebrations. Overall, the Alumni Association plays a vital role in promoting the institution's values and mission, while fostering a sense of community and social responsibility among its members.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/107?items///upload-additional-information |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year (INR in Lakhs) D. 1 Lakhs - 3Lakhs

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Sree Narayana College for Women, Kollam, is one of the most prestigious colleges, catering to the educational needs of young women in Kerala. The governance of the institution is reflective of an effective leadership and goes in tune with the vision and mission of the institution. The college, ever since its inception in 1951, is governed by its distinct Vision and Mission, based on which the governance of the institution is framed.

Vision :

- Expel the darkness of ignorance by spreading the flaming light

of true wisdom

- Freedom through Education
- Develop inherent talent

Mission:

- Enlightenment through Education
- Empowerment of Women
- Social Upliftment
- Universal Brotherhood

Our institutional practices are guided by our vision and mission, and they reflect our unwavering commitment to providing quality education, fostering holistic development, promoting women empowerment, nurturing intellectual growth, and instilling values of social responsibility among our students. Through these practices, we strive to fulfil our role as a nationally acclaimed institution of excellence in higher education. The college's robust leadership is effected through a comprehensive organizational structure and well-defined systems.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.sncwkollam.org/vision-and-mission |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The effective leadership is reflected in various institutional practices such as decentralization and participative management.

The Institute has decentralized its operations and has delegated authorities at various levels to ensure good governance. The college ensures the system of participative management wherein the flow of information and process of decision making involves the management,

staff and students as detailed below.

The RDC is the apex body that formulates the overall policies for the college.

The College Council with the Principal as Chairman oversees the day-to-day activities of the college and implements the decisions of the RDC with the financial support of various agencies.

The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. The HoDs have adequate autonomy to monitor the functioning of the respective departments and also ensure that fair workload allocation processes are in place.

The teaching and non-teaching staff members are included in the decision-making process by way of gathering their opinions and concerns in the monthly staff meeting. The opinions of the student union members are taken into consideration

The students participate in the governance of the college through Students' Union and also through various clubs and department associations.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/10?items////612-paste-link-for-additional-information |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college, affiliated to the University of Kerala, adheres to the academic standards, including syllabi and examination regulations, established by the University. To augment students' employability skills, certificate programs and value-added courses are offered. Teaching and learning methodologies include ICT-enabled classes, peer group teaching, remedial sessions, internships, industrial visits, field trips, group discussions, and seminars.

Examinations are conducted in accordance with University guidelines, and result analysis is overseen by the Internal Quality Assurance

Cell (IQAC). The college utilizes an Enterprise Resource Planning System (ERPS) to keep students and parents informed about academic progress. Grievances are addressed by the Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC).

The Research Committee supports faculty members in undertaking research endeavors, with an emphasis on completing ongoing projects leading to PhD qualifications. The college publishes an interdisciplinary research journal - "International Journal of Advanced Interdisciplinary Sciences (ISSN 2583-5734) approved by the University of Kerala.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/37?items///upload-any-additional-information |
| Upload any additional information | View File |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College has developed a well-designed organizational structure for the efficient functioning of the college. The Managing Council, led by the Manager, ensures compliance with UGC and Government of Kerala guidelines for appointing the Principal and staff, including staff on contract, on a merit basis. The college has a deliberate system of principles to guide decisions and achieve rational outcomes in every area. The institutional bodies operate with effectiveness and efficiency, as evidenced by their policies, administrative setup, appointment and service regulations, and procedures. A well-structured administrative framework ensures the smooth functioning of the college. At the apex is the Regional Development Committee (RDC) of the Management, headed by the Manager. The College Council, which includes the Principal, Head of the Departments, Internal Quality Assurance Cell coordinator, Librarian, Office Superintendent, and three elected faculty members, plays a pivotal role in decision-making and oversight. All administrative and academic procedures are fully in place for the successful functioning of the college and are regularly monitored by the Manager/Principal.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/71?items////paste-link-for-additional-information |
| Link to Organogram of the institution webpage | https://www.sncwkollam.org/organogram |
| Upload any additional information | View File |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development. The welfare activities are medical benefits, maternity leave, paternity leave, and salaried leave for staff suffering from serious diseases. Financial assistance Staff loan - for nominal interest from the Cooperative Society. A Scheme called 'Karuna' which perform charitable activities function in the campus and aims to support the staff financially, in case of a health emergency. The Gain Provident Fund scheme from the government offers interest free loans to all the staff members of our college. The employees are entitled to dearness allowance (DA) and house rent allowance (HRA) as per rules of government. Schemes such as Group Insurance Scheme, State Life Insurance Scheme, Group Personal Accident Insurance Scheme are in force in our institution. Provident Fund facility is provided for

all the staff. Training and development programmes for staff to develop professional competency. Teachers are encouraged to participate in National Faculty Development Programmes. Among teaching staff, there are three faculty levels - Assistant Professor, Associate Professor and Professor. Performance based appraisal also is a key indicator in the assessment of the career progression of the faculty. For non-teaching staff, the entry level is Office attendant. Later, on qualifying the department tests and on completion of sufficient years of service, they would be promoted to higher posts. Our college offers the highest post of Superintendent for the non-teaching staff, based on the staff pattern.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/13?items////provide-link-for-additional-information |
| Upload any additional information | View File |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

21

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

49

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Based Appraisal System (PBAS) is in accordance with the guidelines of The Gazette of India and the Department of Collegiate Education, Govt of Kerala. The Principal issues a proceedings to entrust Internal Quality Assurance cell (IQAC) for processing placement proposals of teachers. The report is submitted by the faculty to IQAC, if found satisfactory forwarded to the

University. The recommendation from the Expert Committee would be forwarded to the Manager. The Manager would issue a Placement Order, which would be forwarded to the University for approval following which it would be forwarded to the Deputy Director of Collegiate Education for approval. This procedure is followed for the promotion of matrix 10, 11 and 12. For the promotion of matrix 13 and 14, there will be a Selection Committee appointed by the University and the concerned Principal. The Manager constitutes a Selection Committee and after perusal of the documents, the faculty would be promoted to the post of Professor/ Associate Professor and a placement order to this effect would be issued, which would later be forwarded to the University for approval. The University on approval of the Promotion would send the order to the Deputy Directorate of Collegiate Education for approval following which they would be placed as Professor/ Associate Professor as per UGC regulations.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/70?items////paste-link-for-additional-information |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution conducts internal and external financial audits regularly. The college follows government guidelines for the collection and disbursement of funds and strict financial discipline is ensured through regular internal and external audits. For the ease of accounting and transparent functioning, the college maintains separate accounts for financial aids received from different sources

Internal Audit - Internal audit of finance is conducted every year at the college office. Along the course of internal audit, all required measures are taken to regularize the accounts, to obtain confirmations for the credit balances and to collect documentary evidences wherever required. The report of internal audit is submitted to the Manager.

Statutory Audit -Statutory Audit is done by the Management to ascertain that the policies and guidelines for accounting framed by the management are appropriately executed.

Government Audit -Government Audit is conducted with regard to the Government aided funds received in the college. Two types of government audits are done - one by the office of the Deputy Director of Collegiate Education, Government of Kerala and the other by the office of the Accountant General's office, Government of India.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/15?items////provide-link-for-additional-information |
| Upload any additional information | View File |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

11.254

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has established mechanisms to ensure sufficient budgetary allocations for academic and administrative activities and to oversee the efficient utilization of financial resources. The organizational structure, led by the Principal, plays a crucial role in this process. At the beginning of each financial year, the Principal and Heads of Departments collaborate to formulate the college budget, which undergoes scrutiny and approval by the College

Council and Management. The Head Accountant maintains financial records, while the Principal bears accountability for all financial transactions.

Earned Income: The main source for earned income of the college is from the Special fees collected from each student during the beginning of every year. This fund is maintained under the PD account in the treasury. PD fund is utilized for the purchase of items under different Heads. The institution is regularly aided by donations from the Parent Teacher Association, Management and the Alumni Association.

Government funds: UGC, RUSA, FIST, e - grants, Institute Innovation Council(IIC), Scholarships sponsored by the Higher Education Department of Kerala, Special schemes such as Student Support Program, ASAP, Nation Service Scheme, National Cadet Corps.

Utilisation - Each of the funds received by the college is audited. The Nodal Officer, assisted by the Superintendent, and the Head Accountant of the college, utilizes the fund suitably through proper Government channels (PFMS).

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/82?items////link-for-additional-information |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

To enhance the academic environment of the institution, stakeholders were divided into three groups: incoming undergraduate and postgraduate students, their parents, and faculty members. Each group participated in tailored induction programs, orientation sessions, and faculty development workshops, respectively. Throughout the year, various programs were organized by the IQAC, including a college level training program on Four Year Under Graduate Program for faculty members for the implementation of National Education Policy. Multidisciplinary webinar series DIALECTICS 2023-24 as well as various international, national, and state-level seminars, webinars, workshops, and awareness programs were organised. The institution actively participated in ranking

assessments such as NIRF and AIISHE Ranking To improve academic services, the Enterprise Resource Planning Software (ERPS) was extended to postgraduate programs, offering a wide range of academic resources to students, parents, faculty, and administrators. IQAC has taken initiatives to monitor and manage CAS promotions of faculty members based on Performance-based Appraisal System. IQAC facilitates departments to create academic linkages and collaborations with other institutions and to start certificate courses. IQAC took initiatives in applying minor and major projects for faculty members as well as students.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.sncwkollam.org/_files/ugd/a9392f_6d29cd678b5e4d5a99db064d6946edda.pdf |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution regularly evaluates its teaching-learning processes, operational methodologies, and learning outcomes through the Internal Quality Assurance Cell (IQAC), adhering to established norms. Incremental improvements across various activities are documented and monitored. Various audits, including academic and administrative, are conducted, and corrective measures are implemented based on their findings. Additionally, Professional development/ administrative program sessions are successfully organized, along with an induction program for first-year undergraduate students. The academic progress of students is monitored by the tutors as well as by the mentors. The meritorious students are awarded with cash prizes and awards, sponsored by Staff association/PTA and alumni. To review the teaching learning process, PTA meetings are conducted in each semester. Through an established mechanism, IQAC collects curriculum feedback from stake holders and exit feedback from final semester students. All the students are encouraged to give their feedback and comments through the student satisfaction survey. Analysis of the feedback helps to find out remedial measures for improving academic standards,

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.sncwkollam.org/reports |
| Upload any additional information | View File |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://sncwkollam.agar.corbel.biz/2024/item/95?items////web-link-of-annual-reports-of-institution |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

During the academic year 2023-24, our institution implemented various initiatives to promote gender equity and to ensure an inclusive and safe environment for all students.

- Conducted workshops to raise awareness about women's rights and promote sensitivity towards breaking gender stereotypes**
- Organised panel discussions with women achievers from diverse fields to inspire students**

- Organized talks for raising awareness and fostering understanding by individuals who have experienced and overcome gender imbalances
- Celebrated International Women's Day with programmes addressing challenges faced by women in various domains
- Offered specialised training in leadership, entrepreneurship and digital skills to prepare students for competitive opportunities
- Ensured the proper functioning of the Internal Complaints Committee in the Institution
- Introduced career counselling sessions aimed at encouraging and supporting students to excel in traditionally male-dominated fields
- Extended financial help and scholarships to chronically disadvantaged students to guarantee equitable access to higher education
- Established a secure campus environment with CCTV surveillance and grievance redressal systems
- Dedicated wellness and counselling centres were set up to support mental and emotional health of students
- Conducted self defence classes for students

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://www.sncwkollam.org/_files/ugd/2f274a_99922c2a5959437e94a4ee90d9ae42d4.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://sncwkollam.agar.corbel.biz/2024/item/87 |

7.1.2 - The Institution has facilities for alternate sources of energy and energy

A. 4 or All of the above

conservation measures Solar energy
 Biogas plant Wheeling to the Grid Sensor-
 based energy conservation Use of LED bulbs/
 power efficient equipment

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College implements scientific waste management procedures in complete compliance with the observed Green Protocol.

Solid Waste Management

Students are encouraged to utilize personal lunch boxes to reduce food waste. Non-degradable waste products are collected everyday and disposed away with the assistance of the Kollam Corporation every Friday. Incinerators provide the secure incineration of sanitary napkins. Restrooms are cleaned daily by housekeeping staff. Degradable waste materials from the canteen and hostel are treated in a biogas plant, generating biogas and organic manure, which serves as biofertilizer in the college gardens.

Liquid Waste Management

The campus employs a sewage treatment system to guarantee the safe and sanitary disposal of wastewater

E-Waste Management

Damaged electronic equipment is fixed or returned to manufacturers for replacement. Other e-waste is appropriately treated with support from the Kollam Corporation.

Waste Recycling System

Biodegradable wastes are recycled for biogas production and organic manure generation. Wastes from the canteen and hostel mess are effectively processed, aiding the college's sustainability objectives.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and **A. Any 4 or all of the above**

energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | No File Uploaded |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Sree Narayana College for Women promotes tolerance and harmony among cultural, regional, linguistic, sectarian, and socio-economic diversities. The college offers several curricular and co-curricular events to foster an inclusive environment. National holidays such as Independence Day and Republic Day are commemorated with flag hoisting ceremonies, distribution of confections, and singing of National Integration songs by the NCC and NSS units. Gandhi Jayanti is commemorated with various programmes including a campus cleaning drive.

The college celebrates festivals from several religions, including Onam, Christmas, Diwali, Ramzan, and Holi, to foster inter-religious harmony. The Onam celebrations feature contests in Onappattu, Athapookkalam, and the Malayali Manga pageant. Christmas is observed with elaborate decorations, Santa Claus dispensing confections, and contests such as crib making and carol singing. Kerala Day observance showcases cultural pride via students and staff adorned in traditional attires and engaging in cultural competitions. Malayala Dinacharanam is commemorated to honour the legacy of Malayalam language and promote linguistic appreciation via literary competitions. Hindi Week is also observed to advance the national language and emphasize its cultural importance. Numerous activities, including essay writing, poetry recitation, debates, and quizzes in Hindi, are conducted to motivate students to interact with the language and value its literary legacy.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Sree Narayana College for Women emphasizes fostering awareness of constitutional values, rights, and duties among students and staff. Through seminars, workshops, and interactive sessions, the Institution promotes justice, equality, liberty, and fraternity while integrating these principles into its curriculum and co-curricular activities. Employees contribute to this by undertaking election duties, exemplifying civic responsibility and social commitment.

Observance of National Days like Independence Day and Republic Day is marked with patriotic activities, reminding participants of their civic responsibilities. Constitution Day features reading of the Preamble over public addressing system readings and discussions on contemporary relevance of constitutional values', fostering a sense of national integrity and responsible citizenship.

The college also celebrates International Women's Day with events highlighting gender equality and womenempowerment, such as invited talks, panel discussions, and awareness activities. Human Rights Day programs focus on human dignity, equality, and justice, featuring debates, poster-making competitions, and guest lectures. These initiatives ensure students develop a strong commitment to citizenship, social responsibility, and universal values essential for societal harmony.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://sncwkollam.agar.corbel.biz/2024/item/93 |
| Any other relevant information | https://sncwkollam.agar.corbel.biz/2024/item/94?items////relevant-information |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution celebrates/organizes national and international commemorative days, events and festivals.. We observed the following national and international days during the year 2023-24

January 1: New Year/Global Family Day

January 4: World Braille Day

January 12: National Youth Day (Birth Anniversary of Swami Vivekananda)

January 26: Republic Day

January 30: Martyrs' Day

February 2: World WetlandsDay

February 4: World Cancer Day

February 28: National Science Day

March 8: International Women's Day

March 15: World Consumer Rights Day

March 21: World Forestry Day

April 7: World Health Day

April 22: Earth Day

June 5: World Environment Day

June 14: World Blood Donor Day

June 21: International day of yoga

June 26: International Day against Drug Abuse

August 15: Independence Day

August 19: Photography Day

August 29: National Sports Day

September 5: Teachers' Day

September 8: National Literacy Day

September 14 : Hindi Day

September 16: World Ozone Day

October 2: Gandhi Jayanthi

October 3: World Nature Day

December 1: World AIDS Day

December 10: Human Rights Day

December 11: Bharatiya Bhasha Diwas

December 25: Christmas

Apart from these national and international days, we also observed festivals of regional importance like Onam, Holi, Diwali, Founder's Day and Jayanthi and Samadhi days of our Patron Saint Sree Nararayana Guru.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: "Earn While You Learn"

1. Title of the Practice:

Futura -"Earn While You Learn"

2. Objectives of the Practice:

- To develop students as multifaceted individuals with academic and practical skills.
- To promote dignity of labor and instill social responsibility.

3. The Context:

The program provides opportunities for students to earn while studying, emphasizing the importance of no work being too small. It helps students stay focused by engaging in constructive activities while reducing distractions.

4. The Practice:

Students learn the value of money, acquire financial management skills, and gain practical work experience. This not only supports their education but also prepares them for future challenges.

5. Evidence of Success:

- Students have successfully supported their education while gaining skills beneficial to their careers and to become financially independent and confident.

6. Problems Encountered:

- The lack of integration of entrepreneurship training into the curriculum requires extra effort to sustain these initiatives.

Best Practice 2: "Amruthavarshini - Music Therapy"

1. Title of the Practice:

"Amruthavarshini - Music Therapy"

2. Objectives of the Practice:

- To use music as a tool for healing and well-being.

3. The Context:

Music therapy provides a safe and non-invasive healing method.

4. The Practice:

Music therapy influences the mind, body, and behavior, offering emotional and physical relief. Musical programs are conducted as charity services to patients.

5. Evidence of Success:

- Recognized and appreciated as an effective therapeutic measure for various medical conditions.

6. Problems Encountered:

- As a regular activity, no significant challenges have been faced.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.sncwkollam.org/_files/ugd/2f274a_a941eeab29b04891ba2f463baabc4c8a.pdf |
| Any other relevant information | https://www.sncwkollam.org/_files/ugd/2f274a_774d6e3c8dc7462889683e0658556f7b.pdf |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Sree Narayana College for Women, Kollam, is one of the most prestigious colleges in Kerala, catering to the educational needs of young women in Kerala. The visionaries of 'Sree Narayana Dharma Paripalana Yogam', led by Sri. R. Sankar, realizing the vitality of women's education in the socio-economic uplifting of the society, established this great centre of knowledge in September 1951. The college stands out as a proud and triumphant symbol of a progressive society, ushered by the ideals, vision and social philosophy of Sree Narayana Guru. The Institution believes in achieving the high ideals of Sree Narayana Guru, i.e., Sree Narayana Dharma, which stands for 'Enlightenment through Education' (Vidya Kondu Prabhudharakuka), and views education as an instrument of socioeconomic progress. This Institution has a great tradition of producing meritorious students from its very inception. All through these years, the teaching community and the student community of the college have contributed the brick and tool towards the process of moulding a progressive intelligentsia, free from caste and communal prejudices and social taboos. In alignment with Sree Narayana Guru's vision of 'Enlightenment through Education', we have launched various programmes including a multidisciplinary webinar/seminar series "Dialectics", providing an open platform for knowledge exchange and societal transformation.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Sree Narayana College for Women, Kollam, established by the Sree Narayana Trusts in the year 1951, is a higher education institution affiliated to the University of Kerala, Thiruvananthapuram. The college imparts education, instruction and training by offering 15 Undergraduate and 5 Postgraduate programs. Besides, the institution offers Ph.D. programs in Physics and Chemistry, and Certificate courses in various streams.

To ensure timely coverage of portions and appropriate evaluation, the institution complies with the curriculum designed by the Board of Studies, University of Kerala. An effective delivery of curriculum is ensured through streamlined academic activities based on workloads, time tables, lesson plans and internal examinations. Various departments impart the curriculum through theory classes, practicals, tutorials, seminars, assignments and projects. As per the academic calendar, internal examinations are held in each semester and the valued answer scripts are promptly returned with suggestions for improvement. Remedial and peer teaching are carried out. PTA meetings are also conducted on a regular basis. Feedback from students, alumni, employers, and teachers are also sought from time to time and is followed by analysis and corrective steps. The IQAC of our college spearheads the efforts in maintaining this quality consciousness both in curricular and co-curricular domains.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.sncwkollam.org/_files/ugd/71c1b9_9c709998f6964590b0f99d7fcd47f912.pdf |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As the institution is affiliated to the University of Kerala, it

strictly adheres to the University academic calendar which comprises significant dates such as the date of commencement of classes, registration to each course, allotment of assignment topics, internal tests, publication of internal exam results, submission of attendance statement of students and the date of commencement of university exams. Moreover, college follows a system that matches with the Continuous Internal Evaluation (CIE) as prescribed by the University.

College Level Monitoring Committee (CLMC) ensures minimum instructional days, smooth conduct of classes and makes arrangements for university examinations for various semesters. At the commencement of each semester, department level meetings (DLMC) are held to design the academic plan. At the beginning of each academic year, an orientation session is conducted for the newly admitted students (both UG and PG) to familiarize them with the new program. An effective tutorial system is also followed.

The question papers for the conduct of CIE are prepared as per the university model and submitted to CLMC. The conduct of internal examination is held on a common time table and the answer scripts are evaluated promptly and the results are published within the stipulated time.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://sncwkollam.agar.corbel.biz/2024/item/52?items///additional-information |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

20

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

28

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1268

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Sree Narayana College for Women, fully acknowledges the potential of integrating crosscutting issues related to professional ethics, gender, human values, environment and sustainability into the curriculum as they are deeply intertwined with the vision and mission of the college. The institution integrates these issues by providing value added education and through activities organized by various clubs and committees in the college. The syllabi prescribed by the University provide ample opportunity to learners to be exposed to such issues.

Environmental Studies and Disaster Management are two mandatory papers introduced to all students in the undergraduate level. Gender Studies, Dalit Studies, Food Chemistry, Business Ethics, Human Rights, Fitness Education, Health and Hygiene, Data Science, Child Development, Clinical Psychology, Textile Designing, and so on help in synthesizing the conservative method of learning and a total development of one's personality. Moreover, workshop, seminars, 'Dialectics', the annual multi-disciplinary seminar series, invited lectures, debates and discussions are conducted with a vision to provide learners the ability to handle real life situations. As part of value education, students regularly participate in outreach programs, visit to rehabilitation centres and destitute homes which impart basic human values which in turn nurture empathy towards the weaker sections of society.

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

20

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

1.3.3 - Number of students undertaking project work/field work/ internships

938

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://sncwkollam.agar.corbel.biz/2024/item/43?items///url-for-stakeholder-feedback-report |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | https://sncwkollam.agar.corbel.biz/2024/item/44?items///url-for-feedback-report |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

670

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

530

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Newly admitted students are evaluated by tutors based on their curricular and extracurricular achievements at qualifying exams, as well as on their marks in the first internal examination. Following this assessment, students are categorized as either advanced, medium or slow learners. For skill enhancement, students receive training in various skill development programs, both on and off campus, where they have opportunities to interact with industry experts and scientists. This exposure provides them with first-hand insights into fields of interest. Students are encouraged to attend seminars and workshops within and outside the college, participate in career guidance classes led by internal and external experts, and engage in internships and projects during summer vacations and semester breaks.

To support slow learners, the college organizes remedial classes during weekdays, scheduled around regular hours, followed by assessment tests. Peer learning is encouraged, with students forming study groups to motivate one another. Additionally, study materials are provided in bullet-point format for easier understanding.

Furthermore, PTA meetings for slow learners and counselling sessions are held to ensure a healthy learning environment. The college also regularly hosts multidisciplinary international seminars and national seminar series, alongside sessions by the placement and career guidance cell, to equip students for the job market.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/85?items////past-link-for-additional-information |
| Upload any additional information | View File |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2405 | 94 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college is committed to enriching the learning experience of its students by integrating experiential, participatory, and problem-solving methods. To foster interactive and engaging teaching practices, activities such as team games, debates, seminars, quizzes, and case studies are organised. In terms of experiential learning, students are required to undertake mandatory projects during the final semester of their undergraduate and postgraduate programmes. These projects, coupled with case studies and other interactive techniques, provide valuable practical exposure to their fields of study.

Students from various departments often engage in field visits and surveys, while BSc students participate in industrial visits organised in collaboration with reputed institutions. Participatory learning is encouraged through activities like flipped classroom teaching, debates, teamwork, and health awareness campaigns. Moreover, students are motivated to enhance their skills by enrolling in online courses offered by platforms such as NPTEL, SWAYAM, Udemy, and Coursera.

The curriculum also integrates problem-solving approaches to develop students' analytical and logical thinking skills. Case study methods, in particular, strengthen their practical

knowledge and decision-making abilities. Additionally, the focus on outcome-based learning ensures that students are well-trained to critically analyse and address complex questions in examinations and beyond.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | https://sncwkollam.agar.corbel.biz/2024/folder/10/231-student-centric-methods-such-as-experiential-learning-participative-learning-and-problem-solving-methodologies-are-used-for-enhancing-learning-experiences |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The college is equipped with advanced ICT tools, including high-quality projectors, smart boards, and high-speed broadband-enabled computers. These are integrated into 16 ICT-enabled classrooms and 12 smart classrooms, enhancing the teaching-learning process. The college proudly hosts a SWAYAM-NPTEL local chapter, with many students successfully completing courses and achieving top ranks in some subjects, while faculty members have been recognised as top mentors.

The library is accessible 24/7 through the LIBSOFT Web OPAC system, allowing users to search for books from anywhere. Both students and faculty have access to a wide range of subscription-based national and international journals. Digital platforms like Google Workspace for Education, Zoom, Telegram, YouTube, and WhatsApp are extensively used for effective teaching. Tools such as Google Meet and Google Classroom became especially integral during the COVID-19 pandemic.

Teachers have developed a range of e-learning content, including YouTube videos, PowerPoint presentations, audio lectures, blogs, PDFs, and other digital materials, enabling flexible learning options for students. Additionally, the college has established itself in national and international academic communities by organising numerous webinars across departments, fostering intellectual exchange and collaboration. The college ERP functions effectively by monitoring student, teacher and parent interactions on a daily basis.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

94

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

94

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

| 50 | |
|---|---------------------------|
| File Description | Documents |
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |
| 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year) | |
| 2.4.3.1 - Total experience of full-time teachers | |
| 839 | |
| File Description | Documents |
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |
| 2.5 - Evaluation Process and Reforms | |
| 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words. | |
| <p>Internal examinations are conducted each semester, assessing all the course outcomes, under the College Level Monitoring Committee. By the semester's end, internal exams are conducted as per the Internal Exam timetable set by the CLMC. The questions are carefully aligned with the course outcomes, and the results are systematically analysed. Additional evaluation methods include announced or surprise tests, term examinations, online or classroom quizzes, PowerPoint presentations, group assignments, and more.</p> <p>The intended learning outcomes are achieved through a supportive learning environment, effective curriculum delivery, and a transparent evaluation system. Classroom sessions are well-structured, and teaching strategies integrate ICT tools such as PowerPoint presentations, web resources, and interactive boards. To enhance the learning experience, students are tasked with</p> | |

seminars and assignments tailored to their programme curriculum.

Internal examinations, managed by the department's internal examination committee, serve as direct assessment tools, while indirect methods like seminars, workshops, and webinars contribute significantly to academic excellence. Projects—both individual and group-based—are also a key component of the assessment strategy.

Formative and summative assessment techniques include active class participation, seminar presentations, departmental debates, writing competitions, and other interactive activities. These methods ensure the retention and application of knowledge while fostering critical thinking and communication skills among students.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/80?items////link-for-additional-information |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Transparency is a priority in the evaluation process and grievance redressal for students. Internal examinations are conducted on a fixed schedule, with results published promptly. Students unable to attend these exams due to medical or other reasons must inform their class tutor beforehand or immediately after. For postgraduate students, two internal exams are held per semester. If students have concerns about marks, their answer scripts are re-evaluated. For unresolved issues, students can escalate their complaints to the Head of the Department (HOD).

Regarding external examinations, students who feel their marks are lower than expected can apply for revaluation within 15 days of the results being published on the university website. If there is a widespread discrepancy in marks, the principal files a formal complaint with the Controller of Examinations. Common issues like non-receipt of hall tickets or incorrect entries are promptly addressed by coordinating with the university. Concerns about question papers, such as out-of-syllabus questions or errors, are reported to the Chairman of the respective subject

paper.

The system ensures timely resolution of all grievances, aiming to provide students with a fair and efficient evaluation process while maintaining clarity and accountability.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/81?items////link-for-additional-information |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Our college, affiliated with the University of Kerala, adheres to the CBCSS curriculum prescribed by the University. An outcome-based education system is effectively implemented by aligning the curriculum framework with academic advancements, continuously enhancing teaching quality, and adopting advanced technological tools. The Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) are developed by the respective Boards of Studies at the University and integrated into the syllabus, which is available on the College website.

During the student induction programme, the POs and COs are explained, and their relevance and assessment methods are shared with the learners. Faculty members participate in specialised orientation programmes focused on designing, mapping, and evaluating these outcomes. Various on-campus and external programmes are conducted to realise these learning outcomes. These initiatives foster scientific temper, critical thinking, and curiosity among students, encouraging their contribution to broader societal goals.

Guided by our Principal and a dedicated team of faculty, the programmes aim to empower students to become active, lifelong learners. They help develop future career paths with meaningful orientation, equipping students with generic skills essential for wage employment, self-employment, and entrepreneurship. This holistic approach ensures well-rounded personal and professional growth.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://sncwkollam.agar.corbel.biz/2024/item/83?items:///past-link-for-additional-information |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Internal assessments are conducted each semester to evaluate the course outcomes and all outcomes which are mapped in a CO- PO matrix are assessed comprehensively at the semester's end. The assessment questions are thoughtfully designed to align with course outcomes, and results are systematically analysed for improvement. Additional evaluation methods include surprise tests, term examinations, online or classroom quizzes, PowerPoint presentations, and group assignments.

The intended learning outcomes are achieved through a well-structured curriculum, transparent evaluation, and a supportive learning environment. Teaching strategies incorporate modern ICT tools such as PowerPoint presentations, web resources, and interactive boards, making classroom sessions engaging and effective. Seminars and assignments are tailored to the broad curriculum of each programme to foster deeper understanding and skill enhancement.

Internal examinations are complemented by indirect assessment methods like seminars, workshops, and webinars, which further enrich the learning experience. Students also complete independent or group-based projects, enhancing their research and collaborative skills.

The assessment process integrates both formative and summative techniques, such as class participation, seminar presentations, debates, writing competitions, and knowledge retention activities. The final exam results, student progression and placement statistics also portray the attainment of programme and course outcomes.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://sncwkollam.agar.corbel.biz/2024/item/84?items////paste-link-for-additional-information |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

717

| File Description | Documents |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sncwkollam.agar.corbel.biz/2024/item/76?items////link-for-additional-information>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

4.1

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

16

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

3

| File Description | Documents |
|---|--|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://insaindia.res.in/ ; https://keralabiodiversity.org/ ; https://kscste.kerala.gov.in/ ; https://iic.mic.gov.in/ |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and

transfer of knowledge

The college has a well-established innovation and entrepreneurship ecosystem, focusing on research outputs as the product of technological innovation processes. The Institution's Innovation Council (IIC) manages this ecosystem through research centers, entrepreneurship and innovation cells, trained faculties, community orientation, skill development initiatives, and collaborative activities. The college has conducted an Impact Lecture with financial aid to raise awareness on innovation, startup, and Intellectual Property (IP). 11 faculty members have been trained under the Innovation Ambassador (IA) program by IIC. Major innovations produced include a glucose detection sensor, an antimicrobial mask, and a sustainable fruit coating. The Indian Patent application of 'development of antimicrobial mask coating' has been published. The Department of Botany manages a mushroom cultivation unit in association with IIC. A certificate course in Beautician therapy is conducted to encourage entrepreneurship among students. YIP 4 state level winning team has been mentored by Central Tuber Crops Research Institute during 2023-24 for the development of spoilage sensing food packaging film. In recognition for our innovation activities, the college has been ranked in the NIRF (2024) band 201-300.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://agar.sncwkollam.ac.in/2024/folder/9/innovation-ecosystem-additional-information |

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

18

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

| File Description | Documents |
|--|---|
| URL to the research page on HEI website | https://www.sncwkollam.org/overview |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

26

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

3

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college has been in the forefront to enhance the wellbeing of the neighbourhood communities by engaging in transformative and participatory actions. The college insists on the development of socially committed individuals for the development of the country. The students are encouraged to participate in various extension activities by sensitising them about different social issues and the need for community participation. Extension activities are organised under the banner of NCC, NSS, departments, clubs, and cells. Target groups are mainly school children, adolescents, women, other marginalised sections of the society. The activities like response to social issues, women empowerment, sustainable development and environmental protection is being promoted. Major extension activities during 2023-2024 are:

- Palliative support 'Karuthal': Distributed wheelchair and laptop to those who were in need,
- Radio Santhwanam: Broadcast on FM Radio 90.4, to provide comfort, awareness, and support to individuals requiring palliative care and the community at large.
- Swachhata Hi Seva and SWATCHATA PAKHWADA campaigns to clean city, coastal area, public places etc. and Kerala School Kalolsavam Clean Drive 2023,
- Rabies awareness seminar, Drug-Free India campaign, Human Rights Day Awareness programme, blood donation camp
- Activities commemorating World Environment Day, World day against child labour, International day against drug abuse and illicit trafficking, International plastic bag free day, World suicide prevention day, Constitution day, World heart day, World AIDS day, World river day, International day of yoga, among others
- Pen Drop Box Initiative, drinking water distribution

initiative, Planting Tree saplings etc.

| File Description | Documents |
|---------------------------------------|--|
| Paste link for additional information | https://aqar.sncwkollam.ac.in/folder-file/7/Extension activity report 2023-24 .pdf |
| Upload any additional information | View File |

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

9

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

55

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

2067

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

52

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

9

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- The college provides two research programmes, five postgraduate programmes, and fifteen undergraduate programmes. The college abide by the requirements of the University of Kerala, our affiliated organisation, and offers students adequate infrastructure and physical facilities. The College Council, IQAC, and Planning Board frequently address the college's infrastructure needs. Infrastructure is built with grants from the UGC, RUSA, FIST, Management, and other internal and external sources. We receive funding for computer rooms from the MP-LADinitiative and Kerala State Information Technology Mission. Department of Physics, Chemistry, Botany , Zoology , Home Science, Geography, Mathematics, Biochemistry and Industrial Microbiology, and Library are funded by DST-FIST scheme .Students and faculty have access to departments with well-equipped classrooms, smart classrooms and laboratories for an effective teaching-learning process. The campus has high-speed Wi-Fi connection.
- The college has 15 undergraduate, 5 graduate, and two research laboratories, 1 dark room and 1 computer lab
- The college houses major equipment like Electrochemical Workstation, UV Visible Spectroscopy and Labomed Binocular research microscope with camera and Impedance Analyzer
- 61 classrooms, 17 smart classrooms, 3 computer centres, 1 Seminar Hall, 1 Mini Conference Hall , 1 botanical garden, 1 Mushroom cultivation room.
- One museum in Zoology department, 1 counselling room,
- Examination room with CCTV cameras
- A well-maintained basketball court, and yoga training for

students after class hours, 1 library block, 3 computer centres, 1 girls' rest room, 1 rental hostel, 1 health centre, 1 botanical garden, 1 canteen, 1 principal's chamber, 1 administrative office, 16 staff rooms, 1 record room, 1 counselling room.

- A rainwater harvesting system, a biogas plant, an incinerator, and solar energy panels.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/30?items///provide-link-for-additional-information |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution provides adequate facilities for sports, games (both indoor and outdoor), yoga, and other activities. 1. We have a multipurpose court with space for basketball, handball, shuttle badminton (two), and roll ball. The basketball court was constructed in 2008 and renovated in 2020. It has an area of approximately 6450 square feet. In addition, we have a Kho-Kho court on campus that is approximately 6000 square feet. We share a 200-meter track and field, a volleyball court, and a football field totalling approximately 2,15,278 square feet with our sister institution. 2. A multi-purpose indoor facility with two international tournament table tennis boards, a wrestling mat, weightlifting and powerlifting platforms. It is approximately 6450 square feet. 3. A multipurpose fitness centre (Gymnasium) with separate areas for aerobic and strength training. We have multiple machines for different muscle groups, individual muscle training machines, barbells, weights, and dumbbells for strength training. The aerobics area is equipped with three treadmills and three Orbitreks. 4. We also have a 6450-square-foot Seminar/Yoga hall for providing yoga training to enthusiastic students and staff.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/35?items////paste-link-for-additional-information |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/32?items////paste-link-for-additional-information |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

57.15

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The significant renovation and computerization of the library began in 2000, with the installation of the LIBSOFT software in 2001. Barcodes were created to facilitate speedy returns and issues of books. Additionally, the circulation process is fully automated. The library gate register module was introduced in 2012, allowing users to swipe their barcoded ID card to record and view their member entry details. The Online Public Access Catalogue (OPAC), accessible around-the-clock, enables users to search the library's collection of books from any location. The college library has a digital repository designed to store information in digital form, primarily offering a collection of e-books and e-journals for students. A separate section is arranged for visually impaired students with dedicated screen reading software and audio books.

In 2012, the college became a member of the N-List programme, a digital repository under INFLIBNET. The library provides access to a vast array of national and international e-resources with full-text access. Some of the platforms offered include Cambridge Books Online, JSTOR, Springer, Royal Society of Chemistry, and Taylor & Francis eBooks. Currently, the library primarily offers services such as book lending, reference services, internet access, and OPAC. The library operates on all working days from 8:30 am to 5:00 pm, utilizing LIBSOFT. The college maintains an active IT Infrastructure Monitoring Committee that regularly updates its IT resources. Currently, the library offers access to over 62,564 books, 2,500 reference books, 20 journals, 100 CDs and videos, 8 newspapers, 55 magazines, 199,000+ e-books, and 6,500+ e-journals via NLIST, a component of e-ShodhSindhu, along with various other open-access databases.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional Information | https://sncwkollam.agar.corbel.biz/2024/item/31?items////provide-link-for-additional-information |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-

A. Any 4 or more of the above

| resources | |
|---|---------------------------|
| File Description | Documents |
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |
| 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs) | |
| 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs) | |
| 1.99 | |
| File Description | Documents |
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |
| 4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year) | |
| 4.2.4.1 - Number of teachers and students using library per day over last one year | |
| 46 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |
| 4.3 - IT Infrastructure | |
| 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi | |
| The college offers full-time IT facilities for teaching, non-teaching, and administrative staff. Staff rooms are equipped with internet access. Our institution has a total of 114 computers, | |

with 103 designated for student use and 11 reserved for administrative tasks. WiFi connectivity is provided across all buildings within the college campus. Students can utilize the internet in both the library and in the campus . Access to INFLIBNET is specifically available in the library.

The college has a well-maintained website that provides details about both curricular and extracurricular activities for students. The IQAC and the Website Committee of the college regularly monitor and update the website. In the Administrative block and Computer Lab, computers and printers are connected by LAN . A high-speed fiber-optic connection from Asianet providing 60 Mbps, has been installed in the Principal's office to facilitate communication with the examination section of Kerala University. The entire college campus is equipped with Wi-Fi access. Institution has a G-Suite (Google Workspace) account and faculty can avail the services through college domain ID. The college is recognized as a local chapter of SWAYAM-NPTEL since 2019.

The institution has 16 ICT-enabled classrooms and a seminar hall that is fully equipped with Wi-Fi. All the departments are provided with LCD projectors for PowerPoint presentations for undergraduate and postgraduate students.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/33?items////paste-link-for-additional-information |

4.3.2 - Number of Computers

114

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

57.15

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Our campus is protected, safe, comfortable, well-aired, and appealing. The College has a system in place to optimize the use and upkeep of its infrastructure. College Level Monitoring Committee meets regularly and decides on the maintenance and utilization of physical ,academic and support facilities. Physical stock verification and equipment maintenance are carried out at regular intervals.

The Principal leads a Maintenance Committee responsible for overseeing the college's facilities and equipment while ensuring quality and timely upkeep. The laboratories in the college are fully equipped according to the academic needs and the statutory rules. Stock registers are maintained in all the departments. Internal stock verifications are done annually by the Committee constituted by the Principal.

Laboratory assistants monitor and manage laboratories. Annual maintenance contract ensures the upkeep of important equipment. Computer labs and digital library are monitored by the lab assistants and are periodically maintained by an external service provider.

The Library Advisory Committee convenes meetings frequently to make decisions regarding book purchase, e-books, and the maintenance and enhancements of online services. Students engage in reading and research in the computer centre.

The sports equipment, gymnasium, playground and various courts are supervised and maintained by the Department of Physical Education. Systematic procedures are adopted for the purchase of equipment and maintenance of infrastructure.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/34?items////paste-link-for-additional-information |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1614

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

275

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://sncwkollam.agar.corbel.biz/2024/item/109?items////supporting-document |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2044

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

2044

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

| 59 | |
|--|---------------------------|
| File Description | Documents |
| Self-attested list of students placed | View File |
| Upload any additional information | View File |
| Details of student placement during the year (Data Template) | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

357

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

47

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

25

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Our institution prioritizes student representation and engagement, providing a wide range of opportunities for students to participate in administrative, co-curricular, and extracurricular activities. The Students' Union, comprising 12 office bearers, plays a vital role in organizing cultural, literary, and sports events under the leadership of the Union Chairman. This platform enables students to develop essential skills in leadership, teamwork, and event management. Furthermore, the student union has a significant presence in the Institutional Quality Assurance Cell (IQAC), allowing students to contribute to decision-making processes and quality improvement initiatives. Department-level student associations provide additional avenues for student engagement, fostering a sense of community and teamwork. These associations promote student-led initiatives, such as environmental conservation, charity events, and volunteer work. Our institution's National Service Scheme (NSS) and National Cadet Corps (NCC) units offer students opportunities to participate in community service, leadership development, and nation-building activities. Student volunteers engage in diverse projects, including anti-drug awareness campaigns, environmental day celebrations, voting rights

campaigns, palliative care initiatives, Constitution Day observance, and green campus initiatives. In addition, students are encouraged to take on leadership roles in hostel administration, with a postgraduate student appointed as captain to assist in managing hostel affairs. Overall, our institution provides a supportive environment that empowers students to take ownership of their educational experience, develop valuable skills, and make meaningful contributions to the college community.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/111?items////supporting-document |
| Upload any additional information | View File |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

287

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Our institution's Alumni Association was formally established in 2001 (Registration No: KLM/TC/610/2015) under the presidency of Prof. M R Saraswathi. The Association aims to foster a lifelong connection between the institution and its former students,

promoting a culture of love, peace, and harmony. The Alumni Association plays an active role in supporting the institution's endeavors, including organizing various programs that promote quality education and community engagement. The Association is deeply involved in the institution's curricular and extracurricular activities, providing guidance and support to students. To recognize and reward academic excellence, the Association awards annual cash awards to meritorious students who excel in curricular and extracurricular activities. Additionally, the Association provides support to underprivileged students by donating free uniforms, mid-day meals, and books. The Alumni Association operates in alignment with the institution's vision and leadership, strategy development, and deployment. Key activities include celebrating Onam, releasing newsletters, honoring retired and PhD-awarded teachers, and organizing cultural events to showcase alumni talents and raise funds for charitable causes. Furthermore, the Association conducts an annual elocution competition in memory of the institution's founder, with winners receiving sponsored cash prizes. This event is held during the Founder's Day celebrations. Overall, the Alumni Association plays a vital role in promoting the institution's values and mission, while fostering a sense of community and social responsibility among its members.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/107?items////upload-additional-information |
| Upload any additional information | View File |

| | |
|---|----------------------------|
| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | D. 1 Lakhs - 3Lakhs |
|---|----------------------------|

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Sree Narayana College for Women, Kollam, is one of the most prestigious colleges, catering to the educational needs of young women in Kerala. The governance of the institution is reflective of an effective leadership and goes in tune with the vision and mission of the institution. The college, ever since its inception in 1951, is governed by its distinct Vision and Mission, based on which the governance of the institution is framed.

Vision :

- Expel the darkness of ignorance by spreading the flaming light of true wisdom
- Freedom through Education
- Develop inherent talent

Mission:

- Enlightenment through Education
- Empowerment of Women
- Social Upliftment
- Universal Brotherhood

Our institutional practices are guided by our vision and mission, and they reflect our unwavering commitment to providing quality education, fostering holistic development, promoting women empowerment, nurturing intellectual growth, and instilling values of social responsibility among our students. Through these practices, we strive to fulfil our role as a nationally acclaimed institution of excellence in higher education. The college's robust leadership is effected through a comprehensive organizational structure and well-defined systems.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.sncwkollam.org/vision-and-mission |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The effective leadership is reflected in various institutional practices such as decentralization and participative management.

The Institute has decentralized its operations and has delegated authorities at various levels to ensure good governance. The college ensures the system of participative management wherein the flow of information and process of decision making involves the management, staff and students as detailed below.

The RDC is the apex body that formulates the overall policies for the college.

The College Council with the Principal as Chairman oversees the day-to-day activities of the college and implements the decisions of the RDC with the financial support of various agencies.

The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. The HoDs have adequate autonomy to monitor the functioning of the respective departments and also ensure that fair workload allocation processes are in place.

The teaching and non-teaching staff members are included in the decision-making process by way of gathering their opinions and concerns in the monthly staff meeting. The opinions of the student union members are taken into consideration

The students participate in the governance of the college through Students' Union and also through various clubs and department associations.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/10?items///612-paste-link-for-additional-information |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college, affiliated to the University of Kerala, adheres to the academic standards, including syllabi and examination regulations, established by the University. To augment students' employability skills, certificate programs and value-added courses are offered. Teaching and learning methodologies include ICT-enabled classes, peer group teaching, remedial sessions, internships, industrial visits, field trips, group discussions, and seminars.

Examinations are conducted in accordance with University guidelines, and result analysis is overseen by the Internal Quality Assurance Cell (IQAC). The college utilizes an Enterprise Resource Planning System (ERPS) to keep students and parents informed about academic progress. Grievances are addressed by the Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC).

The Research Committee supports faculty members in undertaking research endeavors, with an emphasis on completing ongoing projects leading to PhD qualifications. The college publishes an interdisciplinary research journal - "International Journal of Advanced Interdisciplinary Sciences (ISSN 2583-5734) approved by the University of Kerala.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://sncwkollam.aqar.corbel.biz/2024/item/37?items///upload-any-additional-information |
| Upload any additional information | View File |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College has developed a well-designed organizational structure for the efficient functioning of the college. The Managing Council, led by the Manager, ensures compliance with UGC and Government of Kerala guidelines for appointing the Principal and staff, including staff on contract, on a merit basis. The college has a deliberate system of principles to guide decisions

and achieve rational outcomes in every area. The institutional bodies operate with effectiveness and efficiency, as evidenced by their policies, administrative setup, appointment and service regulations, and procedures. A well-structured administrative framework ensures the smooth functioning of the college. At the apex is the Regional Development Committee (RDC) of the Management, headed by the Manager. The College Council, which includes the Principal, Head of the Departments, Internal Quality Assurance Cell coordinator, Librarian, Office Superintendent, and three elected faculty members, plays a pivotal role in decision-making and oversight. All administrative and academic procedures are fully in place for the successful functioning of the college and are regularly monitored by the Manager/Principal.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/71?items////paste-link-for-additional-information |
| Link to Organogram of the institution webpage | https://www.sncwkollam.org/organogram |
| Upload any additional information | View File |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The institution has effective welfare measures for teaching and non-teaching staff and avenues for career development. The welfare activities are medical benefits, maternity leave, paternity leave, and salaried leave for staff suffering from serious diseases. Financial assistance Staff loan - for nominal interest from the Cooperative Society. A Scheme called 'Karuna' which perform charitable activities function in the campus and aims to support the staff financially, in case of a health emergency. The Gain Provident Fund scheme from the government offers interest free loans to all the staff members of our college. The employees are entitled to dearness allowance (DA) and house rent allowance (HRA) as per rules of government. Schemes such as Group Insurance Scheme, State Life Insurance Scheme, Group Personal Accident Insurance Scheme are in force in our institution. Provident Fund facility is provided for all the staff. Training and development programmes for staff to develop professional competency. Teachers are encouraged to participate in National Faculty Development Programmes. Among teaching staff, there are three faculty levels - Assistant Professor, Associate Professor and Professor. Performance based appraisal also is a key indicator in the assessment of the career progression of the faculty. For non-teaching staff, the entry level is Office attendant. Later, on qualifying the department tests and on completion of sufficient years of service, they would be promoted to higher posts. Our college offers the highest post of Superintendent for the non-teaching staff, based on the staff pattern.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/13?items///provide-link-for-additional-information |
| Upload any additional information | View File |

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

21

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

49

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Performance Based Appraisal System (PBAS) is in accordance with the guidelines of The Gazette of India and the Department of Collegiate Education, Govt of Kerala. The Principal issues a proceedings to entrust Internal Quality Assurance cell (IQAC) for processing placement proposals of teachers. The report is submitted by the faculty to IQAC, if found satisfactory forwarded to the University. The recommendation from the Expert Committee would be forwarded to the Manager. The Manager would issue a Placement Order, which would be forwarded to the University for approval following which it would be forwarded to the Deputy Director of Collegiate Education for approval. This procedure is followed for the promotion of matrix 10, 11 and 12. For the promotion of matrix 13 and 14, there will be a Selection Committee appointed by the University and the concerned Principal. The Manager constitutes a Selection Committee and after persual of the documents, the faculty would be promoted to the post of Professor/ Associate Professor and a placement order to this effect would be issued, which would later be forwarded to the University for approval. The University on approval of the Promotion would send the order to the Deputy Directorate of Collegiate Education for approval following which they would be placed as Professor/ Associate Professor as per UGC regulations.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/70?items////paste-link-for-additional-information |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution conducts internal and external financial audits regularly. The college follows government guidelines for the collection and disbursement of funds and strict financial discipline is ensured through regular internal and external audits. For the ease of accounting and transparent functioning, the college maintains separate accounts for financial aids received from different sources

Internal Audit - Internal audit of finance is conducted every year at the college office. Along the course of internal audit, all required measures are taken to regularize the accounts, to obtain confirmations for the credit balances and to collect documentary evidences wherever required. The report of internal audit is submitted to the Manager.

Statutory Audit -Statutory Audit is done by the Management to ascertain that the policies and guidelines for accounting framed by the management are appropriately executed.

Government Audit -Government Audit is conducted with regard to the Government aided funds received in the college. Two types of government audits are done - one by the office of the Deputy Director of Collegiate Education, Government of Kerala and the other by the office of the Accountant General's office, Government of India.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/15?items////provide-link-for-additional-information |
| Upload any additional information | View File |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

11.254

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has established mechanisms to ensure sufficient budgetary allocations for academic and administrative activities and to oversee the efficient utilization of financial resources. The organizational structure, led by the Principal, plays a crucial role in this process. At the beginning of each financial year, the Principal and Heads of Departments collaborate to formulate the college budget, which undergoes scrutiny and approval by the College Council and Management. The Head Accountant maintains financial records, while the Principal bears accountability for all financial transactions.

Earned Income: The main source for earned income of the college is from the Special fees collected from each student during the beginning of every year. This fund is maintained under the PD account in the treasury. PD fund is utilized for the purchase of items under different Heads. The institution is regularly aided by donations from the Parent Teacher Association, Management and the

Alumni Association.

Government funds: UGC, RUSA, FIST, e - grants, Institute Innovation Council(IIC), Scholarships sponsored by the Higher Education Department of Kerala, Special schemes such as Student Support Program, ASAP, Nation Service Scheme, National Cadet Crops.

Utilisation - Each of the funds received by the college is audited. The Nodal Officer, assisted by the Superintendent, and the Head Accountant of the college, utilizes the fund suitably through proper Government channels (PFMS).

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://sncwkollam.agar.corbel.biz/2024/item/82?items////link-for-additional-information |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

To enhance the academic environment of the institution, stakeholders were divided into three groups: incoming undergraduate and postgraduate students, their parents, and faculty members. Each group participated in tailored induction programs, orientation sessions, and faculty development workshops, respectively. Throughout the year, various programs were organized by the IQAC, including a college level training program on Four Year Under Graduate Program for faculty members for the implementation of National Education Policy. Multidisciplinary webinar series DIALECTICS 2023-24 as well as various international, national, and state-level seminars, webinars, workshops, and awareness programs were organised. The institution actively participated in ranking assessments such as NIRF and AIISHE Ranking To improve academic services, the Enterprise Resource Planning Software (ERPS) was extended to postgraduate programs, offering a wide range of academic resources to students, parents, faculty, and administrators. IQAC has taken initiatives to monitor and manage CAS promotions of faculty members based on Performance-based Appraisal System. IQAC facilitates departments to create academic linkages and

collaborations with other institutions and to start certificate courses. IQAC took initiatives in applying minor and major projects for faculty members as well as students.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.sncwkollam.org/files/ugd/a9392f6d29cd678b5e4d5a99db064d6946edda.pdf |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution regularly evaluates its teaching-learning processes, operational methodologies, and learning outcomes through the Internal Quality Assurance Cell (IQAC), adhering to established norms. Incremental improvements across various activities are documented and monitored. Various audits, including academic and administrative, are conducted, and corrective measures are implemented based on their findings. Additionally, Professional development/ administrative program sessions are successfully organized, along with an induction program for first-year undergraduate students. The academic progress of students is monitored by the tutors as well as by the mentors. The meritorious students are awarded with cash prizes and awards, sponsored by Staff association/PTA and alumni. To review the teaching learning process, PTA meetings are conducted in each semester. Through an established mechanism, IQAC collects curriculum feedback from stake holders and exit feedback from final semester students. All the students are encouraged to give their feedback and comments through the student satisfaction survey. Analysis of the feedback helps to find out remedial measures for improving academic standards,

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.sncwkollam.org/reports |
| Upload any additional information | View File |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

A. All of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality
audit recognized by state, national or
international agencies (ISO Certification,
NBA)**

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://sncwkollam.aqar.corbel.biz/2024/item/95?items////web-link-of-annual-reports-of-institution |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

During the academic year 2023-24, our institution implemented various initiatives to promote gender equity and to ensure an inclusive and safe environment for all students.

- Conducted workshops to raise awareness about women's rights and promote sensitivity towards breaking gender stereotypes
- Organised panel discussions with women achievers from diverse fields to inspire students
- Organized talks for raising awareness and fostering understanding by individuals who have experienced and overcome gender imbalances
- Celebrated International Women's Day with programmes addressing challenges faced by women in various domains

- Offered specialised training in leadership, entrepreneurship and digital skills to prepare students for competitive opportunities
- Ensured the proper functioning of the Internal Complaints Committee in the Institution
- Introduced career counselling sessions aimed at encouraging and supporting students to excel in traditionally male-dominated fields
- Extended financial help and scholarships to chronically disadvantaged students to guarantee equitable access to higher education
- Established a secure campus environment with CCTV surveillance and grievance redressal systems
- Dedicated wellness and counselling centres were set up to support mental and emotional health of students
- Conducted self defence classes for students

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://www.sncwkollam.org/_files/ugd/2f274a_99922c2a5959437e94a4ee90d9ae42d4.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://sncwkollam.agar.corbel.biz/2024/item/87 |

| | |
|--|---------------------------------|
| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | A. 4 or All of the above |
|--|---------------------------------|

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College implements scientific waste management procedures in complete compliance with the observed Green Protocol.

Solid Waste Management

Students are encouraged to utilize personal lunch boxes to reduce food waste. Non-degradable waste products are collected everyday and disposed away with the assistance of the Kollam Corporation every Friday. Incinerators provide the secure incineration of sanitary napkins. Restrooms are cleaned daily by housekeeping staff. Degradable waste materials from the canteen and hostel are treated in a biogas plant, generating biogas and organic manure, which serves as biofertilizer in the college gardens.

Liquid Waste Management

The campus employs a sewage treatment system to guarantee the safe and sanitary disposal of wastewater

E-Waste Management

Damaged electronic equipment is fixed or returned to manufacturers for replacement. Other e-waste is appropriately treated with support from the Kollam Corporation.

Waste Recycling System

Biodegradable wastes are recycled for biogas production and organic manure generation. Wastes from the canteen and hostel mess are effectively processed, aiding the college's sustainability objectives.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

A. Any 4 or all of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | No File Uploaded |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Sree Narayana College for Women promotes tolerance and harmony among cultural, regional, linguistic, sectarian, and socio-economic diversities. The college offers several curricular and co-curricular events to foster an inclusive environment. National holidays such as Independence Day and Republic Day are commemorated with flag hoisting ceremonies, distribution of confections, and singing of National Integration songs by the NCC and NSS units. Gandhi Jayanti is commemorated with various programmes including a campus cleaning drive.

The college celebrates festivals from several religions, including Onam, Christmas, Diwali, Ramzan, and Holi, to foster inter-religious harmony. The Onam celebrations feature contests in Onappattu, Athapookkalam, and the Malayali Manga pageant. Christmas is observed with elaborate decorations, Santa Claus dispensing confections, and contests such as crib making and carol singing. Kerala Day observance showcases cultural pride via students and staff adorned in traditional attires and engaging in cultural competitions. Malayala Dinacharanam is commemorated to honour the legacy of Malayalam language and promote linguistic appreciation via literary competitions. Hindi Week is also observed to advance the national language and emphasize its cultural importance. Numerous activities, including essay writing, poetry recitation, debates, and quizzes in Hindi, are conducted to motivate students to interact with the language and value its literary legacy.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Sree Narayana College for Women emphasizes fostering awareness of constitutional values, rights, and duties among students and staff. Through seminars, workshops, and interactive sessions, the Institution promotes justice, equality, liberty, and fraternity while integrating these principles into its curriculum and co-curricular activities. Employees contribute to this by undertaking election duties, exemplifying civic

responsibility and social commitment.

Observance of National Days like Independence Day and Republic Day is marked with patriotic activities, reminding participants of their civic responsibilities. Constitution Day features reading of the Preamble over public addressing system readings and discussions on contemporary relevance of constitutional values', fostering a sense of national integrity and responsible citizenship.

The college also celebrates International Women’s Day with events highlighting gender equality and womenempowerment, such as invited talks, panel discussions, and awareness activities. Human Rights Day programs focus on human dignity, equality, and justice, featuring debates, poster-making competitions, and guest lectures. These initiatives ensure students develop a strong commitment to citizenship, social responsibility, and universal values essential for societal harmony.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://sncwkollam.agar.corbel.biz/2024/item/93 |
| Any other relevant information | https://sncwkollam.agar.corbel.biz/2024/item/94?items////relevant-information |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution celebrates/organizes national and international commemorative days, events and festivals.. We observed the following national and international days during the year 2023-24

January 1: New Year/Global Family Day

January 4: World Braille Day

January 12: National Youth Day (Birth Anniversary of Swami Vivekananda)

January 26: Republic Day

January 30: Martyrs' Day

February 2: World WetlandsDay

February 4: World Cancer Day

February 28: National Science Day

March 8: International Women's Day

March 15: World Consumer Rights Day

March 21: World Forestry Day

April 7: World Health Day

April 22: Earth Day

June 5: World Environment Day

June 14: World Blood Donor Day

June 21: International day of yoga

June 26: International Day against Drug Abuse

August 15: Independence Day

August 19: Photography Day

August 29: National Sports Day

September 5: Teachers' Day

September 8: National Literacy Day

September 14 : Hindi Day

September 16: World Ozone Day

October 2: Gandhi Jayanthi

October 3: World Nature Day

December 1: World AIDS Day

December 10: Human Rights Day

December 11: Bharatiya Bhasha Diwas

December 25: Christmas

Apart from these national and international days, we also observed festivals of regional importance like Onam, Holi, Diwali, Founder's Day and Jayanthi and Samadhi days of our Patron Saint Sree Nararayana Guru.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1: "Earn While You Learn"

1. Title of the Practice:

Futura - "Earn While You Learn"

2. Objectives of the Practice:

- To develop students as multifaceted individuals with academic and practical skills.
- To promote dignity of labor and instill social responsibility.

3. The Context:

The program provides opportunities for students to earn while studying, emphasizing the importance of no work being too small. It helps students stay focused by engaging in constructive activities while reducing distractions.

4. The Practice:

Students learn the value of money, acquire financial management skills, and gain practical work experience. This not only supports their education but also prepares them for future challenges.

5. Evidence of Success:

- Students have successfully supported their education while gaining skills beneficial to their careers and to become financially independent and confident.

6. Problems Encountered:

- The lack of integration of entrepreneurship training into the curriculum requires extra effort to sustain these initiatives.

Best Practice 2: "Amruthavarshini - Music Therapy"

1. Title of the Practice:

"Amruthavarshini - Music Therapy"

2. Objectives of the Practice:

- To use music as a tool for healing and well-being.

3. The Context:

Music therapy provides a safe and non-invasive healing method.

4. The Practice:

Music therapy influences the mind, body, and behavior, offering emotional and physical relief. Musical programs are conducted as charity services to patients.

5. Evidence of Success:

- Recognized and appreciated as an effective therapeutic measure for various medical conditions.

6. Problems Encountered:

- As a regular activity, no significant challenges have been faced.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://www.sncwkollam.org/_files/ugd/2f274a_a941eeab29b04891ba2f463baabc4c8a.pdf |
| Any other relevant information | https://www.sncwkollam.org/_files/ugd/2f274a_774d6e3c8dc7462889683e0658556f7b.pdf |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Sree Narayana College for Women, Kollam, is one of the most prestigious colleges in Kerala, catering to the educational needs of young women in Kerala. The visionaries of 'Sree Narayana Dharma Paripalana Yogam', led by Sri. R. Sankar, realizing the vitality of women's education in the socio-economic uplifting of the society, established this great centre of knowledge in September 1951. The college stands out as a proud and triumphant symbol of a progressive society, ushered by the ideals, vision and social philosophy of Sree Narayana Guru. The Institution believes in achieving the high ideals of Sree Narayana Guru, i.e., Sree Narayana Dharma, which stands for 'Enlightenment through Education' (Vidya Kondu Prabhudharakuka), and views education as an instrument of socioeconomic progress. This Institution has a great tradition of producing meritorious students from its very inception. All through these years, the teaching community and the student community of the college have contributed the brick and tool towards the process of moulding a progressive intelligentsia, free from caste and communal prejudices and social taboos. In alignment with Sree Narayana Guru's vision of 'Enlightenment through Education', we have launched various programmes including a multidisciplinary webinar/seminar series "Dialectics", providing an open platform for knowledge exchange and societal transformation.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

- Preparation for Four-Year Undergraduate Programme
- Upgradation of Examination Wing equipped with CCTV for the Valuation of Odd semester Examination of Four Year UG Programme
- Colour coded Plastic Bins will be arranged for sorting and segregation of E-waste and Plastic
- Departmental Alumni will be formed.