

# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

## Part – A

**AQAR for the year**

2017- 2018

### 1. Details of the Institution

1.1 Name of the Institution

SNM COLLEGE, MALIANKARA

1.2 Address Line 1

Maliankara P O

Address Line 2

Moothakunnam (Via)

City/Town

Ernakulam District

State

KERALA

Pin Code

683516

Institution e-mail address

principalsnmc@gmail.com

Contact Nos.

0484 2482386

Name of the Head of the Institution:

Prof.T.S.Rajeev

Tel. No. with STD Code:

0484 2483600

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)   
**OR**

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

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.77	2008	5 years
2	2 <sup>nd</sup> Cycle	B++	2.81	2016	5 years

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

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

- i. AQAR ----- 2015 – 2016 (15/10/ 2016)
- ii. AQAR -----2016-2017 (20/12/2017)

1.9 Institutional Status

University  State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (PhysEdu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Nil

1.11 Name of the Affiliating University (*for the Colleges*)

Mahatma Gandhi University,  
Kottayam, Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

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

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

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="3"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="19"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

Orientation Programme for Non Teaching Staffs

2.4 Significant Activities and contributions made by IQAC

- Implementation of effective tutorial system
- Systematic collection of feedback and effective implementation of the corrective measures.
- Held Regular meetings with faculties.
- Completed AQAR 2016-17.
- Promotion of ICT applications
- Conducted Interview training for the students
- Encouraged all departments to conduct and attend seminars and workshops.
- Supported various initiatives of Directorate of collegiate education like ASAP.
- Monitored the proper functioning of different supporting units and committees by arranging regular meetings and analysis of their activities.
- Arranged Career guidance classes for the students in association with the career guidance cell.
- Promoted cultural activities among students with the coordination of college union and other supporting units.
- Conducted Students meeting and Addressed the major grievances of the students
- Collected feedbacks from Parents.

2.15 Plan of Action by IQAC/Outcome

<b>Plan of Action</b>	<b>Achievements</b>
Tutorial system has to be implemented in all departments	Effective implementation of the tutorial system by all departments.

Analysis of the previous year results and corrective measures for improvement	The results for the PG and UG courses are collected from each department. After analysis IQAC had held a meeting with the respective departments and steps for improvement of the result were suggested.
Monthly meeting of IQAC	A total of 7IQAC meetings were done and decisions were taken on relevant issues.
Regular meetings with faculty	A total of 4 meetings with faculties were done.
Meetings with students in each semester to address their major grievances	A meeting of students were conducted and their major grievances were identified.
Monitor and supports the programmes of various supporting units.	Helped in the smooth conduct of various programmes organised by supporting units like NSS, Women Cell <i>etc.</i>
Promote research interest in all departments by encouraging faculties as well as students to take part in various seminars and workshops	Faculties attended workshops and seminars.
Encourages all departments to organise seminars(International, National and State level)workshops and other activities under the leadership of their corresponding association.	Each department had organised many seminars at college level. Four KSCSTE sponsored seminars were conducted . Science Academies lecture Workshop was conducted by the Department of Physics.
Should do career oriented programmes and coaching for competitive examinations for the students in association with career guidance cell, departments and supporting units.	<ul style="list-style-type: none"> <li>• Career Guidance cell had conducted several classes for students for making the students capable of attending interviews.</li> <li>• Department of Malayalam,English and Economics had conducted coaching for competitive examination</li> </ul>
Training programmes for the non teaching staffs should be given.	An Orientation programme for the non teaching staffs was conducted on February 19 <sup>th</sup> by
Should take measures to make the campus plastic free and eco friendly	Every department has taken extreme care to minimise the use of plastics so as a step in heading towards a plastic free campus.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management  -      Syndicate  -      Any other body

Provide the details of the action taken

NIL

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2			
PG	8		2	
UG	13		4	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	23	0	6	0
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13 UG and 8 PG
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  students   
*(On all aspects)*

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

*\*Please provide an analysis of the feedback in the Annexure*



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others(Guest Faculty)
	103	38	12	0	53

2.2 No. of permanent faculty with Ph.D.

14

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	17	0	0	0	0	0	0	0	17

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest faculty -53

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshons	13	26	8
Presented papers	10	3	2
Resource Persons	2	4	Nil

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

- Teaching videos by Department of English for the students as reference at home.
- Use models for stereo chemistry classes
- Use of Smart Class rooms
- The Department of English is using a language lab.

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

183

## 2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- The external examination is conducted according to the schedule of the affiliating university.
- Besides the internal exams that is conducted in each semester, class test are given regularly.
- The students are also given various assignments, seminars and projects based on selected topics .

## 2.9 No. of faculty members involved in curriculum (MG University Board of study members 3) restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

8

## 2.10 Average percentage of attendance of students

83.4

## 2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division						
		A+	A	B+	B	C+	C	Pass %
BA English	25	-	-	-	1	-	10	44
BA Malayalam	16	-	-	4	-	-	-	25
BA Economics	44	-	2	-	9	-	12	55
BSc Physics	27	3	4	-	6	-	2	55.6
BSc Chemistry	38	3	10	-	8	-	4	65.79
BSc Botany	38	-	-	8	10	2	-	53
BSc Zoology	34	-	10	-	9	-	4	69
BSc Mathematics	36	3	8	0	8	0	6	69.4
Bcom (Taxation Regular)	62	1	24	-	20	-	6	82.25
Bcom (CA Self)	109	-	12	-	24	-	26	59
Bcom (Taxation Self)	46	-	4	-	13	-	18	76
Bcom (OMSP Self)	46	-	1	-	2	-	7	34
BBA (Self)	40	-	-	-	6	-	12	45
MA Malayalam	13	-	-	5	2	-	-	54
MA Economics	16	-	1	3	4	-	-	50
MSc Physics	15	-	1	5	3	-	-	60
MSc Chemistry	15	-	1	4	4	-	-	60
MSc Botany	13	-	-	3	6	4	-	83
MSc Zoology (Self)	17	-	-	5	8	-	-	76.5
MSc Mathematics	13	-	-	5	2	-	-	54
M.Com(Finance - Self)	27	-	-	6	2	3	-	41

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

- Strictly monitors the tutorial system
- Checks whether the benefits of Government initiatives like ASAP.
- Held regular meetings with staffs to analyse the results and to take necessary measures for improvement.
- Encourages the use of advanced teaching methods like ICT to make the lecture sessions more interesting.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	9
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	6
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	4
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	6	-	3
Technical Staff	13	2	-	-

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

Yes. The syllabus of degree course has been changed from 2017 admission onwards

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

No

### Criterion – III

### 3. Research, Consultancy and Extension

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

- Research Departments are actively engaged in various types of investigations.
- Encourage Research Departments to disseminate their findings to the society
- Provide necessary facilities for conducting course work to research scholars
- The faculties are encouraged to pursue PhD.
- Provide insight to PG and research students for collaborating with premier research institutions
- The faculties are made to submit project proposal to different funding agencies.
- The departments are encouraged to conduct seminars to promote research interest among faculties and students
- Research oriented teaching is advised to all departments.
- IQAC provide support to establish an Algal Bloom Research Laboratory (to be approved by State Pollution Control Board).

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		25.86		

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6			
Outlay in Rs. Lakhs	6.53			

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	9	Nil

Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	2	Nil	Nil
Conference proceedings	4	5	Nil

3.5 Details on Impact factor of publications:

Range  erage -index  ps. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	2016-19	KSCSTE	25,86,000/-	25,86,000/-
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2017-18	KSCSTE	17,000/-	17,000/-
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP   DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE

Any Other (UGC, KSCSTE)

FIST-Department of Physics,  
Chemistry and Botany

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1	4		12
Sponsoring agencies		Indian Academy of Sciences	KSCSTE		PTA

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency	<input type="text" value="7.46"/>
From Management of University/College	<input type="text" value="1"/>
Total	<input type="text" value="8.46"/>

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
2	-	2	-	-	-	-

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Communicative English classes were arranged for students of Govt L P School, Maliankara by III year students of B A English.
- Speeches conducted by the faculties of the department of Malayalam at
  - ✓ Vanitasamgham, Dr. Palpu Kudumba unit, Tripunithura,
  - ✓ HMYSHS Kottuvallikkad,
  - ✓ Kumaranasan Smaraka Prarthana Kudumba unit, Madaplaturuth.
  - ✓ Taluk Library Council, Changanassery

✓ O.N.V Memmoirs, ParavurMusiris Library.

- Department of Economics organized a programme at Primary School at Maliankarato create awareness among the students about the importance of protecting environment and how children can contribute to achieve that.As a part of social responsibility, students and teachers of the department contributed a development fund to the school.
- Department of Mathematics organised Exhibition for HDPY high school, Kottuvallikad on 22 Septembner 2017.

#### **NSS**

As part of developing institutional social responsibility NSS unit of SNM College,Maliankara conducted SwachBharat(cleaning programme), Jaivam 2017 survey, Plastic free village programme(Green protocol) and Thiricharivu(Anti-Drug campaign)

#### **NCC**

The important extensional activities done by NCC are beach cleaning programme as part of Swatch Cleaning Initiative, Green initiative campaign during a temple festival,Anti drug rally for giving awareness about the harmful effects of drugs and Old age home visit.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly Created	Source of fund	Total
Campus Area	26.44 Acres	0	Management	26.44 Acres
Class rooms	58	0	Management	58
Laboratories	25	0	Management	25
Seminar Halls	2	0	UGC and Management	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. In lakhs)	-	-	-	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

- The office is partially computerised
- The library is computerized to a great extent.
- Wi-Fi Facility is available in the office and Library

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	41564	2618444	334	44433	41898	2666208
Reference Books	5304	324238	29	8733	5333	333071
e-Books	24000					
Journals	66	52000	4	6000		58000
e-Journals	NLIST	7500				7500
Digital Database	DELNET	11500				11500
CD & Video	300	14000				14000
Others (Specify)	1000	7000				7000
						5200

#### 4.4 Technology up gradation (overall)

	Total computers	Computer labs	Internet	Browsing centres	Computer centres	Office	Departments	Others
Existing	178	4	11	3	2	12	33	0
Added	16	1	Wi-Fi connection , 10mbps	5	0	0	0	Laptops-3
Total	194	5		8	2	12	33	Laptops-3

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

- The students are given free internet access in the library.
- All the departments have computers with internet connection which is well utilised by the students.

#### 4.6 Amount spent on maintenance in lakhs:

i. ICT	Nil
ii. Campus infrastructure and facilities	1.94
iii. Equipments	10.27
iv. Others	2.45

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The students and parents are informed about all the support system available to them in the orientation programme conducted at the very first day of the course.
- IQAC monitors the effective functioning of the tutorial system
- Monitors various cells like Career Guidance Cell, Counselling Cell, Grievance Redressal Cell etc
- Ensures the collection of Feedbacks in every semester and monitors necessary corrections made by the faculties.
- The students who are excelling in cultural activities are identified with the help of college union and encouraged to participate in competitions at the university level.
- IQAC addresses the major grievance's of the students.

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

- Meetings with the faculties after the analysis of the results for taking necessary actions for improvement.
- Analysis of feedbacks of faculties from students and monitors the necessary measures taken
- Regularly organised parents meetings in all the departments to inform the student progress.
- Student career growth is collected through College Alumni and Department Alumni.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1781	273	7	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
712	34.5

Women

No	%
1349	65.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
110	268	2	1678	3	2061	156	277	5	1651	6	2095

Demand ratio: The admission is through single window system by the university

Dropout %:1%

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

- English Grammar Lessons for PSC ,SSC.Coaching Classes for P G entrance Examination under universities in kerala by the department of English
- Coaching for Net exam by the Department of Malayalam.
- Coaching for Net exam by the Department of Economics
- Department of Economics organized orientation programmes related to PSC Exams at degree and +2 level.
- Coaching classes to final year BSc students for Post Graduate Entrance Examination by the Department of Mathematics

No. of students beneficiaries

200

#### 5.5 No. of students qualified in these examinations

NET

1

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

2

UPSC

Others

#### 5.6 Details of student counselling and career guidance

##### Student Counselling

- A counselling cell was inaugurated with the aim to provide counselling facility for required students.
- A Counselling Class was given to the UG and PG students by counselling unit and Women's Cell by Mr.VarkichanMenacherry.
- Batch wise counselling session was provided to first year degree students by Mr.VarkichanMenacherry, Counsellor.

##### Career Guidance

The following programmes were given to the students by Career Guidance Cell

- Personality Development Programme
- Class on individual Skills and Suitable Jobs
- Three Day Seminar to enhance the employability of students
- Class on Career in Banking
- Orientation Programme on Higher Education & Competitive Examinations
- Recruitment Drive at SNMIMT
- Orientation Class on “Preparing for PSC Exams”
- Discussion on Diverse Career Options and How to Grab Them

No. of students benefitted

700

### 5.7 Details of campus placement

Number of Organizations Visited	<i>On campus</i>		<i>Off Campus</i>
	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	93	4	0

### 5.8 Details of gender sensitization programmes

- Women’s cell had organised Several orientation programmes to bring about a sense of Gender Equality among students.
- The women’s Cell had decided to change its name to Gender Equality forum to spread the message of Gender Equality among students.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level	61	National level	4	International level	1
Cultural: State/ University level	13	National level	Nil	International level	Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	57	92,250/-
Financial support from government	111	97,780/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level	Nil	National level	Nil	International level	Nil
Exhibition: State/ University level	Nil	National level	Nil	International level	Nil

5.12 No. of social initiatives undertaken by the students

16

5.13 Major grievances of students (if any) redressed:

- Transportation problem was one of the major grievances of the students. In order to resolve this issue the college has decided to offer college bus services to the students under the leadership of PTA. This was started effectively in the academic year 2017-18.
- Class rooms which required repairing was properly done.
- Drinking water facility was provided in all departments.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

- **VISION Statement**

The vision of SreeNarayana MangalamCollege ,Maliankara is embodied in the noble ideals of SreeNarayanaGuru , the great social reformer during the cultural renaissance of Kerala in the last century. The life and teachings of SreeNarayana Guru, has been instrumental in illuminating the best way to cure the social, cultural, and intellectual ills of all times. The College accepts into its fold all sections of society, irrespective of caste and creed, to impart egalitarian attitude and ethical high-mindedness to the privileged, and to empower the weak to come on a par with the privileged, with self respect.

- **MISSION Statement**

- To institutionalize Guru’s philosophy: One Caste, One Religion, One God for Man
- To instil the spirit of nationalism and patriotism in young minds
- To bring about an overall development of the students as a whole, especially those who hail from backward sections
- To provide value and need based education to all
- To create socially, culturally, intellectually and economically productive and environmentally conscious citizens
- To achieve excellence in higher education and progressively respond to changing social realities
- To bring out generations of youth empowered with high competence to address all global requirements
- To contribute to the moral and ethical enrichment of the society
- To enlighten generations in all disciplines and to make them masters in the emerging areas

#### 6.2 Does the Institution has a management Information System

- Developing a Management Information System

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

#### 6.3.1 Curriculum Development

- Faculties are served as members of board of studies of the university.
- Faculty Participation in syllabus preparation for PG Courses ensures the implementation of corrective measures based on the feedbacks from the students about the syllabus

#### 6.3.2 Teaching and Learning

- We are following an effective tutorial system which offers support to each and every student in the learning process
- The faculties are made to take corrective measures based on the analysis of the feedback collected from the students in each semester.
- The use of ICT is encouraged among teachers with a vision to make lecture session more interesting.
- The students are supplied with study materials on difficult portions.

#### 6.3.3 Examination and Evaluation

- The external examination is conducted according to the schedule of the affiliating university.
- Besides the internal exams that is conducted in each semester, class test are given at the end of each chapters.
- The students are also given various assignments, seminars and projects on selected topics and assessment was done based on the submissions.

#### 6.3.4 Research and Development

- Department of Botany and Chemistry are the research centres approved by Mahatma Gandhi University, Kottayam.
- There are nine full time research scholars are pursuing their PhD programme in the Department of Botany, those include CSIR and UGC Junior Research Fellows .
- Faculty members are actively participating in various national seminars/symposia as resource persons
- Two Research Scholars bagged best paper awards in a national seminar conducted by Bharathiyar University, Coimbatore.
- Two more faculty members from the department of Botany are recognised as Research Guides



of Mahatma Gandhi University, Kottayam

- The faculties are encouraged to submit project proposal to different regional and national funding agencies
- The research journal published every year by the journal committee also plays a significant role in fostering the interest of faculties in research area.

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

- In addition to the numerous books and journals, our library is well equipped with computers having internet facility which can be used by faculties as well as students.
- The library has INFLIBNET accessibility.
- All the departments have computers with internet facility. They are also equipped with printers, scanners and Photostat machine.
- The departments are provided with laptops and LCD projectors to facilitate system aided teaching.
- The labs for science subjects are equipped with all instruments and materials required to meet the needs of the syllabus. The maintenance of the instruments are done if needed.

#### 6.3.6 Human Resource Management

- Various orientation programmes for students were conducted at the department level and also by the supporting units every year.
- Orientation programmes for non-teaching staffs was conducted.
- The students and staffs excelling in academics, sports and other cultural activities are encouraged by the College PTA as a part of motivating the faculties as well as students.
- The teachers are encouraged to take part in cultural programmes and competitions organised by Women's Cell of the college. This was to provide a sort of relief and entertainment in the working atmosphere.

#### 6.3.7 Faculty and Staff recruitment

Faculties and Staffs are recruited as per the guidelines given by UGC and University.

### 6.3.8 Industry Interaction / Collaboration

- Botany department has collaboration with
  - MSSRF Wayanad,
  - Kerala Forest Research Institute
  - Amrita school of Biotechnology,
  - Kerala Sericulture Farmers Association,
  - Biotechnology Research Department of MET Engineering College, Mala,
  - Malabar Natural History Society, Calicut.
  - Research Department of Botany, Calicut University
  - Department of Marine Biology, CUSAT
- Department of Commerce have MOU with Tax Study Centre, North Paravur.

### 6.3.9 Admission of Students

- Students are admitted as per govt. and university rules.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"><li>• Staff Retirement Benefit Scheme</li><li>• Society functioning for the college helps the staffs to take personal loans if needed.</li></ul>
Non teaching	<ul style="list-style-type: none"><li>• Staff Retirement Benefit Scheme</li><li>• Society functioning for the college helps the staffs to take personal loans if needed.</li></ul>
Students	<ul style="list-style-type: none"><li>• Scholarships instituted by the university/Government,</li><li>• PTA Endowments and Memorial endowments instituted by faculties.</li><li>• Financial support from PTA, Staff co operative society</li></ul>

6.5 Total corpus fund generated

8,00,000/-

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			YES	Planning Board
Administrative	YES	Dept. of Collegiate Education	YES	Management

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

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

- The University has introduced Credit based System for both UG and PG courses.
- The evaluation consisted of both Internal and external Assessments.

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

- Choice based curriculum allows academic flexibility

6.11 Activities and support from the Alumni Association

- Every year alumni meet was conducted in the first Saturday of December.
- All Departments conduct their respective alumni meet every year.
- Alumni provide cash awards for the toppers in each programme every year and honours PhD awarded teachers every year.
- The eminent personalities of Alumni who serve the society are honoured
- SNM Alumni Global Association (SAGA) distributes merit awards to the toppers every year.

6.12 Activities and support from the Parent – Teacher Association

- PTA organises various programmes for the benefit of the students
- Cash awards are instituted by PTA for the students who secure top positions in the final year university examinations.
- Cash awards are also given to toppers in complementary subjects.
- Every year PTA honours the teaching faculties who had obtained their PhD degree.
- PTA also give awards to the students for their achievements in research area, sports and other cultural competitions and awards secured at the university, state or national level.
- PTA offers financial assistance to departments and other supporting units for the conduct of seminars and other activities.
- PTA provides regular activity fund for the students taking part in sports competitions.
- PTA financially supports the college union for participating our students in many competitions at the university level
- PTA has started a programme called “**SauhridaSanthwanam**” in 2015-16 which offers help to the students who are suffering from chronic illness. The students belonging to any institute in Kerala can apply for the programme.
- PTA also ensures that the students who are falling ill at college hours are taken care off and sent to their parents. The transportation charges were met by PTA.

#### 6.13 Development programmes for support staff

- Oriented to better Teaching learning process

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

- Every department has taken extreme care to minimise the use of plastics as a step in heading towards a plastic free campus.
- As part of campus greening programme saplings were planted in the campus under the leadership of NCC.
- Organic farming called “Jaivam” was started under the leadership of NSS .
- Rain water harvesting is effectively done.
- Biogas plant facility is available in the college canteen.
- Several economically and medicinally valuable plants were planted in the premises of the College.
- Several seminars were organised by Bhoomithrasena and other departments to spread the idea of Environment Conservation.

- Bhomithrasena club along with NSS jointly cultivated paddy on normal land other than usual paddy fields .
- The department of English had Observed Environmental day and distributed saplings for students.

## Criterion – VII

### 7. Innovations and Best Practices

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

- Conduct weekly faculty debate programme on social and academic problem by the Department of Malayalam.
- Motivational sessions arranged for First year Students by the department of English
- Video lessons by the department of English

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

- Effective implementation of the tutorial system by all departments.
- The results for the PG and UG courses are collected from each department. After analysis IQAC had held a meeting with the respective departments and steps for improvement of the result were suggested.
- A total of 7 IQAC meetings were done and decisions were taken on relevant issues.
- A total of 4 meetings with faculties were done.
- A meetings was done in which students got a chance to draw the attention of IQAC to their major grievances.
- Helped in the smooth conduct of various programmes organised by supporting units like NSS, Women Cell etc.
- Each department had organised many seminars at college level. Science Academies Lecture Workshop was organised by the department of Physics. In addition to this four Seminars were organised with the support of KSCSTE.
- Had taken measures to make the campus plastic free and eco friendly
- Had done many career guidance classes and coaching for competitive exams

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

- **SauhridaSanthwanam**
- **SreeNarayana study Centre**

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

7.4 Contribution to environmental awareness / protection

- Several Awareness programmes were conducted in the year 2017-18 by the departments and supporting units
  - The Department of Physics, Zoology and Bhoomithrasena had conducted Environmental Day celebration with the support of KSCSTE.
  - The Department of Physics, Bhoomithrasena and NSS had conducted Ozone Day celebration with the support of KSCSTE.
  - The Department of Physics and Bhoomithrasena had conducted Wetlands Day celebration with the support of KSCSTE
  - Bhomithrasena club along with NSS jointly cultivated the paddy seeds on normal land other than usual paddy fields .
  - The department of English had Observed Environmental day and distributed saplings for students.
  - A talk on “Renewable Energy Conservation “was organised under the coordination of the chapter of Energy Conservation Society and the Department of Physics to spread awareness on energy conservation.
- As part of campus greening programme saplings were planted in the campus under the leadership of NCC. NCC also initiated Green initiative campaign to avoid plastic items during a temple festival where more than twenty thousand villagers assembled.
- The department of Economics had strictly avoided bringing plastic cover to the college
- The department of Botany conducts Mangrove protection programme at Sathar island  
The department also monitors the conservation of RET species
- The NSS unit of SNM College also coordinated various activities for spreading awareness on environmental Protection
  - Jaivam 2017 (Awareness on Organic Farming)
  - Organic Farming
  - Jaivam 2017 survey
  - Plastic free village programme(Green protocol)

7.5 Whether environmental audit was conducted? Yes

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

**Strengths**

- Supportive management
- Sincere, dedicated and well qualified faculty
- Active monitoring of IQAC
- Strong support from PTA
- Supportive office staffs
- Support from units like NCC, NSS, Women Cell
- Well-equipped labs for science subjects.
- FIST aided lab
- Two research departments and 8 Post graduate departments.
- The active contributions of Botany department in research area
- The faculties actively engaging in research area
- The publication of our research journal “Journal of current studies”.
- Library resources
- The availability of internet to all students.

**Weakness**

- Transportation Problem
- Lack of formal consultancy
- Minimal collaborations with other institutions or organizations

**Opportunities**

- Giving education to all in a rural area
- The chance of starting research department to all the post graduate departments.

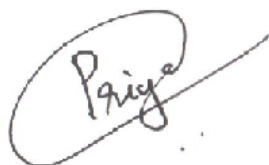
**Challenges**

- Improved transportation facility
- Provide better career orientation

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

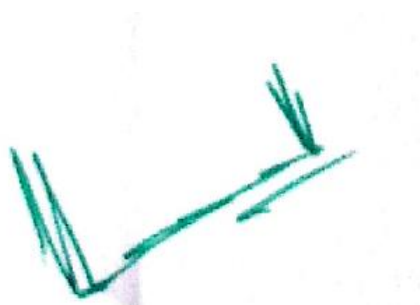
- To apply for more research centres in the College.
- More number of major and minor projects.
- To apply for add on courses by all departments.
- To conduct more national seminars and at least an international seminar.
- To offer the service of a professional counsellor to the counselling unit.
- More gender sensitization Programme by the Gender Equality Forum.
- Additional infrastructure.

*Name :PriyaS.Nair*



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

*Name: Prof.T.S.Rajeev*



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

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## Annexure 1

### SNM College Maliankara

#### Academic Calendar: 2017 - 2018

Sl no	Month	Activity
1	June	IQAC Meeting for academic planning Staff meeting to discuss academic plan DQAC meeting Accademic calendar submission of all departments
2	July	Monthly IQAC Meeting U G admission
3	August	Monthly IQAC Meeting UG admission Aptitude test Making student profile Association inaugurations
4	September	Monthly IQAC Meeting DQAC meeting Onam celebrations Internal Examinations Association inaugurations Seminars and workshop Student feedback Class PTA Association activities
5	October	Monthly IQAC Meeting Inter disciplinary programmes University Examination for degree second year and third year students
6	November	DQAC meeting University Examination of first year degree students
7	December	Monthly IQAC Meeting Extension activities
		Monthly IQAC Meeting Extension activities Student support programmes

8	January	Association activities Cultural programmes Inter disciplinary programmes
9	February	Monthly IQAC Meeting DQAC meeting Internal exam Sports meet College day Feedback PTA meetings
10	March	Monthly IQAC Meeting General staff meeting University examination

## Annexure 2

### 7.3 Best practices

#### **1. “SauhridaSwanthanam”: A Charitable attempt to Help Children Who are Ill and Unhealthy.**

The PTA of SNM College, Maliankara introduced a programme called “SauhridaSwanthanam” in the academic year 2015-2016 with an aim to help poor students of the college and the neighbouring institutions who are suffering from Life threatening diseases or chronic illness. The primary objective of the programme was to extend a helping hand to such students. It was the first programme of its kind started in the state of Kerala in the college level.

Any student who is studying in the state of Kerala and suffering from any chronic illness is eligible to apply for the programme. The student should apply with the recommendation from the head of the institution in which he/she is currently studying and the application form should be submitted to the Principal of SNM College, Maliankara. The President, Treasurer and the executive members along with the Principal checks the genuineness of the case and financial assistance is provided to the eligible students.

Within this three years, the programme had offered financial assistance to almost 13 applicants..

#### **2. SreeNarayana Study and Research Centre**

A centre for study and dissemination of the principles of SreeNarayana Guru was established in 2000. SreeNarayana Guru was a saint and social reformer during the cultural revolution in Kerala. He organized the backward communities and lead them to empowerment through education.

The centre has taken it as its mission to propagate values of universal brotherhood and nonviolence. The centre also organizes value based programmes regularly for giving students proper moral direction.

The centre also gives opportunity for the local people, who want to know more about the Guru by offering classes by resource people on the teachings of the Guru.

The centre offers a certificate course on Guru's teachings and also a yoga training programme for students and staff of the college. The centre is equipped with a good library with a rare collection books written about the life and works of SreeNarayana Guru.

The centre organizes regularly every year the birth day of the Guru with cultural competitions and ending in a big procession in which the students in all educational institutions of the management participate.

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