



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	SREE NARAYANA COLLEGE OF EDUCATION
Name of the head of the Institution	Dr P V Surajbabu
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04852836188
Mobile no.	9995347202
Registered Email	sncemu@gmail.com
Alternate Email	seemathumbayil@gmail.com
Address	SNDP Campus, SN Road, Muvattupuzha, Ernakulam, Kerala
City/Town	Ernakulam
State/UT	Kerala
Pincode	686661

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Dr.Usha Parvathy
Phone no/Alternate Phone no.	04842334104
Mobile no.	9349408782
Registered Email	ushakannanthodath@gmail.com
Alternate Email	naacsn2021@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://sncem.org/uploads/topmenu/AOAR%202018-19_20210817025325.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://sncem.org/uploads/topmenu/Academic%20Calendar-2019-2020_20210428113424.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.62	2014	05-May-2014	04-May-2019

6. Date of Establishment of IQAC	18-Jun-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Seminar	26-Jul-2019 1	149
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[View Uploaded File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2020 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

SIGNIFICANT CONTRIBUTIONS BY IQAC DURING THE YEAR 2019`20 ? Encouraged Participation of teachers in seminars, coordinating seminars and publishing of research articles in national and international journals ? Checked the condition of the computers in the Computer Lab and took action to either repair or replace them. ? Seminars conducted on Khader Commission Report, Effective teaching and parenting, Yoga class, 'Film as an Art and Tool of Communication', Psychology of Men and Women, Human relations, ? Social awareness program on Health and Hygiene conducted ? Proposed a special fund for research works, Participation of teachers in seminars, coordinating seminars and publishing of research articles ? Proposed the renovation of the building and infrastructure ? Proposed automation of Office works ? Coordinated the works for preparing AQAR ? Gave an awareness to teaching and non teaching staff about the new NAAC format and submission of the yearly reports ? A special team identified for NAAC related works

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Participation of teachers in seminars, coordinating seminars and publishing of research articles in national and international journals	In progress
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

09-Aug-2020

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The syllabus is transacted through lecture-cum-discussion, demonstration, group presentations, seminars, debates, assignments, brain-storming sessions, peer group discussions, peer tutoring, interactions with the community, case study, educational surveys etc. Internship program for B.Ed students is 4 weeks in second semester and 16 weeks in third semester. Internship program for M.Ed students is for 10 days in Primary school and 30 days in Primary Teacher Education Institution in third semester. Internship program in fourth semester is for 15 days in Secondary/Senior Secondary school and 30 days in Secondary Teacher Education Institution. Titles of thesis work for M.Ed program are finalized after two or three research colloquia. The practical include project on a socially/educationally relevant issue, adolescent problem, preparation and uploading of e-learning material in the blog, prevailing practices of respective elective courses in school or community, micro teaching lesson plans (three skills for each student), development and presentation of learning

resource material for school pupils, student-teacher portfolio, various yogic asanas for meditation by students, demonstration of first aid, theatre practice, SUPW (campus cleaning, fabric painting), school profile and practices (PTA, alumni, various forums and clubs, school assembly, NCC/NSS, SPC, JRC, scouts & guides etc), awareness classes on adolescence problems, critical analysis of the status of exceptional children in the school (statistics of the children with special needs and their characteristics), analysis of prevailing assessment practices in schools, student-teacher portfolio, discussion, demonstration, criticism lesson plans, criticism class and evaluation, classroom teaching, participation in sports and games, organising sports meet and rules and regulations of long jump and shot put, interview with a local folk artist and prepare report, preparation of criteria for evaluating different art forms, value education classes, case study, action research, unit plan, teaching competence (50 lesson plans), classes based on language across curriculum, club activities, improvising teaching aids charts and models, workshop for preparation of teaching aids, self-assessment tools, peer evaluation of classes, diagnostic test and remedial programme, achievement test analysis and interpretation, physical, health and yoga education lesson plans and classes, class on different art forms and cultural heritage of India, activity to conscientise national integration /patriotism /universal brotherhood etc. Quiz/seminar/exhibition, community camp, interview with an eminent person or educationist of your locality on the mission and vision of education, short film presentation on student abuse in school campus and POSCO rules, study tour, extension activities, developing Vision and Mission as a teacher, SWOT, project, educational journal review, preparation and uploading of blog, film review, script on street play, communicative English, resume preparation. Documentation on current challenges of Indian education based on newspapers journals and magazines, report on the current issues of Indian adolescents, script for educational video, medicinal plant garden, design ICT oriented instructional plan, album of educational quotes of Western and Indian philosophers, report on the learning difficulties faced by students, evaluation systems of state, CBSE and ICSE boards, list of terminologies having different meaning in other subjects, report on any of the government initiatives for care and security of women in our society.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BEd	Education	01/06/2019
MEd	Education	01/06/2020

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEEd	Education	150
MEd	Education	15
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The feedback from students is collected through a feedback form collected from the students by the end of the programme. The criteria in the feedback form for students include Administration, Facilities (Library, Class rooms, ICT Labs, Language Labs, Psychology Lab), Teaching (Core paper - I, Core paper - II, Core paper - III, Pedagogy - I, Pedagogy - II, Electives), Curricular activities (Teaching practice, Seminars, Classes of Experts/Guest classes, Camp), Co-curricular activities (Arts, Sports, Celebrations, Social service), Other facilities (Bathrooms, Common rooms, Canteen). Feedback from teachers is received during staff meetings, meetings with the management representatives, IQAC meetings. Feedback from employers is collected through interviews, feedback from alumni is collected through WhatsApp groups, other social media and alumni meetings. The second Saturday of month March is celebrated as the alumni day. The feedback from parents is collected through interviews.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEEd	Education	50	14	14
MEd	Education	150	307	150

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	22	10	22	10	32

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
32	32	17	2	1	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Sree Narayana College of Education offers BEd in 8 options. MEd course is also available for these options. There is a student leader and Assistant leader for each BEd optional class and a student leader for MEd class. Student Union is elected every year and it is functional. Apart from that clubs like Vedika, Jwala Nature club, Science club, Arts club, Mathematics club are functional. Each club has student leaders in the post of President, Secretary and Committee members and a teacher Coordinator for proper functioning of the clubs. Students are divided into four houses for conducting the Co scholastic activities. Demonstration classes are conducted by former students of the institution. MEd students also work with teachers to mentor BEd students. Few theory classes are taken by P G students in the under graduate section.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
164	32	1:5

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
32	32	0	0	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	EDU	SEMESTER	30/04/2020	03/11/2020
MEd	EDU	Semester	31/03/2020	Nil

[View Uploaded File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The reforms are implemented by the Institution as and when initiated by M.G University

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar for the conduct of University examinations are prepared by M.G University which is adhered to by the Institution. The dates for model examinations are listed in the academic calendar prepared by the Institution.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://sncem.org/uploads/topmenu/2_20211108023033.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
EDU	BEd	Education	148	146	98.7

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://sncem.org/uploads/topmenu/2_20211108023747.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Nil	0	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Nil	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	Nil	Nil	Nil	0	Nil	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
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Nil	Nil	Nil	Nil	0	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	2	2	4
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	0	0
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Nil	Nil	Nil	0	0
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
700000	653931

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Campus Area	Existing
Seminar halls with ICT facilities	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Partially	3.1203000	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5093	277167	0	0	5093	277167
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	Computers	Lab		Centers	Centers		Centers	Bandwidth (MBPS/GBPS)	
Existing	14	1	1	1	1	1	2	10	0
Added	3	0	1	1	0	0	0	10	0
Total	17	1	2	2	1	1	2	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
350000	342786	600000	583894

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>There are seven laboratories in the college. One member of the teaching staff is in charge of ICT lab, and language lab. There is a stock register for students also. The natural Science and Physical science laboratories are in charge of the respective teachers. The mathematics and social science laboratories are maintained in the respective class rooms under guidance of the teachers. Library is maintained by the librarian. The librarian maintains entrance register, stock register, issue register, CD register, Journal Register, Periodical register, under graduate students can take two books at a time for fifteen days, Post graduate students can take three books for twenty days, The staff can take five books for a month. The library is open on all working days. The ICT devices are maintained by the technical assistant. There is a lab assistant and store keeper to assist the teachers in charge of the laboratories. Sports equipment are kept in sports room under supervision of physical education teacher. There is a art room to keep the materials related to art education. There is a Yoga room for practicing Yoga. Optional subject hours are utilized for laboratory works. CC TV system is functioning with 16 cameras.</p>
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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee reduction for needy students	20	224000

Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	Nil	0	Nil
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	4	180

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nirmala HSS, Muvattupuzha	8	5	Mar Stephens HS, Valakom	1	1
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	Masters in Education and Social Work	Thompson Rivers University, Kamloops, British	Thompson Rivers University, Kamloops, British	Masters in Education and Social Work

Columbia,
CanadaColumbia,
Canada[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	15

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
3	Institution level	150

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	National	Nil	Nil	Nil	Nil

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council is elected every year as per the norms specified by the university. The student council comprises chairman, vice chairperson , General Secretary ,Art club secretary ,Sports captain ,Magazine editor ,University union councilor, Two lady representatives .Class representatives are elected from 8 BEd pedagogy classes and the MEd classes. All together there are 18 class representatives from the junior and senior batches .Collage union chairman is a member of IQAC. Collage union activities are organized by the office bearers with the support of staff secretary and staff advices ,Two teacher are in charge of Art festivals . Art club secretary is in charge of the activity related to Art . There are two teachers in charge of Art education. who will also guide the students .Sports are conducted under the guidance of teacher in charge of physical education. Collage magazine is published every year ,the Editorial board in charge of collage magazine include student editor, Two staff editor and 5 to 7 student sub editors. The chief editor of the magazine of the principal .The annual report of the collage union is presented by the secretary.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

257

5.4.3 – Alumni contribution during the year (in Rupees) :

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni meet of SNCE, SREENEAM 2019 was conducted on second Saturday every year in the month of March. In the year 2020, Alumni Meet was cancelled due to Corona pandemic.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Sree Narayana College of Education functions under the SNDP (Sree Narayana Dharma Paripalana) Yogam Union, Muvattupuzha. The President of the SNDP Union is the Manager of the entire Educational institutions. The elected members of the SNDP union 2017-2018 are given below. The Management has appointed an Education Officer for the easy Governance of the College. The present union has appointed Mr Advocate A.K. Anil Kumar as the Education Officer of the College. President : Mr.V K Narayanan Vice President : Mr.P N Prabha Educational Officer of the SN Educational Institutions :Mr.Adv.A K Anilkumar Secretary in charge : Mr.Adv.A K Anilkumar Director Board Members : Mr.Adv.N Ramesh : Mr.Pramod K Thamban Councillors : Mr.M R Narayanan : Anil Kavumchira : M.P R Raju : Mr.T V Mohanan : Aji Venal Panchayath Samithi Members : : Mr.M S Wilson : Mr.N R Sreenivasan ? Meetings are conducted by the management with the staff members monthly to discuss the functioning of the college ? The Education officer conducts ,meeting with the staff member and the IQAC periodically to plan and evaluate the Academic and Administrative matters.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	? Fifty percent of the students are admitted on merit basis , as per Kerala Govt /MG University rules and regulations. Fifty percent of the students are admitted in the management quota which is also based on merit.
Human Resource Management	? Senior BEd students are invited to take demonstration classes for the juniors. Likewise senior MEd students mentor the juniors and help them in the practicals and the theses works. Teachers are allotted the theory portions according to their basic PG subjects. Each year members are selected from the teaching staff for the posts of staff secretary , staff advisors(two staff advisors), staff editor (two staff editors), Tour coordinators (two or three staff members), Camp coordinators(two staff members), Two staff members in charge

of four student houses (Red ,Blue ,Green and White houses),a staff member incharge of the discipline of the college , one teacher coordinator in charge of different student clubs .One staff member functions as the college coordinator and one staff member each functions as the course coordinator of different pedagogy courses. Staff council and student council are also functional.

Library, ICT and Physical Infrastructure / Instrumentation

? Library is functional on all working days and Saturdays .Students and staff can avail books ,magazines, journals , periodicals etc as per the rules. If required more books are made available to students and the staff . The MEd students can use the college facility to do the theses works. Students can do the theses works and other academic works in the computers available in the library.A separate laptop is provided to the teachers. Lecture rooms with LCD Projectors are available to conduct classes.Computer lab is utilized to develop the computer skills of student ,teachers. Various Psychology tools and apparatus are available in the psychology lab.The computers used for office work are automated . There is a separate IQAC room,rest rooms ,yoga room,Art room, Auditorium, Drinking water facility, canteen facility, Hostel facility ,etc.

Research and Development

BED students conduct an action research related to the problems of school students which they encounter during the internship programme. The article prepared by the MEd students as part of their practicum was published in international journals. Teachers were provided funds to attend seminars and workshops. Teachers are given maximum support to do PhD and other research works, publish articles ,attend seminars and workshops, conduct seminars and work shops,enroll for new courses.

Examination and Evaluation

? University Examination and Evaluation was conducted according to the university norms. Internal evaluation was done on the basis of seminars, practicals, practicum and the performance of students in periodic class tests and model examinations .For MEd and BED students two or three mock viva were conducted to boost the self

	confidence of the students to appear for the university viva examinations.
Teaching and Learning	? Language teachers conducted class wise seminars to improve the language proficiency of the students .The practical works of the science /social science students were selected on the basis of social issues . The practical of the mathematics option were also related to the daily life ,It was related to the calculation of Bank interests of different nationalized and scheduled banks.The curriculum is transacted with maximum number of activities.There are two practicum and one assaignment/seminar from each course.All the works are done by the students and evaluated by the respective teachers. The dissertation work of MEd students is given maximum importance in the curriculum. Most of the tools used for research work are prepared and standard by the PG students.
Curriculum Development	? The college is affiliated to Mahatma Gandhi University, Kottayam and follows the curriculum designed by the University. Many teachers of the institutions participated in the curriculum designing committee of MEd BEd courses.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	CC TV camera system with 16 functional cameras are placed in the campus.
Finance and Accounts	The finance and accounts are managed using software
Examination	CCTV camera is located in all examination halls

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr.Usha Parvathy	Awareness Programme for Teacher Education Insti tutions,NAAC Office Banglore	NA	7500

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NA	Nil	Nil	Nil	Nil	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
SAAC awareness programme	3	26/08/2019	26/08/2019	1
One Day Orientation Programme and Interaction Programme on Recent Challenges in Teacher Education	1	10/10/2019	10/10/2019	1

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF,ESI	EPF,ESI	0

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audits are conducted periodically by the educational officer of the SN Educational Institutions . External Audit is conducted by the chartered accountant yearly

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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SNDP Union	150000	For conducting various programs
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6.4.3 – Total corpus fund generated

540000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	MG University	Yes	SNDP Union Muvattupuzha
Administrative	Yes	MG University	Yes	SNDP Union Muvattupuzha

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTA fund is utilized for • Conducting the induction programme • PTA meetings • Awards for outstanding students .(Awards are given to MEd and BEd students who secure highest position in the university examination , awards are given to students securing highest marks in each pedagogy , award is given to best out going student).

6.5.3 – Development programmes for support staff (at least three)

1.ICT Skill development programme 2.Yoga classes 3.Personality development programme
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1.Funds Mobilized for teachers to attend seminars /workshops ,publication of articles 2.Salary revision for the staff 3.Renovation of the building 4.increasing the infrastructural facilities. 5.Increasing the books in the library 6.Renovation of the computer lab. 7.Installation of the CCTV system . 8.Automation of the finance and accounts
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Program to introduce various dance forms in collaboration with SPIC MACAY (Society for the	07/08/2019	07/08/2019	07/08/2019	165

promotion of
Indian
classical
Music and
Culture
among Youth)

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Observation of World Population day	11/07/2019	11/07/2019	155	10
Effective teaching and parenting Varkeychan Menacheril	16/08/2019	16/08/2019	155	10
Seminar on 'Psychology of Men and Women'	04/01/2020	04/01/2020	155	10
Seminar on Human relations	05/01/2020	05/01/2020	155	10
Aids Day observed (conducted placard making competition)	01/12/2019	01/12/2019	155	10
World Population Day observed at Town Hall, Muvattupuzha. Students of BEd Physical Science Pedagogy, Sree Narayana College of Education presented a Mime	11/07/2019	11/07/2019	155	10
Women's Day celebrations organised	09/03/2020	09/03/2020	155	10
Observation of World Population day	11/07/2019	11/07/2019	155	10

- Students of Malayalam pedagogy prepared charts to create awareness among the public and it was displayed in a public place				
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
? Visits to places of ecological significance ? Conducted Seminars on topic related to environment issues ? Campus cleaning ? Planted saplings as part of environment day celebrations ? Maximum usage of CFL Lamps and LED tubes ? Preparation and Distribution of paper carry bags to nearby shops. ? Distribution of leaflets to the public ? Rain water harvesting.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	0
Provision for lift	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	25/02/2020	1	Social awareness program on 'Health and Hygiene, 'Arogya Suchitwa Bhodhaval karana Paripadi', distributed notices to the public regarding health and hygiene	Health and hygiene	149

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Hand Book/Calendar	01/06/2019	Every year Hand book and Calendar is revised , published and distributed to students and staff.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on Human relations	01/05/2020	01/05/2020	149
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Planting and maintenance of trees 2. Plastic free campus 3. Incinator for waste management 4. Conducting awareness programs 5. Maximum usage of CFL lamps and LED tubes 6. Made paper bags 7. Rain water harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

SREE NARAYANA COLLEGE OF EDUCATION, MUVATTUPUZHA BEST PRACTICE 2019-'20

Plastics have over the years become an inseparable part of human existence. Use of plastics is embedded in our day-to-day life, in everything from grocery bags and cutlery to water bottles and sandwich wraps. Over-use of plastic and improper disposal of plastic waste has turned into a major ecological issue world over, agitating the minds of national governments and environmentalists alike. Indiscriminate dumping of plastic waste in landfills, streams, rivers and the seas have greatly degraded the natural environment creating problems for the flora and fauna and even human populations. Plastics are composed of major toxic pollutants and they take a long time to degrade naturally. They cause loss of biodiversity, soil contamination and resource crunch. They also contribute to global warming. The dangers of plastic overuse have been recognized and earnest attempts are being made to reduce their use and possibly replace with more environment-friendly materials. Several proposals have been put forward like initiating a mission to avoid single-use plastics, promoting alternative to fossil-fuel base materials, promoting 100 recycling of plastics, corporate and government accountability and trying to influence human behaviour concerning use of plastics. The World Environment Day celebrated on June 5 every year is an occasion to highlight the drastic effects of plastic and mobilize the citizens to tackle the menace of plastic pollution. As part of this endeavour a grassroots campaign to regulate the use of plastic needs to be initiated. Our college is located in a small town surrounded by countryside with large areas under agriculture. A big river - the Muvattupuzha, flows through the middle of our town. There are also large water bodies in the surrounding countryside. Due to inadequacies in the waste collection and disposal system, the water bodies have become choked with plastic waste in several areas. In a small attempt towards mitigating this problem the students of our college chalked out a plan to make paper bags to replace plastic bags. Plastic bags were once considered a modern convenience. But their overuse has contributed to tons of waste being generated with no way for its proper disposal. Paper bags made of low-cost material like paper, cloth or jute can replace plastic bags. A person who had expertise in paper bag making was invited to the college to demonstrate the bag making process to a group of students. After familiarizing themselves the process, the students made a large number of paper bags of different sizes and distributed them free of cost to

several shops in the vicinity of the college. 2. Conducted awareness programme on world population day, Environment day distributed leaflet to the public to create awareness on health and hygiene.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://sncem.org/uploads/topmenu/7_20211108023926.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

HEALTH AWARENESS PROGRAMME FOR THE PUBLIC, 2019-'20 As part of a campaign to increase health awareness among the public, the students of Sree Narayana College of Education, Muvattupuzha prepared a leaflet in Malayalam, printed a large number of copies and distributed them among the general public. The leaflet contained information on health and hygiene, types of diseases that spread during summer and rainy seasons, precautions to be taken to protect ourselves and tips for maintaining personal hygiene. A copy of the leaflet distributed by the students is shown below.

Provide the weblink of the institution

http://sncem.org/uploads/topmenu/7_20211108024120.pdf

8.Future Plans of Actions for Next Academic Year

FUTURE PLANS - 2019-'20 ? Renovation of the building and infrastructure, automation of Office works ? Coordination of works for preparing AQAR and NAAC report ? Installing a Biogas plant in the campus ? To develop the institution into a Research Centre ? To conduct National Seminar on education-related topics ? To publish a Research Journal ? To make the rainwater harvesting facilities fully functional

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