



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

**SREE NARAYANA COLLEGE OF
EDUCATION, MUVATTUPUZHA**

- Name of the Head of the institution **Prof. (Dr) P J Jacob**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04852836188**
- Mobile no **9447803199**
- Registered e-mail **sncemu@gmail.com**
- Alternate e-mail **ushakannanthodath@gmail.com**
- Address **SNDP CAMPUS, S N ROAD,
MUVATTUPUZHA, ERNAKULAM,
KERALA-686661**
- City/Town **MUVATTUPUZHA**
- State/UT **KERALA**
- Pin Code **686661**

2.Institutional status

- Affiliated /Constituent **MAHATMA GANDHI UNIVERSITY,
KOTTAYAM**
- Type of Institution **Co-education**

- Location **Semi-Urban**

- Financial Status **Self-financing**
- Name of the Affiliating University **MAHATMA GANDHI UNIVERSITY,
KOTTAYAM**
- Name of the IQAC Coordinator **Dr Usha Parvathy**
- Phone No. **9349408782**
- Alternate phone No. **9446136078**
- Mobile **9349408782**
- IQAC e-mail address **snccemu@gmail.com**
- Alternate Email address **ushakannanthodath@gmail.com**

**3. Website address (Web link of the AQAR
(Previous Academic Year)**

<https://snccem.edu.in/wp-content/uploads/2024/04/AQAR-2020-21-Report.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://snccem.edu.in/wp-content/uploads/2024/04/Academic-Calendar-2021-2022.docx>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	3.62	2014	05/05/2014	04/05/2019

6. Date of Establishment of IQAC

18/06/2014

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	0	0	0	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Construction of Well to address the water shortage of the Institution

Women's Day Activities

Financial Aid to a Staff Member for Hearing Aid

Aids Day Programme

Fibonacci Day Celebration

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

Plan of Action	Achievements/Outcomes
Renovation of the College building, Painting, Office Cabin, Principal's Room, Compound Wall	All works completed
Updation of Computer Lab	Computer Lab updated
Purchasing Electrical Fittings and Furniture	Purchasing Electrical Fittings and Furniture done
Purchasing Library Books	Few Library Books purchased
Completion of Water Tank works	Water Tank works not completed
Purchasing more reference books for library	List of reference books given
Installing Solar Panels	Not Done
Purchasing Bio Composting Plant	Not done

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Prof. (Dr) P J Jacob
• Designation	PRINCIPAL
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• Financial Status	Self-financing
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	KOTTAYAM				
• Name of the IQAC Coordinator	Dr Usha Parvathy				
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• Alternate phone No.	9446136078				
• Mobile	9349408782				
• IQAC e-mail address	sncemu@gmail.com				
• Alternate Email address	ushakannanthodath@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sncem.edu.in/wp-content/uploads/2024/04/AQAR-2020-21-Report.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sncem.edu.in/wp-content/uploads/2024/04/Academic-Calendar-2021-2022.docx				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	3.62	2014	05/05/2014	04/05/2019
6.Date of Establishment of IQAC			18/06/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	<p>Yes</p>	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	<p>No File Uploaded</p>	
<p>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</p>	<p>No</p>	
<ul style="list-style-type: none"> • If yes, mention the amount 		
<p>11. Significant contributions made by IQAC during the current year (maximum five bullets)</p>		
<p>Construction of Well to address the water shortage of the Institution</p>		
<p>Women's Day Activities</p>		
<p>Financial Aid to a Staff Member for Hearing Aid</p>		
<p>Aids Day Programme</p>		
<p>Fibonacci Day Celebration</p>		
<p>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</p>		
Empty space for plan of action and outcome		

Plan of Action	Achievements/Outcomes
Renovation of the College building, Painting, Office Cabin, Principal's Room, Compound Wall	All works completed
Updation of Computer Lab	Computer Lab updated
Purchasing Electrical Fittings and Furniture	Purchasing Electrical Fittings and Furniture done
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Purchasing more reference books for library	List of reference books given
Installing Solar Panels	Not Done
Purchasing Bio Composting Plant	Not done

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	31/03/2022

15. Multidisciplinary / interdisciplinary

Multi-disciplinary

16. Academic bank of credits (ABC):

Not Applicable

17. Skill development:

All students of B Ed course (150) were enrolled for MOOC (Organic farming) offered by Mahatma Gandhi University, Kottayam

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

Syllabus is transacted as per University norms

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

Focus is given to outcome-based education during curriculum transaction

20.Distance education/online education:

Seminars and classes are conducted online

Extended Profile

1.Programme

1.1

2

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1

164

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

36

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

172

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	27
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	32
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	13
4.2 Total expenditure excluding salary during the year (INR in lakhs)	11049195
4.3 Total number of computers on campus for academic purposes	29

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

B.Ed Semester 1 -Project on socially/educationally relevant issue, adolescent problems,blogs. Micro teaching, learning resource material;ICT supported material;Student-teacher portfolio; Yogasanas,First Aid,Theater practice, SUPW.Semester 2 -school profile and practices, awareness class on adolescent problems,

Exceptional children, Analysis of prevailing assessment practices, Discussion, demonstration and criticism classes, Review on any two matches, Quiz competition, Interviewing a folk artist, Preparation of criteria for evaluating different art forms. Semester 3 - Value education, Case study, Action research, Improvising teaching aids, Self assessment tool, Peer evaluation, Diagnostic test and Remedial programme, Physical, Health and Yoga education, Art forms and cultural heritage of India, Activity aiding national integration/patriotism/universal brotherhood. Semester 4 - Community camp, interviewing an eminent person/educationist, Short film, Study tour, Extension activities, SWOT analysis, Educational journal review, film reviews, scripts on street plays, Communicative English, Resume preparation, Challenges facing Indian education, Educational video, Medicinal plant garden, ICT oriented instructional plan, Report on learning difficulties, Comparison of evaluation systems, Report on any of the government initiatives for care and security of women. MEd - Semester I, II: Internal and external research colloquia and theses work. Semesters III and IV: Field internships, field visits. Practicum, assignments, seminars related to each course.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The academic calendar for the year 2021-22 is uploaded and the curricular activities, co-curricular activities and internal exams are conducted as per Academic Calendar and is periodically reviewed in staff meetings, IQAC meetings and Academic Council meetings

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum B. Any 3 of the above

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

150

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Programmes related to gender, sustainability, professional ethics, human values and environment conducted by Sree Narayana College of Education during the period 2021-22 is given in the template.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

2

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

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

164

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

164

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

32

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning level of students through class tests and model exams. A particular period is given in the time table for 'tutorial'. Slow learners are given additional coaching and their doubts can be cleared during this hour. Books

for extra reading are provided to advanced learners. For the M Ed thesis work advanced learners were given topics with detailed analysis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
335	27

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Information uploaded

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The institution has 24 computers in computer lab, one computer exclusively for NAAC works, 3 computers in the library, one laptop, 2 class rooms with LCD projectors

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

80

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

6

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

44

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal Exams are conducted at regular intervals for BEd and MEd courses. Model exams are conducted at the end of each semester.. Internal marks are awarded to each student on the basis of the criteria given by the University. The criteria for awarding internal marks for MEd course are assignment, seminar, practicum, exams, field internships, field visits etc. For BEd course internal marks are given on the basis of assignment, practicum, practicals, field trips, camp etc. The details are uploaded. The internal marks are published before uploading it in the University portal. If there are any grievances from the part of students, it is addressed.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The internal marks of B Ed and M Ed courses is published before uploading it in the uiversity portal. The students are given 2-3 days to clarify their doubts regarding their internal marks. The same procedure is followed for all the four semesters.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Information uploaded

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sncem.edu.in/wp-content/uploads/2024/04/B-Ed-Syllabus-2-7-2018.pdf , https://sncem.edu.in/wp-content/uploads/2024/04/M-ED-MODIFIED-SYLLABUS-2019-21-jANUARY-2020.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Attainment of programmes outcomes are evaluated by the principal and the staff during staff meetings. Course outcome are evaluated in the meetings where management representatives are present.. The course outcomes are evaluated by the Management, Principal and Staff. The college is managed by SNDP Union, Muvattupuzha and there is an educational officer to manage the educational institutions. One student of Sree Narayana College of Education scored the highest grade in MEd University Exams. The student was felicitated by the Management, staff and students in a function.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

161

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

2.7 - Student Satisfaction Survey

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

https://sncem.edu.in/wp-content/uploads/2024/02/SN-feed-back-form-full_20220511113443.docx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Information uploaded

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

1

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

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

- Students of Sree Narayana College of Education visited Dharmagiri Vikas Society at Kothamangalam, near Muvattupuzha. There is a child care and shelter home and a women's shelter home under this society - the visit helped to create an awareness on the need to empower women, helped to understand different family issues which effect child development.
- Students of Sree Narayana College of Education conducted a social awareness program on Plastic Waste disposal. Students were divided into different groups and they distributed notices to different areas of Muvattupuzha Municipality - the program helped to create an awareness among public about proper disposal of plastic wastes.
- Students of Sree Narayana College of Education made different types of Eco-friendly products using waste materials. They made products like paper straw, pencils, pen, wall hanging, flower vase and distributed it in different areas of Muvattupuzha Municipality and to different houses near the College free of cost - helped to create an awareness among public how to reuse and recycle waste

materials.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

0

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

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

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

0

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

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The land area of Sree Narayana College of Education, Muvattupuzha is 10727 sq.m, total built-up area of the building is 4442.09 sq.m. There are 31 rooms in the building, a multipurpose hall (691.84 sq.m), ICT resource centre (90.75 sq m), Art and Craft Resource Centre (20.16 sq.m), Health and Physical Education resource Centre (30 sq.m), Staff room (61.50 sq m), Girls Common room (30 sq. m), Canteen (144.50Sq m), Parking space (624.4 sq.m), 3 store rooms (20.16 sq.m each), library-cum-reading room (124.50 sq. m), curriculum laboratory (90.75 sq. m), Teaching-Learning Resource Centre for arts and working experience (243.75 sq.m), Principal's Office (30sq m), Administrative Office (30 sq.m), Seminar room (101.25 sq m), Separate toilet facility for girls and boys (36 sq.m). Multi-purpose play field (2475 sq m). There are 13 class rooms (11 class rooms of 61.50sq.m and 2 class rooms of 30 sq.m.), Science lab (91 sq.m), 5 multi-purpose rooms (two rooms of 62 sq.m and three rooms of 30 sq.m each), Psychology lab (30sq.m), boys common room (30 sq.m), Store room for sports (sq.m). The institution has 29 desktops, 1 laptop, 1 photo copier, 2 printers, 2 LCD projectors, 1 smart board, 16 CCTV cameras and 300 MBPS broadband. The library is partially automated whereas Accounts is fully automated.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution has a Health and Physical Education resource Centre and a multi-purpose playground.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

1997695

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library is partially automated with Integrated Library Management System (ILMS)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

23985

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

32

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

4.3 - IT Infrastructure

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

The college has one Broadband and one Optic Fiber Connection with 300 MBPS bandwidth.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

31

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic**

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

2009260

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

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, Undergraduate 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 an 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. CCTV system functions with 22 cameras.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

16

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

2

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

96

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

96

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

89

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

118

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

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

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

96

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

5.3 - Student Participation and Activities

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

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

3

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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 councillor, Two lady representatives. Class representatives are elected from 8 B.Ed pedagogy classes and the M.Ed classes. All together there are 18 class representatives from the junior and senior batches. College union chairman is a member of IQAC. College union activities are organized by the office bearers with the support of staff secretary and staff advisers. Two teachers 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 editors 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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

3

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The 2019-'20 M.Ed batch donated reference books, ornamental plants and plastic chairs to the college.

Alumni members conducted seminars and demonstration classes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Sree Narayana College of Education is following the teachings of Sree Narayana Guru, Social Reformer and Advaitha Philosopher who was instrumental in the reformation of Hinduism during the pre independence era (1956-1928). According to Sree Narayana Gudu education is the only way to progress of man kind. The Vision and Mission of the college is based on the dream of Guru. The college is managed by Sree Narayana Dharma Paripalana Yogam, Muvattupuzha Unit which functions to spread the ideology of Sree Narayana Guru.

VISION

To enrich young minds based on the message of our patron saint Sree Narayana Guru -Liberation through Education.

MISSION

To encourage and empower student- teachers to make history in the teaching-learning process, thereby helping their students to meet

the challenges of the 21st century.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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 to facilitate 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 and Secretary-in-charge: Mr.Adv.A.K Anilkumar

Director Board Members: Mr.Adv.N Ramesh, Mr.Pramod K Thamban

Councillors: Mr.M R Narayanan, Mr.Anil Kavumchira : Mr. M.P R Raju, Mr.T VMohanan, Mr.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 members and the IQAC periodically to plan and evaluate the Academic and Administrative matters.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sree Narayana College of Education is managed by SNDP Yogam, Muvattupuzha Union. It is a self-financing college affiliated to M.G University, Kottayam. The educational agency is keen to provide quality education to the students belonging to different socio-economic strata. The management appoints staff on the basis of merit only. The vision of the management is to develop the institution into a Research Centre. The management takes extra efforts to improve facilities such as Library, Computer Lab, Language Lab, Psychology Lab etc. in the best possible way. The institution was functioning as a B.Ed college with eight optional subjects till 2016. M.Ed course was started in 2016 with seven optionals. There are three units for B.Ed course and one unit for M.Ed course. The policy decisions regarding the functioning of the college is made in the meetings of SNDP Yogam. The President, Vice-President, Secretary and Educational Officer periodically meet the Principal of the college to appraise the decisions of the SNDP Yogam. The Management Committee members meet the staff at regular intervals. The opinions and suggestions of the staff members can be presented during the meetings with the Management Committee members.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college is functioning as per the rules and regulations of M.G University, Kottayam, Govt. of Kerala and NCTE. The appointment of

staff is as per the rules of the University, UGC and NCTE and is purely on merit basis. The goal of SNDP Yogam is to improve the education of the weaker sections of the society. The students are admitted through the online portal (CAP) of the University. 50% of the seats are based on merit and the rest are under management quota. Admissions are given to students belonging to different strata of the society. The President of the SNDP Yogam, Muvattupuzha Union is the manager of the Institution. The Educational Officer is appointed by the SNDP Yogam to interact with the educational institutions under the Yogam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

EPF was started on April, 2004 and ESI was started on January 2017. All teaching and non-teaching staff are beneficiaries of EPF and ESI. 12% of the EPF contribution is by the employer and 12% is by the employee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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

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

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

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

The biodata of all the teaching staff are continuously updated and the files are kept in the IQAC room. A copy of the certificates of participation in different seminars, workshops, faculty development programmes, question bank preparation, additional

degree/diploma courses etc. are kept in the files provided for each staff member. The biodata of the non-teaching staff are also updated and kept in the office.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Internal Audits are conducted periodically by the Secretary, SNDP Yogam, Muvattupuzha Union. External Audits are conducted yearly by a Chartered Accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Sree Narayana College of Education is a self-financing institution affiliated to M.G University, Kottayam. The funds available for the functioning of the college is the tuition fee collected from the students. The staff is provided EPF and ESI. In addition to salary, festival allowance is provided to the staff members. A separate fund is kept for research work. Fees of students coming from poor financial background are collected only in instalments. Every year funds are provided for the maintenance of infrastructure, campus cleaning, purchase of library books, computer and accessories etc. The manager of the college is the President of the SNDP Union selected by the Union members. The 15 Union members are elected by the members of the different SNDP branches for a period of three years. The decisions regarding the financial management of the college is taken by the 15 member committee headed by the Union President.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

* Seminars were conducted on 'Literature of Small Things', ' Be a Professional', Drama & Art and IPR.

* Days of National importance such as Independence Day, Republic Day, Gandhi Jayanthi, Teachers Day, National Unity Day were celebrated. Other days of importance like Yoga Day, National Science Day, World Earth Day, Reading Day, World Book Day, Environment Day, Ozone Day, Mathematics Day, Hindi Day, Pi Day, Fibonacci Day, World Meteorology Day and a week-long celebration of Mother Tongue Day were celebrated. Festivals like Onam, Christmas, Ramzan, Holi were celebrated. Sports Day and Arts Festival were also conducted.

* Internal research colloquia were conducted for P.G students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The institution reviews the teaching-learning process, structures & methodologies of operations and learning outcomes once in a month. The review will be on the last Friday of every month. The planning and evaluation is done in the staff meetings. The participants of the meetings include the Principal, College Coordinator, IQAC Coordinator, Staff Secretary and the Staff Advisers. The club activities of Science Club, Mathematics Club, Vedika (Literary Club), Jwala/Equilibria (Commerce & Social Science Club) are evaluated after each programme. The evaluation is conducted by the teachers-in-charge of the clubs, student leaders, Principal, college coordinator, IQAC coordinator, staff secretary and the staff advisers. The semester results of University exams are evaluated in the staff meeting. The college Governing Council periodically reviews the functioning of the college. The Governing Council includes the Manager, members of the SNDP Union, Muvattupuzha, the Principal, Course coordinator and IQAC coordinator.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- Seminars were conducted on Gender Equality
- Women's Day was celebrated on 8th March, 2022. The Guest of Honour was Mrs. Dido Alex, Psychologist.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>There are common rooms and wash room for girls. One teacher is in charge of counselling cell. Students are free to give any grievance which will be addressed by the grievance redressal cell functioning in the college.</u>

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

Solid wastes are segregated and burnt in an incinerator. The liquid wastes are disposed off in a large underground pit. e-Waste is collected and handed over to the Municipality for proper disposal. The Haritha Karma Sena formed by the Municipality visits the area on the 21st of every month to monitor waste disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

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

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

C. Any 2 of the above

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

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

The festivals of all religions like Onam, Christmas, Ramzan, Holi, are celebrated in the institution with pomp and fervour. All students participated in the celebrations. National days like Gandhi Jayanthi, Independence Day, Republic Day, Ekta Diwas, Teachers' Day are observed. All students participated in the five-day community living camp conducted as part of the B.Ed curriculum. Arts festival and Sports Day are conducted every year. There is a temple in the campus. All students and staff members are invited to participate in the temple festival which includes cultural programs and lunch. Parents of all students and all alumni members are invited for the PTA and Alumni meetings.

There is daily morning assembly which starts with the college prayer. The college prayer is a few lines of the Malayalam version of the Gitanjali by Rabindranath Tagore. The morning assembly also include birthday celebrations, "Thought for the day" and its discussion. All students are given the opportunity to participate in the discussions.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Values, rights, duties and responsibilities of citizens are inculcated as part of the syllabus. All National Days are celebrated in the college. College Union elections are conducted as per University norms. Days of importance like Voters' Day, Panchayat Day etc. are observed as part of morning assembly. The institution ensures the attendance of ward councillor, MLA, MP and other peoples' representatives in all major programmes of the college. National flag is hoisted on Republic Day and Independence Day. Students of the college participate in the Republic Day rally in association with the local self-Government. Value education classes are conducted as part of the 5-day community camp.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution celebrated festivals like Onam, Christmas, Ramzan, Holi etc with the support of all students and staff members. The institution also observed Gandhi Jayanthi, Ekta Divas, Independence Day, Republic Day, Science Day, Ozone Day, Environment Day, Reading Day, Aids Day, Mathematics Day, Women's Day etc.

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

7.2 - Best Practices

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

Best Practice-1

The Sree Narayana College of Education, Muvattupuzha faced a problem of water shortage during the summer months when the Municipal water supply becomes erratic and the well in the campus nearly dries up. The management purchased a plot of land near the banks of the Muvattupuzha river which flows closeby, constructed a large well there and plans to pump water up into a reservoir in the college campus thus mitigating the water shortage problem.

Best Practice-2

Collection of rainwater in a reservoir and use it year-round for all non-drinking purposes thereby reducing wastage of precious potable water.

File Description	Documents
Best practices in the Institutional website	https://sncem.edu.in/wp-content/uploads/2024/04/Best-practices-1_2-2021-22.docx
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

M.Ed students are required to do two practicums related to each course in every semester. Four options are available in the University curriculum from which students can select any two practicums. As part of the common core course of Semester II (ED010204 - Advanced Educational Research and Statistics), there is a practicum to prepare a research article.

Students were divided into groups of two or three and were encouraged to select this particular practicum. The tools used for article preparation were prepared by the students. The data was collected and analyzed. The research articles were prepared under the guidance of the teacher-educator. Two of the best articles prepared by the groups were selected and was published in a Scopus Indexed International journal with good impact factor without the students incurring any expenditure.

Two articles published in 2021 and 2022. The practicum prepared by M.Ed students were published in 2017 and 2018 also.

5 groups of the M.Ed class prepared articles of which 3 articles could be published in International journals. The remaining 2 were not sent for publication since the results of the studies could not be generalized.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

B.Ed Semester 1 -Project on socially/educationally relevant issue, adolescent problems,blogs. Micro teaching, learning resource material;ICT supported material;Student-teacher portfolio; Yogasanas,First Aid,Theater practice, SUPW.Semester 2 -school profile and practices, awareness class on adolescent problems, Exceptional children, Analysis of prevailing assessment practices, Discussion, demonstration and criticism classes, Review on any two matches, Quiz competition, Interviewingafolk artist, Preparation of criteria for evaluating different art forms.Semester 3 -Value education, Case study,Action research, Improvising teaching aids, Self assessment tool, Peer evaluation, Diagnostic test and Remedial programme, Physical, Health and Yoga education,Art forms and cultural heritage of India, Activity aidingnational integration/patriotism/universal brotherhood.Semester 4 -Community camp, interviewing an eminent person/educationist, Short film, Study tour, Extension activities, SWOT analysis, Educational journal review, film reviews, scripts on street plays,Communicative English, Resume preparation, Challenges facingIndian education, Educational video, Medicinal plant garden, ICT oriented instructional plan, Report on learning difficulties,Comparison of evaluation systems, Report on any of the government initiatives for care and securityof women. MEd- Semester I, II: Internal and external research colloquia and theses work.Semesters III and IV: Field internships,field visits.Practicum, assignments,seminars related to each course.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The academic calander for the year 2021-22 is uploaded and the

curricular activities, co curricular activities and internal exams are conducted as per Academic Calander and is periodically reviewed in staff meetings, IQAC meetings and Academic Council meetings

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

150

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Programmes related to gender, sustainability, professional ethics, human values and environment conducted by Sree Narayana College of Education during the period 2021-22 is given in the template.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

2

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

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

164

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

164

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

32

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning level of students through class tests and model exams. A particular period is given in the time table for 'tutorial'. Slow learners are given additional coaching and their doubts can be cleared during this hour. Books for extra reading are provided to advanced learners. For the M Ed thesis work advanced learners were given topics with detailed analysis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
335	27

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Information uploaded

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The institution has 24 computers in computer lab, one computer exclusively for NAAC works, 3 computers in the library , one lap top, 2 class rooms with LCD projectors

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

80

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

6

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

44

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal Exams are conducted at regular intervals for BEd and MEd courses. Model exams are conducted at the end of each semester.. Internal marks are awarded to each student on the basis of the criteria given by the University. The criteria for awarding internal marks for MEd course are assignment, seminar, practicum, exams, field internships, field visits etc. For BEd course internal marks are given on the basis of assignment, practicum, practicals, field trips, camp etc. The details are uploaded. The internal marks are published before uploading it in the University portal. If there are any grievances from the part of students, it is addressed.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The internal marks of B Ed and M Ed courses is published before uploading it in the uiversity portal. The students are given 2-3 days to clarify their doubts regarding their internal marks. The same procedure is followed for all the four semesters.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Information uploaded

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sncem.edu.in/wp-content/uploads/2024/04/B-Ed-Syllabus-2-7-2018.pdf , https://sncem.edu.in/wp-content/uploads/2024/04/M-ED-MODIFIED-SYLLABUS-2019-21-jANUARY-2020.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Attainment of programmes outcomes are evaluated by the principal and the staff during staff meetings. Course outcome are evaluated in the meetings where management representatives are present.. The course outcomes are evaluated by the Management, Principal and Staff. The college is managed by SNDP Union, Muvattupuzha and there is an educational officer to manage the educational institutions. One student of Sree Narayana College of Education scored the highest grade in MEd University Exams. The student was felicitated by the Management, staff and students in a function.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

161

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

2.7 - Student Satisfaction Survey

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

https://sncem.edu.in/wp-content/uploads/2024/02/SN-feed-back-form-full_20220511113443.docx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Information uploaded

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

1

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

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

- Students of Sree Narayana College of Education visited Dharmagiri Vikas Society at Kothamangalam, near Muvattupuzha. There is a child care and shelter home and a women's shelter home under this society - the visit helped to create an awareness on the need to empower women, helped to understand different family issues which effect child development.
- Students of Sree Narayana College of Education conducted a social awareness program on Plastic Waste disposal. Students were divided into different groups and they distributed notices to different areas of Muvattupuzha Municipality - the program helped to create an awareness among public about proper disposal of plastic wastes.
- Students of Sree Narayana College of Education made different types of Eco-friendly products using waste materials. They made products like paper straw, pencils, pen, wall hanging, flower vase and distributed it in different areas of Muvattupuzha Municipality and to different houses near the College free of cost - helped to create an awareness among public how to reuse and recycle waste materials.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from

Government/ Government recognized bodies year wise during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded
3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year	
3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year	
0	
File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded
3.4.4 - Number of students participating in extension activities at 3.4.3. above during year	
3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year	
0	

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

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The land area of Sree Narayana College of Education, Muvattupuzha is 10727 sq.m, total built-up area of the building is 4442.09 sq.m. There are 31 rooms in the building, a multipurpose hall (691.84 sq.m), ICT resource centre (90.75 sq m), Art and Craft Resource Centre (20.16 sq.m), Health and Physical Education resource Centre (30 sq.m), Staff room (61.50 sq m), Girls Common room (30 sq. m), Canteen (144.50Sq m), Parking space (624.4 sq.m), 3 store rooms (20.16 sq.m each), library-cum-reading room (124.50 sq. m), curriculum laboratory (90.75 sq. m), Teaching-Learning Resource Centre for arts and working experience (243.75 sq.m), Principal's Office (30sq m), Administrative Office (30 sq.m), Seminar room (101.25 sq m), Separate toilet facility for girls and boys (36 sq.m). Multi-purpose play field (2475 sq m). There are 13 class rooms (11 class rooms of 61.50sq.m and 2 class rooms of 30 sq.m.), Science lab (91 sq.m), 5 multi-purpose rooms (two rooms of 62 sq.m and three rooms of 30 sq.m each), Psychology lab (30sq.m), boys common room (30 sq.m), Store room for sports (sq.m). The institution has 29 desktops, 1 laptop, 1 photo copier, 2 printers, 2 LCD projectors, 1 smart board, 16 CCTV cameras and 300 MBPS broadband. The library is partially automated whereas Accounts is fully automated.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution has a Health and Physical Education resource Centre and a multi-purpose playground.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

1997695

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The library is partially automated with Integrated Library Management System (ILMS)

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
23985	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
32	

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

4.3 - IT Infrastructure

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

The college has one Broadband and one Optic Fiber Connection with 300 MBPS bandwidth.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

31

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

2009260

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

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, Undergraduate 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 an 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. CCTV system functions with 22 cameras.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

16

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

2

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

96

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

96

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

89

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

118

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

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

government examinations)

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

96

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

5.3 - Student Participation and Activities

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

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

3

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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 councillor, Two lady representatives. Class representatives are elected from 8 B.Ed pedagogy classes and the M.Ed classes. All together there are 18 class representatives from the junior and senior batches. College union chairman is a member of IQAC. College union activities are organized by the office bearers with the support of staff secretary and staff advisers. Two teachers 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 editors 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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

3

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The 2019-'20 M.Ed batch donated reference books, ornamental plants and plastic chairs to the college.

Alumni members conducted seminars and demonstration classes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Sree Narayana College of Education is following the teachings of Sree Narayana Guru, Social Reformer and Advaita Philosopher who was instrumental in the reformation of Hinduism during the pre independence era (1956-1928). According to Sree Narayana Gudu education is the only way to progress of man kind. The Vision and Mission of the college is based on the dream of Guru. The college is managed by Sree Narayana Dharma Paripalana Yogam, Muvattupuzha Unit which functions to spread the ideology of Sree Narayana Guru.

VISION

To enrich young minds based on the message of our patron saint Sree Narayana Guru -Liberation through Education.

MISSION

To encourage and empower student- teachers to make history in the teaching-learning process, thereby helping their students to meet the challenges of the 21st century.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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 to facilitate 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 and Secretary-in-charge: Mr.Adv.A.K Anilkumar

Director Board Members: Mr.Adv.N Ramesh, Mr.Pramod K Thamban

Councillors: Mr.M R Narayanan, Mr.Anil Kavumchira : Mr. M.P R Raju, Mr.T VMohanan, Mr.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 members and the IQAC periodically to plan and evaluate the Academic and Administrative matters.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sree Narayana College of Education is managed by SNDP Yogam, Muvattupuzha Union. It is a self-financing college affiliated to M.G University, Kottayam. The educational agency is keen to provide quality education to the students belonging to different socio-economic strata. The management appoints staff on the basis of merit only. The vision of the management is to develop the institution into a Research Centre. The management takes extra efforts to improve facilities such as Library, Computer Lab, Language Lab, Psychology Lab etc. in the best possible way. The institution was functioning as a B.Ed college with eight optional subjects till 2016. M.Ed course was started in 2016 with seven optionals. There are three units for B.Ed course and one unit for M.Ed course. The policy decisions regarding the functioning of the college is made in the meetings of SNDP Yogam. The President, Vice -President, Secretary and Educational Officer periodically meet the Principal of the college to appraise the decisions of the SNDP Yogam. The Management Committee members meet the staff at regular intervals. The opinions and suggestions of the staff members can be presented during the meetings with the Management Committee members.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college is functioning as per the rules and regulations of

M.G University, Kottayam, Govt. of Kerala and NCTE. The appointment of staff is as per the rules of the University, UGC and NCTE and is purely on merit basis. The goal of SNDP Yogam is to improve the education of the weaker sections of the society. The students are admitted through the online portal (CAP) of the University. 50% of the seats are based on merit and the rest are under management quota. Admissions are given to students belonging to different strata of the society. The President of the SNDP Yogam, Muvattupuzha Union is the manager of the Institution. The Educational Officer is appointed by the SNDP Yogam to interact with the educational institutions under the Yogam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

EPF was started on April, 2004 and ESI was started on January 2017. All teaching and non-teaching staff are beneficiaries of EPF and ESI. 12% of the EPF contribution is by the employer and

12% is by the employee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

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

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

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

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

The biodata of all the teaching staff are continuously updated and the files are kept in the IQAC room. A copy of the certificates of participation in different seminars, workshops,

faculty development programmes, question bank preparation, additional degree/diploma courses etc. are kept in the files provided for each staff member. The biodata of the non-teaching staff are also updated and kept in the office.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Internal Audits are conducted periodically by the Secretary, SNDP Yogam, Muvattupuzha Union. External Audits are conducted yearly by a Chartered Accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

Sree Narayana College of Education is a self-financing institution affiliated to M.G University, Kottayam. The funds available for the functioning of the college is the tuition fee collected from the students. The staff is provided EPF and ESI. In addition to salary, festival allowance is provided to the staff members. A separate fund is kept for research work. Fees of students coming from poor financial background are collected only in instalments. Every year funds are provided for the maintenance of infrastructure, campus cleaning, purchase of library books, computer and accessories etc. The manager of the college is the President of the SNDP Union selected by the Union members. The 15 Union members are elected by the members of the different SNDP branches for a period of three years. The decisions regarding the financial management of the college is taken by the 15 member committee headed by the Union President.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

* Seminars were conducted on 'Literature of Small Things', ' Be a Professional', Drama & Art and IPR.

* Days of National importance such as Independence Day, Republic Day, Gandhi Jayanthi, Teachers Day, National Unity Day were celebrated. Other days of importance like Yoga Day, National Science Day, World Earth Day, Reading Day, World Book Day, Environment Day, Ozone Day, Mathematics Day, Hindi Day, Pi Day, Fibonacci Day, World Meteorology Day and a week-long celebration of Mother Tongue Day were celebrated. Festivals like Onam, Christmas, Ramzan, Holi were celebrated. Sports Day and Arts Festival were also conducted.

* Internal research colloquia were conducted for P.G students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The institution reviews the teaching-learning process, structures & methodologies of operations and learning outcomes once in a month. The review will be on the last Friday of every month. The planning and evaluation is done in the staff meetings. The participants of the meetings include the Principal, College Coordinator, IQAC Coordinator, Staff Secretary and the Staff Advisers. The club activities of Science Club, Mathematics Club, Vedika (Literary Club), Jwala/Equilibria (Commerce & Social Science Club) are evaluated after each programme. The evaluation is conducted by the teachers-in-charge of the clubs, student leaders, Principal, college coordinator, IQAC coordinator, staff secretary and the staff advisers. The semester results of University exams are evaluated in the staff meeting. The college Governing Council periodically reviews the functioning of the college. The Governing Council includes the Manager, members of the SNDP Union, Muvattupuzha, the Principal, Course coordinator and IQAC coordinator.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<ul style="list-style-type: none"> Seminars were conducted on Gender Equality Women's Day was celebrated on 8th March, 2022. The Guest of Honour was Mrs. Dido Alex, Pyschologist. 	
File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>There are common rooms and wash room for girls. One teacher is in charge of counselling cell. Students are free to give any grievance which will be addressed by the grievance redressal cell functioning in the college.</u>
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

Solid wastes are segregated and burnt in an incinerator. The liquid wastes are disposed off in a large underground pit. e-Waste is collected and handed over to the Municipality for proper disposal. The Haritha Karma Sena formed by the Municipality visits the area on the 21st of every month to monitor waste disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

<p>vehicles</p> <p>3. Pedestrian-friendly pathways</p> <p>4. Ban on use of plastic</p> <p>5. Landscaping</p>	
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File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software,

C. Any 2 of the above

mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

The festivals of all religions like Onam, Christmas, Ramzan, Holi, are celebrated in the institution with pomp and fervour. All students participated in the celebrations. National days like Gandhi Jayanthi, Independence Day, Republic Day, Ekta Diwas, Teachers' Day are observed. All students participated in the five-day community living camp conducted as part of the B.Ed curriculum. Arts festival and Sports Day are conducted every year. There is a temple in the campus. All students and staff members are invited to participate in the temple festival which includes cultural programs and lunch. Parents of all students and all alumni members are invited for the PTA and Alumni meetings.

There is daily morning assembly which starts with the college prayer. The college prayer is a few lines of the Malayalam version of the Gitanjali by Rabindranath Tagore. The morning assembly also include birthday celebrations, "Thought for the day" and its discussion. All students are given the opportunity to participate in the discussions.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Values, rights, duties and responsibilities of citizens are inculcated as part of the syllabus. All National Days are celebrated in the college. College Union elections are conducted as per University norms. Days of importance like Voters' Day, Panchayat Day etc. are observed as part of morning assembly. The institution ensures the attendance of ward councillor, MLA, MP and other peoples' representatives in all major programmes of the college. National flag is hoisted on Republic Day and Independence Day. Students of the college participate in the Republic Day rally in association with the local self-Government. Value education classes are conducted as part of the 5-day community camp.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution celebrated festivals like Onam, Christmas, Ramzan, Holi etc with the support of all students and staff members. The institution also observed Gandhi Jayanthi, Ekta Divas, Independence Day, Republic Day, Science Day, Ozone Day, Environment Day, Reading Day, Aids Day, Mathematics Day, Women's Day etc.

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

7.2 - Best Practices

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

Best Practice-1

The Sree Narayana College of Education, Muvattupuzha faced a problem of water shortage during the summer months when the Municipal water supply becomes erratic and the well in the campus nearly dries up. The management purchased a plot of land near the banks of the Muvattupuzha river which flows closeby, constructed a large well there and plans to pump water

up into a reservoir in the college campus thus mitigating the water shortage problem.

Best Practice-2

Collection of rainwater in a reservoir and use it year-round for all non-drinking purposes thereby reducing wastage of precious potable water.

File Description	Documents
Best practices in the Institutional website	https://sncem.edu.in/wp-content/uploads/2024/04/Best-practices-1_2-2021-22.docx
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

M.Ed students are required to do two practicums related to each course in every semester. Four options are available in the University curriculum from which students can select any two practicums. As part of the common core course of Semester II (ED010204 - Advanced Educational Research and Statistics), there is a practicum to prepare a research article.

Students were divided into groups of two or three and were encouraged to select this particular practicum. The tools used for article preparation were prepared by the students. The data was collected and analyzed. The research articles were prepared under the guidance of the teacher-educator. Two of the best articles prepared by the groups were selected and was published in a Scopus Indexed International journal with good impact factor without the students incurring any expenditure.

Two articles published in 2021 and 2022. The practicum prepared by M.Ed students were published in 2017 and 2018 also.

5 groups of the M.Ed class prepared articles of which 3 articles could be published in International journals. The remaining 2 were not sent for publication since the results of the studies could not be generalized.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To contact seminars on research methodology, statistics, IPR, Copyright rules
- To conduct National and International Seminars
- To subscribe e-books and e-journals
- To conduct green audit
- To increase the number of reference books in the library
- To install biogas plant, solar panels and waste management facilities in the college