



Yearly Status Report - 2019-2020

Part A

Data of the Institution

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

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

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

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

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

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

No Data Entered/Not Applicable!!!

[View File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

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

No Files Uploaded !!!

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

Plan of Action	Achievements/Outcomes
No Data Entered/Not Applicable!!!	
View File	
14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	09-Aug-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

No Data Entered/Not Applicable !!!

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

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

MEd	Education	01/06/2020
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Education	150
MEd	Education	15
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

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

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
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BEd	Education	50	14	14
MEd	Education	150	307	150
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2.2 – Catering to Student Diversity

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

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

2.3 – Teaching - Learning Process

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

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

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

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

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

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

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

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

No file uploaded.

2.5 – Evaluation Process and Reforms

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

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

[View File](#)

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

2.6 – Student Performance and Learning Outcomes

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

http://sncem.org/uploads/topmenu/University%20Examination%20Results,%202019-2020_20210817025708.docx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					

[View File](#)

2.7 – Student Satisfaction Survey

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

http://sncem.org/uploads/topmenu/2_20210409041944.docx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the	Name of	Title of journal	Year of	h-index	Number of	Institutional
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Paper	Author		publication		citations excluding self citation	affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

No file uploaded.

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

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

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

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

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

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

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

Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

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

Items	Number of students selected/ qualifying

No Data Entered/Not Applicable !!!

[View File](#)

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

Activity	Level	Number of Participants
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No Data Entered/Not Applicable !!!

[View File](#)

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

No file uploaded.

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

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

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

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

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

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

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

Partial

6.2 – Strategy Development and Deployment

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

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

<p>Examination and Evaluation</p>	<p>? University Examination and Evaluation was conducted according to the university norms. Internal evaluation was done on the basis of seminars, practicals, practicum and the performance of students in periodic class tests and model examinations .For MEd and BEd students two or three mock viva were conducted to boost the self confidence of the students to appear for the university viva examinations.</p>
<p>Research and Development</p>	<p>BEd students conduct an action research related to the problems of school students which they encounter during the internship programme. The article prepared by the MEd students as part of their practicum was published in international journals. Teachers were provided funds to attend seminars and workshops. Teachers are given maximum support to do PhD and other research works, publish articles ,attend seminars and workshops, conduct seminars and work shops,enroll for new courses.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>? Library is functional on all working days and Saturdays .Students and staff can avail books ,magazines, journals , periodicals etc as per the rules. If required more books are made available to students and the staff . The MEd students can use the college facility to do the theses works. Students can do the theses works and other academic works in the computers available in the library.A separate laptop is provided to the teachers. Lecture rooms with LCD Projectors are available to conduct classes.Computer lab is utilized to develop the computer skills of student ,teachers. Various Psychology tools and apparatus are available in the psychology lab.The computers used for office work are automated . There is a separate IQAC room,rest rooms ,yoga room,Art room, Auditorium, Drinking water facility, canteen facility, Hostel facility ,etc.</p>
<p>Human Resource Management</p>	<p>? Senior BEd students are invited to take demonstration classes for the juniors. Likewise senior MEd students mentor the juniors and help them in the practicals and the theses works.Teachers are allotted the theory portions according to their basic PG subjects. Each year members are selected from the teaching staff for</p>

the posts of staff secretary , staff advisors(two staff advisors), staff editor (two staff editors), Tour coordinators (two or three staff members), Camp coordinators(two staff members), Two staff members in charge of four student houses (Red ,Blue ,Green and White houses),a staff member incharge of the discipline of the college , one teacher coordinator in charge of different student clubs .One staff member functions as the college coordinator and one staff member each functions as the course coordinator of different pedagogy courses. Staff council and student council are also functional.

Admission of Students

? Fifty percent of the students are admitted on merit basis , as per Kerala Govt /MG University rules and regulations. Fifty percent of the students are admitted in the management quota which is also based on merit.

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr.Usha Parvathy	Awareness Programme for Teacher Education Institutions,NAAC Office Bangalore	Nil	7500
No file uploaded.				

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

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
One Day Orientation Programme and Interaction Programme on Recent Challenges in Teacher Education	1	10/10/2019	10/10/2019	1
SAAC awareness programme	3	26/08/2019	26/08/2019	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

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

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

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

540000

6.5 – Internal Quality Assurance System

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

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

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

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

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

1.ICT Skill development programme 2.Yoga classes 3.Personality development programme

6.5.4 – Post Accreditation initiative(s) (mention at least three)

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

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Observation of World Population day	11/07/2019	11/07/2019	155	10

Effective teaching and parenting Varkeychan Menacheril	16/08/2019	16/08/2019	155	10
Seminar on 'Psychology of Men and Women'	04/01/2020	04/01/2020	155	10
Seminar on Human relations	05/01/2020	05/01/2020	155	10
Aids Day observed (conducted placard making competition)	01/12/2019	01/12/2019	155	10
World Population Day observed at Town Hall, Muvattupuzha. Students of BEd Physical Science Pedagogy, Sree Narayana College of Education presented a Mime	11/07/2019	11/07/2019	155	10
Women's Day celebrations organised	09/03/2020	09/03/2020	155	10
Observation of World Population day - Students of Malayalam pedagogy prepared charts to create awareness among the public and it was displayed in a public place	11/07/2019	11/07/2019	155	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

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

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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

Plastics have over the years become an inseparable part of human existence. Use of plastics is embedded in our day-to-day life, in everything from grocery bags and cutlery to water bottles and sandwich wraps. Over-use of plastic and improper disposal of plastic waste has turned into a major ecological issue world over, agitating the minds of national governments and environmentalists alike. Indiscriminate dumping of plastic waste in landfills, streams, rivers and the seas have greatly degraded the natural environment creating problems for the flora and fauna and even human populations. Plastics are composed of major toxic pollutants and they take a long time to degrade naturally. They cause loss of biodiversity, soil contamination and resource crunch. They also contribute to global warming. The dangers of plastic overuse have been recognized and earnest attempts are being made to reduce their use and possibly replace with more environment-friendly materials. Several proposals have been put forward like initiating a mission to avoid single-use plastics, promoting alternative to fossil-fuel base materials, promoting 100 recycling of plastics, corporate and government accountability and trying to influence human behaviour concerning use of plastics. The World Environment Day celebrated on June 5

every year is an occasion to highlight the drastic effects of plastic and mobilize the citizens to tackle the menace of plastic pollution. As part of this endeavour a grassroots campaign to regulate the use of plastic needs to be initiated. Our college is located in a small town surrounded by countryside with large areas under agriculture. A big river - the Muvattupuzha, flows through the middle of our town. There are also large water bodies in the surrounding countryside. Due to inadequacies in the waste collection and disposal system, the water bodies have become choked with plastic waste in several areas. In a small attempt towards mitigating this problem the students of our college chalked out a plan to make paper bags to replace plastic bags. Plastic bags were once considered a modern convenience. But their overuse has contributed to tons of waste being generated with no way for its proper disposal. Paper bags made of low-cost material like paper, cloth or jute can replace plastic bags. A person who had expertise in paper bag making was invited to the college to demonstrate the bag making process to a group of students. After familiarizing themselves the process, the students made a large number of paper bags of different sizes and distributed them free of cost to several shops in the vicinity of the college. 2. Conducted awareness programme on world population day, Environment day distributed leaflet to the public to create awareness on health and hygiene.

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

http://sncem.org/uploads/topmenu/Best%20practice%20-%202019-2020_20210817042805.docx

7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

http://sncem.org/uploads/topmenu/7_20210817043104.docx

8.Future Plans of Actions for Next Academic Year

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