



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

## **SAHODARAN AYYAPPAN SMARAKA SNDP YOGAM COLLEGE, KONNI**

**SAHODARAN AYYAPPAN SMARAKA SNDP YOGAM COLLEGE  
689691**

**[www.sascollegekonne.in](http://www.sascollegekonne.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The founding of Sahodaran Ayyappan Smaraka SNDP Yogam College is sequel to the diligent planning, astute vision and conceptualization, conceived, reflected and deliberated by the renowned educational agency, 'Corporate Management of SNDP Yogam Colleges', Kollam, committed to pre-eminence in academics, research and governance, with its greatest strength in the cadre of stakeholders with primeness in every process and undertaking.

The institute, established in 1995 at Konni—a forest adjoining, educationally and economically backward hamlet of Pathanamthitta District in the State of Kerala—has been the single, Government aided HEI in this upland and the opportunities thrown open by it to the populace of the region have been enormous. How it influenced the socio-economic life of this rural area can easily be judged from the achievements of the students in their career and the transformation it has brought about to the lives of theirs and their families. Starting with 180 students, the college today has a strength of 837 students, 44 teachers and 19 administrative staff. The college enjoys a real social accreditation in its earnest efforts to impart outcome-based education while steadily upgrading itself to address the requirements of its target rural population.

At the start, the college offered three UG programmes viz. BBA, BCA and B.Com, of which, BBA and BCA were designed by the University as professionally oriented, new generation programmes and B.Com has always been a much sought after one in the arts and science colleges. Producing two ranks from the first batch itself, the college steadily cruises ahead with the participation in cultural pursuits and in the fields of sports and games.

A detailed account and analysis of its areas of strength and weakness, challenges and opportunities, pertaining to the seven criteria, concomitants of an institution of excellence is given in the Self Study Report.

### Vision

**We impart an education that is centered on humanistic and democratic outlooks and blends self-actualization and learning, resulting in the students' mental, physical, social, emotional, and spiritual growth. The premise runs as the students find purpose and meaning in life getting connected to the natural world, the community and to the humanitarian values. Furthermore, we vouchsafe them knowledge, foster skills in their chosen stream, identify hidden talents, provide opportunities to realize their full potential and thus shape them into future leaders, entrepreneurs and above all, good human beings.**

### Mission

The mission of the institution is to foster excellence in all the subjects taught here and to provide a foundation for intellectual and creative experiences. We apply diverse perspectives to understand and transform the world, enrich lives, and meet societal needs. Inquiry is central to our work. Our efforts advance the frontiers of knowledge, artistic expression, the mission, and strategic goals proposed by Mahatma Gandhi University. Many students from Konni and neighbouring villages prefer to be educated in this institution which provides a fertile ground for academic excellence and character formation. The college provides opportunity for economically and socially backward communities in rural, hilly, forest, adjoining villages of Pathanamthitta District. Many students of our institution are the 'First Generation College Going' from their families and communities. The college aims to make higher education, affordable, accessible, and equitable.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The college has a history of 25 years' academic excellence, and it is still the only aided HEI in Konni.
- The college fosters outcome-based education and self-actualization of scholars.
- Learners are unconsciously aligned to amalgamate with heterogeneous peers and larger communities, promulgating their ideas, thus grooming up their personality.
- The college offers career and job oriented new-generation courses like BBA, BCA, BCom with Taxation, MSc Computer Science and MSc Biotechnology. A new PG programme (MSc Geology) has been sanctioned in the aided stream.
- Faculty members of the institution play active roles in various academic bodies as members of Syndicate and Academic council, chairpersons of Board of Studies and expert committees, Question paper setting, and Evaluation process of the University
- Skill development programs help students to escalate their overall personality.
- The commitment of teaching fraternity makes them remain lifelong learners.
- Empowerment of the marginalized to experience 'a liveable life' is our prime concern
- Using resourceful alumni peer-to-peer networks, gifted learners are attracted to the institution.
- Many faculties are involved in research as scholars and research guides
- Publications in UGC approved journals and conference proceedings by the faculties is promoted.
- Solar power is partially used for the energy requirements.
- The institution has very vibrant and academically oriented quality students.
- The college has been bagging University Ranks on a regular basis. The enrolment ratio is above 95%.
- Most of the students are supported by scholarships or freeships given by government, non- government agencies, and PTA.
- College offers coaching classes for various competitive examinations funded by PTA.
- The management confirms to the academic merit of faculties at the time of their appointment.
- Programmes like Remedial coaching, SSP and WWS cater to academic excellence.
- The college has good records in inter-collegiate sports and games competitions.
- Students fare well in University Youth Festivals scoring A grades in many events.
- College has MoUs with different institutions
- Continuous networking with alumni, parents and our student employers helps the institution to receive feedback for quality improvement.

### Institutional Weakness

- The rural location of the college makes it difficult to effect industry linkages required for new generation job-oriented programmes.
- The modern outlook and methodology of teaching-learning take time to gain acceptance with the students, parents and public as the college is situated in a rural area adjoining forest
- Digital divide is a stumbling block in teaching-learning in the pandemic era.
- The socio-economic status of the family crucially influences digital competency and access to ICT-enabled learning of scholars.
- Bandwidth throttling and slow internet connectivity affect the live streaming of classes.
- Economic weakness and stringency of the institution disrupt the academic and student welfare schemes.
- The college languishes in funded projects from state and central Govt.
- The institution is not recognized as a research centre by the affiliating University.
- Very weak innovation initiatives.
- Incubation Centres or Entrepreneurship Centres are not floated.
- The college does not have women's hostel, staff quarters and guest house.
- The college does not have athletic stadium, multi-purpose indoor sports complex, etc.
- Lack of continuous upgradation, subscription to e-journals, access to interactive e-lectures
- Delay in sanctioning of permanent teacher posts by the government.
- The college does not have a Multi-purpose Indoor Sports Complex.
- Very less association with NGOs.

### **Institutional Opportunity**

- The college being affiliated to the MG University and recognized by the UGC, is eligible to apply for development grants and UGC sponsored programmes.
- As the college is situated geographically in a backward area there is a high potential for consultancy, extension and innovation.
- The support from stakeholders enables the college to develop in a planned manner.
- The college provides opportunity for skill development through newspaper assessment, short term courses, coaching for competitive examinations and psycho social guidance through counselling cell.
- The college uses internal resources to provide freeships, concessions and other welfare schemes for financially backward students, thus helping them to afford to the opportunity to continue their studies.
- The college being a co-educational institution with majority girl students, we have every opportunity to focus on the holistic development of all students.
- Shifting from mere CBCS system to outcome-based education gives the college an opportunity to mould the students in tune with the recent trends in the job market
- The college is instrumental in providing the degree of a recognized university to its students
- The HEI sets a benchmark for teaching-learning and assessment in a socially and educationally backward remote rural area.
- Academia disseminates ideas and solutions through multiple ways to catch the diverse spectrum of learners.
- Promotion of multi-disciplinary teaching, learning, and research.
- Vocational training and skill development programs with a special focus on differently-abled learners.
- Scope for improving opportunities for academic management system, fully exploiting the e-learning resources
- Establishment of highly equipped infrastructure for physical education in terms of sports hostel, indoor stadium, etc.
- RUSA 2 crores assistance for infrastructure development.

- Entrepreneurial activities can be fostered through collaborations with Kerala Start Up Mission, business firms and other organizations.
- More support from stakeholders
- Enhancement of the life skills of students.
- The number of coaching/training programmes on soft skills, English language acquisition, computer expertise would put the students in the forefront of competition, both in the case of higher studies and job placement

### **Institutional Challenge**

- Centralized allotment introduced by the University, creates a lag in the start of UG and PG programmes in June itself.
- The college is required to function within all the limitations of an affiliated college.
- The infrastructure and resources of the college are strained to meet the needs of increased number of students.
- Mental health issues like anxiety disorders, clinical depression, diffidence, etc of the scholars need to be addressed.
- Scholarships for socially less privileged and meritorious students are now inadequate in number.
- The teaching fraternity is overburdened with the administrative workload, supervision roles, and extension activities as part of their duty. These factors raise challenges to the quality of teaching
- The institution being situated in a very remote area makes its growth potential very bleak.
- Infrastructure facilities such as roads, communication networks and transportation pose serious challenges for its growth potential
- Attracting more external funding agencies.
- Conduct of online classes is a stumbling block, as most students in the remote areas have limited or poor internet connectivity.
- High teacher-student ratio at UG level hampers the benefit of individual attention.
- Periodic upgrading of the infrastructural facilities and learning resources.
- Regular classes are sometimes lost due to heavy rain, flood and other natural calamities
- Poor public transportation facility.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

SAS SNDP Yogam College is offering four Undergraduate (BCA, BBA, B.Com, B.Sc Mathematics) and five Post graduate programs (M.Sc. Biotechnology, M.Sc. Computer Science, M.Com, M.Sc. Physics, and M.Sc. Geology). The introduction of Choice Based Credit and Semester System/ Elective course system in 2017 by the University offers the College greater flexibility in offering open courses at the Undergraduate level and electives at the Post graduate level. Credit and Semester System was introduced for Postgraduate programs in 2012.

Teachers have actively involved in Curriculum design and development of the affiliating university as members of Academic Council, Board of Studies and subject experts of curriculum revision committees of UG and PG (Details in 1.1.6 of SSR). Effective participation in the workshop on curriculum development prior to introduction of the Choice Based Credit and Semester System added to the role in curriculum design. The

curriculum delivery is in accordance with CBCS regulations of the University. As a part of curriculum enrichment, value addition initiatives are designed so as to enable students to acquire additional skills by the time they complete their degrees. The institution has always fostered collaboration network with the university and industries to further curriculum design /enrichment for higher studies and research and for internship and placements.

### **Teaching-learning and Evaluation**

The admission procedure is empowered, through the Centralised Allotment Process (CAP) of the University on a merit basis. Transparency is ensured at different levels in the admission process. The institution confirms to the diversity of the student community by enacting the statutory reservation policy. Effective induction programs are imparted to all freshers to fine-tune them to the new academic environment. Competent and decisive learning game plans are implemented based on the learning needs and emotional spectrum of advanced learners and slow learners. The learner-centric education is executed through appropriate methodologies such as participative learning, experiential learning and collaborative learning modes to facilitate an effective teaching-learning process. Mentoring maintains a reliable support system even after the course completion of scholars. Amenities for differently-abled students are furnished to a certain extent. Academic and teaching plans are mindfully designed and religiously followed. Open courses and certificate courses are offered to promote interdisciplinary studies. To cover the emerging areas of expertise with academic flexibility and interactive mode, the certificate courses are realigned every year. In-service academic development programs are organized to update faculty orientation in the changing scenario. Intellectual pursuit is accelerated using digital tools. The college complies with the evaluation system implemented by Mahatma Gandhi University. The examination system tests the POs, PSOs and COs. This set of skills enables mentees to meet the challenges in the corporate world. The mechanism to deal with examination-related grievances is transparent, time-bound and efficient. For the conduct of CIE, the institution strictly adheres to the academic calendar. The result analysis of the past years indicates the pass percentage of learners in most of the courses is good, although it shows a fall in the previous year probably due to the pandemic crisis. Amidst multiple factors, the academic excellence of the college is reflected in the demand ratio of scholars seeking admission every year. Opting for higher studies and being well placed in the chosen profession, our scholars bring laurels to the institution. The impact factor of the teaching-learning process is evaluated and enhanced based on the Student Satisfaction Survey.

### **Research, Innovations and Extension**

The college is working relentlessly for upgrading the quality of the faculty and students by arranging National and International seminars/virtual conferences and workshops. These activities are conducted with an aim to inculcate a research culture among students and teachers. A good number of teachers were awarded PhD during the last five years and some of the faculty members have registered for the same. The college always tries to maintain a high standard for its students' projects in view of the same objective. The college makes significant contributions in the field of research as several members of faculty are research guides. Teachers have a lot of quality publications in Scopus Indexed and UGC approved Peer Reviewed Journals. The college received recognition from the university as well as the State Govt. for its NSS extension activities. The NSS unit of our college has been selected as the Best Unit and its Coordinator as the Best Programme Officer multiple times

during the last five years. It has a fine NCC Unit which is also responsible for a number of extension activities.

The college maintains functional MoUs and has collaborations with some institutes. At the same time, it is working on several collaborations for better student services. The webinars on Intellectual Property Rights were held by the institution in association with the neighbouring colleges. Also, certificate courses on research methodology have been organized by the institute.

### **Infrastructure and Learning Resources**

The college, established in 1995, is located on a calm and quiet 17-acre campus providing a befitting academic ambience. The infrastructural facilities are provided across four blocks (Main, Library, Central Computer Lab, and Self-financing Blocks). The college has adequate classrooms, laboratories, digital and other facilities for the effective teaching-learning process. The college owns a bus for the convenience of students who commute from interior areas. A permanent planning committee is deployed to evaluate, plan, and execute infrastructural augmentation.

The college has an established physical education department which caters to the diverse needs of students in sports and athletics. The college provides adequate space for sports, games and cultural activities and produces students for the university level teams. Indoor games of carrom, chess and table tennis are also provided.

The College Library is located near the main block with a total area of 200 Sq. m and with 7513 available books. The library is fully automated with leading library management software solutions; campusNET ERP and which give a user-friendly interface for searching resources in the library, along with its positions and availability statuses. The library has Web – OPAC for providing remote access to its repertoire of textual resources. On working days, the library is open from 9.00 am to 4.30 pm and on Saturdays and vacation 10.00 am to 4.00 pm. The library is stocked with newspapers, magazines, Journals, references etc. New Arrivals are displayed. Photostat and printing facilities are available here.

The college has positively integrated modern IT methods and is looking forward to the complete automation of the daily activities of the college. Academic and admission process are integrated with IT to make the process more efficient, transparent, and easier. The college has installed centralized UPS facilities 25 KVA and 6.5KVA solar inverter for the computer labs, office and IQAC room and Generator facilities 40 KVA for the entire institution. The college has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories on the campus.

### **Student Support and Progression**

As an institution Sahodaran Ayyappan Smaraka SNDP Yogam College is committed to provide the best environment for any student to excel in both academic and extracurricular activities. We ensure that the deserving students receive government support in their studies in the form of different scholarships-Silver Jubilee, Central Sector, Post Matric etc. On an average, 60% of the students are eligible for the E-Grants scholarship and they have successfully availed the same during the last five years. The PTA offers a helping hand for financially struggling students in the form of free uniform and cash awards for students who top the exams and university level winners of sports and cultural activities. Skill improvement programs like ASAP SSP, WWS , Yoga and Meditation have been instrumental in the capacity building of our students. The college ensures students representation in various bodies of the institution. Students are encouraged to participate in

sports, games, and cultural activities at intercollegiate and university level. The placement cell of our institution provides coaching classes for PSC, Bank Test, etc. which are funded by the college PTA. The students of our college participate in placement drives and a few have been selected to some of the prestigious firms. The college has a registered alumni and the alumni association contributes significantly to the overall development of our students by conducting various knowledge sharing sessions.

### **Governance, Leadership and Management**

In consonance with the excellence pronounced in the vision, the college regularly produces ranks at the university level. Meritorious students belonging to families that are hard up, have been affixed to various agencies that offer scholarships.

The General Secretary of SNDP Yogam is the Manager of the college who is assisted by a Regional Development Council comprising members including the principal. The college staff council with the principal as its head pitches in to take the salient decisions apropos the various matters of the college. Departments' suggestions for the improvement of the quality of curricular and cocurricular affairs are brought to the attention of IQAC and Staff Council and, through the principal to the management.

A scheme of action is hit on at the commencement of the academic year after long deliberations of the Staff Council and IQAC. E-governance is practised in finance and accounts, student admission and support, and in the conduct of university examinations.

The management, anxious about the welfare of all the staffers and keen on the merit of academic personnel, promotes teachers to attend refresher and orientation courses off campus and conduct and attend seminars and workshops on campus. The institution conducts internal and external financial audits regularly. Audit teams from Deputy Director of Collegiate Education, Government of Kerala periodically visit the college and conducts audits.

The college development council and planning committee actively participate in the planning and monitoring of financial resources. The education secretary oversees the office administration and monitors accounts of management funds. When funds from the Government, UGC and management are made available, the staff council is summoned to enquire about the needs of the various departments. The heads of departments submit their requirements, and the funds are allocated based on the priorities.

IQAC has been actively involved in the initiation of strategies and execution of the plans in the college. The students are provided with an opportunity to evaluate the performance of the teachers.

### **Institutional Values and Best Practices**

Gender equality is a prioritized area in the college. Various gender sensitization programmes are organized in the college under the guidance of Women's cell. There is an anti-sexual harassment cell working in the college. Online counseling facility is provided to take care of students with psychological issues. There is an effective monitoring/mentoring system. Women friendly and divyangjan friendly washrooms are available on the campus. Students are given online training for yoga and aerobics. The College is a ragging-free campus with no complaint registered in all these years. Ladies waiting room and sick room are provided on the campus. Separate area is provided for girl students in the canteen and library.

Solar energy panel is used in the college for the functioning of UPS. Power efficient equipment and LED bulbs are used for energy conservation.

Awareness classes on waste management are being conducted in the college on a regular basis. There is a rainwater harvesting system and bore well in the college used to meet the water requirement in the college. Water from a well-maintained pool is also used. Carpooling system is practised by the e staff. The College maintains a green protocol and is plastic-free and litter-free. Ramps are provided in the college for Divyangjan. Assistive technologies are provided in the library also. Divyanjan friendly washrooms are provided.

The extension activities of the college are synchronized through NSS and NCC. Moral values like empathy, equality, peace, harmony, truthfulness are instilled in students through various NSS activities which help to build their personality and shape their character. During Flood and COVID – 19 pandemic situations, students and teachers engaged in social activities. Commemorations and National or International Days' celebrations on the campus create awareness on the areas concerned. The college has a code of conduct and is displayed on the website and in the college diary.

Two best practices which have significantly contributed to the achievement of the institutional objectives and quality improvement are “Sujeevanam” and “Santhwanam”.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Sahodaran Ayyappan Smaraka SNDP Yogam College, Konni
Address	Sahodaran Ayyappan Smaraka SNDP Yogam College
City	Konni
State	Kerala
Pin	689691
Website	<a href="http://www.sascollegekonni.in">www.sascollegekonni.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Kishor Kumar B S	0468-2960090	9605060199	0468-2960090	sassndpyogamcollegekonni@gmail.com
IQAC / CIQA coordinator	Sona A	0468-2999566	9074697036	0468-2999666	bijusona442@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	10-03-1995			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Kerala	Mahatma Gandhi University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC	03-09-2004		<a href="#">View Document</a>	
12B of UGC	02-04-2009		<a href="#">View Document</a>	
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Sahodaran Ayyappan Smaraka SNDP Yogam College	Rural	175.25	1632.46

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCA, Computer Science	36	plus Two	English	70	67
UG	BBA, Business Administration	36	plus Two	English	70	70
UG	BCom, Commerce	36	plus Two	English	72	72
UG	BSc, Mathematics	36	plus Two	English	24	18
PG	MSc, Computer Science	24	Degree	English	30	23
PG	MCom, Commerce	24	Degree	English	26	14
PG	MSc, Biotechnology	24	Degree	English	18	15
PG	MSc, Geology	24	Degree	English	15	9
PG	MSc, Physics	24	Degree	English	26	15

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				19				11			
Recruited	0	0	0	0	10	9	0	19	3	8	0	11
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				14			
Recruited	0	0	0	0	0	0	0	0	3	11	0	14
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				12
Recruited	8	4	0	12
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	2	0	6
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	0	1	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	2	0	1	4	0	13
M.Phil.	0	0	0	3	2	0	0	0	0	5
PG	0	0	0	1	5	0	2	4	0	12

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	11	0	14

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	330	0	0	0	330
	Female	344	0	0	0	344
	Others	0	0	0	0	0
PG	Male	30	0	0	0	30
	Female	133	0	0	0	133
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	13	12	19	18
	Female	23	21	19	18
	Others	0	0	0	0
ST	Male	0	1	0	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	35	21	26	27
	Female	31	52	40	42
	Others	0	0	0	0
General	Male	46	45	37	24
	Female	81	84	76	95
	Others	0	0	0	0
Others	Male	41	38	47	39
	Female	33	43	25	40
	Others	0	0	0	0
Total		303	317	289	304

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
236	227	225	224	226
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	8	8	8	8

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
837	807	792	787	761
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
368	353	353	353	353

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
306	269	291	265	264

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
44	43	43	44	42

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
32	32	32	32	32

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 23**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
82.703838	125.595014	95.218472	64.263682	70.108002

**4.3**

**Number of Computers**

**Response: 95**



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

Sahodaran Ayyappan Smaraka SNDP Yogam College caters to the needs of young minds in their formative years of learning and career building. It is affiliated to Mahatma Gandhi University, and strictly follows University prescribed curriculum and takes efforts to achieve academic excellence & professional competency by adopting academic flexibility measures. Academic year commences with an Orientation Programme for the new batch of students at the beginning of the session.

##### Curriculum planning and implementation: Effective Curriculum Delivery:

Academic council of the institution takes the responsibility of effective curriculum delivery and planning curriculum enhancement programs through well-structured academic calendar to include various curricular and co-curricular activities like bridging the gap with industry expectations, skill development and value addition programs and faculty training. It consists of Principal, Heads of Departments and IQAC.

##### Planned Process

- At the commencement of the academic year, the HoDs along with Principal engage in a brain storming session with regard to teaching-learning activities keeping in view the outcomes of the previous academic year.
- Academic Calendar is prepared by the academic council to fulfil the objectives of the curriculum delivery keeping the schedule of the university on the bodies.
- Orientation Programme is scheduled in the first week of every semester, for the fresh batch of students to provide an insight to the curriculum.
- Time-Table Committee prepares a master timetable at the college as well as department level that includes Bridge courses, slots for core papers, elective papers, soft skills, seminars, guest- lectures, Mentor-Mentee activity, and Remedial classes of various departments.
- Program Outcomes (POs) & Course Outcomes (COs) of all programs are well defined and disseminated to all stakeholders through the website. Progress of the syllabus coverage and curriculum delivery is reviewed through the lesson plan and work diary of the faculty members.
- Eminent Academicians & Industry Experts are invited for delivering lectures on current trends related to curriculum. In order to bridge the gap between industry and institution.
- Different Pedagogy in teaching such as blended lecture methods, participative, experiential learning, ICT, Computer Based Learning (CBL), Self Directed Learning (SDL) apart from Chalk and Talk are adopted in curriculum delivery. These initiatives and methodologies have resulted in excellent results in the past five years.
- Two internal assessments in a semester keep the students abreast of the subject, making their continuous learning process easy and stress-free.
- Teachers are trained on a regular basis through Orientation Programs, FDPs, and Online

workshops, to enhance their ideas to impart global knowledge & life skills to the students.

- The Institution has a well-equipped Library with reference books, journals e-learning resources and newspapers thus provide vast resources related to academics and competitive exams.
- Feedback on curriculum is collected, analyzed, and communicated to the University to upgrade the curriculum based on past experiences. The faculty members of this institution, nominated on the BOS and BOE contribute in providing the expectations.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The academic calendar serves as an informational tool to plan the academic activities for students, faculty, and staff of the institution. The academic calendar is well disseminated on the website, so as other stakeholders are informed regarding the activities and events happening in the institution. The calendar includes dates for admission, the commencement of classes, workshops, seminars, practical exams, Continuous Internal Evaluation (CIE), and University Exam

#### Continuous Internal Evaluation process:

##### 1. Announcement of overall structure schedule of CIE

The College has an Internal Assessment Examination Committee (IAEC) to oversee the conduct of the Internal Assessment Tests. Test dates are announced one week in advance by the Coordinator to the individual departments and tests conducted accordingly. Timetables are displayed on the department notice boards, institutional websites and through WhatsApp student groups. The syllabus for IA is announced a week in advance by the concerned subject teachers.

##### 2. Setting of Question papers:

Faculty set the question paper keeping POs and COs and unitized syllabi and University examination pattern in consideration. CO and PO attainment is made through online ERP software. Question papers are submitted to IAEC 3 days before the commencement of the IA test.

##### 3. Conduct of Internal Assessment Test:

The committee conducts the exams in Specific answer booklets which shall be distributed to the departments on the date of the examination.

Evaluations of IA answer script:

These remarks on the evaluated answer scripts help students in analyzing their mistakes and significant improvement in the subsequent IA test.

#### 4. Dissemination of IA marks:

IA marks are announced, and the answer booklets are distributed in the class within the next 5 days from the conclusion of the IA test. IA marks are displayed on the notice board. An option is given to the students to bring their grievance if any to the concerned subject teacher and/or HOD to solve it within 5 days from the announcement of IA marks.

#### 5. Action is taken for the improvement of student performance

Mentors/Class Teachers identify the slow learners based on the IA marks and classroom dynamics and meet the Mentees to motivate and encourage them to make more efforts in their studies thus aiding them to get a better percentage in the university examination.

Remedial Classes are conducted for slow learners to improve their learning patterns. Simplified notes, extra assignments, one to one explanation are some methods employed by teachers in Remedial classes. Likewise, students who are capable of scoring better marks are also coached to get university ranks.

Parents–teacher’s meetings are held after the first IA test to update the parents on the progress of their wards in all aspects of their performance, behaviour, and discipline.

Apart from written tests, students are also given opportunities to do seminars, write assignments, projects, and internships to broaden their skills.

#### 6. Submitting IA marks to University:

Departments prepare a consolidated IA marks list to be uploaded in the university portal before the commencement of theory exams after verifying the same with the respective subject teachers.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**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 last five years**

##### 1. Academic council/BoS of Affiliating university

2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

Response: 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

**Response:** 4

#### 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	0	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 12.37

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
433	0	71	9	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

The institution is affiliated to Mahatma Gandhi University and the curriculum involves essential components of environmental awareness and awareness on human rights in UG programmes. The PG Programme Biotechnology has courses dealing with environmental deterioration and conservation in detail. PG programmes in Physics, Computer Science and Commerce also cover elements on global environmental issues, Intellectual Property Rights etc. This is further enriched by suitable activities conducted by the college.

Many events are organised on gender sensitisation, environmental issues and human rights and IPR to shape a new generation alive to the issues and solutions associated with this. Various clubs of the college adopt appropriate measures to fulfil this.

The Women cell of the college focus on the empowerment of women students which in turn empowers the society. In a modern society women have to play multiple roles and they should be equipped for that. With this aim many awareness programmes like workshops, seminars, debates etc are organised. Both male and female students should be aware of the marginalisation faced by women and they should be sensitive to the transgender issues.

Every year women's day is celebrated with different activities in which students get opportunities to interact with experts, social workers, poets etc. Programmes on gender sensitisation, personality development, women's rights were organised.

Collaboration with Women and children development forum, Pathanamthitta chapter and Seethalayam, Woman's wing of state Homeopathy Department help a great to promote the activities of women cell and gender sensitisation.

Ozone day, Wetlands day, Science day etc were regularly observed to signify the corresponding themes. A commemoration of women scientists were done by students based on the theme 'women in science'.

Webinars, workshops etc on IPR by different Departments were done and some outreach programmes for school students were also conducted based on this.

Two documentaries 'the sparrows in Konni' and 'Periyar wild life' were screened which were followed by doubt clearing sessions.

Forest club and Bhoomitrasena conduct activities to promote environmental awareness. Forest watch was conducted in which students could have a journey through the forest areas of Konni. In connection with World Environment Day celebrations, students of the club participated in planting saplings obtained from Konni Forest Range Office.

Visits were arranged for the students to ecotourism and Elephant rearing centre, Forest Department, Konni.

Identification of medicinal plants, poster making on global warming, preparation and distribution of cloth bags etc were conducted.

Training on mushroom cultivation was conducted and activities to recycle used materials and campaign against plastic usage were organised by the teachers and students.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 3.6

### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	8	8	8	8

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 35.24

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 295

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

#### **1.4.2 Feedback process of the Institution may be classified as follows: Options:**

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 88.49

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
303	317	289	304	289

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
354	336	336	336	336

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 84.4

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
303	317	289	304	289

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

**Response:**

**The admission procedure is empowered through the Centralised Allotment Process (CAP) of the University on a merit basis. Transparency is ensured at different levels in the admission process. The institution has evolved a systematic and structured mechanism to implement competent and decisive learning game plans based on the perceptivity levels and intellectual brilliance of scholars.**

**Assessment of Learning Levels**

**The appraisal of learning grades of admitted students or evaluation of advanced learners and slow learners is primarily done through:**

- **Induction Programme**
- **Scrutiny of students' data that incorporate the academic history**
- **First Internal Assessment Test**
- **Achievement in curriculum-related activities**
- **Feedback of mentors**
- **Involvement in the ventures of diverse clubs and cells**
- **Performance in assignments**
- **Problem-solving skills in class**
- **Group discussions**
- **Involvement in practical and lab experiments**
- **Peer teaching**
- **Competence in English language**
- **Computer deftness**

**Strategies for Advanced Learners**

**The advanced learners are equipped with the following facilities and exceptional**

**programs to hone up their skills to accomplish academic excellence and life mastery:**

- **Scholarly motivation and guidance under Kerala Government-sponsored Walk with a Scholar Scheme & Scholar Support Programme.**
- **Counsel and orientation to sign up for online courses in MOOC, NPTEL, and other e-learning platforms.**
- **Dissemination of merit scholarships, cash awards, laurels, accolades, and other recognitions.**
- **Opportunity to represent the college in intercollegiate, state & national competitions to showcase their talents.**
- **Association in peer teaching to savor the benefits of collaborative learning.**
- **Participation in national and international seminars and workshops and learners are imparted navigation and exposure to publish articles in research-oriented academic journals.**
- **Training offered by the Career Guidance and Placement Cell of the college for advanced learners to qualify Kerala Public Service Commission examinations, bank coaching, and other competitive examinations.**
- **Interaction with erudite scholars at premier institutions like NIT, IIM, etc.**
- **Training sessions and pep talks galvanize advanced learners to blend intellectual left-brained rationale with intuitive right-brained reflection.**

### **Strategies for Slow Learners**

**Slow learners are identified in each subject and they are lavished special care and classes by the teachers concerned under the Kerala Government initiative, the Scholar Support Programme. The other remedial measures are as follows:**

**The college embraces a mentoring system in place to uplift the slow learners.**

- **Remedial classes are aligned based on the distinct needs and intellectual quotient of students.**
- **Bridge courses have bridged the knowledge gaps of learners having more limited exposure to advanced studies.**
- **Participative learning and collaborative learning modes have been implemented to facilitate student-centric mode.**

- **Learning components have been simplified.**
- **Soft skill-enhancing programs are conducted frequently**
- **Learners are motivated to engage in various clubs to redefine their emotional quotient and organizing power.**
- **Group assignments and projects are assigned to slow learners.**
- **Tutorial sessions are student-centric and Teaching-Learning Evaluation has become an essential part of the curriculum.**
- **Personal counseling and motivation help slow learners learn better.**
- **Frequent interactions are held with parents to perceive the learning capabilities**
- **Special counseling is imparted to the students who fail in examinations**
- **To purchase study materials and learning tools, financial aid is lavished upon less fortunate students**

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

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

**Response:** 19:1

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

## 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**

**Response:**

**The learning ecosystem of the institution is conducive to facilitate and streamline the learning levels of students fixing them at the center. In addition to the conventional lecture method, many student-centric methods are used to improve the productive self-**

learning experience of learners.

### **Experiential learning**

- **ICT empowered peer teaching, seminar presentations, assignments, case study, quizzes, interactive discussions, video conferencing, etc build up the teaching-learning process more dynamic and purposeful.**
- **The Biotechnology department imparts training in vocational subjects like organic farming, mushroom cultivation, vermicomposting, etc to enhance, energize and edutain the learning experience.**
- **Student presentations, deliberations, and debates are part and parcel of the learning process.**
- **Internet facility is made available in the library, office, computer lab, and in all departments.**
- **Students create PowerPoint presentations, video lectures, posters, mind maps, etc on the topics assigned to them by the faculty.**
- **Learners are dispensed with ample practical sessions in the use of scientific apparatus and accessories for demonstrative learning purposes. Practical sessions in water quality tests, soil tests, blood tests, first aid, etc are provided to enable them to meet the challenges in life.**
- **Hands-on training sessions are imparted to students on disaster management, waste management, and pandemic management**
- **The girl students are sensitized to feminine problems through Women's Cell.**
- **Ample opportunities are accorded to the "do it yourself" technique. Some portions of the syllabus is retained for the students to learn by themselves.**
- **Intellectual pursuit is made more dynamic by indulging in authentic research and self-reliant learning methods. Some portions of the syllabus are reserved for the students to pick up by themselves.**
- **Industrial visits and field trips help students develop a comprehensive idea of the working of the industry sector. They acquire better exposure to channelize themselves to the corporate world.**
- **During field surveys, students apply the skills of accessing, processing, editing, and publishing data. The application of logical thinking and reasoning enables them to derive inferences based on comprehension.**

- Under a cooperative learning system, the students are split into micro-groups to teach a chosen area upholding the vision, " Each one, teach one"

### Problem Solving

#### Case-study method

- Project-based learning where problem-solving methodologies are put into practice.
- Exhibitions confer an opportunity to come up with innovative methods of problem-solving
- Soft skill development programs by illustrious trainers foster the problem-solving skills of scholars.
- Students are actively involved in awareness projects like solid waste management, rainwater harvesting, and educating the people in the extended community.

### Skill enrichment programs

- PG students are motivated to present papers from academic journals.
- Participation and paper presentation of students in National and International conferences.
- Enrollment of students in Additional Skill Acquisition Programme, initiated by Kerala Higher Education
- The institution is a local chapter of NPTEL. The academic fraternity and students get enrolled in various certificate courses conducted by MHRD, IIT, IIM, and the like.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

#### Response:

The institute consciously offers prime priority in blending innovative and creative practices into the teaching-learning process to augment the quality of education. The envisioned policy to advocate MOOCs is crystallized by the NPTEL local chapter of the institution. Every core department offers an open course to promote interdisciplinary studies

Various innovative state-of-the-art ICT blended teaching approaches followed are

- Google Classrooms, Google Meet, Zoom, TeachMint learning app, Google slides, Google forms, Google docs, PowerPoint Slides, Youtube videos: The faculty members extensively work with these e-learning platforms and tools to deliver the course content effectively. Teachers formulate course outcomes, create lessons, manage courses, and interact with other teachers and students using this platform.
- Digital library ventilates online content to the entire college community and provides access to e-books, e-journals, and databases.
- Authorize access to subscription-based journals from prestigious sources.
- Project-based learning- All final year students have to accomplish an academic project at the end of their last semester.
- The management skills of the Department of Business Administration students are enhanced by conducting entrepreneurship programs, case studies, mini-projects, and the like.
- Exhibitions and poster presentations by the core and satellite departments as part of the observance of important days are cardinal features of the college.
- Academic tutorials enable the learners to improve their learning process.
- The language departments organize competitions like poster designing, short story writing, elocution, recitation, etc to improve the communication skills and literary flair among students.
- Academic WhatsApp groups are formed by the faculty for facilitating the teaching-learning process.
- The learning outcomes are evaluated through online tests periodically.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

**Response:** 23:1

#### 2.3.3.1 Number of mentors

Response: 36

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 135

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 24.52

#### 2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /

**D.Litt. year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	10	10	09

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 13.98

**2.4.3.1 Total experience of full-time teachers**

**Response:** 615

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode**

**Response:**

**The college emphatically fosters a well-structured mechanism of Internal Evaluation system considering its key impact and influence on the academic performance of mentees. As per the precept of the University, the internal assessment is made functional based on students' attendance, writing skills (assignment), presentation skills (seminar), and knowledge levels(test papers).50% of the internal marks is endowed to 2 internal assessments, 25% is allocated to assignments and the remaining 25% is conferred to attendance.**

**Transparency**

- **Internal Evaluation Peer Committee:** The college has constituted a peer committee to monitor and coordinate the continuous internal evaluation process soon after the introduction of CBCS. The committee is entrusted with the tasks of collection, sorting, and security of question papers.
- **Syllabus and Schedule:** The syllabus of the exam is announced well in advance before the examination. The dates of the same are published in the college handbook and are also intimated to the students through the public address system, college website, and college notice boards.
- **Examination Material Management:** Question papers, answer books and other stationery items required for the conduct of examinations are stored systematically. The office has reprographic facilities to generate the required number of question papers well in advance.
- **Evaluation Results:** The valued answer scripts are returned individually to the learners within one week and they are offered an opportunity to approach the subject teacher if in case of any corrections and clarifications. Marks of the internal evaluation are duly uploaded by the respective departments and are scrutinized by the peer committee.
- **Internal Evaluation Coordinator:** The internal evaluation coordinator ensures that the internal exam results are duly signed by the mentors, HoDs, and the Principal before uploading them to the University portal.
- **Attendance Report:** The attendance report is published every month by corresponding mentors.
- **CCTV Surveillance:** As per the directives of the High Court of Kerala, CCTVs are installed in the examination halls to ensure absolute transparency in the conduct of examinations.

#### **Robustness:**

- **Frequency:** The college conducts two test papers in a centralized manner and out of these, one is a model exam in the university examination pattern.

- **Three Tier Grievance Redressal Mechanism:** The college holds a three-level grievance redressal mechanism viz department level, college level, and university level, specifically mentioned in the college calendar. Any grievances relating to the conduct of examinations or valuation of answer scripts may be reported to the concerned teacher and further to the tutor, HoD, and Principal.
- **Supplementary Examinations:** If students could not attend the scheduled tests due to genuine reasons, they can appear for supplementary examinations.
- **Projects:** Internal marks are awarded to the students for the final semester academic projects based on punctuality, quality of data collected, and timely submission.

**Seminars/ Online Assignments:** Apart from internal assessments, students are also supposed to present seminars and submit online assignments on the topics prescribed in the syllabus. Experiential learning like field projects and internships are promoted by some departments.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

##### **Response:**

The Institution maintains a three-tier Grievance Redressal Mechanism with two levels at the college itself and the third higher level at the University. Mostly the grievances are redressed at the college levels with the effective and timely intervention of the internal evaluation coordinator, mentor, HoD, and the Principal.

##### **Level 1 Department Level**

- The department-level committee is chaired by the Head of the Department, mentor, and the teacher in charge as members

- **While distributing the valued answer scripts the students can scrutinize their answer scripts in the presence of their subject teachers. It ensures transparency and reliability of the evaluation process.**
- **If needed the answer script is revalued by the faculty in the presence of the complainant.**
- **Corrections are made by the respective faculty member in case of any discrepancy in the marks awarded.**
- **A progress report of internal examination is shared with the parents during the open house meetings. During interaction with parents, the teachers better understand student's strengths, needs, behaviors, and learning styles.**
- **Fairness and impartiality in Internal Evaluation are the key indicators in the criterion in online evaluation too.**

## **Level 2: College Level**

- **A student can approach the higher level only if his grievance is not redressed at the lower level.**
- **The grief unresolved at level 1 is settled at level 2 by the college-level committee with the Principal as Chairman, mentor, Head of the concerned department, and a senior teacher nominated by the college council as members.**
- **The college-level coordinator sends a list of students registered for each program in the prescribed format given by the university.**
- **Proper awareness of the program concerning the internal/ continuous evaluation scheme is duly imparted to the learners.**
- **The internal evaluation report in the prescribed format is sent to the university before the fourth week of October and March respectively for odd and even semesters in every academic year.**

## **Level 3: University Level**

- **Students can approach the university when their grievances are not settled at the department and the college levels.**

- **The Students' Grievance Portal deals with a diversity of students' complaints and grievances coming up for redressal.**
- **In case of evidence of malpractices in University examinations, the matter is referred directly to the university on the same day itself by intimating the External Examiner through the proper channel.**

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 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.**

**Response:**

**On the successful completion of a specific course/ program, Programme Outcome (PO), Programme Specific Outcome (PSOs), and Course Outcomes (COs) are the basic concepts, knowledge, and skills acquired by the students. This set of skills enables mentees to face the challenges in the corporate world, enhancing their employability skills and adapt themselves to the corporate culture with ease once they are employed.**

**Communication to the Teachers**

- **M G University introduced Outcome-Based Education (OBE) as the new curriculum for UG programs in 2017. Since then it has been functional in college under the active instruction of IQAC.**
- **Each department prepares Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) based on the learning objectives mentioned in the university syllabus.**
- **Each department designs multiple execution methods in consultation with the subject faculty for the proper realization of the Course Outcomes (COs)**

- The mentors make certain that each student has awareness regarding the syllabus, POs, PSOs, and COs.
- The progress and performance of students are regularly monitored and documented using several assessment tools
- . For PG programs, OBE workshops are organized by the University during curriculum revision and they enlighten the faculty to get a specific outlook concerning the different learning outcomes.
- Internal examinations, regular class tests, assignments, seminars, projects, viva-voce, feedback, evaluated surveys, questionnaires, program-specific organizations, program materialization, etc. are the learning tools used for assessing the program and course outcomes.

#### Communication to the Students

- POs, PSOs, and COs are well displayed on the website
- POs, PSOs, and COs are displayed on the Department Notice Boards.
- Heads of the Department and the class mentors elaborate various program outcomes to the learners during orientation meetings and interactive sessions.
- The details of the programs such as nature, scope, application, syllabus, program outcomes, and expected skills are also communicated to the students.
- Teaching faculty who handle different subjects also make learners aware of the Course Outcomes, Programme Outcomes and Programme Specific Outcomes while introducing the subject and facilitating the teaching-learning process.
- The faculty details the pattern of question papers in connection with the course outcomes.
- In PG courses, the POs, PSOs, and COs are included in the University Syllabus itself.
- POs, PSOs, and COs are displayed on the department pages on the college website.
- POs, PSOs, and COs are also discussed in the meetings of the class tutorials.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

## 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

### Response:

The institution initiates mandatory measures to evaluate the level of attainment of Course Outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs). The college follows the assessment strategies directed by the University.

### Procedures for Assessing the Attainment of Outcomes

**Defining COs, POs, and PSOs:** Measurement of attainment level of outcomes begins with formally defining the Program Outcomes, Program Specific Outcomes, and Course Outcomes.

**Direct assessment tools (COs):** Course outcomes are evaluated directly based on the progress and performance of each student in his internal and external evaluation on 20: 80 proportions.

The internal examinations are scheduled as per the guidelines in the University calendar at the beginning of each semester. Formative assessments including practical examinations and viva-voce are conducted by the University. While setting the question papers for internal exams, every question is thoughtfully set to match with the related levels of Bloom's Taxonomy [remembering-understanding-applying-analysing-evaluating-creating] of learning.

**Direct Attainment (POs and PSOs):** Direct attainment of program outcomes and program-specific outcomes are identified based on the attainment of cognitive levels of course outcomes with program outcomes and program-specific outcomes. Regular class tests, assignments, seminars, projects, and surveys are given to UG and PG students respectively. Result analysis is done after every semester at the department level.

**Indirect Attainment( POs and PSOs):** College proceeding with direct attainment of program outcomes and program-specific outcomes are mainly evaluated based on course exit surveys and alumni surveys. These surveys are conducted using questionnaires prepared to relate all program outcomes and program-specific

outcomes for analysis. A good proportion of students are placed in reputed organizations soon after the completion of the program and it has become a key indicator of the materialization of learning outcomes. An increasing number of students qualifying for the national level competitive examinations including UGC /CSIR-NET and GATE reflects well on the learning outcome. The incessant support and rapport of the alumni also highlight the satisfaction level of students.

**Overall Attainment (POs &PSOs):** The attainment of overall program outcomes and program-specific outcomes are computed by adding the attainment values of direct and indirect program outcomes and program-specific outcomes in the proportion of 80: 20 respectively by conducting surveys.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 72.42

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
167	217	213	199	196

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
303	261	287	265	263

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response:</b>	
<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)**

**Response: 1**

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response: 6.82**

**3.1.2.1 Number of teachers recognized as research guides**

**Response: 3**

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response: 3.23**

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

### 3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
7	6	6	6	6

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

**The institution has launched many programmes which favour the transfer and creation of knowledge.**

An innovative environment is emerged in the college by the effective implementation of events which promote the intention. Additional skill acquiring programmes, trainings and collaborative activities are in pace with academic programmes. The college is a local chapter of NPTEL, National Programme on Technology Enhanced Learning. Students and teachers utilize this for acquiring additional skills and knowledge. Training for competitive examinations and career orientation programmes are regularly organized. Entrepreneurship guidance is given to students through different programmes. Students from different departments are selected for Young Investigators Program (YIP), Kerala State Council for Science, Technology and environment to bring out commercialization of research ideas.

**Expertise of teachers and students are utilized effectively in the transfer of knowledge and regular practice of activities :** Department of Biotechnology conducts awareness programmes on environmental day, wetland day, ozone day etc. Training on *mushroom cultivation* and *vermicomposting* is being offered by the department. The department has collaboration with BIIC, Mahatma Gandhi University, CRAR Alappuzha. Online practice (BIONEER) for NET/JRF examinations is also launched.

Department of Computer science conducts training on IOT (Internet of Things) and to instigate this a full

fledged IOT lab is designed. Workshops are being conducted using the facilities of this lab on different aspects of information technology. On Job Training programmes are offered to VHSC students by the department. As a part of entrepreneurship a bookbinding and printing programme is also conducted. The placement cell of the department conducts placement programmes. Department of law provides classes on Intellectual Property Rights to students of the college and other institutions.

Department of commerce offers programmes on solid waste management and reuse. This is meant for awareness creation in school and college students. Industrial visits and projects are conducted by Business administration, Physics and Mathematics Departments.

The college drives many extension programmes to serve and create awareness in society. This includes environmental awareness drives, promotion of ecofriendly activities, health awareness programmes. Making and distribution of soaps, cloth bags etc by the students is practiced.

A sincere effort is being made through different programmes to create awareness in gender equality and to build up soft skills.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

**Response:** 8

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	3	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years</b>	
Response: 4.33	
<b>3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years</b>	
Response: 13	
<b>3.3.1.2 Number of teachers recognized as guides during the last five years</b>	
Response: 3	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

<b>3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years</b>				
Response: 2.01				
<b>3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
8	11	17	38	13
File Description	Document			
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>			
Any additional information	<a href="#">View Document</a>			

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 1.64**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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
15	7	35	5	9

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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 last five years.****Response:**

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation ,water conservation through construction of Suchitwa Rally, Flood relief collection drive, Vishappurathitha Konni(Food Distribution in Govt. Hospitals), Awareness on Plastic –Colony visit, Old age home visit , Road and River cleaning drive related Sabarimala Pilgrims season, cleanliness Awareness Survey , Cloth distribution to colonies, Sabarimala duty ,Aids awareness, Blood donation camp, Donation of books, Jaivom Organic Literacy Drive health checkup camp.

The NCC unit of this college ,14(Ic) under the BN NCC Pathanamthitta, consists of 52 cadets. The NCC unit aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service. The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness, for health, Save fuel save country programme, Swachhta Abhiyan ,National equality awareness. Other than NSS and NCC units, the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety etc. All these mentioned activities have

positive impact on the students and it developed student community relationship, leadership skill and self confidence of students. It also helped in cultivating hidden personality of students and created awareness among students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response: 5**

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	1	2	0

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

**Response: 1868**

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

2020-21	2019-20	2018-19	2017-18	2016-17
350	378	389	355	396

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

**Response:** 43.56

#### 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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
390	358	360	320	310

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response:** 48

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	15	6	5	9

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	1	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - 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.**

**Response:**

The College is situated on top of the Sahodaragiri Hill, a picturesque campus amidst the beautiful landscape of nature. An eco-friendly atmosphere is maintained in and around the campus. This College meets the requirements of quality education in all aspects of the academic and associated fields. All the activities in the campus are organized by ensuring green protocol. The college offers 4 UG and 5 PG programmes. The College has a total strength of 837 students. There are 8 teaching departments, 22 classrooms, 6 laboratories, 2 computer labs, one museum, one mini seminar hall, one multi-purpose hall, one central library, outdoor play grounds, cafeteria, and one security room to support the entire academic needs of UG and PG programmes. All teaching departments have separate HOD cabins. All classrooms are well ventilated, furnished with white boards with adequate furniture. The classrooms, equipped with CCTV facilities, serve as examination halls. Separate rooms are allotted for IQAC, NCC, NSS, chief examiner's office, counselling cell, physical education and career guidance. All departments have smart classrooms equipped with computers, smart boards, printers and Wi-Fi facilities. There are 9 ICT enabled rooms including classrooms and seminar hall. The college has well equipped laboratories to meet the curriculum requirements of each course under the scheme and syllabi of the university. A well-organized library stacked with books, with a good collection of 7513 books including some rare books, pertaining to syllabus and additional references, along with periodicals, magazines and journals is made available to the students. The library has ample reading room facility. A well-planned layout of the infrastructure facilitates and supports teaching-learning activity.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:**

The college gives equal importance to both academic and non-academic activities.

Institution aims for an integrated development of students adhering to the physical, emotional, psychological and cognitive aspects. In view with this objective the college offers various facilities for sports and cultural activities along with providing provisions for yoga and meditation. As outdoor facilities there are basketball ground, tennis court, and badminton court. Indoor facilities include table tennis board, carroms board and chess boards. The department of physical education of the college co-ordinate all the

sports related activities. The department is thus entrusted with the responsibility to conduct sports-based competitions, sports day celebration and provide sufficient support to students to participate in inter collegiate, inter university and various other sports competitions. Interested and talented students are given proper training after the selection trials to participate in the intra college, inter college, and university level competitions.

To promote cultural talents of students, the college has a fine arts club comprising of faculty members and student representatives. College level arts competition is held manually and the participants who perform well are trained to compete in the zonal and inter zonal competitions. To practice cultural programmes, multi-purpose hall, temporary auditorium and seminar hall are made available. Multi-purpose hall is set for staff and students to practice yoga and meditation. A recreation club also functions in the college to provide social interaction and less competitive environment. The arts day, college annual day and departmental association activities provide a platform for the students to showcase their talents. Cultural events are organized on special occasions like Onam, Christmas and Keralapiravi.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### **4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 43.48

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

#### **4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**Response:** 100

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
82.703838	125.595014	95.218472	64.263682	70.108002

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

#### Response:

The library of the college provides reader friendly environment and best learning experience. The central library caters to the need of the entire student community, research scholars and staff, both teaching and non-teaching, of the college. The library functions from 9 am to 4.30 pm on all working days including Saturdays and also during vacations. Library system is reviewed by the Advisory committee which recommends suggestions.

The library possesses a collection of 7513 books, 2 journals, 26 periodicals, and 7 newspapers kept in an organized manner and displayed in the library. In addition, the library has a separate collection of books for competitive examinations.

All the functions of the library have been automated using CampusNET ERP Software developed by Infoweavers in technical support with NetSoft inc. Chicago, USA. The modules of the software are acquisition, data entry, circulation and stock verification. Searching and retrieving books are made fast and easy by using computerized catalogue service, providing bibliographical information about the documents and its availability in the library. The library uses barcode technology for speedy issue/return operations.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** E. None of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 1.02

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
2.01761	0.20691	0.30040	0	2.58719

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year

**Response:** 2.04

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

Response: 18

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The college has a well-functioning IT infrastructure spread over departments, administrative sections, library, Principal's chamber, IQAC room, computer labs and seminar hall. These facilities are well managed and updated in accordance with the requirements of the students, teachers and administrative sections. The college improves the bandwidth from time to time, upgrades hardware, service providers and fibre networks.

The college shifted to its permanent building at Konni in 2003 and at that time there was no internet connection. After 5 years, when BSNL Wimax service was started, the data speed was very slow and there were range issues as well. To solve these problems, BSNL Broadband was initiated but the earlier difficulties still persisted. Finally Optical Fibre Cable was laid which improved the speed of internet connectivity with 100 Mbps. Later it was updated to 300 Mbps speed. BSNL is the Internet Service Provider.

The college has 95 computers for students. The entire IT System of the college includes i3 processors or Dual Core, 4 GB RAM, 500 GB HDD, Windows 7 or above. The main computer lab allows access for teachers and students. The power supply in the computer labs, office, IQAC room and some classrooms are protected with 25 KVA UPS and 6.5 KVA solar inverters.

All departments maintain essential IT infrastructure like computers and printers. Besides these, departments also maintain ICT facilities including LCD projector, WiFi/LAN connectivity and Laptop/Desktop for effective instructional transaction. Seminar hall is provided with ICT facilities. Nine classrooms and seminar hall were upgraded with smart classroom facility. The ICT facilities are protected by a dedicated UPS system. Surveillance cameras have been strategically located all over the campus.

All departments are having Fiber Optic Cable connectivity offered by BSNL with a data speed of 300 Mbps. Open Wi-Fi facility is provided for teachers and students in the department strictly for academic purposes. Learning management systems like Google Classroom and Moodle are used as secondary learning resources. Whatsapp class groups have been formed to circulate official departmental messages to students.

The college has a vibrant website. The website is maintained by a faculty in charge and the support of a professional agency for more dynamism.

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 9:1

File Description	Document
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>

##### 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.

**Response:**

The college has a well-established machinery in place for maintenance of campus facilities. The college management is responsible for all the maintenance activities with support of various monitoring committees like College Council, PTA and RDC.

##### General Facilities

Proper maintenance of general facilities like Seminar Hall, Classrooms, Laboratories, Library and Computer labs are maintained and monitored by a Local Manager appointed by the college management. Electrical works, plumbing works, maintenance of generators for ensuring an uninterrupted power supply, distribution of power to various blocks and unlimited power supply are ensured. Adequate infrastructural facilities are provided in all classrooms and its maintenance is done periodically. Cleaning of classrooms and laboratories are done by supporting staff appointed by the college.

##### Laboratory and Classroom Facilities

All the departmental labs are taken care of by a faculty member from the respective departments. The Heads of the concerned departments are responsible to take care of department labs. The department council will monitor the maintenance of labs from time to time. The lab assistant maintains the computer labs and periodically check the lab equipment and facilities. A lab attendant is posted for assisting teachers and students who makes proper arrangement of lab equipment for each practical session. Safety measures are ensured in labs by providing proper ventilation, masks, first aid kits and exhaust ducts. Unlimited power supplies are used in computer labs to prevent voltage fluctuations and related power failure problems. The major instruments are carefully handled. Log book and separate power connections are also supplied.

Infrastructural facilities inside classroom like furniture, electrical appliances and teaching aids are maintained by the teachers in charge with the help of attendants. Head of the department will monitor all these facilities and will report to the concerned authority periodically for proper maintenance.

### **ICT Facilities**

ICT facilities of the college including smart classrooms are maintained with AMC. Regular maintenance of computers, projectors, printers, xerox machines were properly done. College promotes maximum usage, Reuse and Recycle policy to minimize E-waste in the campus. Wi-Fi facility is offered in the campus and is properly maintained and managed by BSNL Service providers. The college website is updated daily by the teacher in charge and is maintained with AMC on yearly basis or whenever required.

### **Library Facilities**

The library system has a proper maintenance mechanism. The library staffs ensure a good reading environment for the students and the teachers. Proper training is given to the staff at the commencement of the academic year to handle the library documents on processing, arranging and conveyance. Library software is regularly updated in line with the academic needs and syllabus requirements. All the books and journals are marked, categorized and arranged in racks for the ease of access. The Librarian will monitor the routine activities of the library system. She will report the maintenance required for the proper functioning of the library on time and discuss the matter with college council and library advisory committee for making sufficient arrangements. The Library Committee function to safeguard the interests of all sections of library users and also ensures the smooth functioning of the library.

### **Sports and Games Facilities**

The Department of Physical education take necessary steps for the proper maintenance of the sports facilities available in the college. The teacher in charge of the Department of Physical Education supervises the functioning of sports equipment. The civil works of the courts are done with the help of college management and PTA.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

**Response:** 66.52

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
394	493	590	606	555

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

**Response:** 5.82

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	67	64	56	39

#### File Description

#### Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 9.27

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
54	130	127	31	29

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 6.4

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
4	16	17	24	26

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 50.33

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years

**Response:** 154

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 100

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	6	4	2	6

#### 5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	6	4	2	6

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be

counted as one) during the last five years.

**Response:** 16

**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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	4	2	2

<b>File Description</b>	<b>Document</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

**S. A. S. S. N. D. P. Yogam College, Konni has an active College Union which is constituted each year in accordance with the University rules and regulations. The College Union is empowered to promote student administration and facilitates student activities in the campus.**

**Functioning of the College Union:**

- **The College Union: The Chairman, Vice Chairperson(reserved for female student), General Secretary, Arts Club Secretary, Magazine Editor, Two University Union Councillors, two Lady Representatives and one representative from each batch.**
- **The College Union looks after all the student related activities in the campus with valuable aid and support of Staff Advisors.**
- **The basic principles of parliamentary democracy is imparted to the students**

through an election process and the office bearers are accountable to the student community for the activities conducted.

#### Activities carried out:

- The College Union, under the leadership of office bearers organizes activities to bring out the talents of students. The winners at the College level cultural and arts festival participate in the University Union Youth festival. The Office bearers takes a lead role in it and provides all facilities to our students at their venues.
- The College Magazine published by the College Union reflects the talents of students in various areas. The magazine editor is responsible for publishing the magazine in time under the supervision of Staff editors.
- Apart from the Union activities, the student involvement is ensured in activities of NCC, NSS and various cells.

#### Academic and Administrative Bodies/Committees:

- **Anti-Ragging Cell:** It consists of two student representative from UG or PG students who has the thorough understanding on UGC anti-ragging regulations. The other representatives of the Anti-Ragging Cell along with this member takes decisions on issues related to the Anti-ragging Cell.
- **Anti-Sexual Harassment Cell:** It consists of a student representative from UG or PG students who has the thorough understanding on UGC Anti-Sexual Harassment regulations. The other representatives of the Anti-Sexual Harassment Cell along with this member takes decisions on issues related to the Anti-Sexual Harassment Cell.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 55.4

### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	68	68	68	69

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 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

**Response:**

**Our college registered an alumni in the year 2016 with the name "STEPPING STONE" under The Travancore-Cochin cultural, literary, scientific and charitable societies act 1955 and has the register no. PTM/TC/367/2016. The Alumni Association of SAS aspires to work for a perpetual interaction and a feeling of fraternity among alumni of the college. The association also envisages to provide opportunities for interaction between past & present graduates and faculty of the college. The alumni of our college have found and will keep on finding positions in institutions of National & International repute and the association remains a platform for mutual awareness among all. Currently Sri. Satyanarayanan S, HOD, Dept. of English holds the position of organizing secretary.**

#### OBJECTIVES

- **STEPPING STONE** endeavours to promote a mutually beneficial relationship between the college and its growing worldwide community of alumni.
- **STEPPING STONE** proposes to provide and support alumni programmes and services, facilitate communication with alumni, and strengthen alumni bonds of fellowship and professional

association.

- **STEPPING STONE** ventures out to leverage the resources, talents, and initiatives of alumni to advise, guide, support and advocate for the Association and the college in achieving their respective missions and goals.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** E. <1 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

## Criterion 6 - 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

##### Response:

##### Institutional Governance Mechanism and Policies

SAS SNDP Yogam College Konni is a Higher Education Institution established and run by the Corporate Management of SNDP Yogam Kollam, that offers prime education to the young men and women of the educationally backward area of Pathanamthitta.

“Enlightenment through education” is our prospect. The pedagogy focuses on the holistic formation of the students. It cultivates students’ mental, physical, social, emotional, and spiritual growth. Also, it enables the students to find purpose and meaning in life, get connected to the natural world and the community, and it instils in them humanitarian values.

The college caters to the needs of the educationally and economically weaker sections of society. The rural location of the college gives it an entirely different perspective in its plans as compared to those in cities, in that it goes in to fulfil

the dreams of the poor and the marginalised rural population.

The college management has superbly drafted policies on the appointment of teachers, admission of students, teaching and evaluation systems.

The college administration is decentralised by the delegation of authority with various officials and bodies that take collective decisions through periodic meetings to organize and execute the activities of the college.

##### The Organizational Structure

- The General Secretary of SNDP Yogam is the Manager of the college and The SNDP Yogam council is the managing committee.
- There is an RDC (Regional Development Committee) to advise the Manager on matters related to each of the colleges. Our RDC has seven members including the Chairman, Convener and the Principal of the college as members. The Manager of the college visits the college and meets the staff on all important occasions.
- The Education Secretary of SNDP Yogam is in charge of the College affairs.
- The head of the institution, the Principal takes final decisions in the routine affairs of the College following the policies of the management.

- On the administrative side, the Principal is assisted by the college council. All the major decisions and policy changes are implemented in consultation with the Managing Board and Staff Council.
- The Staff Council is a statutory body which consists of the Principal, Heads of all departments and the Librarian. The Staff Council meets once a month or more often. Meetings and discussions at various levels ensure transparency and coordination in organizational and administrative process and involve the participation of all concerned.
- The heads of the departments who are members of the Staff Council consult with their respective faculty members who put in suggestions.
- Important issues are discussed at the general body meetings of the associations of teaching staff and non-teaching staff and this guarantees the involvement of faculty and support staff in all major decisions taken.
- Quality initiatives suggested by the Departments are brought to the Staff Council and IQAC. After discussion, practically possible suggestions are forwarded to the Managing Board for approval.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

The college adopts a decentralized system for participatory management to ensure academic and administrative efficiency at all levels. Teachers direct and coordinate academic and extracurricular activities and share administrative responsibility conforming to their seniority and experience.

The staff council is an apex body for decision making and it assists the Principal in policy formulation and its implementation.

The Heads of Departments are entrusted with administrative duties related to their departments.

Authority is delegated to the teaching and non-teaching staff in accordance with the assignments they are entrusted with.

The institution grooms leadership at various levels starting from students. The students' union remains pivotal in guarding their interests. The class representatives, volunteers or secretaries of different clubs take the leadership in conducting their respective programmes under the guidance of teachers in charge.

## **Decentralized Governance**

The administrative staff and heads of departments assist the Principal in administrative matters for the smooth functioning of the college.

The IQAC takes initiatives for quality improvement. The heads of the departments are given autonomy on matters dealing with their departments. They take decisions in the routine running of the department, like allotment of work, timetable, distribution of duties in extracurricular activities, conduct of internal examinations, attendance of students, matters of students discipline etc.

Only out of the ordinary cases are referred to the staff council. The decision of the committee led by the principal is always final. The departments are run in a more or less uniform manner as common decisions are arrived at in the staff council.

## **Promotion of participative management**

Issues relating to each department are discussed in the department meetings. All members of the department have the say and they will be taken into consideration. Discussions on matters of common interest are taken up at the staff council meetings. Student leaders are involved in discussions of issues pertaining to the student community.

## **Committees and Cells**

Following are the cells and committees in operation at the institution to implement various activities that are part of the strategic plan.

Regional Development Committee

IQAC

Staff Council

Examination Cell

Planning Board

Building Committee

Purchase Committee

Campus Ecological and Beautification Committee

Grievance Redressal Cell

SC/ST Cell

Library Committee

Anti-Ragging Committee

Anti- Sexual Harassment Committee

Admission Committee

Alumni Association

PTA Executive Committee

Right to Information Cell

### Case Study: Campus Rejuvenation Project

Self-Financing Block

The management has built a separate, three storeyed block for running unaided courses, having a built up area of 561.74 sq.m. and floor area of 476.32 sq.m. with only the finishing strokes remaining in its completion.

Computer Lab

A general computer lab is being constructed using the RUSA fund. 75 percent of the work is over. The block has a built up area of 332.29 sq.m. and floor area of 274 sq.m.

Courts

Two courts, one for Basketball and the other for Tennis were built.

Cafeteria

A cafeteria with a built up area of 18.9 sq.m. was set up.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

All the way down the line from the top management, policies have been planned and executed in

consonance with the vision of our institution. The accomplishment of vision includes improvement of academia, development of infrastructure, promotion of activities linking the community, bolstering arts and sports, conscientization of the need of pollution free environment, spiritual growth, and stimulation of vocational training.

### **Highlights of the strategic plans accomplished and afoot:**

- **Academic.**

- A new PG programme was sanctioned.
- Another PG programme got switched from self-financing to aided stream.
- Certificate courses were started.
- Conduct
  - WWS
  - ASAP
  - SSP
  - Remedial classes
- Vocational training is given to students, enabling them to earn while they learn.
- Signed MOU with other institutions.
- Peer teaching is promoted.
- College is a chapter for MOOCs.

- **Infrastructure**

- For running self-financing programmes, a new, separate block was built.
- Construction of a centralized computer lab is underway.
- Library has been updated with more books.
- A new cafeteria was built.
- Renovated and air conditioned the seminar hall.
- Fixed surveillance cameras.

- **Extension activities**

- The NSS unit adopted a nearby village colony.
- The unit collected used books and distributed them to the inmates of 'Balikasadanam', an orphanage at Konni for girls.
- The unit works for the welfare of the inmates of the colony.
- Staff and students joined in the rehabilitation activities after the flood.
- Staffers and students were frontline volunteers during the pandemic Covid-19.
- The NSS unit provided midday meals at hospitals and orphanages.
- Students worked as volunteers at Sabarimala Temple during the festival season.

- **Arts and Sports**

- Arts and Sport events are held on the campus and in the nearby stadium every year.
- Students participate in University Youth Festivals every year.
- Students go in for Inter-Collegiate sports and game events and do fare well in them.
- Basketball and Tennis courts have been constructed on the campus.

- **Environment**

- Saplings and seedlings provided by the Forest Department are planted on the campus periodically.
- The campus is plastic free.
- Herbal and Vegetable gardens are maintained along with Mushroom cultivation.

- **Spirituality**

- Students and staff are given online and face-to-face training in Yoga and meditation.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **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.**

#### **Response:**

#### **Organizational Structure**

The college belongs to the Corporate Management of SNDP Yogam Colleges, Kollam and the Manager of the college is the General Secretary of Sree Narayana Dharma Paripalana Yogam. The SNDP Yogam council is the managing committee. There is a local Regional Development Committee to advise the Manager on matters related to each college. Our RDC has seven members including the Chairman, the Convener and the Principal of the college. The Education Secretary of SNDP Yogam is in charge of the College affairs. The head of the institution is the principal who takes the final decisions in the routine affairs of the College. On the administrative side the Principal is assisted by the college council. All the major decisions and policy changes are implemented in consultation with the Managing Board and the Staff Council. The Staff Council is a statutory body which consists of the Principal, Heads of all departments and the Librarian. The heads of the departments who are members of the Staff Council consult their respective faculty members who put in suggestions.

#### **Committees and Cells**

Besides, there are many cells and committees to support the administration of the college. They are IQAC, Planning Committee, Purchase Committee, Building Committee, Library Committee, Anti-ragging Cell, Campus Beautification Cell, Anti-sexual harassment Cell, SC/ST monitoring Cell, Women Cell, Right to Information Cell etc.

#### **Mode of Recruitment**

When the vacancies of Assistant Professors arise, they will be reported at the Directorate of Collegiate Education and the concurrence will be sought after. Afterwards, the vacancies will be published all India level. Appointment will be made by conducting interview, conforming to the regulations of UGC and Mahatma Gandhi University. In the interview, the panel makes the selection on the basis of academic merit of the candidates.

#### **Promotion**

Promotion of teachers is based on UGC guidelines and Mahatma Gandhi University norms. It follows

UGC regulations on Career Advancement Scheme and Performance Based Appraisal System set by the University.

### Service Rules

The teaching and administrative staff follow the Statue of Mahatma Gandhi University and Kerala Service Rules. They also comply with the regulations of Mahatma Gandhi University of the conduct of University examinations, paper valuation, curriculum revision etc.

### Grievance Redressal Cell

Grievance Redressal mechanism is in operation at the college. For that, there are Women's Cell, Anti-ragging Cell and the like.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** B. 3 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

**Welfare schemes initiated by the college.**

Ø The members of staff are offered a helping hand in meeting medical expenses in case of exigency.

- Ø Wi-fi facility is provided to the staff members.
- Ø Special casual leave is granted in case the staffers suffer from fatal diseases and undergo treatment.
- Ø The HEI organizes conferences, workshops, seminars and webinars for both teaching and non-teaching staff.
- Ø Staffers are prompted to attend refresher and orientation programmes being held at Academic Staff Colleges.
- Ø Teaching and administrative staff are prompted to do long time and short time online courses.
- Ø College promotes orientation programmes on ICT enabled teaching.
- Ø Teachers are motivated to take up major and minor projects.
- Ø The management encourages the teachers to register for PhD programmes.
- Ø Departments and college office are provided with ample laptops, desktops, printers, scanners, and photocopiers.
- Ø Parking area for two and four wheelers is provided.
- Ø Ramp and handrails are provided for the differently abled.
- Ø College arranges annual tour programmes for the staffers.
- Ø Luncheon is provided during special and festive occasions.
- Ø In recognition of service, retirement parties are arranged for the members.
- Ø The mini-seminar hall is used for holding meetings and seminars.
- Ø Medical camps are arranged at college.
- Ø College bus provides transportation facility to staffers.
- The staff are provided with canteen facility.
- Preference is given for the children of teaching or non teaching staff for admission to any course in the Management Quota.
- Employment provident fund is there for self-finance staff.

#### **Other Welfare Schemes**

- Ø The staff are provided the opportunity to invest in the GAINPF.

Ø GIS is offered to staff.

Ø College management takes necessary steps for the promotion of staff.

Ø Female staff are given the statutory maternity leave for 180 days and they are also given leave in case of miscarriage or tubectomy and male employees, ten days paternity leave.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	02	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

Response: 24.09

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

2020-21	2019-20	2018-19	2017-18	2016-17
08	37	04	02	01

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

Response:

#### Students' evaluation of teachers.

IQAC has executed a system of evaluation of teachers by the students. To serve this purpose, a proforma has been drafted incorporating various parameters related to teaching and this template is mailed to the students. The students fill it out in the time stipulated. The report of the evaluation formulated by the IQAC is forwarded to the respective teachers.

#### Self-Appraisal of teachers.

The teachers fill out their self-appraisal forms provided to them pertaining to their curricular and co-curricular activities. The filled-up forms are collected by the IQAC.

**Academic Monitoring System: by the Head of the Institution**

Teachers furnish the syllabus completion statements at the end of each semester, counter signed by the respective heads of the departments, to the principal.

**Academic Monitoring System: by the Head of the Department**

Department meetings are held at the beginning and end of each semester, and after the announcement of result.

**Management Review on teaching learning process.**

The college management always keeps track on the teaching-learning process and departmental activities. The education officer collects the information on the result immediately after its announcement.

**Management Review on administrative staff.**

The Regional Development Council member visits college every week and makes a direct evaluation of the office work.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.4 Financial Management and Resource Mobilization****6.4.1 Institution conducts internal and external financial audits regularly****Response:**

SAS SNDP Yogam College is a government aided college and hence it complies with all rules and regulations stipulated by the government. It conducts audits for all grants and funds received by the college. The Head Accountant maintains the accounts of the government funds.

**Statutory Audit**

Statutory audit of all the UGC accounts maintained at the college is done by a registered Chartered Accountant. All financial transactions and related records audited. The Head Accountant of the college maintains the accounts of the government funds. Under the ambit of the statutory audit comes all the non-government funds including the management funds.

**External Audit**

Funds from the central government and state government including the grants from UGC, NAAC, RUSA, and those for WWS, SSP are audited by the Directorate of Collegiate Education to verify their utilization.

The auditors verify if the utilization follows the correct procedures. The suggestions made by the team are taken into account.

The Deputy Directorate of Collegiate Education, Kottayam conducts audit once in every three years. The team of auditors verifies the cash book, acquittance of teaching and administrative staff, SC. ST, OEC students, E-Grants account, Caution Deposit and Fee Receipts. They verify the PD subsidiary register and consolidate registers annually. The grants received from UGC for research projects, national seminars etc. during various plan periods are verified. The report of the audit is sent to the principal by registered post.

For the grants received from the UGC, the college conducts external audits. Registered Chartered Accountants verify the utilization of grants for minor research projects, national seminars etc., and they issue utilization certificates.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 388.9

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

2020-21	2019-20	2018-19	2017-18	2016-17
110	91.5	77.7	59.7	50

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

**The chief sources of income for the HEI are from the following channels:**

1. Funds and grants from the UGC, RUSA
2. Grants from the Government

3. Fees collected from students of self-financing programmes
4. Endowments and Scholarships from various agencies
5. Central/State Government funding for NSS and NCC
6. PTA
7. Fund from Management

The college has a well-organized system for the mobilization of fund. It also sees to it that the funds are properly utilized to cater to the needs of the stakeholders. The Planning Board, Building Committee, Purchase Committee, Development Committee and Library Advisory Committee are the organs of this system. At the beginning of each academic year, the requirements of the college in general and of each department is sought and analyzed and the funds are allocated accordingly. At the end of the financial year, both internal and external audits are conducted to ensure the proper utilization of the funds. The responsibility of the financial transactions vests in the Principal and Head Accountant.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 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

#### Response:

Internal Quality Assurance Cell of the college is climacteric in conceiving the ground plan for holistic education, polishing up the competencies of the students, upgrading the teaching learning process and enhancing community services.

#### Practice 1

##### Certificate Courses

Employability of graduates has been the topic of discussion and widespread concern all over India in the recent years. To field the question, certificate courses for students, tailored by teachers have been introduced on the campus. The curriculum for the courses has been set for a short term, but not less than thirty hours, by the teachers of each department putting their heads together. Simultaneously, the teachers were keen not to burden the students financially and this was superintended by the teachers, handling the

classes themselves. At times, they were assisted by a few alumni with laudable academic records. The departments of Biotechnology, Mathematics, Computer Science, Commerce and Law triumphantly conducted courses, the conduct of which has been beneficial reciprocally that, while the students profited from them by honing their skills, the teachers made the most out of it by expanding their knowledge since the topics selected were trendy and futuristic.

## Practice 2

### MoU

Signing Memorandum of Understanding with other institutions has been a bold and ground-breaking practice for an HEI in a rural region like Konni. The fringe benefits of the stakeholders have been bilateral thanks to the sharing of the faculties, libraries, infrastructure, and e-facilities. Thus, two MoUs were signed with Mannam Memorial Nair Service Society College, Konni and one MoU with Daksha Academy. Goods and Service Tax, Intellectual Property Rights and Neuro Linguistic Programme and Skill Development have been the programmes that were included in the ambit. The programmes proved to be serviceable to the stakeholders of all the institutions involved.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

### Response:

The college always attaches paramount importance to the holistic development and academic outcome of each student. To this end, IQAC has initiated several measures to review teaching-learning process and has executed several reforms to evaluate the learning outcome of students.

#### 1. Institutional Reviews

##### Student evaluation

Each department, at the commencement of every semester, deliberates and hits upon the blueprint to be deployed. As part of the continuous evaluation, tests, seminars, and assignments are given to the students. The departments concerned review the progress of the students and Parents meetings are convened.

##### Teacher evaluation

IQAC sees to it that feedback forms are distributed among students towards the end of each semester for assessing the effectiveness of teaching and that the filled-out forms are collected back from the students, reports are prepared and handed out to the respective teachers, after being analyzed by IQAC.

### 1. Teaching-learning reforms after the first cycle.

#### SSP

SSP aspires to impart personalized academic support to those students who are needy, through tutorials, additional lectures, and interactive sessions. The IQAC functions as the piloting council for the programme, and it proposes measures for amelioration. SSP has a coordinator at the college level who keeps record of the activity of the internal mentors.

#### Certificate Courses

The diminishing employability of the graduates in India has raised many eyebrows recently. To address this concern, certificate courses have been started in the college under the auspices of IQAC and various departments. Each course is of short duration, but not less than 30 hours. The courses are run free of any fees from the students. Each department designs the curriculum, and the classes are handled by the teachers themselves.

#### MoU

Signing Memorandum of Understanding with other institutions has been a bold and ground-breaking practice for an HEI in a rural region like Konni. The fringe benefits of the stakeholders have been bilateral thanks to the sharing of the faculties, libraries, infrastructure, and e-facilities. The programmes are beneficial to the stakeholders of all the institutions involved.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC

## **Criterion 7 - 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 last five years.**

**Response:**

**We have a policy to liberate the youth from all kinds of oppressions especially based on gender. The college management is very particular in giving every opportunity to women in its recruitments to faculty positions and admitting girl students under management quota. In the college union election, 50 per cent reservation is given to the girls. Due representation is given to female faculty members and students in all bodies of the college.**

#### **1 Safety and Security**

**Ours is a co-educational institution that promotes a healthy relationship between all genders. Boys and girls are given an orientation programme soon after the admission process in order to create awareness about the rules and regulations of the College to ensure discipline in the campus. The College calendar which is issued every year also highlights the code of conduct to ensure safety, security and self-discipline. All students and especially girls are encouraged to report all instances of discrimination and violation against them. All the reported cases are promptly taken into consideration by the Grievance Redressal cell. As per the guidelines of UGC, NAAC and the Supreme Court, an anti-sexual harassment cell has been established in the college to provide a healthy and congenial atmosphere for the staff and students of the college. The Anti-Ragging Committee as per the UGC guidelines is in charge of prevention of ragging and is always vigilant in the campus. An affidavit is obtained from all students at the time of enrolment and submitted to the University mentioning the students' non-involvement in any kind of ragging activities.**

**To safeguard our women folk, girls and boys from all antisocial activities the institution has taken several measures. This includes the following:**

- 1. Grievance Redressal cell**
- 2. CCTV cameras at vital places**
- 3. Women Empowerment Cell**
- 4. Identity card**
- 5. Uniform for students**
- 6. Separate restroom for girls**
- 7. Women helpline numbers displayed**

## 2. COUNSELLING

An effective counselling system is functioning in the college to provide support to students experiencing any sort of emotional difficulty. In the orientation programme provided to the students during the first year they are made aware of this cell to approach the teacher concerned to discuss their issue without any fear or hesitation. In the various programmes organized, students are made aware of their legal rights and duties. Tutorial sessions are provided by the teacher concerned to encourage the students to interact friendly about all the matters that concern them.

## 3. COMMON SPACES

Our institution provides co-education to develop self-esteem, mutual respect and socialization among the students. Spaces are provided in the classroom and on the campus for mutual interaction and healthy competitions. Measures taken by the College to promote gender equality through common domain include:

1. Common Canteen.
2. Playground.
3. Open spaces in the campus for interaction
4. Sports and Games.
5. Seminars and Workshops.
6. Arts and cultural Programmes.
7. Group activities in and outside the classroom.
8. Library space without segregation

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

**Response:** B. 3 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

Environmental conservation is one of the major responsibilities of every individual in the campus. The lush green campus offers a calm and cool atmosphere to our students for higher learning. Our Institute takes all measures to maintain our campus with reduced plastic usage and to remove the waste which is harmful to the environment. NSS, Bhoomitra Sena club and Nature Club strive to impart eco-consciousness among students.

#### **Solid waste management**

A well planned Waste Management System helps to maintain a clean campus. Waste is separated as biodegradable (organic wastes) and non-biodegradable (plastics etc) and segregated at source by providing separate dustbins. Single sided used papers are reused for writing and printing in all departments. Very little plastic waste is generated by departments, offices, etc., it is collected and given to the vendor on a regular basis. Metal and wooden waste is stored and given to authorized scrap agents for further processing. Glass bottles are reused in the laboratories. Sanitary napkins are disposed of by the incineration process using a napkin dispenser.

#### **Liquid waste management**

Drinking water facility is arranged in every building of the campus. Wastage of drinking water is restricted through proper monitoring. Waste water is properly drained out to maintain the greenery in the campus as well as providing an ecologically aesthetic environment.

Liquid waste is generated in the campus from sewage, laboratory and canteen. The underground drainage system and leach pits are sufficient for proper disposal of sewage waste. Waste generated in the microbiology lab is decontaminated and disposed of properly. Separate leach pit is used for the disposal of liquid waste from laboratories. Liquid waste from the canteen is segregated and let out as effluent into a common drainage facility.

#### E-waste Management

The College lays emphasis on paperless offices to save carbon emission in printers. The cartridges of laser printers are refilled outside the college campus. UPS Batteries are recharged / repaired / exchanged by the suppliers. Some equipment is reused after service and slight modifications. E-waste from labs is properly collected and is given to the licensed recycler, reused wherever possible, donated and sold if possible. Non-working computers, monitors, and printers are discarded and scrapped on a systematic basis. Some parts useful for other systems are kept aside for future use.

Hazardous chemicals and radioactive substances are not being used in the college.

Rain water harvesting is done in the campus by using a tank/recharge structure with 10000 litre capacity. Filter is used to remove pollutants in the water. The collected water is used for daily consumption by students' teachers and administrative staff.

Waste bins are provided in all class rooms, laboratories, common halls, staff rooms, and offices. Students' involvement and participation is ensured in all levels of the waste management process to create awareness among students and make them capable of disseminating the techniques of waste management among the general public. Awareness programmes in this regard are also being conducted by our faculty members in other educational institutions.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

**Response:** Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

**Response:** A. Any 4 or all of the above

File Description	Document
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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**

**Response:** A. Any 4 or all of the above

<b>File Description</b>	<b>Document</b>
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**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 500 words).**

**Response:**

**Inclusivity is one of the core values on which the institution stands. College takes all efforts to contain students from different backgrounds with due respect and dignity. College follows all the norms by the University to admit students from all categories to its UG and PG programmes. College takes earnest efforts to accommodate students from different strata and ensure that no discrimination is made on basis of caste, creed and socio economic status. Institution has students from different parts of the state. They all are treated well at College, so that they enjoy a homely atmosphere though away from home. The common college uniform indicates that all are the same in the campus and there is no differentiation based on socio economic status.**

**The institution has students not only from diverse backgrounds but students also with different talents, skills and abilities. All students are given the opportunity to learn in the way where they would be able to showcase their talents. The College believes that diversity can enable students to perform better in the globalized society. Students are given opportunities to interact with each other so they can build friendships and have a sense of community life. The tutorial and mentoring sessions ensure one to one relationships and help maintain a close bond among teachers and students and among students themselves. Personality development, life guidance and value education sessions are organized regularly to inculcate equity, self-consciousness, love, compassion and tolerance. Various events, programmes and competitions are organized to uphold the spirit of unity in diversity.**

**Celebrating festivals of Onam and Christmas with all its grandeur brings in a sense of oneness and love. The cultural extravaganza and grand feast of Onam is remarkable. Being very close to Sabarimala pilgrim centre, during the festival season our NSS volunteers engage in the cleaning**

process in the temple premises. Students are guided and motivated to partake in variety cultural programmes within and outside the campus. Literary competitions in Malayalam, English, and Hindi are conducted for the students to overcome linguistic barriers. Various days of cultural and social relevance are conducted to enrich students on the broader themes.

Scholarships and free ships are also provided by College for the different sections to enable them successfully attain the goal of higher education.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

The staff and students of the institution are trained, guided and motivated to be good and committed citizens. Staff share the major responsibility of moulding the youngsters keeping their spirits high. Variety programmes and activities are taken to ensure that SASians truly abide by constitutional obligations

The Preamble of Indian Constitution is displayed in prominence in Institution. Students are made aware of the Indian constitution through orientation sessions. Legal awareness classes are provided to students to make them aware of the country's laws. Students are given awareness on how to have self respect and respect for other sections of society irrespective of caste and creed.

College Union elections are held in the Parliamentary Model, in a free and fair mode and all students are members of the General Council.

The celebration of Independence day, Republic day and Gandhi Jayanthi instill a sense of patriotism and also create awareness on the sacrifice of lakhs for the motherland.

Observation of Youth Day, Women’s Day, Fathers Day, Mothers Day, Human Rights Day creates an awareness of the need for respecting diverse groups and ensuring their strength.

Through the activities of NSS and NCC, students are moulded for serving the society and are inspired to be committed citizens of tomorrow. NCC and NSS camps inculcate a sense of integrity and fraternity. The thought provoking sessions are rendered by NCC and NSS volunteers to other students. They have served as volunteers in various initiatives by the government.

“Vishappurahitha Konni”- serving the food to the inmates of Govt Hospital, creates a sense of caring

and sharing and nurture respect for the lives of the less privileged. Social Extension activities, Blood donation camps, Medical camps helps SASians to recognize and serve the need of different strata of society

Through gender sensitisation programmes students are made aware of themselves and also to guide others to meet the challenges of life.

The grand Onam and Christmas celebrations signify love, unity, oneness and secularist character of the country.

Electoral Literacy Campaigns , Electoral ID registration Camps, Digital Literacy Initiatives create awareness on attaining national goals. Staff has served as officials for Local body and State Elections time to time

The various programmes organized at the adopted Village under the NSS Unit reflects the commitment of the students and staff to the society.

The College actively participated in the flood relief activities of 2018 and 2019. Students and Staff have rendered commendable services during the flood.

The distribution of free masks and sanitizers during Covid -19 highlights the obligation of the stakeholders in reducing the spread of the pandemic

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**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.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
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	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### **7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

##### **Response:**

Various national and international days are observed to educate the academic community on issues of concern, to mobilize power and resources to address various issues and to celebrate the achievements and contributions of renowned people.

World Environment day, world wildlife day, world Wetland day, Ozone Day are celebrated to create an awareness on need for environment conservation, preserve nature and wildlife and protect the environment for future generation

Republic Day, Independence Day, Rastriya Ekta Divas, Kargil Vijay Divas, Constitutional Day are celebrated to create national consciousness and patriotism in the minds of students.

Kerala Piravi is celebrated as a tribute to the state and spread its traditional values and culture

Birth and death anniversaries of Sree Narayana Guru and Sahodaran Ayyappan are observed and celebrated in the college

World Population Day is observed to create awareness on the impact of increasing population and how the population can be turned to a resource

Human Rights Day, Youth Day, Women's Day, World Day Against Child Labour etc are observed to make students aware of the rights of various sections of society. These days are celebrated to empower the students and keep the spirit of all sections of the society high. These days create awareness on the inequalities and indifferences faced by various sections of the society.

Onam and Christmas is celebrated with all its grandeur to inculcate sense of love, oneness and communal harmony

Alzheimer Day, Cancer Day, Rabies Day, Mental Health Day, Hepatitis Day, Aids Day and so on are observed to create awareness on various health issues, their prevention and care.

**International yoga day is observed to highlight how yoga can bring peace and happiness to body and mind**

**Reading week is observed to highlight the relevance of reading in the era of digital media**

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### Best Practice 1

**Title of the Practice: ‘Sujeevanam’**

#### Objective of the practice

Swachh Bharat Abhiyan or Swachh Bharat Mission was a nation-wide campaign in India initiated by our honorable Prime Minister for the period 2014 to 2019 that aims to clean up the streets, roads and infrastructure of India’s cities, smaller towns, and rural areas. In accordance with the Swachh Bharath Abhiyan, the institution also tries to keep the Campus spick and span. The Plan envisaged a periodical campus cleaning drive which had to be coordinated by the NSS Units under the supervision of the Programme Officer. It also aims to transform society through conduct of awareness campaigns and focused action in the nearby villages.

#### Goals

- To introduce and aware students to real concerns of environment and its sustainability
- To ensure the protection of the environment through effective waste management measures
- To give awareness about products that avoid or minimize waste generation
- Increase reuse and recycling rates of products
- To increase public understanding and shape community perceptions on the dangers of plastic pollution and available solutions, thereby empowering more people to take action.
- To ensure that people are aware of the impact of waste on their health, wellbeing and the environment

The college focuses on the 3R initiative in waste management. The principle of reducing waste, reusing and recycling resources and products is often called the "3Rs." Reducing means choosing to use things with care to reduce the amount of waste generated. Reusing involves the repeated use of items or parts of items which still have usable aspects. Recycling means the use of waste itself as resources. Waste minimization can be achieved in an efficient way by focusing primarily on the first of the 3Rs, "reduce," followed by "reuse" and then "recycle." The college not only gives awareness to the students but also to the nearby villagers also through the NSS volunteers. They try to implement some practices also in this regard.

## **The context**

Our country faces major environmental challenges associated with waste generation and inadequate waste collection, treatment and disposal. Waste segregation at source and use of specialized waste processing facilities to separate recyclable materials has a key role in a society that values convenience. The current 'throwaway' lifestyle encourages a linear approach to the production and disposal of products, rather than a circular approach that regards waste as simply another resource. Nowadays people lead busy lives and value convenience; as they go about their day rushing between activities, the purchase of single-use products is often the most convenient choice. The consequence of this convenience comes in the form of high quantities of waste. In an era where societies around the world are becoming more conscious of the issues surrounding waste, each one of us has some responsibility in this regard.

## **The Practice**

The college adopted the waste management policy of "Generate Less Recycle More". Waste is separated as biodegradable (organic wastes) and non-biodegradable (plastics etc) and segregated at source by providing separate dustbins. Dustbins of blue, green and red colors are used. Dustbins are arranged in all department staff rooms, labs, library, and near every flight of stairs. Cleaning and emptying the dustbins are being done on a regular basis. The organic waste when decomposed by vermicompost is reused as organic compost for the plants in the college campus. Plastic waste is handed over to 'Haritha karma sena' on a regular basis. Green protocol is observed in the campus. Green protocol leaflets prepared by the students are displayed at many places in the campus.

## **Less Paper Office**

Most of the office work is done digitally. Student attendance uploading, university registration for examination, admission procedure, E-grants and scholarships are not completely paper free, but managed with less paper along with digital support. Moodle platform helps teachers to avoid use of paper for assignments and notes. Assignments and projects are usually evaluated online. For class tests, questions are compiled in smart phones by teachers to reduce consumption of paper. All the communications are made through electronic mode only. Single sided used papers are reused for writing and printing in all departments.

## **Pen Collection Drive**

Aiming towards sustainable development, NSS volunteers collect all discarded plastic pens from the campus to send them for recycling. In order to continue the collection process they placed card board boxes in all classrooms. The final collection of used pens from all classes is on every Friday evening. They hand over the collected pens to 'Haritha Karma Sena' for recycling.

## **Avoidance of plastic**

Earlier single use plastic cups and plates were used in the college for various functions. Being aware of green protocols, college authorities purchased steel plates and glasses for serving food during functions in the college. Students of the NSS unit began to use plantain and 'Vatta leaves' for serving light refreshments. They are motivated to keep their own plate, glass and water bottle with them wherever they go. Students are advised to bring lunch in a durable or reusable lunchbox, especially steel lunch boxes and steel bottles. In this way a culture of reducing waste is instilled in the students. Plastic bottles are collected from the campus and are handed over to 'Haritha Karma Sena' for recycling.

## **Cleaning drives**

On the campus and nearby villages, a mass cleaning drive is being conducted at regular intervals. Adavi eco tourism center, Pathanamthitta ring road are some such places where students do the cleaning regularly. Every year students collect a huge amount of plastic waste from these places and hand it over to 'Haritha Karma Sena'.

Awareness surveys on plastic disposal were conducted at various houses in the adopted colony and various parts of Konni Grama Panchayath to know about the waste management policies adopted by them. Awareness are provided on the sorting of waste materials, composting systems etc. Our student volunteers go to each and every home of the adopted colony and explain all these things in detail. They also distribute green protocol leaflets to them. Besides the adopted villages these things are done at various parts of Konni Grama Panchayath. Cloth bags prepared by Bhoomitra Sena with a logo of " plastic upayogam parimithappeduthoo, bhoomiye rakshikkoo" are also distributed to them.

## **Evidence of success**

- Plastic consumption in the campus was minimized.
- Students and staff avoided plastic cups and disposable plates.
- Everyone are now using steel lunch boxes and water bottles.
- Plastic bottled water is using nowhere in the campus.
- Students are keeping their own plate, glass and bottle with them during long journeys or camps
  
- College has a large set of steel plate and glasses for serving food on any special occasions.
- People in the adopted villages are aware of the harmful effects of waste on health and environment.
- They started adopting proper waste management systems.

## **Problems Encountered and Resources Required**

- Initially students were reluctant to leave the use and throw culture.
- Villagers also showed such a reluctance to waste management policies in the beginning.
- Plastic alternatives are usually more expensive and hence it requires some funding for initial purchase.
- Constant evaluation is required in the case of villages and towns for which the students are not getting enough time due to their hectic academic schedule.

## Best Practice 2

### Title : 'Santhwanam'

SAS College believes in the overall development of the students. The College pays special attention to inculcate values in the students at every opportunity. 'Santhwanam', a unique endeavour of the College, is an extension activity aimed at reaching out to the marginalized and underprivileged.

### Goals

- To create a culture that infuses extension as a core ingredient of true education
- To foster inter connectedness, civic consciousness, kinship among students
- To empower and improve the socio-economic conditions of the marginalized people

It is a platform for providing hands on experience to students in uplifting the local community and bringing about social change. It also provides learning experiences and opportunities for growth to students, helping them discover their inner strengths, developing innate worth and encouraging them to contribute to the needy, less privileged sections of society.

### The context

The poor patients with different diseases come to the Government General Hospital, Konni to undergo better treatment by the Medical Experts. The patients suffer a lot with the diseases and do not even have enough money to buy the medicines. Medicines alone cannot completely cure a patient. He/she needs proper and timely food. Due to lack of nutritious food they are getting ill-health. By identifying the problem of patients, we took up the initiative to give food to them once in a week in association with Blood Donors Kerala (BDK), Pathanamthitta Chapter, who arranges 'Snehasadya', an initiative to feed the needy in many hospitals in Kerala. The hospitals will not receive food from the general public due to safety measures. So in association with BDK, our college NSS team decided to supply meals to the patients and their bystanders on every Sunday. Besides this the NSS volunteers always tries to identify underprivileged people from the society and provide support for them also.

### The Practice

#### 'Vishappurahitha Konni'

Students prepare and serve lunch ( Kanji, payar, achar, pappadam) for the patients and their bystanders on every Sunday. The college provides food for around 70 people in the hospital. They meet the expenses by finding sponsors, or using their own pocket money. Most often students avoid birthday celebrations and that money is used for such a noble purpose. Teachers and other staff of the college also contribute during any special celebrations of their close relatives.

#### 'Naipunyam' oru Kaithanginuvendi

The NSS unit is making lotion, soap, soap powder etc during free time. Using the profit they earned, the students try to provide help to the needy people of the society. They identified an old woman above 70

years from the local ward who was leading a lonely life. She is unmarried and was earlier taking tuition classes for little kids. Now because of her old age related problems she is not able to do her job. On women empowerment day she was honored among others with 'ponnada'. The students came to notice that she was living in a house without door. So they took steps to raise fund through the program 'Naipunyam' in which they sold the handmade soap and lotions and the profit was used to buy and put a strong door for her house. Her house was in need of some maintenance work and that was also provided by the college NSS Unit. We are giving some financial aid and food provisions to her on a regular basis.

### **'Sudarshanam'**

Our NSS volunteers in association with the Department of Social Justice, help elderly people coming alone to visit Sabarimala. They accompany them to and fro and if needed carry them in trollies.

Every year on NSS day, September 24, Our college NSS unit visit Prathyaasha Bhavan, a nearby orphanage and provide food provisions. The orphanage has more than twenty old aged people above 70 years old. The students also donate cloth and medicines for their needs.

### **'Snehasparsham'**

Our NSS volunteers help an old aged lady whose son had died in an accident. She had no other children and relatives for her help. They visit the lady at the end of every month and supply food provisions and money.

### **Evidence of success**

- To a certain extent, it solves the problem of poor patients, who come from faraway places of the district suffering with different diseases. Patients do not depend on others for food and they can recover speedily from ill-health
- Underprivileged people get confidence and hope on their lives.
- The students were taken outside class rooms and they got a different learning experience. It has made them more sensitive to the needs of society and promoted a spirit of social commitment as evidenced from their feedback. The strong social orientation imparted to students was strongly revealed during the recent floods that ravaged Kerala.

### **Problems Encountered and Resources Required**

- One of the major problems encountered is lack of sufficient time to conduct the activities because of the academic responsibilities of the students.
- Second main problem is the difficulty in raising funds.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
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### 7.3 Institutional Distinctiveness

**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

Sahodaran Ayyappan Smaraka SNDP Yogam College, Konni founded in 1995 is one of the fast developing colleges in the rural village Konni in Pathanamthitta district of Kerala. The college which was started in Konni, the most backward village of Pathanamthitta district was the first of its kind in the hilly and forest adjoining area. The intent of inception of this academy was to dispel the dolours of the aspiring scholars of the region to go to far off places pursuing higher, professional education. Though an Arts and Science College, it offers semiprofessional UG courses such as BBA, BCA, BCom, and PG courses like MSc Computer Science and MSc Biotechnology. Despite giving priority to students from socially backward classes, it extends its services to those from other classes as well, bringing all to the fore.

Since its inception, the opportunities thrown open to this educationally backward area by this college are enormous. How it influenced the socioeconomic life of this rural area can easily be judged from the achievements of our students in their career and the transformation it has made to the lives of theirs, and their families. The college enjoys a real social accreditation in earnest efforts to impart value based education while steadily upgrading itself to address the requirements of this target rural population. The college is proven and content to understand that it is conducive to the needs of the most educationally economically weaker sections of our society. The rural location of the college has given it an entirely different perspective in its plan, compared to a city college. The college caters to the dreams of the poor downtrodden rural population.

As the resources available to the institution are very limited, careful prioritization planning and implementation are required in use of scarce resources that mostly comes from Government agencies like Higher Education Council, State Government, UGC, RUSA, etc. Transparencies ensured in the admission process at all stages since we are part of the centralized allotment process by the university. Social Economic and geographical profile of our students are noteworthy. Good results, campus discipline and general atmosphere conducive to learning may be taken as justification for the uniformly high demand ratio. The college step by step is enhancing the infrastructure to make teaching – learning more effective. Infrastructure upgraded as and when new courses are introduced as well as when revision of curriculum of existing courses warrants extension of facilities.

A vast majority of our students hail from backward areas and belong to disadvantaged socioeconomic categories. The college helps them to overcome such limitations, by offering varieties of welfare schemes, like free ships, financial aid, incentives and scholarships for achievers. They are

given an adequate support system for exploiting their potential to the maximum. The student's progression to PG programmes and then to research is good in number. Special support provided to students at risk or failure and dropout. Networking with all stakeholders is on the rise. The college moulds the personality of students apart from academic orientation. The value base education is imparted to our students to chisel them to be morally upright and socially committed citizens.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>

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## 5. CONCLUSION

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### **Additional Information :**

The college is a co-educational institution offering four UG and five PG programmes. Almost 99% of students are from Konni and its neighbouring villages. The criteria for admission, curricular transaction and welfare schemes are designed to provide inclusive education to students from all categories with special emphasis on those from the disadvantaged sections of society.

There are various clubs and committees to foster the students' interests and talents in various fields. These forums conduct competitions within the college and impart training on various art forms to students to develop their abilities. With a view to training students to responsible citizenship, active units of National Service Scheme, National Cadet Corps, Bhoomitrasena and Women Cell function in the college.

Students join with the local self-government bodies to participate in programs of public concern and benefit. Linkages and collaboration have been established with reputed institutions and agencies for teaching-learning, internship, and extension. Awareness campaigns on environmental issues, solid waste management, energy conservation and eco-friendly living are held under the initiatives of various college forums and clubs. The students actively participate with the forest department in Green Campaigns. Efficient management of rainwater in this hilltop campus and construction using contour construction are noteworthy.

The college tirelessly tries to uphold the teachings of Sree Narayana Guru Devan and Sahodaran Ayyappan in all its endeavours.

### **Concluding Remarks :**

Sahodaran Ayyappan Smaraka SNDP Yogam College is the flagship institute of Konni, providing perfect ambiance for teaching-learning, fostering outcome-based education and self-actualization of scholars, and creating dynamic and employable stakeholders. The academy firmly believes in making a student fathom the granularities of the corporate world.

To reiterate, the institute aims at moulding physically fit, mentally robust, and professionally competent individuals who can assume their rightful place as leaders in the global society and as exemplary global citizens, for the achievement of which, the institute does not let any stone unturned.

Giving ample importance to the curriculum aspects, the most important facet of an educational institute's workings, utmost care is given to design, revision, and effective delivery of syllabus in the most efficient manner. Evaluation system is flawlessly designed to appraise student performance at each stage of the programme.

The abled leadership of the institute is well in tune with the vision and mission of the college and works in perfect harmony with absolute transparency. The strategic plans are responsibly made keeping the benefit of stakeholders at centre and outcomes are achieved in a time bound manner as per the value system of the institute with the help of various dedicated organs and committees. The institute has all processes in place and

required infrastructure to excel and achieve its mission.

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