

**SREE NARAYANA GURUKULAM
COLLEGE OF ENGINEERING,
KADAYIRUPPU**

**Annual Quality Assurance Report (AQAR)
2015-2016**

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2015-2016

1. Details of the Institution

1.1 Name of the Institution

Sree Narayana Gurukulam College of Engineering

1.2 Address Line 1

Kadayiruppu. P. O

Address Line 2

Kolenchery

City/Town

Ernakulam

State

Kerala

Pin Code

682311

Institution e-mail address

principal@sngce.ac.in

Contact Nos.

0484-2597800

Name of the Head of the Institution:

Dr. Saji C. B.

Tel. No. with STD Code:

0484-2597800

Mobile:

09946669773

Name of the IQAC Co-ordinator:

Kavitha P. E.

Mobile:

09446986225

IQAC e-mail address:

iqac.sngce@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN 22377

OR

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/09/A&A/15.1

1.5 Website address:

www.sngce.ac.in

Web-link of the AQAR:

<http://www.sngce.ac.in/iqac/AQAR201516.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.63	2015	5 Yrs
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

06/01/2014

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

- i. AQAR _____NIL_____ (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) Engineering, Management and Computer Applications

1.11 Name of the Affiliating University (for the Colleges)

APJ Abdul Kalam Technological
University and
Mahatma Gandhi University

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="5"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. International Conference on Emerging Trends in Engineering and Management -2016 (ICETEM'16) on 12th and 13th January 2016
 Themes:
 - a. Innovations in Structural Engineering
 - b. Energy Efficient Manufacturing and Design
 - c. Recent Trends in electric Grid
 - d. VLSI, Embedded and Communication System
 - e. Research Issues in Cloud Computing and Cyber Security
 - f. Recent Developments in Marine Technology
 - g. Innovations in Science and Humanities
 - h. Mobile Computing and Communication
 - i. Sustainable Business Practices for 21st Century
2. IEEE International Conference on Data Mining and Advanced Computing (SAPIENCE) from 16th to 18th March 2016
3. PLACITUM 2015 on Nov 20th and 21st
 Theme:
 Current Trends in Management Research and its Relevance to Indian Industries
4. Workshop on MATLAB and Image Processing Tools on 20th and 21st July 2016.
5. Workshop on Android on 18th June 2016.
6. Workshop on JAVA on 27th August 2016.

2.14 Significant Activities and contributions made by IQAC

The quality of the institution is improved through the active involvement of IQAC at SNGCE. An orientation programme was organised at the beginning of the academic year to address the students and parents. The programme helped the students as well as the parents to understand the regulations of the university as well as the rules of the institution. Group tutor system is well maintained in the institution to guide the students for the curricular and co-curricular activities. IQAC also focused on improving the research environment in the institution, as a part of which the publications in reputed journals are well encouraged. IQAC also coordinated an international multidisciplinary conference in the campus. Socially responsible activities like ‘Silver Ribbon’-a charity programme and Computer Education programme for the people in villages are also conducted successfully during the last academic year.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Conduct International conference 2. Promote publications in international journals 3. Conduct/Participate Faculty Development Programmes 4. Coordinate Socially Responsible Activities	<ul style="list-style-type: none"> • International Conference ICETEM’ 16 • 103 publications in international journals • Three Faculty Development Programs conducted • Silver Ribbon – A Charity Programme organised by Students

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Activities of IQAC and important proposals/suggestions are updated to the administration time to time.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	Nil	2	Nil
PG	11	Nil	11	Nil
UG	6	Nil	6	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	19	Nil	19	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	1
Annual	0

- 1.3 Feedback from stakeholders*
(On all aspects)

Alumni	<input checked="" type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback :	Online	<input checked="" type="checkbox"/>	Manual	<input type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>	<input type="checkbox"/>

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

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

Yes, The curriculum was revised in the year 2015-16 for the BTech and MTech (All Courses) under Kerala Technological University. The curriculum now envisages exposure to students in the practical areas of engineering in additions to moulding them a seasonal citizens

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
193	142	33	18	

2.2 No. of permanent faculty with Ph.D.

16

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
26	Nil	2	Nil	0	Nil	2	Nil	30	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

6	16	Total = 22
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	89	0	2
Presented papers	111	0	0
Resource Persons	8	5	2

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

- Designed and implemented Optical Projector as an advanced teaching method for Engineering Graphics.
- Conducted poster design competition on sustainable engineering.
- Case Study based learning implemented in MBA department. Optical projection based system and used for teaching and learning programme.
- 3D scanner designed and developed in house for training in 3D scanner.
- Complex CNC machining process demonstrated to students through industrial training consultancy work
- Introduced need based curriculum
- Interdepartmental Student Project works.
- Smart class

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

145

2.8 Examination/ Evaluation Reforms initiated by the Institution
(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

A new answer book was designed to enable students to limit the answers in 30 writing pages as suggested by the university

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

20

2.10 Average percentage of attendance of students

UG - 85%

PG - 90 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BTech(CE)	116	13	56	4	0	73
BTech(ME)	138	2	30	6	0	38
BTech(EEE)	56	8	46	2	0	57
BTech(CSE)	90	7	48	0	0	61
BTech(ECE)	130	4	54	13	0	68
MTech(CE-CASE)	6	33	33	0	0	67
MTech(CE-SECM)	20	10	75	0	0	85
MTech(ME)	6	17	67	0	0	83
MTech(EEE)	16	44	44	0	0	88
MTech(CSE)	22	4	18	0	0	100
MTech(Cyber Security)	16	3	10	0	0	100
MTech(ECE-VLSI & ES)	3	33	0	0	0	33

MTech(ECE-Comm. Engg)	6	0	100	0	0	100
MBA	95	0	24	0	0	25
MCA	56	11	45	0	0	55
MCA (Lateral)	47	9	47	0	0	55

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

Subject coverage by the faculty members are monitored regularly. Internal examinations are conducted as per the norms of the university. Internal examination marks are tabulated and published within one week after the examination. Based on the internal examination marks weak students are identified and remedial classes are organized during additional working hours.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	29
UGC – Faculty Improvement Programme	1
HRD programmes	47
Orientation programmes	10
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	24
Summer / Winter schools, Workshops, etc.	27
Others	35

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	26	NIL	NIL	NIL
Technical Staff	44	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

- Three research scholars in engineering and 8 research scholars in management specializations are doing PhD at the institution.
- To provide exposure to the technical facilities available at reputed institutions, visits are arranged to IIT, Madras and Naval Science and Technological laboratories, Vishakhapatnam.
- Students of NASB department are presently working on a project on Autonomous underwater vehicle.
- Socially relevant environment friendly projects promoted
- Faculty and students are encouraged to take up R & D projects and submit proposal to various R & D departments. Credit points are given to the faculty for R & D projects, Papers published in different periodicals etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			3	
Outlay in Rs. Lakhs			12	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	76		
Non-Peer Review Journals	27		
e-Journals	5		
Conference proceedings	69		

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-16	AICTE-PMKVY	10	Nil
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2015-17	SNGCE Management	1.25	0.75
Students research projects <i>(other than compulsory by the University)</i>	2015-16	IIT Bombay through MHRD, KSCSTE	5.09	-
Any other(Specify)	2015-16	NGO , Planet Earth	0.35	0.35
Total			16.69	1.10

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	3				
Sponsoring agencies	IEEE, SNGCE Management				

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

22

3.13 No. of collaborations

International

4

National

0

Any other

1

3.14 No. of linkages created during this year

1

3.15 Total budget for research for current year in lakhs :

From Funding agency

4

From Management of University/College

24

Total

28

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
4	1			3		

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

5

17

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

Nil

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Silver Ribbon :- To support physically handicapped individuals from poor families (supplied equipments worth Rs. 2 lakhs)
- Digital India Survey – To enable the members of Panchayath with digital literacy

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing (sq.m.)	Newly created	Source of Fund	Total (sq. m.)
Campus area	102142.28			102142.28
Class rooms	6486.32			6486.32
Laboratories	5425.00			5425.00
Seminar Halls	1538.58			1538.58
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				Nil
Value of the equipment purchased during the year (Rs. in Lakhs)				Nil
Others				Nil

4.2 Computerization of administration and library

Administration and library activities are completely computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value
Text Books	41520	19051948	2044	1579483	43564	20631431
Reference Books	12033		462		12495	
e-Books						
Journals	147	265269			147	265269
e-Journals	3 packages	2888582			3 packages	2888582
Digital Database						
CD & Video	3061		84		3145	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	1070	10	100 Mbps	1	1	28	1005	37

Added	9	-	50 Mbps	-	-	-	9	-
Total	1079	10	90 Mbps	1	1	28	1014	37

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

- | |
|--|
| <ul style="list-style-type: none"> • Internet access available in all the blocks for staff and student. |
|--|

4.6 Amount spent on maintenance in lakhs :

i) ICT	25 Lakhs
ii) Campus Infrastructure and facilities	5 lakhs
iii) Equipments	5 lakhs
iv) Others	5 lakhs
Total :	40 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Classes were organized in association with city traffic police to make the students aware of the rules as well as the student helpline facilities.

5.2 Efforts made by the institution for tracking the progression

Group Tutor system is followed for all batches of students. Each student is assigned to a staff (GT) throughout his/her period of study. The tutor offers counselling and guidance to the student on a one to one basis. The tutor maintains a record of all activities and marks of the student.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2352	356	8	Nil

(b) No. of students outside the state

2

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1335	61.7		829	38.3

Last Year						This Year(PG only)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
282	22	0	403	Nil	707	200	23	1	313	Nil	537

Demand ratio 1:1

Dropout % 0 %

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

GATE examination orientation programmes are conducted by the departments for the final year BTech students.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text" value="20"/>	CAT	<input type="text" value="12"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="2"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- Student counselling facility is available in the campus and it is utilised by the students when needed.
- Organised five programmes for first year, second year and final year UG students.

No. of students benefitted

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
65	1367	236	32

5.8 Details of gender sensitization programmes

- Two separate programmes were organised for girls and boys students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (in Lakhs)
Financial support from institution	16	4.0
Financial support from government	87	41.324
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _NIL_

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission :

Prepare students for a career in industry, academia, R&D or government by developing necessary technical capabilities and interpersonal skills in them.

Vision :

Empowering the masses to achieve economic and social freedom through technical and management education.

6.2 Does the Institution has a management Information System

Yes.

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

6.3.1 Curriculum Development

The curriculum design is based on enhancing and empowering the knowledge base of the students and thereby focuses on the recent trends in scientific and cognitive fields. Principal conducts the College council meeting to discuss the present needs of the industry, skill sets to be acquired by the student, designing the curriculum, effective teaching - learning processes, etc.

6.3.2 Teaching and Learning

- Provision of wide range of learning resources in Central Library & Information Centre and department libraries.
- Provision of classrooms with necessary teaching aids.
- Provision of DIGI-classrooms
- Development of student support materials (course note, class note and question banks).
- Conducting remedial classes for weak students based on the performance of internal evaluations.
- Developing Add-on-courses based on the university curriculum.
- Conducting pre-placement training classes (Vertical Eye'13) and campus connect programs (entrepreneurship day).
- Conducting enrichment courses like language classes etc.
- Conducting GATE special classes for final and pre-final year students.
- Well organized course files and lab manuals on all courses.
- Academic audit on regular basis.
- Continuous improvement of syllabus progress on weekly and monthly basis (weekly monitor, monthly monitor).
- Institution has established an Internal Quality Assurance Cell (IQAC). There are 10 quality objectives set by the organization (for e.g. 100% faculty with post graduate qualification, 70% of the students admitted shall be with 70% marks in the qualifying examination.) Performance against the target is periodically monitored through internal audit and external surveillance audit. Quality objectives are established by the institution covering various processes and are reviewed periodically to ensure its adequacy and performance through management review meeting. The institution has 26 trained auditors.

6.3.3 Examination and Evaluation

To improve the performance of the students, internal assessment through internal exams and assignments is conducted periodically and the results are reviewed/ displayed for the students.

6.3.4 Research and Development

- A separate research cell has been established to focus, encourage and provide the necessary facilities to carry out research by the students and the faculty.
- The Institute has signed MOU's with other reputed organizations for promoting advanced research and modern teaching practices to achieve its goals.
- A research committee is formed for every department.
- Budget is allotted for in-house R & D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

SNGCE has a digital library. Digital Library is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization's legacy; they facilitate digital preservation and scholarly communication.

6.3.6 Human Resource Management

- Transparent policy document
- Transparent and scientific way of selections
- Imparting related training for Formulation and communication of policies of the college.
- Support for academic advancement.
- Systematic performance appraisal system and guidance to the people concerned.
- Systematic promotion policies.
- Democratic way of administration with participative management

6.3.7 Faculty and Staff recruitment

Well Organized Staff Recruitment Procedures: - Depending on the increase in intake approved by AICTE or in case of faculty resignations, every HOD prepares an estimate for the staff requirement for the department and submits it to the Principal. The staff recruitment process is conducted whenever necessary. Recruitment is done in a transparent manner purely on the basis of merit, after notifying the vacancies in the leading newspapers.

6.3.8 Industry Interaction / Collaboration

- Organizing industrial visits to various industries for students
- Deputing faculty and staff for industrial training
- Guest lectures by the experts from industry and interactive sessions with the students
- Technical talks and seminars by eminent personalities from industries.

6.3.9 Admission of Students

Well Organized Admission Procedures: - Seats are filled by regular admission procedure through web counseling, KEAM conducted by Government of Kerala giving representations to all categories as per norms. All these admissions are scrutinized by admission committee in the college thereafter. All the procedures are provided and updated in the college website from time to time for transparency.

6.4 Welfare schemes for Teaching	Staff Recreation Club
Non teaching	Staff Recreation Club
Students	-Doctor available in campus -Student councillor in campus -Gymnasium and sports facility

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	Bureau Veritas	✓	IQAC
Administrative	✓	Bobby Francis and Pradeep Associates	✓	IQAC

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

For UG Programmes Yes No

For PG Programmes Yes No

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

SNGCE has an Examination cell. It coordinates all activities connected with the internal as well as the university exams. For University exam there will be a Chief Superintendent who will be assisted by Controller of examiner (internal exam) and Examination Coordinators. They maintain records of the conduct of the examinations like attendance particulars, invigilation duties, seating arrangements supporting staff etc. The question papers of the university exam is received in the exam cell online, one hour before the start of examination.

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

Vision in future of the institution is to endeavor and develop the college into an "Autonomous Institution". Currently autonomous colleges are restricted to Government/ Aided colleges in Kerala.

6.11 Activities and support from the Alumni Association

The institute maintains links with Alumni for getting necessary information on current issues and challenges in the industries.

6.12 Activities and support from the Parent – Teacher Association

Parents meet for keeping them updated regarding performance of their wards and the Parents feedback are recorded for taking necessary corrective actions.

6.13 Development programmes for support staff

- Encourage the teaching staff to attend seminars, workshops, conferences, refresher courses to achieve academic excellence.
- Provision of financial and manpower resources beyond what is given by the government is major step in the functioning of the college.
- Organizing induction training for new faculty
- Various committees are formed with faculty in different cadres as members to assign various works and responsibilities
- Faculty members are trained on revised courses by eminent external faculty from industries and institutions
- Empowering faculty to participate in organizational decision making
- Encouraging faculty to publish articles in the college magazine – “ Gurukulam Voice”

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

The maintenance of the serenity and greenery of the large campus adds to the quality of the learning ambience of the Institution. The following initiatives are taken by the college to make the campus eco-friendly- energy conservation, use of renewable energy, water harvesting, efforts for carbon neutrality, tree plantations, hazardous waste and e-waste management.

Criterion – VII

7. Innovations and Best Practices

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

Daily activity report kept in the class is duly filled by the faculty member at the beginning of the class. It contains the details of syllabus coverage, students attendance details etc. The group tutor is entrusted to monitor the report at the end of the day and report discrepancies if any, to the head of the department and accordingly necessary actions are taken.

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

- International Conference was organized
- Publications in international journals (100 Nos.)
- Faculty Development Programs were conducted
- Charity Programme was organised to support the underprivileged

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

Best Practice -I

Title of the Practice: “D- Space for Enhancing Student Learning ”.

Best Practice -II

Title of the Practice: “Grooming students for Real world Environment”.

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

7.4 Contribution to environmental awareness / protection

The institution is conscious of its responsibilities to the environment and conducts Green Audit of its campus and facilities on regular intervals. The college has formed a Green committee consisting of staff from all departments to facilitate the green activities inside the campus.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

Environmental friendly campus
UG, PG and PhD programs offered by reputed universities
Highly qualified faculty members
Well established group tutor system
Good library facilities
Availability of good quality research journals
Free coaching for competitive exams
Active National Social service
Digital Library
Digital Repository System
Clinic with a Doctor on campus
College Hostel
Canteen and Stationary Store in the campus
Well equipped gymnasium and play grounds

Weakness

-Less funding from Government
-Institute is located in the rural area
-Communication skills of students

8. Plans of institution for next year

- National/ International Conferences by departments in association with professional bodies.
- Faculty development programmes on emerging topics
- Inter departmental student projects
- Socially responsible activities by NSS

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Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Best Practices

Best Practice -I

Title of the Practice: “D- Space for Enhancing Student Learning ”.

Goal The goal is to give students active support for studies utilizing D-Space -the digital data repository. The Practice DSPACE is the digital repository package used for creating open access to digital content. Faculties can upload the class notes, teaching plan, question bank, etc, so that students can easily access the resources from anywhere anytime.

We at SNGCE are enriched in the number of computers and supported by a strong backbone of computer network. We have 850 computers and 10 high end servers. There is strong communication channel provided by the internet in the college. At the beginning of each semester the course handout including the academic calendar, teaching planner, module-wise question paper and class notes is distributed to the students and also is uploaded in the D Space.

The academic calendar and teaching planner includes the curricular, co- curricular and extra-curricular activities commence during the upcoming semester. The class notes mention the reference book along with the page number for each topic in the respective syllabus. This system helps the students and faculty to strategically plan their academic activities and try to accomplish them. All the experiments are conducted by the concern faculty during the semester break period and the reading and calculation are entered in the master lab manual.

SMART (Student’s monitoring and re-bound training) teacher system – Assigning one faculty for each 3 students having back papers which helps the student to get special attention and coaching to make up their weakness. We are following a Group Tutor system .Two faculty members are assigned for each class as their group tutors. Once the results of internal examination are published, the group tutors analyze the results and identify the weak students. Remedial teaching and intensive coaching is offered to students who are recognized as weak students based on their internal examination result.

One hour daily test is introduced which helps the students to improve their writing skills and get confidence in facing the exam and they can adjust their timings for answering university exams. Evidence of Success After implementing these systems, it is observed that there is a positive trend in the results of the students in the recent past years. There is an appreciable change in the campus placement also.

Best Practice - II *Title of the Practice: “Grooming students for Real world Environment”.*

Goal To understand the current world socio-economic situations and realize the importance of preparing students to be competitive in the real world environment. To provide students a feel of outside world with due focus on how to perform in the industry, excel in their career, handle various circumstances in both personal and professional life. The Practice Evening training programs are designed for the holistic development of students. Students have training section from 5:00 pm to 7:00 pm. When students will be conducting self coordinated section which will be monitored and evaluated by the faculties. Focus on evening is given for news analysis, yoga, presentations, management games, placement training. Highlight of the program is students themselves plan, coordinate and implement all the training activity, except for yoga, which helps them in confidence building and developing personality and leadership quality.

Industrial visits are added in the curriculum where the students get a feel of the industry. Industrial visits are planned every month on second Saturdays where students in a group of 8 or 10 assigned under the guidance of a faculty visit various industries and interact with the professionals over there. Students are instructed to submit a report the very next week to faculty guide whom they are assigned to. This pattern of industrial visits helps the student in visiting more companies that too from various sectors in their academic year. SNGCE have an Industry Institute Partnership Cell which maintains continuous interaction with various industrial organizations for arranging invited talks on emerging technologies, industrial visits and executive development programs. Institute also encourage students to participate in various community development programs, where students are made to engage in activities and studies that have social and environmental importance, conducting awareness among public about various issues related to energy conservation and recent issues of social importance. Institution focuses on maintaining faculty student relationship. Group tutors are assigned for every class, who will be taking the responsibility of class assigned, they in turn remains as a support for the students in all the way. Institute have gone even deeper into support activities like practicing SOP (Student Ownership Program) where a group of 8 to 10 students will be assigned to each faculty and they interact regularly. Such interaction helps students to open up their issues and faculties are able to address it which provides a home away from home feel to the students.

An Entrepreneurship Development Club (EDC) is functioning in SNGCE with diversified activities. Under this club workshops, symposiums, expert seminars where organized to give insight and motivation to students. Institute associates with various professional bodies like CII (Confederation of Indian Industries), KMA (Kerala Managements Association), NIPM (National Institute of Personal Management) ,CSI (Computer Society of India), Start-up Village (functioning under Govt. of Kerala), IIT Bombay, ACM IIT-Delhi and other industries that provide a fine exposure to the outside corporate world through various meeting and other gatherings. Such professional association has helped the institute in achieving quality placements. Every year the institute contributes a good count of students to the

professional world that to in diverse sectors including Banking and Finance, Telecom sector, IT&S Sector, Manufacturing and production.

The placement cell in this college is arranging systematic and continuous pre-placement training programs and frequent mock tests to the students from pre-final year onwards by expert trainees from external training agencies. Persons of eminence in the society like personality development trainers, social activists and philanthropists are invited to inspire and influence students to become socially responsible citizens. The Training and Placement Officer interacts with the HR Personnel of various companies and organizes workshops and Campus drives, which bring awareness among the students about the industrial needs and employment process.

Apart from improving the core competent skills, regular classes are held for the students to improve their fluency with a focus on grammar and vocabulary in order to help them meet the corporate needs. The training and placement cell comprises experienced faculty from various disciplines like English, Psychology, Management and Mathematics. These trainers would inculcate the essential qualities required by the students to climb up the ladder of success in their selected walk of life. Lectures by Industry people and workshops / awareness programs by professionals and consultants are arranged at the college to equip students with firsthand knowledge of things so that they can rightly choose and appropriately pursue their career ambitions Evidence of Success As a result our students are well placed in different multinational companies, esteemed organizations and they are equally promoted to make use of their leadership qualities which may provide an opportunity to others also.

Many of our students have started their own enterprises which show their confidence, willingness to take challenges and above all they are motivating icons to our junior students. Start-up Village at Info Park, Kochi which is an incubation centre of many student entrepreneurs has declared SNGCE as one among the best institutions from which they have got many young entrepreneurs.

Feedback System

- **Student's Feedback** - Online feedbacks on course delivery are taken from students,twice during each semester and consolidated to get the rating of staff. Comments are considered positively and weaknesses with regard to teaching are rectified by advising the faculty with the sole objective of maintaining good academic practices and standards.
- **Alumni feedback**- The alumni feedback gives favourable suggestions on domains to be enhanced in achieving greater focus and improving the various aspects.
- **Parent's feedback**- Parents give suggestions regarding curricular and co curricular developments of their wards and necessary suggestions are taken from their feedback for the betterment of the system.
- **Employer /industrial feedback**- Representatives of various industries give extremely useful feedback regarding the employability of the students and also their expectation from the students. Hence, any additional requirements to meet the challenges of the industry are provided by the college. Feedback from various industries are taken at regular intervals and their respective suggestions and advises are discussed and incorporated

The collected response and opinions are discussed in general staff meetings of the college for the purpose of creating awareness and generating new ideas regarding curriculum. Such exchange of ideas helps in conceptualizing the necessary modifications and progressions in curriculum revision.
