



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

|  |   |
|--|---|
| <b>Part A</b>  |   |
| <b>Data of the Institution</b>                       |   |
| <b>1.Name of the Institution</b>                     | Sir Syed College, Taliparamba   |
| • Name of the Head of the institution                | Dr. Ismail Olayikkara   |
| • Designation  | Principal   |
| • Does the institution function from its own campus? | Yes   |
| • Phone no./Alternate phone no.                      | 04602203217   |
| • Mobile no  | 9447196116  |
| • Registered e-mail                                  | principal@sirsyedcollege.ac.in  |
| • Alternate e-mail                                   | ismailsirsyed@gmail.com   |
| • Address  | Sir Syed College Karimbam<br>(P.O), Taliparamba,<br>Kannur-670142, Kerala |
| • City/Town  | Taliparamba   |
| • State/UT   | Kerala  |
| • Pin Code   | 670142  |
| <b>2.Institutional status</b>                        |   |
| • Affiliated /Constituent                            | Affiliated  |
| • Type of Institution                                | Co-education  |
| • Location   | Semi-Urban  |

|   |   |       |                       |               |             |
|---|---|-------|-----------------------|---------------|-------------|
| • Financial Status  | UGC 2f and 12(B)  |       |                       |               |             |
| • Name of the Affiliating University  | KANNUR UNIVERSITY   |       |                       |               |             |
| • Name of the IQAC Coordinator  | Dr. TAJO ABRAHAM  |       |                       |               |             |
| • Phone No.   | 04602205866   |       |                       |               |             |
| • Alternate phone No.   | 8075610187  |       |                       |               |             |
| • Mobile  | 9495922892  |       |                       |               |             |
| • IQAC e-mail address   | tajo@sirsyedcollege.ac.in   |       |                       |               |             |
| • Alternate Email address   | tajo.abraham@gmail.com  |       |                       |               |             |
| <b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="http://www.sirsyedcollege.ac.in/General/Files.aspx?Option=15&amp;Sub=19">http://www.sirsyedcollege.ac.in/General/Files.aspx?Option=15&amp;Sub=19</a>       |       |                       |               |             |
| <b>4. Whether Academic Calendar prepared during the year?</b>   | Yes   |       |                       |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:   | <a href="http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&amp;Sub=159">http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&amp;Sub=159</a> |       |                       |               |             |
| <b>5. Accreditation Details</b>   |   |       |                       |               |             |
| Cycle   | Grade   | CGPA  | Year of Accreditation | Validity from | Validity to |
| Cycle 1   | B+  | 70-75 | 2005                  | 28/02/2005    | 27/02/2010  |
| Cycle 2   | B   | 2.85  | 2011                  | 27/03/2011    | 26/03/2016  |
| Cycle 3   | A   | 3.13  | 2017                  | 22/02/2017    | 21/02/2022  |
| <b>6. Date of Establishment of IQAC</b>   | 14/08/2005  |       |                       |               |             |
| <b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |       |                       |               |             |
|   |   |       |                       |               |             |

| Institutional/Department /Faculty  | Scheme               | Funding Agency    | Year of award with duration | Amount      |
|--|----------------------|-------------------|-----------------------------|-------------|
| Institutional<br>1   | RUSA                 | Govt. of<br>India | 2019                        | 20000000.00 |
| Institutional<br>1   | Special Fees<br>Fund | College           | 2020                        | 1600000.00  |
| <b>8. Whether composition of IQAC as per latest NAAC guidelines</b>  |                      |                   | <b>Yes</b>                  |             |
| <ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>  |                      |                   | <a href="#">View File</a>   |             |
| <b>9.No. of IQAC meetings held during the year</b>   |                      |                   | <b>4</b>                    |             |
| <ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>   |                      |                   | <b>Yes</b>                  |             |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   |                      |                   | No File Uploaded            |             |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   |                      |                   | <b>No</b>                   |             |
| <ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>   |                      |                   |                             |             |
| <b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |                      |                   |                             |             |
| Supporting to enhance quality parameters, curricular and co-curricular activities. Provides guidelines for smooth functioning of various internal committees, club activities and programmes organized by departments.   |                      |                   |                             |             |
| Encouraging all departments to conduct seminars, workshops, conferences in disciplines concerned. Array of national and international seminar were hosted, online as well as offline platforms under Doctrina and Idis seminar series. Members of faculty are encouraged to register themselves as Ph. D. guide. |                      |                   |                             |             |
| Initiative and efforts for NIRF ranking - The IQAC of the college  |                      |                   |                             |             |

encouraged all members of faculty to pursue research and innovation. Directions were given to publish innovative research work in the journals of National and International repute. As a result of toiling effort by committee the college has been ranked NIRF in 150-200 band.

Planning and implementation of virtual LMS to combat with COVID -19 scenario. Successfully established a MOODLE platform for each department. Established Committees to help and coordinate student mentoring in academic, sports & cultural activities during COVID pandemic. The IQAC of the college commences transparent feedback system in the college through an online campus management system. Feedbacks were analyzed and remedial measures were taken under the supervision of IQAC.

Infra structure facility - IQAC tries to put the efforts to make Clean-green plastic free campus, Solar panel implementation, New class room and research facility building etc.

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

| Plan of Action  | Achievements/Outcomes  |
|---|--|
| Faculty support and training programme  | Workshops and Seminars in various disciplines under the aegis of IQAC were conducted via online under the title Intellectual Discourse (IDis) 'DOCTRINA'. Around 21 online webinars were conducted during the period.  |
| Student Induction Programme   | The Students Tutorial Committee conducted the Student Induction Programme which included Orientation for Freshers, online introduction meeting with College Officials, CBCSS course orientation and selection for NSS, NCC and other Clubs and a tour of the department and campus following the safety protocol measures. |
| Exigo-An online three day orientation programme offered to the plus two passed students and | The programme was inaugurated by Dr. Vincent P J, Controller of Examination, Kannur University.  |

|  |  |
|--|--|
| <p>their parents about the UG programmes offered by Kannur University.</p>   | <p>The programme, attended by more than 500 participants, cleared the doubts and apprehensions of the parents and aspiring students. The programme also detailed the career prospects of various UG programmes.</p>  |
| <p>mPower Santwana Sparsham: Student support programme for providing counseling and stress management during Covid lock down period.</p> | <p>Besides extending food, food items, study materials including smartphone and digital supports with help of PTA and SAFE, college IQAC and academic body thought about the importance of intervening in social support and psychological counselling for individual students, mPower aims to provide continuous psycho-social support to anyone in need, particularly students of our college.</p> |
| <p>'Oru Kaithangu' (Gadget support for students)</p>   | <p>Smart phones were distributed to the needy students under the leadership of IQAC. The generosity and support of our benefactors, well-wishers and alumni helped us to provide 12 smart phone and tablets to economically under privileged students.</p>   |
| <p>IQAC Bulletin</p>   | <p>IQAC bulletin Feathers (Monthly bulletin) and Wings (Yearly Bulletin) were published highlighting the college activities of academic year. The bulletin serves as the source of information to all stakeholders thereby enhancing the academic progress.</p>  |
| <p>DQAC Presentation</p>   | <p>Presentations by all DQAC coordinators were arranged based on NAAC criteria. This helped us to prepare for forth coming NAAC visit and find out void in our</p>   |

|                             |   |
|-----------------------------|---|
|                             | <p>activities. The presentation was followed by discussions to design the next year action plan.</p>  |
| Pandemic Management         | <p>Moodle, an LMS system was implemented during the pandemic era. Training on use of various tools for LMS was conducted for all teaching faculty and manual was prepared for reference (<a href="https://youtu.be/RjfmFIPJN2Q">https://youtu.be/RjfmFIPJN2Q</a>). Apart from that members of faculty attended various workshops on LMS organized by Dept. of Higher education, Govt. of Kerala.</p>  |
| Feedback system             | <p>The institution is following a unique method to get feedback from the students on the performance of teachers and overall performance of campus as well. End of every year it is being done by the help of online software named Total Campus Solution (TCS) designed and developed by Meshilogic Private Limited, Calicut. It is administrative software through which all day to day activities of the institution is maintained and managed. End of every year each and every student of the institution being given an opportunity to evaluate the performance of their teachers and institution by login in to their page using User ID and Password.</p> |
| Academic committee/Auditing | <p>Academic audit and result analysis of the year 2020-21 was conducted and remedial measures were taken accordingly. Intensive remedial coaching was provided to weaker students to</p>  |

|   |   |
|---|---|
|   | ensure their academic success. Academic committee took initiatives to conduct crash course for final year degree students for their II semester supplementary improvement examinations.   |
| Green Auditing  | IQAC constituted a committee Mr. Anish KS, Asst. Professor of Forestry, Kerala Agricultural University as the convener Dr. Sreeja P (Asst. Professor of Botany, Sir Syed College), Ms. Bushra N (Asst. Professor of Zoology, Sir Syed College) and Ms. Sneha C (Asst. Professor of Forestry, Sir Syed College) as members. A baseline survey report has submitted by the committee. IQAC shall lead extensive auditing in coming years. |
| <b>13. Whether the AQAR was placed before statutory body?</b>   | Yes   |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>  |   |
| Name  | Date of meeting(s)  |
| College council   | 28/03/2022  |
| <b>14. Whether institutional data submitted to AISHE</b>  |   |
| Year  | Date of Submission  |
| 2021  | 29/03/2022  |
| <b>15. Multidisciplinary / interdisciplinary</b>  |   |
| <p>Sir Syed College is affiliated to the Kannur University, Kerala and as per the regulations of the university; the college is not permitted to design the multidisciplinary courses. Further due to the lack of autonomous status, the college has to follow the scheme, syllabus and the curriculum provided by the university for</p> |   |

all the undergraduate and post graduate courses. Within these limitations; the institution has tried to bring multidisciplinary approach in open courses. Each Department offers more than one (three to five) open courses and students are free to choose any course of their interest. The complementary courses offered for the UG programmes are unique and purely of multi disciplinary approach (Eg- The complementary courses for B.A Economics is Maths, B.Sc Forestry is Chemistry, BA Functional English is Journalism, BA History is Journalism etc) unlike other affiliated colleges of the University. As a consequence of our continuous efforts, we had been successful in getting sanction for the new generation, professional, interdisciplinary course BMMC (Bachelor of Multi Media and Communication) by the Government of Kerala and Kannur University in 2020. The eligibility for the admission to this course is open to the students of science, commerce and humanities background. The scope of the course includes various job opportunities in print, online, broadcast and visual media as well as in art and cultural studies. Sir Syed College is the only one institution which offers BMMC course in the Kannur University thereby providing a unique status to the college in the field of higher education.

#### **16.Academic bank of credits (ABC):**

The University have given limited freedom to the stakeholders to rejoin the UG and PG courses during beginning of semesters following the rule and regulations of University. As per the university norms a student enrolled for a course can take a break for a valid reason and the previous scores accrued will be considered to the evaluation process while continuing the studies. As per the new policy (NEP) institution is planning to prepare a PARAKH portal for the students in future

#### **17.Skill development:**

Various departments of the College has organized skill development add on courses and certificate courses. Besides the short term courses Deapartments have conducted workshops, seminars and competitions on skill development. At par with NEP 2020 focusing more on vocational training for the holistic growth and increased employability new age and industry jobs. Department of Forestry signed an MoU with Western India Plywoods Ltd, Kannur for student training on Wood Technology. The major highlight of the skill development courses provided by the Sir Syed College is that they are free short duration skill training and learner centric abiding to the Pradhan Manthri Kaushal Vikas Yoyana, leading to the Atmanirbhar Bharath.The various skill training programmes provided by different departments include:



1. Communication Skill development - Department of English
2. Sanitizer Preparation - Department of Chemistry
3. Live Stock Management - Department of Botany
4. TALLY course - Department of Commerce
5. Farming Skill and Mashroom Cultivation - Department of Botany
6. Statistical tools - Department of Statistics
7. Light music and Gazal - Department of Urdu
8. Onine yoga training, Gym training in association with fit India movement, Cricket, Foot ball, Tennis, Batminton - Department of Physical education
9. Wood Technology - Department of Forestry with Western India Plywood Ltd

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

Sir Syed College, Taliparamba is actively engaged in spreading the rich heritage of our country and traditional knowledge in the field of conservation, arts, literature, agriculture, basic science, technology etc. The institutional practices include;

1. Collection, preservation and documentation of manuscripts and the archeological materials by History and Arabic Departments.
2. Sustainable and traditional agriculture practice " Njavara Krishi" by NSS of the College and" Pokkali Krishi" practices in association with Mathrubhumi SEED Club.
3. Awareness programmes on conservation of traditional rice varieties.
4. Promotion of Yoga and consciousness studies by NCC and NSS students.
5. 'Theyyam' ( A ritual art), Kerala nadanam, Bharathanatyam and various other classical dance practices and performances.

6. Inter disciplinary approach by the Department of Chemistry and MVR Ayurveda Medical College, Parassinikadavu, Kannur for identification of the active ingredient of Ayurvedic preparations.

7. Hortus Sir Syedicus - is an exsitu conservation of RET medicinal plants of South India, Wild aroids, Rare bamboo species etc. Regular awareness programmes were conducted to impart traditional tribal medicinal knowledge to students as well as to the public.

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

The Kannur University has implemented OBE based curriculum in UG as well as PG courses. Currently we are following OBE curriculum. The particular syllabi in each paper is having a course outcome. Apart from syllabi the institute offers various outcome based add on courses as well. The practical evaluations is based on OBE. Apart from the syllabi the institute offers various add on and skill development course focusing on the overall development of students.

#### **20.Distance education/online education:**

The institution has showed its full-fledged performance while promoting online education especially during COVID pandemic. The open learning platforms SWAYAM, COURSERA etc were used by students and faculty. The blended learning method is still followed by the college. We have an exclusive LMS (Moodle) platform for online content delivery. Few add on courses were conducted through online mode as well. The college has envisaged an online multi disciplinary lecture series DOCTRINA during COVID period from all the 17 departments featuring 17 online webinar series

1. The college has a contact class centre and exam centre for distance education programme of Kannur University.

2. The ICT facility especially the IT labs are used for distance education practical examination of Kannur University.

3. Students and faculties enrolled for online courses under SWAYAM, COURSERA, JACKSON LABORATORIES etc.

4. The process of signing an MoU with Sree Narayana Open University (Govt. of Kerala) in multi disciplinary distance education is on going.

### **Extended Profile**

| <b>1.Programme</b>  |                           |
|---|---------------------------|
| 1.1<br>Number of courses offered by the institution across all programs during the year             | <b>21</b>                 |
| <b>File Description</b>   | <b>Documents</b>          |
| Data Template   | <a href="#">View File</a> |
| <b>2.Student</b>  |                           |
| 2.1<br>Number of students during the year   | <b>1830</b>               |
| <b>File Description</b>   | <b>Documents</b>          |
| Institutional Data in Prescribed Format   | <a href="#">View File</a> |
| 2.2<br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | <b>730</b>                |
| <b>File Description</b>   | <b>Documents</b>          |
| Data Template   | <a href="#">View File</a> |
| 2.3<br>Number of outgoing/ final year students during the year                                      | <b>564</b>                |
| <b>File Description</b>   | <b>Documents</b>          |
| Data Template   | <a href="#">View File</a> |
| <b>3.Academic</b>   |                           |
| 3.1<br>Number of full time teachers during the year   | <b>59</b>                 |
| <b>File Description</b>   | <b>Documents</b>          |
| Data Template   | <a href="#">View File</a> |
| 3.2   | <b>68</b>                 |

|   |                  |
|---|------------------|
| Number of sanctioned posts during the year  |                  |
| File Description  | Documents        |
| Data Template   | No File Uploaded |
| <b>4.Institution</b>  |                  |
| 4.1<br>Total number of Classrooms and Seminar halls   | 52               |
| 4.2<br>Total expenditure excluding salary during the year (INR in lakhs)  | 85               |
| 4.3<br>Total number of computers on campus for academic purposes  | 145              |
| <b>Part B</b>   |                  |
| <b>CURRICULAR ASPECTS</b>   |                  |
| <b>1.1 - Curricular Planning and Implementation</b>   |                  |
| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process   |                  |
| <p>Sir Syed College continually ensures that teaching and learning activities are organized and the activities are properly documented for an effective curriculum delivery, by strictly adhering to the curricular aspects instructed by the university, and UGC. For this, college academic activities and programmes are governed through the following domains:</p> <p>1. Academic Committee: College Council has formed Academic Committee for the academic year 2020-21, with a view to ensure intensive focus on academic and curricular aspects throughout the college. Beside IQAC, Academic Committee, comprising of 7 members, is responsible to organize various academic related activities including conducting of centralized model exams for UG classes, collecting and disseminating academic data of internal marks, analyzing and evaluating students' performance in both curricular and extra-curricular domains, providing support for remedial coaching and other academic related programs.</p> <p>2. Remedial Coaching Cell: Remedial coaching, a body with 4 members, ensures that remedial teaching activities are organized and</p> |                  |

delivered to students who need additional support and further helps with their studies.

4- Tutorial Scheme: Tutorial scheme, is highly functional in the college that acts as the key channel of communication between teachers, students, and parents, and as a responsible body for problem diagnosing and problem solving from students' perspective.

5- LMS (Moodle) and other digital learning support: During Covid-19 pandemic period, once teaching and learning processes have gone completely online, the institution has immediately set up Moodle- an LMS- and all other digital supports and facilities like G-Suite to ensure effective and hassle-free delivery of curriculum

| File Description                    | Documents  |
|-------------------------------------|--|
| Upload relevant supporting document | <a href="#">View File</a>  |
| Link for Additional information     | <a href="http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&amp;Sub=159">http://www.sirsyedcollege.ac.in/General/PDFV<br/>iew.aspx?Option=31&amp;Sub=159</a> |

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

A specific body comprising of 7 members has been assigned with the responsibility of designing and preparing a comprehensive academic calendar that can guide teachers and students in their teaching and learning activities. This team has prepared a detailed academic calendar hand-book, that has specifically listed the curricular activities to be followed throughout the year, and the tentative dates for conducting model exams and other Internal Evaluation.

Page-no 147 of the College Calendar listed the tentative date for conducting model examination for both U and PG courses.

Page no- 148- 155 listed 116 curricular and co-curricular activities that are planned at department level to be held within the academic year of 2020-21.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&amp;Sub=159">http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&amp;Sub=159</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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <b>No File Uploaded</b>   |
| Any additional information   | <a href="#">View File</a> |

## **1.2 - Academic Flexibility**

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

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

**14**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | <b>No File Uploaded</b>   |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

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

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

2

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

37

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</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**

As the college is affiliated to Kannur University, does not have the freedom to design the curriculum. The university already included the topics on ethics of science and scientific research, Gender equality, Sustainable environment development in the syllabi of various subjects concerned. Besides various departments organise awareness programmes on gender equality, sustainable development, eco-conservation, biodiversity etc. Moreover programmes were conducted associated with various day celebrations also viz. Yoga day, biodiversity day, Conservation day, Forest day etc. The college has constituted various clubs like, Seed Club, Bhoomitra sena, Biodiversity club, Nature club, etc for executing and monitoring the activities. The NCC and NSS of the college lead the general awareness campaigns like anti-ragging awareness, gender equality, ethical values etc.

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

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

19

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

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

579

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

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

A. All of the above



| Teachers Employers Alumni  |   |
|--|---|
| File Description   | Documents   |
| URL for stakeholder feedback report  | <a href="http://www.sirsyedcollege.ac.in/IOAC/Item.aspx?Option=15&amp;Sub=22">http://www.sirsyedcollege.ac.in/IOAC/Item.aspx?Option=15&amp;Sub=22</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management  | No File Uploaded  |
| Any additional information   | No File Uploaded  |
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b>  | <b>A. Feedback collected, analyzed and action taken and feedback available on website</b>   |
| File Description   | Documents   |
| Upload any additional information  | No File Uploaded  |
| URL for feedback report  | <a href="http://www.sirsyedcollege.ac.in/IOAC/Item.aspx?Option=15&amp;Sub=22">http://www.sirsyedcollege.ac.in/IOAC/Item.aspx?Option=15&amp;Sub=22</a> |
| <b>TEACHING-LEARNING AND EVALUATION</b>  |   |
| <b>2.1 - Student Enrollment and Profile</b>  |   |
| <b>2.1.1 - Enrolment Number Number of students admitted during the year</b>  |   |
| <b>2.1.1.1 - Number of students admitted during the year</b>   |   |
| 770  |   |
| File Description   | Documents   |
| Any additional information   | No File Uploaded  |
| Institutional data in prescribed format  | <a href="#">View File</a>   |
| <b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b> |   |
| <b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>   |   |

305

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

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

Sir Syed College has a systematic method for analyzing the learning levels of students. Direct as well as indirect methods are used for identifying the level of understanding of students. Direct methods for evaluation include home works, Internal examinations, quizzes, assignments, seminars, and group discussions and indirect methods are external examinations, students survey, counseling, and mentoring programs. On the basis of analysis, programs were organized separately for slow as well as advanced learners which include Scholar Support Programmes (SSP), Remedial Coaching, Mentoring, Personal Counseling, and Bridge Courses.

Remedial coaching is given to those who have arrears in previous semesters and to those who try to improve their already published result. With the support of the Department of higher education, Scholar Support Programme (SSP) was arranged for the weaker section of students as an additional measure to improve their study level. Bridge courses were given to the beginners of each program to make them well acquainted with the subject.

Advanced learners were given motivation and mentoring programs to maintain their level of performance. The question bank is available on the official website of the college which can be accessed by the students at any time. Study materials were posted in the form of reading materials, audio and video forms in MOODLE- the Learning Management System of the college. The student satisfaction survey is conducted at the end of each year to identify the outcome of the classes and their level of understanding.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1834               | 59                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</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

Sir Syed College has a distinct learning methodology in the process. The college is engaging the students in hands-on experiences in classrooms, laboratories, and outside. We provide facilities for the students to apply the theories to practical situations. It is a kind of experiential learning. As a method of participative learning students are given opportunities to actively participate in various sessions of the teaching-learning process. Teachers arrange Debates, Group Discussions, Quizzes, and seminar presentations within and outside the classrooms in which students get a chance to be a part of the program and acquire skills of communication, leadership, decision making, and understanding of new concepts. Assignments are given for each subject in each semester which equips the students to collect and analyze materials from different sources such as books, journals, websites, etc. Brainstorming sessions also form part of the learning process. Laboratories are there for practicing the practical sessions of different disciplines. Students are given a project, which they could complete either individually or jointly. It helps them to identify, analyze, evaluate and solve the problems.

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information   | Nil              |

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

Information and Communication Technology is now considered as an indispensable tool and Sir Syed College follow ICT as a part of teaching learning process. It helps in widening the resource and knowledgebase for students and enhances better learning outcomes. Whiteboards and smart boards are installed in classrooms. LCD projectors enables the teachers to explain and deliver the contents in attractive ways Due to the pandemic condition existing, the college adopted a blended method of learning system with the support of 'Moodle' leaning management system implemented in the college. Due to shifting of offline classes in to online all the faculties were delivered the classes with the support of ICT tools. During the period the online platforms such as Google classrooms, Blogs and Moodle are used as a method for imparting knowledge. With the support of these platforms study notes , video presentations, audio files and power point presentations and live sessions are delivered to students. In addition, they also supported to conduct online exams and to mark attendance of students. The TCS system implemented in the college is helping for marking attendance and computation and preparation of attendance statements with the mobile application. Online feedback is collecting periodically from students regarding their opinions and suggestions about college, teachers and curriculum.

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

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

**2.3.3.1 - Number of mentors**

58

| File Description   | Documents                 |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees               | <a href="#">View File</a> |
| Mentor/mentee ratio  | No File Uploaded          |

## 2.4 - Teacher Profile and Quality

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

59

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

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

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

24

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | <a href="#">View File</a> |

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

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

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system of internal assessment is timely communicated with the students. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminar Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. Due to the covid-19 Pandemic situation, internal examination, seminar, viva voce and assessments were conducted through online mode such as Moodle / Google meet in the academic year 2020-21. The performance of the students is displayed on the Notice board and communicated to the students and parents. Personal guidance is given to the poor performing students after their assessment. Students in each semester are asked to deliver the seminars of the concerned subject (Through Google meet, Zoom etc). For transparent and robust internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students and parents regarding their internal assessment.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | No File Uploaded  |
| Link for additional information | <a href="http://www.sirsyedcollege.ac.in/IQAC/Item.aspx?Option=15&amp;Sub=22">http://www.sirsyedcollege.ac.in/IQAC/Item.aspx?Option=15&amp;Sub=22</a> |

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

The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.

#### Redressal of Grievances Departmental Level:

The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The teacher distributes evaluated answer scripts to students, and further clarifications or grievances are addressed by the teacher itself.

If any discrepancy like mistakes in question paper, mark allocation, correction is noticed by the students, the teacher concerned will resolve the discrepancy, and the necessary corrections will be made immediately. If a student is not satisfied with the marks awarded even after resolved by the teacher, then he may represent the same to the HoD concerned.

Parents are timely informed about their ward's performance through WhatsApp or Mail. Final Internal Assessment marks are displayed on the notice board and getting signature of students. The final Internal Assessment marks are entered in the University web portal and verify the same by H.O.D.

#### Redressal of Grievances College Level:

There is an examination committee under the Academic Committee. This committee coordinates the internal examinations of the college. Students can approach this committee to resolve grievances related to the examination and internal marks.

Redressal of Grievances University Level: if the grievances related to the internal assessment are not resolved at the college level, the grievances can be filed at University.

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

## 2.6 - Student Performance and Learning Outcomes

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

- The programme outcome of all the UG and PG courses offered by the college are displayed on the official website of the college .
- The programme outcomes are set by university and are available for verification to teachers as well as students.
- Programme Specific Outcome (PSO) of each subject also communicated to students and the attainment of these outcomes are evaluated periodically by concerned departments, academic committee and IQAC of the institution.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information                       | No File Uploaded          |
| Paste link for Additional information                   | Nil                       |
| Upload COs for all Programmes (exemplars from Glossary) | <a href="#">View File</a> |

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

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

The institution is periodically reviewing the academic achievements among students and the extent to which the course outcomes are fulfilled by analyzing all aspects of the learning experience. Result analysis is conducted by the academic committee in each semester and suggesting correctives actions for improving the performance of students. As a part of this special coaching, remedial classes, mentoring programmes and counseling sessions are to be arranged. Department level monitoring committee is evaluating the subject wise result and appreciations given to meritorious students. In addition, it is also appraising the accomplishment of skills such as critical thinking, communication, effective



citizenship and problem solving among students. The Internal Quality Assurance Cell (IQAC) assesses the academic conditions and attainment of programme specific outcomes of UG and PG courses separately based on the output set by the University.

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

### 2.6.3 - Pass percentage of Students during the year

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

380

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Paste link for the annual report   | <a href="http://www.sirsyedcollege.ac.in/IQAC/Item.aspx?Option=15&amp;Sub=22">http://www.sirsyedcollege.ac.in/IQAC/Item.aspx?Option=15&amp;Sub=22</a> |

### 2.7 - Student Satisfaction Survey

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

<http://www.sirsyedcollege.ac.in/IQAC/Item.aspx?Option=15&Sub=22>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

1704600

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| e-copies of the grant award letters for sponsored research projects /endowments | <a href="#">View File</a> |
| List of endowments / projects with details of grants(Data Template)             | No File Uploaded          |

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

#### 3.1.2.1 - Number of teachers recognized as research guides

11

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | No File Uploaded          |

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

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

2

| File Description  | Documents                 |
|---|---------------------------|
| List of research projects and funding details (Data Template) | <a href="#">View File</a> |
| Any additional information                                    | No File Uploaded          |
| Supporting document from Funding Agency                       | <a href="#">View File</a> |
| Paste link to funding agency website                          | Nil                       |

### 3.2 - Innovation Ecosystem

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

College has well established environment for the research and

innovation activities. 1. New research block with 57000 sq. feet has constructed to promote research in various disciplines. 3. Providing facilities for external student projects. 4. Institution act as a research centre in Chemistry and Botany for external guides from other colleges. 5. Institute also provide research facilities for external research scholars. 6. Management has sanctioned two major research project funds for research promotion at research centres in chemistry and Botany. 7. Conducting regular seminars and workshop in various discipline to promote latest developments in research 8. Teachers are encouraged to participate in various programmes and workshops to enhance their professional growth and research skills. 9. Various faculties acted as resource persons for many external programmes. 10. Promoting faculties to complete their doctoral degree and acquiring guideships. 11. Giving recognition for faculties and research scholars for their achievement in research.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

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

3

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | No File Uploaded          |

### 3.3 - Research Publications and Awards

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

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

3

| File Description   | Documents                 |
|--|---------------------------|
| URL to the research page on HEI website  | Nil                       |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

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

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

39

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</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 the year

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

7

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</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 year

#### Mask and Sanitizer Making and Distribution

Masks and sanitizers were made in large quantities during the

initial phase of Covid-19 on the campus and distributed among the public free of cost. The programme was lauded by the entire community as there were acute shortages of masks and sanitizer then. The product was distributed in the public and reports have come in daily news papers.

#### Conservation of Scared Groove

The sacred groves are an undisturbed patch of vegetation left on the outskirts of the villages in the plain or a part of a forested area. They are dedicated to local folk deities or ancestral spirits that are protected by the local people through traditions and taboos incorporating spiritual and ecological values, and are called sacred groves. These groves are found all over the country with local names and associated deities. A legacy of prehistoric traditions of nature conservation, sacred groves are patches of forest that rural communities in the developing world protect and revere as sacrosanct. Deeply held spiritual beliefs ensure that not a tree is felled nor a creature harmed within its boundaries.

Kerala has a long tradition of conserving nature by giving it a spiritual dimension. There is a strong symbiotic relationship between the biophysical ecosystem and socio-economic institutions, with strong cultural relations binding them. We are conserving the sacred grooves near Madayippara and nearby places. More than 20 students actively participate in the conservation process.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

0

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

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

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

**34**

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | <a href="#">View File</a> |

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

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

**45**

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

**3.5 - Collaboration**

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

0

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

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

2

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded          |

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

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

The college at present offers 14 UG programmes, 5 PG programmes and 2 Ph.D programmes. There are total 17 Departments with 60 spacious class-rooms with proper infrastructure. All departments have proper lighting and ventilation with Projectors and broad band internet connectivity. The college is consisting four blocks they are Southern Block, Eastern block, Western block and Northern Block.

Western block consisting of main building of the college which includes of Admin Office, Principal's Cabin, Management room, IQAC room, language and science departments, student support room, data analysis and chemistry labs, Southern block consisting of Forestry lab, instrumentation room, physics department, seminar hall Eastern block consist of Central library, science and commerce departments. Northern Block consist of newly constructed PG and research block. In addition to these block college has well-furnished Auditorium having 2500 seating capacity, Indoor stadium with four courts, multi gymnasium, canteen, IT centre, Rusa funded Audio visual theatre, Students centre and large playground.

College has well-furnished library with text books, reference books, rare books, manuscripts and reports, e-books, e- journals, etc. Separate toilet facilities are also facilitated for physically handicapped students. College has ample parking facility for two and four wheelers of staff members and students.

The campus is designed and landscaped in such way that the campus is full of trees, well maintained Botanical Garden namely 'Hortus Sir Syedicus'. Campus has good waste management system, cleaning staff and NSS, NCC, Bhoomithra sena club are regularly cleaning the campus.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

Maintains a positive spirit, One of the important advantages of sports is developing a positive spirit to achieve success in which it is playing for your University. This passion and positive spirit help students achieve their career easily. Through sports, they not only bring laurels to their University but get an opportunity decent income as well. If interested, we can always make an exciting career in sports or athletes. W

Multi station Gym also available in the campus. The institute utilizes lot of its resources to provide an environment to its



students where the encouraged to indulge in sports and extra-curricular activities.

**Indoor Stadium:** The Institute has created both infrastructural and instructional facilities in Games and Sports for both indoor and outdoor games bring about all round development for the students. Large playing fields support a wide variety games. There are also dedicated spaces for Indoor sport. Outdoor facilities include a 200-metre track and courts for Basketball, Volleyball, Handball, and Throw Ball. The institute also has a indoor gymnasium facility. The Institute has appointed full-time qualified Sports Personnel to guide students in various sports. Expert training is provided in various sports events such as Basketball, Yoga, Football, Volleyball, Cricket, Yoga and Gymnasium.

**Play ground:** 6000 square meter play gorund with football and cricket facility. One of the largest ground area in Taliparamba area.

**Students centre:** PTA funded student's centre provides space for cocurricular activities and youth festival practicing.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://www.sirsyedcollege.ac.in/Facilities/Index.aspx?Option=9&amp;Sub=106">http://www.sirsyedcollege.ac.in/Facilities/Index.aspx?Option=9&amp;Sub=106</a> |

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

27

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | No File Uploaded          |

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****14696878**

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | No File Uploaded          |

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

General library has a collection of 403479 books. Apart from that library subscribes to 110 journals 6000 ejournals. It has also subscribed to 31,35,000 e-journals through Inflibnet. The entire collection has been barcoded and fully automated by using software. The library can accommodate a total of 300 students at a time and is spread over 7200 sq.fts. Digital database of library is well oragnized with Book Magic library management system.

The entire library is under CCTV surveillance. The College has effectively implemented ICT based teaching and learning process. E-learning centre is established at the library with adequate no of computers and WiFi internet facilities, Recently RUSA fund is utilising for the renovation of the infrastructure by adding more space for Post graduate students and research scholars. The entire library is renovated in to modernized and digitalized library, which will support all the students. In addition to this special sections and facilities are also planned for the differently abled students.

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

| <b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>  | <b>B. Any 3 of the above</b> |           |                                   |                         |   |                           |  |                           |  |
|---|------------------------------|-----------|-----------------------------------|-------------------------|---|---------------------------|--|---------------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="86 365 550 421">File Description</th> <th data-bbox="555 365 1473 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 432 550 521">Upload any additional information</td> <td data-bbox="555 432 1473 521" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 533 550 689">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="555 533 1473 689" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>   | File Description             | Documents | Upload any additional information | <b>No File Uploaded</b> | Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <b>No File Uploaded</b>   |  |                           |  |
| File Description  | Documents                    |           |                                   |                         |   |                           |  |                           |  |
| Upload any additional information   | <b>No File Uploaded</b>      |           |                                   |                         |   |                           |  |                           |  |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)   | <b>No File Uploaded</b>      |           |                                   |                         |   |                           |  |                           |  |
| <b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>  |                              |           |                                   |                         |   |                           |  |                           |  |
| <b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>   |                              |           |                                   |                         |   |                           |  |                           |  |
| <b>142,053</b>  |                              |           |                                   |                         |   |                           |  |                           |  |
| <table border="1"> <thead> <tr> <th data-bbox="86 1037 550 1093">File Description</th> <th data-bbox="555 1037 1473 1093">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1104 550 1149">Any additional information</td> <td data-bbox="555 1104 1473 1149" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1160 550 1216">Audited statements of accounts</td> <td data-bbox="555 1160 1473 1216" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1227 550 1384">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="555 1227 1473 1384" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table> | File Description             | Documents | Any additional information        | <b>No File Uploaded</b> | Audited statements of accounts  | <a href="#">View File</a> | Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |  |
| File Description  | Documents                    |           |                                   |                         |   |                           |  |                           |  |
| Any additional information  | <b>No File Uploaded</b>      |           |                                   |                         |   |                           |  |                           |  |
| Audited statements of accounts  | <a href="#">View File</a>    |           |                                   |                         |   |                           |  |                           |  |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)  | <a href="#">View File</a>    |           |                                   |                         |   |                           |  |                           |  |
| <b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>  |                              |           |                                   |                         |   |                           |  |                           |  |
| <b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>   |                              |           |                                   |                         |   |                           |  |                           |  |
| <b>164</b>  |                              |           |                                   |                         |   |                           |  |                           |  |
| <table border="1"> <thead> <tr> <th data-bbox="86 1675 550 1731">File Description</th> <th data-bbox="555 1675 1473 1731">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1742 550 1798">Any additional information</td> <td data-bbox="555 1742 1473 1798" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1809 550 1888">Details of library usage by teachers and students</td> <td data-bbox="555 1809 1473 1888" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>  | File Description             | Documents | Any additional information        | <b>No File Uploaded</b> | Details of library usage by teachers and students   | <a href="#">View File</a> |  |                           |  |
| File Description  | Documents                    |           |                                   |                         |   |                           |  |                           |  |
| Any additional information  | <b>No File Uploaded</b>      |           |                                   |                         |   |                           |  |                           |  |
| Details of library usage by teachers and students   | <a href="#">View File</a>    |           |                                   |                         |   |                           |  |                           |  |
| <b>4.3 - IT Infrastructure</b>  |                              |           |                                   |                         |   |                           |  |                           |  |
| 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi  |                              |           |                                   |                         |   |                           |  |                           |  |

**Software Installation and Licensing Policy:** Any computer purchases made by the individual departments/projects should make sure that such systems have all licensed software (operating system, antivirus software and necessary applicant software) installed. Respecting the anti- piracy laws of the country, college IT policy does not allow any pirated/unauthorized software installation on the college owned computers and the computers connected to the college campus network.

Checking for updates and updating of the OS should performed at least once in a month. College as a policy encourages user community to go for open source software such as Linux, office to be used on their systems wherever possible.

**The Communication & Information Services:** (College IT Centre) is responsible for ongoing maintenance and support of the Network and maintainance. Problems within College network should be reported to IT centre. In connection with online teaching due to the covid pandemic situation, the college has established an effective and efficient MOODLE Learning Management System (LMS) by the financial support of college management and PTA. All the department uploaded the online class aids such as video classes, study material, previous question papers etc. In order to strengthen the LMS, each department is well equipped with high speed internet connection, and each unit has separate log in id's are used. All the staffs and students were provided with isntitutional email id and they can login in LMS using the same.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

145

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

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

B. 30 - 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

37,123,42

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts  | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded          |

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

**Maintenance of Library Facilities:** Book binding is carried out on regular for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis. Library committee takes necessary actions for the smooth functioning of the library.

IT infrastructure is maintained by the head, Technical staff, IT wing convener along with department coordinator. With the financial support of PTA regular maintenance are conducting for the smooth functioning of the IT facility.

**Classrooms, Conference Hall:** Cleanliness maintenance of infrastructure facility of class rooms and seminar hall are monitored regularly. Cleaning staff allotted to the each wing are regularly cleaning the class rooms and all other precious ICT class rooms.

**Laboratory:** Login records of equipment are maintained in departments concerned and separate stock register under the custody of the head of the department. Lab attenders are given training and regularly maintaining the laboratory equipments. The instruments purchased under FIST (DST) are installed at the Centralised Instrumentation Facilities (SIF) are maintained regularly by the financial support of college management, CDMEA.

**Maintenance of other support systems:** Housekeeping for regular cleanliness of corridors, washrooms, classrooms, laboratories and premises done by the cleaning staff. Sanitizing of washrooms is done on regular basis. Power backup facilities like Generators are maintained by Internal Electrical maintenance department. Water coolers are maintained and cleaned on regularly. Quality of drinking water is checked by measures pH and Hardness. Sports facilities are maintained by the sports committee.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1772

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

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

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

120

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | <a href="#">View File</a> |

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

A. All of the above

| File Description  | Documents                 |
|---|---------------------------|
| Link to Institutional website   | Nil                       |
| Any additional information  | No File Uploaded          |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a> |

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

560

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

560

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

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

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | <b>No File Uploaded</b>   |
| Details of student grievances including sexual harassment and ragging cases  | <b>No File Uploaded</b>   |

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

**30**



| File Description   | Documents                 |
|--|---------------------------|
| Self-attested list of students placed                        | <a href="#">View File</a> |
| Upload any additional information                            | No File Uploaded          |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

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

### 5.2.2.1 - Number of outgoing student progression to higher education

300

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | <a href="#">View File</a> |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

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

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

20

| File Description   | Documents                 |
|--|---------------------------|
| Upload supporting data for the same  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | <a href="#">View File</a> |

## 5.3 - Student Participation and Activities

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

during the year

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

11

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

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

#### ADMINISTRATIVE BODIES

- IQAC - 2 student representatives
- DQAC - 2 student representatives
- NSS - National Service Scheme -2 student representatives
- NCC - National Cadet Corps -2 student representatives
- Students Union - Election was withheld in 2020 - 21 by Kannur University due to Covid 19 pandemic situation
- RUSA - 1 student representative
- Ladies hostel monitoring committee - 2 Student representatives
- Mens hostel monitoring committee - 2 student representatives
- College co operative store - 2 student representatives.
- Canteen supervising committee - 2 student representatives
- Documentation committee -2 student representatives
- LASS -Ladies Association Sir Syed College - 2 student representatives
- Permanent Cell to combat sexual harrassment -2 student representatives
- Research scholars forum -2 student representatives
- Permanent Cell to combat sexual harrassment -2 student representatives
- Website committee -2 student representatives
- Librarary administrative committee -2 student representatives

**CO - CURRICULAR ACTIVITIES**

- Debate and Quiz club - 2 student conveners
- Language club - 2 student conveners
- Anti drug club -2 student conveners
- Film club -2 student conveners
- Media club -2 student conveners
- Biodiversity club -2 student conveners
- Folklore club -2 student conveners
- Tourism club -2 student conveners
- value education club -2 student conveners
- Forestry club -2 student conveners
- Entrepreneurship club-2 student conveners
- Hindi club -2 student conveners
- Mathrubhumi Seed club -2 student representatives
- Love green club -2 student conveners
- Arts and cultural forum -2 student representatives
- Sports forum -2 student representatives
- Clean the campus forum -2 student representatives
- Green auditing and monitoring committee -2 student representatives
- Publication Division -2 student representatives

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

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)****5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

46

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

**Alumni Activities:-** The alumni association of the college regularly conducts lecture series and seminars to students of various disciplines and has facilitated scholarships for the toppers of the college. The Alumni association have helped many poor students with financial aid. In addition to this the alumni has actively involved in uplifting NSS, NCC and various clubs of the College. The Alumni association has been able to organize many events during 2020-21. An Alumni Regional Chapter is an official representative of the Sir Syed College Alumni Association in any given region. The goal of the Sir Syed College Alumni Regional Chapters is to strengthen the commitment between Sir Syed College Alumni Association and the alumni in the region through various events and activities.

### Activities of 2020 - 21

- The alumni association distributed food kit to the poor and downtrodden in relation to various festivals during lockdown
- 'Snehapoorvam' constructed a house for a homeless
- 'Oru muram Pachakkari' - distribution of organic vegetable kit for the needy in relation to Vishu festival.
- Distributed 50 U V protected polarised sunglasses to police personnel in association with Vision Plus Eye Care
- Observed World Environment Day by planting many saplings.
- Facility for Hand sanitisation at college entrance, library, canteen, students centre etc.
- 'Mikavu' - honoured University rank holders and other achievers.
- Donated T V and Mobile phone to the needy students of

Perumpally Govt School to facilitate online learning

- Distributed medicine for poor people.
- Donated Mobile phone to the needy students of Sir Syed College.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**B. 4 Lakhs - 5Lakhs**

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## **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

The college makes dedicated efforts to prepare the young generation under its care to

I. Conserve the nation with environmental consciousness and sustainable development

For this college runs clubs like Bhoomithra Sena, Mathrubhumi Seed, Forestry, Love Green, Biodiversity.

II. Lead professionally successful lives enriched by the love of learning through Innovative and Entrepreneurship Development Cell, Placement cell, Coaching for NET/SET, Career guidance and Counselling, SEEC, Research and Development Cell, TRACE and Premarital counselling.

College provides facilities like

Wi-Fi - Internet Facility

### C. Add on Courses

#### NSS Camps

III. Emerge as leaders charged with new ideas and the capacity to make a difference through

Innovative and Entrepreneurship Development Cell, Value Education Club, Cultural Forum and ENTREPRENEURSHIP CLUB

IV. To empower the marginalised sections of the society through

Reservation for Admission, E-GRANTZ, C H Muhammed Koya Muslim Girls Scholarship, Fisheries Scholarships, Remedial coaching, Students' Aid Fund, SAFE and various endowments.

V. To train our students from very poor background to face competitive examinations and to come out successfully.

Through Coaching Centre for NET/SET and TRACE

VII. The NSS, NCC major clubs and forum available in the college to foster the spirit of patriotism, national unity and social responsibility among students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&amp;Sub=159">http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&amp;Sub=159</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

The governance system is decentralized and the sharing of administrative responsibilities is integral to the operational method of the functioning of the college. It applies participative management system in its every aspect. The hierarchy of the governing system of the college clearly shows the degree of decentralization and the presence of participative management style. Various bodies constituted in the college for the administrative purpose and for the execution of curricular and co-curricular activities make it clear the presence of decentralized system of governance and all the stake holders like students, teachers,

parents and all have sufficient voice to express their view to the right place and enjoys the benefits of participative management. Important bodies in its hierarchy functioning to set up policies and its execution are listed below.

Governing Body

College Council

IQAC

PTA

Academic Committee

Student Union

Staff Association

Department Level Quality Assurance Cell

Tutorial System

Departments

Various Clubs

Hostel committee

Library Committee

Internal Complaints Committee and Permanent Cell

The Campus Beautification Committee

Love Green Club

Forestry Club and Biodiversity Club

Media Club

ED Club

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&amp;Sub=159">http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&amp;Sub=159</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic/ perspective plan is effectively deployed through the following

- Participation in the the curriculam development, transperant procedure for student admission,Industry Interaction / Collaboration with prestigous institutes,Memorandum of Understanding with premiur institutes,Corporate office visit,Entrepreneurial Meet.Student / faculty Exchange programme. College has well establishedLibrary, ICT and Physical Infrastructure / Instrumentation,Central Library,Book bank,Learning Management System,Wi-Fi

#### TOTAL CAMPUS SOLUTION

The college administration is completely automated through TCS (Total Campus Solution), an Online software which provides facilities like office administration, attendance recording and study material uploading and downloading etc. Teachers, office staff, students and parents can login to the site by using their user's name and password.

- In the campus college runs service centers like IT Centre andPhotostat Centre to support students. Most of the class rooms are ICT enabled. Every year college publishes academic calendar:
- College conducts appreciation program to congratulate meritorious students and provides many endowments to university toppers and class toppers.
- As part of academic performance evaluation, conducts Periodic institutional level review of results and offersRemedial Classes,Counselling to weak students.
- Conducts semester wise ModelExamination and Evaluation
- Research and Development Cell



- RESEARCHERS' FORUM

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="http://www.sirsyedcollege.ac.in/StudentSupport/Index.aspx?Option=7&amp;Sub=50#">http://www.sirsyedcollege.ac.in/StudentSupport/Index.aspx?Option=7&amp;Sub=50#</a> |
| Upload any additional information                      | <a href="#">View File</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.

#### Appointment of staff

The entry cadre appointment of staff in the institution is done as per the rule of UGC, Dept. of Higher Education Kerala and Kannur University. A team of panel members including Government Nominee, Subject Experts, University Representatives, Management Representatives etc. interviews the eligible candidates and rank list is prepared. The posting of office attendants and non-teaching staff are also done according to the government rule. Vacancies arising in teaching positions after completing this transfer process are being filled in every year by recruiting guest lecturers, based on their performance in the interview conducted by the experts in the institution.

#### Functioning of the Institutional Bodies

Institutional bodies like Governing Body, College Council, Students Union, Staff Association, Parent Teachers Association, NSS, NCC, Clubs and Committees, admission committee, disciplinary committee, anti-ragging cell etc. functioning as per the policies and guidelines issued by the authority.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="http://www.sirsyedcollege.ac.in/">http://www.sirsyedcollege.ac.in/</a>   |
| Link to Organogram of the institution webpage | <a href="http://www.sirsyedcollege.ac.in/AboutUs/Members.aspx">http://www.sirsyedcollege.ac.in/AboutUs/Members.aspx</a> |
| Upload any additional information             | <a href="#">View File</a>   |

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

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document  | No File Uploaded          |
| Screen shots of user inter faces   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

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

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

College Employees Cooperative Society

Teachers and Non-teaching staff Organizations

Most of the teachers and non-teaching staff are members of any of the state level organizations. Our college has unit of all the prominent staff organizations functioning in Kerala.

Staff Association

Association of all the teaching staff working in the college. An elected committee of 5 members including staff secretary administer

the association.

#### Association of nonteaching Staff

Association of all the non-teaching staff working in the college. An elected committee of 5 members including staff secretary administer the association.

#### LASS (Ladies Association of Sir Syed)

The main objective of LASS is to uplift social and mental status of girl students. All women students and women staff are members of the Association. Association attends to the problems of the girls. LASS ensures the gender justice on the campus.

#### Welfare measures from the Government

- State life insurance
- Group insurance schemes
- Provident fund schemes
- Service benefit like maternity leave etc. were provided to the staff.

#### Other facilities

- Canteen and Cafeteria
- Cooperative store inside the campus
- Parking Facility
- Rest rooms for men and women
- Advance salary for needy staff members
- Hostel facilities

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://www.sirsyedcollege.ac.in/Home.aspx#">http://www.sirsyedcollege.ac.in/Home.aspx#</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

11

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

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

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

22

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

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

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

20

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information   | No File Uploaded          |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

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

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

Institutions conducts following activities every year as part of performance appraisal of teaching and non-teaching staff.

#### Self-appraisal form

Every teaching and non-teaching staff has to submit self-appraisal form in prescribed format every year. Details regarding the courses completed, seminars attended, publications, books if any, any special achievements or awards etc. are included in the self-appraisal form. IQAC of the college prepares and collects self-appraisal form.

#### Feedback system

College has a systematic feedback system through which IQAC collects data regards to the performance of teachers from their students. It is collected through online using our TCS software.

#### Result Analysis

Academic Committee of the college conducts result analysis in detail. Subject wise analysis helps the teachers to understand the performance of their students in their university examinations.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://onlinetcssirsyed.meshilogic.co.in/ReportControls/StaffPerformance.aspx?MID=SED#">http://onlinetcssirsyed.meshilogic.co.in/ReportControls/StaffPerformance.aspx?MID=SED#</a> |
| Upload any additional information     | <a href="#">View File</a>   |

#### 6.4 - Financial Management and Resource Mobilization

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

6.4.1 - Institution conducts internal and external financial audits regularly. Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections.

Institution conducts internal and external financial audits regularly. For purposes of auditing all financial rules, regulations and guidelines of the government are strictly followed. The auditing is done through the office, Internal Audits and local audits deployed by Government of Kerala. The college is in compliance with all subsequent amendments to the rules. In order to ensure utmost transparency in matters of transactions, all payments are made through online banking and through public finance management system (PFMS). Following measure were taken to ensure utmost transparency

- Follows internal check system
- Proper vouching
- Payments through accounts
- Daily closing system
- Receipts and payments through online

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

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

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

32961355

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | <a href="#">View File</a> |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

## 1. Donations received by CDMEA - Management Committee

## 2. Various Endowments

Eminent personalities started various endowments mainly for the inspiration of meritorious students. Various endowments are

Dr. T P Balakrishnan Memorial Endowment

CP Ayisha and C P Safiya Memorial Endowment

A K Kaderkutty Memorial Endowment

P K Kunji Pathumma Memorial Endowment

Valiya Thanal Mariyumma Memorial Endowment

Prof. N K Abdul Rahiman Memorial Endowment

College has a total of Rs. 25,25,000 as deposit on account of various endowments listed above.

## 3.. PTA

4.. Various Govt. Bodies like Higher Education Council, District Industries Centre, Innovative and Entrepreneurship Development Centre, philanthropies, RUSA.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://www.sirsyedcollege.ac.in/AboutUs/Members.aspx">http://www.sirsyedcollege.ac.in/AboutUs/Members.aspx</a> |
| Upload any additional information     | <a href="#">View File</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

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Yes, IQAC of the college has contributed significantly for institutionalizing the quality assurance strategies and processes. Few significant items were listed below

### Doctrina

As the Covid 19 interrupted drastically, IQAC of Sir Syed College initiated a platform named DOCTRINA. It gave all required support to organise national and international webinars and online workshops to various departments of the college. During the lock down period near to 50 international and national webinars were organised under this platform.

### EXIGO

It is an initiation by the IQAC to support the community by providing all course details offered by the college through online. It mainly aims the plus two qualified seeking admission for degree courses.

### IDis

IDis - Intellectual discourse, is a platform created under IQAC to support various departments to organise workshops and seminars on different topics. It provides financial support to the departments for organising seminars. It is a management supported platform.

### Performance Appraisal System



IQAC conducts performance appraisal of all teaching staff of the college. Self appraisal form, students feedback etc are used to appraise the performance of staff.

#### Documentation

IQAC of the college acts as an office for recording and documenting all the activities organised by various departments and clubs.

#### Placement Promotion of teaching staff

IQAC supports and insists to complete placement promotion activities of all teachers.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://www.sirsyedcollege.ac.in/General/Files.aspx?Option=15&amp;Sub=22#">http://www.sirsyedcollege.ac.in/General/Files.aspx?Option=15&amp;Sub=22#</a> |
| Upload any additional information     | <a href="#">View File</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

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College regularly reviews its teaching learning process through IQAC and various committees formed under IQAC.

Important measures used to review teaching learning includes

1. Model examination.
2. Unit tests
3. Assignment / Seminar / Viva voce examination
4. Attendance
5. University result analysis by the academic committee
6. Student's survey / Students' feedback

To improve the performance following schemes were adopted

1. Remedial coaching

2. Scholar Support Program
3. Walk with scholar
4. Crash course for English and mathematics subjects for slow learners
5. Study material
6. Question Bank

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://drive.google.com/drive/folders/1l6_a7U12Kw4NwB0ifjjBBed3ctYTcULQ">https://drive.google.com/drive/folders/1l6_a7U12Kw4NwB0ifjjBBed3ctYTcULQ</a> |
| Upload any additional information     | No File Uploaded  |

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

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | No File Uploaded          |
| Upload any additional information  | No File Uploaded          |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a> |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

- Ladies' Association of Sir Syed (LASS) functions in the college for the well being of the girl students.
- Lass organized an interaction session for the girl students of

the college with Sr. Vandana, Ms. Mumthaz Basheer and Ms. Janiki K on 8.03.2021 in association with International Women's Day. All three invitees are eminent social workers specializing in the rehabilitation of women. 115 students (including both boys and girls) participated in the programme.

- Girl students have a Ladies' Retreat which functions as a retiring room.
- Counselling sessions are provided under the aegis of the college Counselling Centre to equip students, especially girls to tackle gender discrimination.

| File Description   | Documents |
|--|-----------|
| Annual gender sensitization action plan  | Nil       |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil       |

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

**B. Any 3 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

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

- The entire college has been declared as a "Plastic Free Zone".
- Students and staff diligently follow green protocol.
- Use of disposable utensils has been banned for all functions & programmes inside the campus.
- Teachers & students are encouraged to submit assignments electronically to minimize paper waste.
- Food waste from college canteen and hostel mess and kitchen is

recycled using bio gas plants.

- Cleaning of the campus and surrounding areas are undertaken as part of the Swachta Pakwada throughout theyear by NCC cadets and NSS volunteers.

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

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

C. Any 2 of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**7.1.5 - Green campus initiatives include**

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

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

B. Any 3 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities                       | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | No File Uploaded          |
| Any other relevant documents                                       | No File Uploaded          |

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

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

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | No File Uploaded          |

|   |                              |
|---|------------------------------|
| <b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b> | <b>B. Any 3 of the above</b> |
|---|------------------------------|

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

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

- The institution provides infrastructural facilities like ramp, disabled friendly washrooms for the differently abled students.
- Scribes are provided for visually challenged students by the college.
- Scholarships and endowment are provided to help the students from socioeconomically weaker sections of the society.
- Digital Talking Library, a software to read out texts is installed in the college library for assisting visually challenged students as well as students with learning disabilities.

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

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

- Electroral Literary Club is constituted in the college under the aegis of the Department of History to train students on the procedures of a democratic election and to create awareness about the significance of Democracy.
- Independance Day and Republic Day are celebrated with great aplomb every year.
- Quiz on Constitution and Freedom Struggle was organized for

the entire students in connection with Independence Day by NCC.

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

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

B. Any 3 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

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

**National and International Commemorative days, events & festivals celebrated in the college are:**

- Interanational Yoga Day
- World Environment Day
- Independence Day
- Gandhi Jayanthi
- Martyr's Day

- Armed Forces Flag Day
- World Wet Land Day
- Ozone Day
- Christmas
- Onam
- Eid
- International Day for Climate Action
- Republic Day
- World Biodiversity Day

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | No File Uploaded          |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

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

### I. SIR SYED PANDEMIC CARE PACKAGE

A series of programmes launched to help mitigate the psychological, economical and educational crises faced by the students, their parents and the immediate society

#### EXIGO

An online three day orientation programme offered to the plus two passed students and their parents about the UG programmes offered by Kannur University.

#### m-Power Santwana Sparsham

Psychological counselling for the public and students to alleviate the stress and depression caused by lock down.

#### Mask and Sanitizer Making and Distribution

Masks and sanitizers were made on the campus and distributed among the public free of cost.



**4. MOODLE**

A full fledged Learning Management System for the conduct of online classes.

**Food Kit Distribution**

Food kits distributed in the colonies of scheduled tribes and to the community kitchen run by the government during lock down.

**Sunglass Donation to the Police**

UV Sunglasses donated to the police during lock down.

**Mobile Phone Distribution**

Mobile phones were distributed to economically challenged students.

**II. NET COACHING****NET- JRF Training:**

Training is provided for Paper I & II for Commerce, English, Arabic and Physics.

Apart from these, a three day online crash course for paper I (General Paper) was also conducted free of cost.

| File Description                            | Documents |
|---|-----------|
| Best practices in the Institutional website | Nil       |
| Any other relevant information              | Nil       |

**7.3 - Institutional Distinctiveness**

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

The motto of Sir Syed College is Rabh Zidi ilma. It means O my lord advance me in knowledge. Our vision is to uplift educationally, socially economically underprivileged sections of the society of North Malabar and to mould society which is able to contribute to the national integration by providing affordable quality education while expanding our academic horizons to bring the institution at

par with the leaders of higher education and to strive for excellence in education and research and prepare young minds for imbibing knowledge, skills, and sensitivity.

The College attempts to turn this vision into reality and makes dedicated efforts to prepare the young generation under its care to:

- Conserve the nation with environmental consciousness and sustainable development.
- Lead professionally successful lives.
- Emerge as leaders charged with new ideas and the capacity to make a difference.
- To train our students from very poor background to face competitive examinations and to come out successfully.
- To enable the individuals to meet the challenges of life.
- The NSS, NCC major clubs and forum available in the college to foster the spirit of patriotism, unity and social responsibility among students.

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

### 7.3.2 - Plan of action for the next academic year

#### ACADEMIC

- Implementing the MOODLE platform as a blended teaching mode during post pandemic period.
- Introduction of PG course in Zoology and Mathematics
- Strengthening the remedial and tutorial system to improve the results based on the academic auditing.
- Planning to improve co-curricular activities.
- Additional thrust to promote HINDI and UDRU language.

#### RESEARCH AND DEVELOPMENT

- Analytical instrumentation training programme at Centralized Instrumentation Facility.
- Extended green and energy audit by external agency.

#### INFRASTRUCTURE

- Mutli media centre for e-content development.
- Creative class room programme to implement structural repairs to building and electrical repairs, on the basis of structural audit, carried out by the management.
- Improvement of canteen kiosk facility.

#### LEARNING RESOURCES

- Upgrade library resources to include digital content in the form of video lectures, study notes, etc will be made available on the web-site.
- Digitization of research papers published by staff members and of papers presented during the conferences.
- Faculty members shall be encouraged to create youtube channels and messaging groups to enable students to communicate their doubts, give feedback, suggestions, etc.

#### ADMINISTRATION

- To make available all Information online on the College web-site relating to Admission, Examinations, Courses, Rules, Committees, Attendance, Activities, Programmes, Seminars, Workshops, Extension Activities, & Others.
- Orientation programme for administrative staff on 'SPARK'.

#### LINKAGE

- Action plan to facilitate faculty exchange programmes with other academic institutions and international linkages.
- Foster and strengthen relationship of Alumni with the Institution.

#### SOCIAL COMMITMENTS/OBLIGATIONS

- Initiate measures for protecting the environment.
- Completion of Installation of solar panels.

