



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SIR SYED COLLEGE
Name of the head of the Institution		Dr.Mohamed Asraf Vazhapully
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04602205866
Mobile no.		9447395540
Registered Email		principal@sirsyedcollege.ac.in
Alternate Email		vazhappulli@gmail.com
Address		PRINCIPAL, SIR SYED COLLEGE TALIPARAMBA, KANNUR
City/Town		TALIPARAMBA
State/UT		Kerala
Pincode		670142

2. Institutional Status																															
Affiliated / Constituent			Affiliated																												
Type of Institution			Co-education																												
Location			Semi-urban																												
Financial Status			state																												
Name of the IQAC co-ordinator/Director			Dr.Nafeesa Baby T.P																												
Phone no/Alternate Phone no.			04602205866																												
Mobile no.			9074203568																												
Registered Email			nafeesababy@gmail.com																												
Alternate Email			nafeesababy@sirsyedcollege.ac.in																												
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)			http://www.sirsyedcollege.ac.in/General/Files.aspx?Option=15&Sub=19																												
4. Whether Academic Calendar prepared during the year			Yes																												
if yes,whether it is uploaded in the institutional website: Weblink :			http://www.sirsyedcollege.ac.in/General/PDFView.aspx?Option=31&Sub=159																												
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>A</td> <td>3.13</td> <td>2017</td> <td>22-Feb-2017</td> <td>21-Feb-2022</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.80</td> <td>2011</td> <td>27-Mar-2011</td> <td>26-Mar-2016</td> </tr> <tr> <td>1</td> <td>B+</td> <td>78</td> <td>2005</td> <td>28-Feb-2005</td> <td>27-Feb-2010</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	3	A	3.13	2017	22-Feb-2017	21-Feb-2022	2	B	2.80	2011	27-Mar-2011	26-Mar-2016	1	B+	78	2005	28-Feb-2005	27-Feb-2010
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6. Date of Establishment of IQAC			14-Aug-2005																												
7. Internal Quality Assurance System																															

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Two day workshop for teacher in new trends in higher education	17-Nov-2018 2	70
One day orientation programme for Non teaching staffs	29-Sep-2018 1	40
Coaching classes for NET, JAM, P.G entrance examination has started by various departments.	29-Sep-2018 58	178
Literary gathering Vyazhavattam (Thursday Eve) which discusses various literature and screening of world classic cinemas and short films.	21-Jun-2018 32	1212
Lectio-serium-Lecture series by well placed Alumni and retired teachers of Sir Syed College.	01-Aug-2018 26	1636
Celebrated a Yoga week in association with international Yoga day to nurture Yoga culture among the various stakeholders of Sir Syed College. NSS volunteers and NCC cadets and other sports persons from the college led the initiative	21-Jun-2018 7	1700
ARORA (Annual Review on Research Achievements)Research forum conducted	02-Feb-2019 1	167
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
College	Scholarships	State Government	2018 365	6711900
Botany	Sasthrapadam, Sasthrakeralam, Ur	State Government	2018 365	229000

	jakiran etc			
Forestry	Environment Management Training, World wetland day etc	State Government	2018 365	93150
Zoology	Environment day, Science day etc	State Government	2018 365	25000
NCC	NCC activities	Central and State Government	2018 365	300000
NSS	NSS activities	Central and State Government	2018 365	90000
College	WWS and SSP	State Government	2018 365	225800
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	6
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1. College office has been automated in a great extend	
2. Percentage of results in university examinations and number of university top scorers increased considerably due to constant involvement of IQAC in association with College Academic Committee	
3. RUSA proposal has been submitted successfully. An amount of Rs. Two Crores got sanctioned	
4. Initiated the works of Centre of Excellence for finishing School with the help of M.P. fund	

5. Produced maximum number of students with NET and JRF

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

Plan of Action	Achievements/Outcomes
Professional empowerment of teaching and nonteaching staff	1.As a result of seminars and workshops conducted more teachers enrolled for PhD and applied for research projects. 2.Implemented barcode reading system in college office and library which increased their efficiency and speed of student interface. 3. Office became partially automated. 4. Implemented SPARK. 5. Manual salary billing process converted into digital form
Result and quality enhancement of UG and PG students	Implemented a programme named "Furtherance" by the united efforts of Tutorial and Remedial systems of academic committee. The pass percentage increased exponentially and the college became the top in the University in terms of number of ranks bagged. More students cleared NET, JRF, GATE, SET and other qualifying exams. Increased number of students enrolled in various national institutes and central universities for higher studies.
Promotion of co-curricular and sports activities	1. Initiated the Programme namely Viyazhavattam (Thursday Eve) for the creative interventions in the fields of literature, arts and films. 'Yoga Week' was celebrated to promote and popularize the benefits of yoga. All teachers and students of the college actively participated in the programme.
Interaction of Eminent Alumni and Retired Professors with ongoing students for academic matters	Lecto Serium - A lecture series was organised by various departments. Twenty six well placed alumni and retired professors delivered lectures in various disciplines and motivated UG and PG students.
Uplift research aspirants and researchers	1. ARORO- A day for researchers for presenting their research findings. 2. Number of Junior Research Fellows increased 3. Increased the number of research publication of students and teachers. 4. Number of Research Guide ship increased. 5. Three Project proposals were submitted to funding

agencies. 6. Started common instrumentation facilities lab work in the PG and Research Block.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Council	11-Aug-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

19-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

TOTAL CAMPUS SOLUTION (TCS) This system of software integrates the details of student as well as teacher community. The system is introduced for enhancing quality of teacher and also to ensure the attendance of students without any personal bias. The system includes time table and students leave marking system. The main feature of TCS is that work adjustment of a teacher in advance is possible. It ensures proper functioning of classes. The work adjustment and workload entry is an attractive feature of the system. A teacher can upload question papers here. Higher authority like H.O.D and Principal can easily evaluate the performance of a student and teacher of the college. One can easily identify the absentees and thereby can take necessary steps to improve the student. This is a valid document for calculating internal marks and also taken as criteria for university examinations. The TCS system was helpful to understand the performance of a teacher by looking into the feedback from students. At every

academic year a student can evaluate the performance of a teacher. They can write their comments and suggestions of a teacher in the feedback form and is useful to improve the quality of a teacher. The concerned teacher and head of the institution can read this feedback available in the TCS. The feedback can be taken in different ways like grading in Five point scale - Outstanding, excellent, very good, good, poor by giving different qualities of a teacher like accessability, regularity, skill etc. The feedback can also be taken in descriptive forms. It is not essential to display the names of students who were giving feedback. TCS provide attendance report, students profile, teacher profile, timetable, report of monthly as well as consolidated attendance and also feedback from students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Curricular Aspects I. Various committees have been constituted at college and departmental levels for the efficient conduct of academic activities. A number of schemes are implemented under the supervision of these committees to enhance the quality of education of the students and to maintain excellence at the University level. Representation in University Bodies 20 members of the faculty have representation in various academic bodies of Kannur University. 6 of them are Chairpersons of Board of Studies of Kannur University. They have made commendable contributions in these capacities in the restructuring and re-framing of the curriculum. Two of the elected members to the Kannur University Senate are from our college. II. Academic Committee-Major activities a. Result Analysis Academic Committee of the college conducts detailed analysis of University results and identifies the strengths and weaknesses of each department. They propose necessary instructions and guidance to uplift the weaker students and provide incentives to meritorious students. b. Crash course Special intensive coaching (crash course) is offered before the exam for students who have back papers so as to equip them to clear the exams. III. Tutorial System A tutorial system has been formulated with 15 to 20 students under a teacher. Tutorial meetings are held once a week and tutors maintain a close relationship with all 20 students under his tutelage. Tutor meticulously monitors the curricular and co-curricular output of each student and provides encouragement.. IV. Remedial coaching Provides continuous training in difficult subjects for students who lag behind in their studies. It has proved very helpful for the slow learners. V. Scholar Support Program VI. Internal exam Internal exams are conducted twice or thrice in each subject as part of continuous assessment. VII. Student Seminar Each student presents a seminar on a given topic as a part of the curriculum. VIII. Assignment Students prepare

and submit assignments for each subject in the given format and is assessed for calculating their internal marks. IX. Model exam Model examination is conducted every year at the college level before the University examinations. A special committee is constituted for the smooth conduct of the model examinations. X. Attendance Total Campus Solutions (TCS), a software is used for marking and calculating the attendance of students. A separate committee is constituted for monitoring attendance. XI. Walk with Scholar Five gifted students from each department are mentored by a team of experts (both internal and external) throughout the course. XII. Merit Award College PTA and College Management organize programs to honour and congratulate students who achieve high grades in university examinations. XIII. PTA Meeting The College has a strong Parent Teachers Association; it convenes class level PTA at the end of every semester and a college level PTA every year. XIV. Department level programs All the departments organize various seminars, workshops and series of expert talks relates to their subjects every year. Slow learners from each department are identified and extra training is provided in subjects like English and Mathematics through Scholar Support Program.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course in Tally		06/08/2018	90	Employability in Software fields and Accounting	Skill of Computerised Accounting
organic farming techniques		14/08/2018	90	Employability in Agricultural fields	Breeding Techniques and Cultivation practices

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	49	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga	21/06/2018	92

Pre Marital Counselling Courses	27/11/2018	185
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Forestry	24
BSc	Botany	22
BSc	Statistics	28
BSc	Zoology	25
BA	Economics	34
MSc	Physics	16
MSc	Chemistry	15
MSc	Botany	15
BCom	Commerce	48
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The institution is following an unique method to get feed back from the students on the performance of teachers and overall performance of campus as well. End of every years it is being done by the help of an online software named Total Campus Solution (TCS) designed and developed by Meshilogic Private Limited, Calicut. It is an administrative software through which all day to day activities of the institution is maintained and managed. End of every year each and every students 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. The facilities to complete the evaluation process will be provided by the institution. The performance of a teacher will be evaluated on the basis of 15 attributes given like punctuality, sincerity, subject knowledge, ability to create curiosity etc. The students can choose a score ranging from Very Good to Very Poor in each attribute. Finally the student can comment on the special characteristic of their teacher also if they wish. Once the evaluation process completed the software will generate a detailed analytical report which shows the score of a teacher in 5 point scale. Each and every teacher can see their score and detailed report in their page. The Principal will get a report which will show the ranking and rating of the teacher both in department and college levels. He would be able to discuss the matter with the teachers personally. It is very helpful to the teacher to better their teaching performance and to take corrective measures to improve</p>

their teaching skills.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	PHYSICS	34	2824	34
BSc	CHEMISTRY	34	2914	34
BA	MALAYALAM	36	2888	36
BA	ECONOMICS	60	3326	60
BA	ARABIC	48	1087	48
BA	FUNCTIONAL ENGLISH	48	1634	48
BA	HISTORY	60	2981	60
BSc	BOTANY	34	3617	34
BSc	MATHEMATICS	36	1410	36
BCom	COMMERCE	60	5416	60

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1641	231	31	0	36

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
67	58	174	16	9	9

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

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

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

Sir Syed College has well established tutorial and mentoring systems since 2008 onwards. Teacher student ratio is 1:28. A teacher takes the role of the tutor of a class and maintains a good rapport with the students of the class. Every Wednesday for UG students and Thursday for PG students, one hour is allotted exclusively for tutorial meetings. For new comers, orientation and inductions programmes are being conducted regularly. Through the Walk With A Scholar (WWS) programme the students are given guidance by internal and external mentors. The selected students are prepared for employment by giving proper guidance, motivation and mental support to identify appropriate areas of higher study as well as employment. The Scholar Support Programme

(SSP) aims at extending personalized additional support to students in the selected subjects included in the curriculum through tutorials, study materials, additional lectures, question banks and interactive sessions. This programme is implemented by New Initiatives in Higher Education, Directorate of Collegiate Education. Our college started the Scholar Support Programme (SSP) in the academic year 2015-16. Additional skill acquisition programme (ASAP) initiated by Govt. of Kerala is working regularly and with many fruitful programmes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1649	67	28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
59	59	8	1	16

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Ismail Olayikkara	Associate Professor	Kannur University Senate Member awarded by Hon. Governor of Kerala
2018	Dr. Tajo Abraham	Assistant Professor	Reviewer, International Journal of Bioscience, Brazil
2018	Shanavas S.M	Assistant Professor	Kannur University Senate Member awarded by Hon. Governor of Kerala
2018	Ramachandran MN	Associate Professor	Chairman PG Examination board, appointed by Hon. Governor of Kerala

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	SS15CPHR	SEMESTER	31/03/2018	30/06/2018
BSc	SS1C5MAR	SEMESTER	31/03/2018	30/06/2018
BA	SS15AHIR	SEMESTER	31/03/2018	30/06/2018
BA	SS15AECR	SEMESTER	31/03/2018	30/06/2018
BA	SS15AARR	SEMESTER	31/03/2018	30/06/2018

BSc	SS1C5MAR	SEMESTER	31/03/2018	30/06/2018
MSc	B6PSCH14	SEMESTER	31/03/2018	30/06/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous evaluation system based on indirect grading was implemented in the college during the year 2009-10 onwards. In continuation with the same system, University implemented Choice based Credit Semester System by direct grading during the academic year, 2014. In the year 20018-19, Sir Syed College adapted the curriculum and syllabi of Kannur University in admission process. The evaluation process is based on the learning outcomes of various programmes. The evaluation of students is made based on the performance, academic merits, skills, knowledge, values and punctuality. Regular and spontaneous evaluations methods are applied. There are criteria based on social responsibilities, leadership qualities, peer teaching, and knowledge in information Technology etc. College has introduced various methods of evaluations like open book exams, group discussions and quizzes. Attendance and regularity are also considered as measures of evaluation. Evaluation of the results are informed to students and parents through sms and TCS software. Best talented students are found out and motivated by various programmes. Remedial coaching classes are conducted for weak students. Separate study materials and regular exams were conducted for improving their performance.

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

Kannur University prepare academic calendar during the beginning of the academic year. Based on this college also prepare a complete academic calendar in bound manner and distribute to all students, teachers and non teaching staff of the college. In each semester, two internal exams and one model exams are conducted strictly based on academic calendar. All academic and co curricular activities were listed in the calendar. Teachers in charge of various clubs, scholarships, career, employment cell, student welfare, Antiragging, gender internal complaints committee etc. are listed in the calendar with contact numbers and email ids. The code of conduct are clearly instructed through the calendar. Syllabus of each course is clearly written in the calendar with elective papers, optional papers, language papers. Public holidays and other holidays are clearly mentioned in the calendar. Those students who received university ranks and other honors are also listed in the calendar. The vision and mission of the college is written in the calendar.

2.6 – Student Performance and Learning Outcomes

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

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B6PCOM14	MCom	COMMERCE	19	17	89.47
B16PSBO	MSc	BOTANY	16	15	93.75
B6PSPH13	BSc	PHYSICS	30	28	93.33

SS15CMSR	BSc	CHEMISTRY	32	30	93.75
SS15BR	BCom	COMMERCE	60	52	86.66
B6PSPH13	MSc	PHYSICS	15	14	93.33
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2.7 – Student Satisfaction Survey

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

<http://www.sirsyedcollege.ac.in/Uploads/Documents/STUDENT%20SURVEY.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	60	INSA	0.24	0.24
Major Projects	1095	MOEF	20	0
Any Other (Specify)	1825	DST	100	7.5
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Environmental Impact on plastic pollusions	Zoology	05/06/2018
Seminar on Health and Monsoon awareness	Zoology	05/09/2018
INPIRA - Workshop on familiarisation of scientific instruments for school students	Botany, Zoology Physics Chemistry	27/10/2018
International Conference on Socioeconomic implications of Transactional Migration	Commerce	08/02/2019
Workshop on sophisticated instrumentation	Botany	10/10/2018
Workshop on ON SOCIO-ECONOMIC AND HEALTH STATUS OF AUTORIKSHAW DRIVERS of North Malabar	Statistics	26/11/2018

Seminar on General theory of relativity and Existence of Universe	Physics	29/01/2019
One day workshop on the impact of Climatic change on flood	Physics and Zoology	15/11/2018
Workshop-Environment Management(EIA) Training 2018	Forestry	21/01/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Mathrubhumi SEED award	Dr.Tajo Abraham	Mathrubhumi Daily	04/12/2018	State Level
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Sir Syed College	SSCIC	Department of Commerce	Shell	Group Project	17/09/2018
Sir Syed College	SSCIC	Department of English	Z.design.studio_ ,sherins_palette , The_jar_story	Partnership Business	05/11/2018
Sir Syed College	SSCIC	Department of Commerce	ART OF HEART	Group Project	03/12/2018
Sir Syed College	SSCIC	Department of English	A LITTLE TWISTED	Group Project	15/01/2019
Sir Syed College	SSCIC	Department of Commerce	Dream crafter	Group Project	12/12/2018
Sir Syed College	SSCIC	Department of Commerce	Elysian	Group Project	17/12/2018
Sir Syed College	SSCIC	Department of Chemistry	Dream catcher	Group Project	16/01/2019
Sir Syed College	SSCIC	Department of Botany	Flavio	Group Project	11/02/2019
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
	3	

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

Name of the Department	Number of PhD's Awarded
Botany	4
Chemistry	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	6	5.3
International	Chemistry	3	4.3
International	Commerce	3	7
International	English	4	2.5
International	Zoology	3	5
National	Botany	1	0
National	Physical Education	2	6.7
National	Zoology	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	2
Journalism	4
Zoology	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	13	12	21
Presented papers	5	6	2	1
Resource persons	1	7	5	3
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Mathrubumi Seed Club	Seed Club Award	1	27
Coaching for NET and JRF	Commerce Department	4	103
Mangrove Conservation	Kerala State WLT	1	37
Arabic -English Translation Bureau	Arabic Department	4	18
Sasthrapadham-Training Programme for higher secondary students	Kerala Govt.Samagra Sikha Abhayan	4	98
Urjakiran-Energy conservation Awareness campaigning	Kerala Government EMC	5	73
Sasthrajalakam-Residential camp for for High School students	Kerala Govt-SIET	5	92
Science Popularisation Programme	Science Park Kannur-Kerala State Science and Tchnology Meuseum	3	142
Environment Management Training 2018	Kerala State Council for Science ,Technology and Environment	3	100
CESAC	Department of Forestry	3	23

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Seed Club	Mathrubumi Seed Club Award	Mathrubumi Daily	27

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

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

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty and student Exchange	Students	Department of Physics	2
Science popularization	Students	SIET. Govt. of Kerala	3
Science induction programme for higher secondary Teachers	Students	Shamagra Shiksha	3
Faculty Exchange	Students	Department of Botany	1
Ethnobotany and Pharmacological Reserach	Research Supervisors and Researchers	MSSRF	1
Butterfly Gardening	Reserach Scholars and Degree Students	MSSRF and MNHS	1
Student Project	Students	MCC. Thalassery	21
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
MS Swaminathan Research Foundation ,Wayanad,Kerala	02/02/2018	Research collaborations and Faculty and Student Exchange	127
Aquanosh Marine India Private Ltd	03/07/2018	Research and Developement	76
LMTC,Govt of Kerala	07/02/2018	Training and Workshops	102
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
335	287.16

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
BOOKMAGIC	Partially	Four point Zero	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	39398	6402175	748	200671	40146	6602846
Reference Books	1512	297486	13	28734	1525	326220
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	92	4	15	17	30	11	20	10	8
Added	49	0	6	0	0	0	0	40	0
Total	141	4	21	17	30	11	20	50	8

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
12.5	10.2	2.8	2.6

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

Maintenance of Infrastructure Facilities The infrastructure facilities of the college is well equipped for formulating and facilitating convenience of Students, Research scholars , Teachers and Non-Teaching staff. The college has large physical, academic and supporting facilities. The College follows established policies and clear cut guidelines for the maintenance and effective utilization of all the infrastructural facilities. Integrated efforts are taken by all departments in maintaining and utilizing facilities like library, e-learning class room, computational laboratories, computer labs, class rooms, parking area, auditorium, indoor stadium, gymnasium, canteen, botanical garden, playground, seminar hall etc. All the facilities are well maintained and monitored by different committees and supervising bodies. Staff members are assigned duties to monitor and supervise maintenance work as and when required. College has appointed Electricians, Sweepers, Watchman, Gardener, Plumber etc. for maintenance work. Government funds, UGC grants, resources provided by management, contribution from staff and students, PTA etc. are also utilized for the same. Computer systems are maintained by suppliers, as part of the terms and conditions of purchase. The Building committee ensures the timely repair works of the buildings and infrastructure. Each year, funds are allocated for the maintenance of the infrastructure of the college. Lab equipment are maintained by the respective departments. Necessary repair works are managed by the supporting staff of the institution. Emergency repairs, if any, are undertaken with the help of Management, PTA and other sources. Students are encouraged to take care and protect the machinery and systems with sincerity and a sense of duty. Calibration of instruments is done by experts in respective fields twice in a semester. Upgrading and updating of software and capacity of systems is done regularly. Repair work is also done as and when

required. College has appointed a mechanic for monitoring performance of Instruments. Annual maintenance contract is for all sensitive equipments. Infrastructural facilities of our institution are being utilized optimally. All class rooms and other facilities are utilized during the regular working hours of the College. NCC and NSS undertake necessary campus cleaning and beautification. A college beautification committee is monitoring the general beautification works. The faculty of various departments assist the initiatives by motivating students and working together with them. Computer lab in the college is well maintained by the concerned technical permanent staff. A library Advisory committee under the guidance of the Principal and college librarian is committed for improving and updating the available library facilities. The maintenance of the library is well supported by the faculty members and students. A well-equipped gymnasium is in use for keeping faculty and students physically fit.. Sports equipment are purchased each year using the sports fee collected from the students during admission and the sports fund reserved for the purpose.

<http://www.sirsyedcollege.ac.in/Facilities/Index.aspx?Option=9&Sub=164>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	NET/GATE/JRF Coaching Centre SSC	127	158	19	22
2018	Science Career Centre	134	155	35	19
2018	Commerce Career Centre	52	83	12	22
2018	Language and Humanities Career Centre	103	98	21	17

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
26	26	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Wisdom Education, UAE. Western india plywoods, ABC Sales Coporation, Sulfex Mattresses, Aquanosh India Pvt/ Ltdh	502	29	TCS Softwares. Mahindra, Wipro, Cooperative Department/ SBI	217	18

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

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

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

Items	Number of students selected/ qualifying
NET	18
SET	11
GATE	1
Any Other	5

No file uploaded.

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

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

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college union is constituted as per the guidelines of the university. It comprises of student representatives elected in the college union elections held every year. The objective of the college union is to instil important life skill in the students. The members of the college union get opportunity to develop their leadership skills, character, efficiency, team spirit and the sense of service to fellow students and the community at large. The college has a well-functioning students council. The council is actively involved in the academic activities of the college. They are also accommodated in various academic and administrative bodies of the college. The Student's Council is a representative body of the students of the entire college. The office bearers of the Student's Council are elected by the students of the college in a democratic manner. The election process trains the students in the democratic process. The student council comprises of Chairman, Vice Chairman, Secretary, Joint Secretary, Councillors to University union, Secretary Fine Arts, chief student editor of College Magazine, General Captain of sports and games, Secretaries of various Associations, and class representatives in UG and PG courses. The student council also ensures women representation by reserving two seats that of vice chairman and joint secretary for girls. However generally the women representation is not restricted to statutory limits. The student council debates over issues of concern and it aims at the benefit of the whole of the academic community. The concerns and grievances of the students related to the curricular aspects find a platform for expression in the student council. The secretary of Fine Arts along with other members of council organize cultural and literary programmes. The union members duties and responsibility include organising college day, fine arts day, association inauguration, elocution, quiz contest, sports day and other cultural and recreational activities. They also take the lead in publishing the college magazines, interaction with intellectuals and the eminent personalities. The most important activities of the students in the campus includes the creative magazine work which is the mouth piece of the college is published every year in which the students are the major contributors. The co-curricular activities of the college in which students involved are NCC and NSS. NCC is the premier youth organisation of the country. The NCC boys and girls students in the campus help cadets to develop their mental alacrities, sense of disciplines, and responsibility. It also inculcates leadership qualities and principles and practice of military service. The NSS aims to provide opportunities to the students to acquire valuables practical experience through the service to the society. College NSS are regularly conducting seven days residential camp, which are held at rural areas where an integration of students with rural community. It will help to empower students both socially and humanely. The sports council provide impetus to the students interested in sports and games. The council is responsible for all sports and games activities of the college, cultural activities of the college especially Fine arts.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Activities:- The Sir Syed College Alumnae Association is a registered body to foster relationship and maintain contact amongst old students. The Alumni has contributed towards the overall development of the college in many ways. 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. In addition the alumni members who are placed at different firms in and out of the country extend their support and guidance to help the students of the college to get placements. The Alumni association has been able to organize many events during 2018-19. The Association hosted the Alumni Sports Meet 2018, Life Members General Body Meet, Madhurikkum Ormakal, Guru Vandanam and Pravasi Meet, Monthly Program for Students, Sanjeram Club Tours and Assistance for students with financial difficulties. 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. Chapters are committed to connect, engage and involve alumni and students currently studying in Sir Syed College.

5.4.2 – No. of enrolled Alumni:

6800

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

496000

5.4.4 – Meetings/activities organized by Alumni Association :

? Felicitation Function to university Toppers ?Mega Alumni Sports Meet. ? Scholarship and Endowment to University rank holders and Department Toppers. ? Assistance for students with financial difficulties. ? Motivation class to Degree students. ? Bridge courses to First Year degree students. ? Department Alumni meet of all departments of the College. ? Life Members General Body Meet. ? Monthly Program for Students

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College follows decentralised and participatory management at all levels. All the activities of the college are conducted and monitored through a well-established and integrated management system with the Governing Body at the helm. The Academic Committee, the IQAC, and the Staff Council lead the other committees and ensure that a decentralised decision making occurs at all levels, viz. department level, student level, curricular and extracurricular, society level which include, different clubs of the College. In terms of decentralisation, all committees have evolved over time and go through a process of elections and nominations. A Gender Sensitisation Committee has also been initiated. Student members from every class of various departments are appointed by a process of elections where each class elects their own representatives, who in turn, become the members of College Union. Internal Complaints Committee and Permanent Cell to Combat Sexual Harassment are in place to safeguard the safety and security of everyone on campus. The Golden

Jubilee Committee for Finances works to aid and support College Administration in financial matters. The Campus Beautification Committee cares the surrounding of the campus with well planted saplings and plant varieties and put effort in cleanliness of the institution. In every committee, students are encouraged by way of representation to be part of the decision making processes. Both the College Placement Cell and various clubs for student activities are working through a decentralised mode. In association with OISCA International, College has started Love Green Club. The main objectives of the club is to raise awareness among students so that they can understand nature and environmental issues there by instil a sense of responsibility for the environment and a personal commitment to protect and preserve the environment. Most important objective of the club is to educate and cultivate an appreciation and interest in the environment. Forestry Club and Biodiversity Club of the College promote a spirit of companionship among students within the College for the preservation of Natural Resources and Environment. The primary function of the club is to provide opportunities for interaction between different majors within the forestry profession and promoting student interaction and activities with regard to nature and natural resources. The club organizes and sponsors numerous intercollegiate events, field trips and nature camp.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>Curriculum Development Our curriculum mainly focused on teaching, learning, research, and social services. We adopted dynamic curriculum which inspires learners to participate in the learning process. Our curriculum contains a detailed statement about the learning objectives that the students are expected to meet the units and lessons. .The objectives or Graduate attributes are clearly listed out in the curriculum. Our curriculum comprises of development of individual qualities and acquisition of general skills, subject specific skills and the methodological preliminaries. It also attempt to master the core subject using these skills. There are foundational courses, core courses, complementary courses, open courses ,applied courses and Elective courses. The Examinations and other forms of evaluation are based on the curriculum and not merely on the syllabus. college are the members of different BOS. The restructured UG syllabus is now available in the University website and faculties are continuing their works to modify the existing PG curriculum. Some of our faculties are members of doctoral committee for research .</p>

Admission of Students

The college is conducting various UG PG and research Programmes. The admissions to these courses are conducted through a transparent and smooth mechanism. The University has provided a single window system for admission to UG and PG courses. This is an online platform and students can apply for courses of their choice from the comfort of their home. Fees can also be paid online. They have to approach the college only when the seats are allotted. The allotment of the candidates to the various Programmes and Colleges is strictly on the basis of merit. The online process make the admissions free from errors and undue human interventions. It is also less expensive and is fully transparent. Admissions to research Programmes are also managed through online platforms. Candidates are required to pass an entrance examination. The college offers 13 UG courses and 5 PG courses. There are also two research departments. . For the UG seats, college receives around 34016 and for PG seats 1226 applications respectively. . The college has special provisions to admit meritorious candidates who excel in sports and games. These admissions are made after a through scrutiny of their performance in the areas concerned. Students from Sports Authority of India are directly admitted to UG and PG courses based on the recommendation of concerned authorities. There are also seats reserved for students from Lakshadweep. They are admitted on the recommendation of the Lakshadweep Administration. In the admission process the college takes extreme care in following the principles of social and economics justice. Students belonging to marginalized sections of society were given special consideration in admissions. This includes socially and economically backward classes also. Twenty percentage of the seats are reserved for socially and educationally backward classes. Admissions at the college level is managed by a college admission committee. The admissions are conducted in a highly student friendly environment. Admissions to research Programmes are also managed through online platforms. Candidates are

required to pass an entrance examination.

Industry Interaction / Collaboration

The college showing interest in collaborating with various organisations. Actively undertaking various seminars, conferences, workshops etc at national, international and regional level. The college has been conducting the invited talks by the industry experts periodically. The college also hosts national level and state level seminars and Conferences in which the collaboration between the academia and industry is one of the main session. The college also promotes its faculty to carry out research projects and consultancy based on industry. Study tour is a compulsory part of the academic programme. During these study tours industry visits are organized and students are getting opportunity to interact with industrialist. The college is regularly collaborating with Kerala Science Technology and Environment, Center for Environment and Development, Ministry of Environment and Forest, Department of Environment and Climate change, Science park, District panchayath, Wlid life trust of India, Samagra Shiksha Kerala, State Institute of Educational Technology ,Kerala State biodiversity board, OISCA international etc through various activities.

Human Resource Management

The entry cadre appointment of staff in the institution is done as per the rule of Kerala Govt Aided college . A team of panel members including government nominee, subject experts, university representatives etc interviews the eligible candidates and rank list prepared. The posting of office attendants and non teaching staff 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. Teachers have opportunities for undergoing inservice courses such as orientation courses, refresher courses, workshops and seminars for improving their academic performance. Faculties are

deputed for Faculty Improvement Programs for their research activities. The academic environment in the campus facilitated many faculty members to receive national awards and research fellowships from reputed national and international institutions in and out of the country. • Faculties have opportunities to organize national and international level seminars, visiting faculty programs, training programs for higher secondary teachers and orientation programs for school students.

Library, ICT and Physical Infrastructure / Instrumentation

General library has a collection of 401476 books. Apart from that library subscribes to 110 journals 6000 e-journals. It has also subscribed to 31,35,000 e through Inlibnet. The entire collection has barcoded and fully automated by using software. . The library can accommodate a total of 240 students at any given time and is spread over 6200 sq.fts. The entire library is under CCTV surveillance. The College has effectively implemented ICT based teaching and learning process. The science departments are possession of most modern equipment's and laboratories. A good AC seminar hall , well equipped data analysis room, IT training centre, Student centre , Prayer rooms, Ladies retreating centre etc were maintained. There is well maintained computer centre and well equipped gymnasium. There is a spacious play ground with separate basket ball court ,volley ball court and tennis court. College maintains boys and ladies hostels which caters to the needs of the inmates. An automated weather station and GCMS systems were established

Research and Development

Research and related programmes were monitored by a research committee. It includes a convenor and members. The college is giving priority to scientific and social research especially related to the ecological, cultural and geographical significance of the locality. Research is incorporated as an essential component of curriculum in all the departments. There is a research project at the final semester of every programme. Thus students are motivated to take socially relevant research and pursuer research

studies in future. There are two research centres in the college , chemistry and Botany with 33 research scholars and 9 research guides. Faculty members are encouraged to undertake research and for this purpose they are taking benefit of programmes like Faculty Improvement Project of UGC. Faculty members are motivated to undertake research projects and other research activities including publications and conference presentation. • The college regularly publishes research articles and books which provide a platform for dissemination of research findings of the faculty members. Many modern instruments were purchased under various projects and also FIST funding. Research scholars from various parts of Kerala were utilising our facilities . The research centre produced 15 number of Ph.D within last 10 years. Various programmes were undertaken by research departments for creating interest in scientific research among growing students from Higher secondary and secondary levels. The outputs of science research were published in various journals and books.made after a through scrutiny of their performance in the areas concerned. Students from Sports Authority of India are directly admitted to UG and PG courses based on the recommendation of concerned authorities. There are also seats reserved for students from Lakshadweep. They are admitted on the recommendation of the Lakshadweep Administration. In the admission process the college takes extreme care in following the principles of social and economics justice. Students belonging to marginalized sections of society were given special consideration in admissions. This includes socially and economically backward classes also. Twenty percentage of the seats are reserved for socially and educationally backward classes. Admissions at the college level is managed by a college admission committee. Grievances with regard to admission procedures and process is entertained by the committee and the final appeal belongs to the university.

Examination and Evaluation

College follows the system of Choice Based Credit and Semester System at the

UG and PG level by the rules of Kannur university. The evaluation has two components Internal and external. The internal component consists of Continuous evaluation at the college level. External evaluation is done through a university monitored written examination. A proper system is following for examination evaluation. At the beginning of academic year itself the time table for internal examinations were published in college diary. All departments works accordingly and results of internal exams published in the allotted date . The results were communicated to parents by conducting class wise PTA meeting with the leadership of tutorial in charge. An orientation programme was arranged for the first year students to get a clear idea about the syllabus and evaluation procedures. The periodic instructions issued by university are communicated to the students. In CA, Internal evaluation of UG and PG programmes are done on the basis of important criteria - attendance, assignments and seminars and internal examinations. After the internal evaluation, the faculty discusses the common mistakes made by the students and helps them overcome such errors. Suitable remedial coaching was provided to help slow learners to improve their studies. The semester examinations were conducted as per university norms . A chief superindent and additional chief superintendent were appointed for the smooth functioning of examinations.

Teaching and Learning

College adopted effective strategies to evaluate and maintain good quality in teaching and learning activities. The college adopted effective monitoring of the teaching learning process by conducting periodic reviews under the supervision of college level academic monitoring committee. Through the system of total campus solution(TCS) Feedback taken from students periodically and the same will discuss with the concerned faculties and adopt methods to improve. Students can express their comments regarding performance of teachers through TCS without showing their identity. This helps a teacher to evaluate himself or herself and improve their teaching methodology. Meritorious Students were

appreciated with cash awards , medals and merit certificates. Students who performed below average were identified with the support of tutorial system and remedial classes were given. Each of these systems were reviewed in academic committee regularly. initiatives like scholar support system, ASAP, Communication skill development programmes etc strengthen the academic performance. Periodic institutional level review of the teaching learning process was conducted. Teachers were encouraged to join faculty improvement courses and also to better their skills through participation in various academic programmes. The use of online resources and ICT learning tools were promoted by the college. Various programmes to strengthen their knowledge in the field of ICT, Communication skill ,research aptitude etc were conducted with the support of IQAC and staff association.

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

E-governance area	Details
Finance and Accounts	<p>The finance and accounts of the college operates in digital platform. Mainly by SBI collect. All plan fund allocations from the state government is transferred to the college account online and the individual departmental and faculty beneficiaries are given money directly through their accounts. The salary and allowances of the employees are processed on the online web portal 'SPARK'. The salaries are directly credited to the individual e treasury accounts. The promotions and increment benefits of the employees are also processed in 'SPARK'. Scholarships of the students are processed and disbursed through digital solutions. College accounts with regard to UGC is monitored though e governance platform Public Finance management system.</p>
Student Admission and Support	<p>The college is affiliated with Kannur University. The admission procedure is centralised and the whole process is done by University. The student admission to all PG and UG courses in the college is done through web platform only. Candidates can fill the prescribed form on a centralized website and the list of selected candidates were published online. All</p>

the admission fees are also collected online. Once the students join a course their options are also updated online so as to bring more transparency and efficiency in the process. After joining the course student profile is updated in the college software 'college mate'. Individual departments can acquire required data from the network. Students can apply for various scholarships online and the scholarship is sanctioned online and credited to their respective bank accounts. With regard to the internal monitoring of students and for facilitating better and fast communication with students department wise whats app groups are organized. College constituted an admission committee for the smooth conductance of whole admission procedure. The committee informed all students regarding the admission date and procedures.

Examination

In connection with the student performance assessment in each semester, conduct special class test, model examination. The examination has monitored by special exam committee and is evaluated and published the result in time. The result is discussed with the parents by conducting special parents meeting. In continuation with the model exam, university conduct public exam based on the enrolment of the students in university examination through webportal of the university. College also provide online payment facility for paying examination fees for the student. Students make use of the department level service and the service offered by the college computer. University examination is conducted in the college by the topmost monitoring of Principal and concerned teachers

Planning and Development

Planning and Development For the smooth conductance of every academic and administrative activities, college constituted a Planning board in which different peoples from various authorities and management are involved. Every academic year, planning board conduct special meeting for evaluating the entire performance of the college and add more inputs for the upliftment of the campus both academic and administrative level. In the

planning and development process of the college E Governance tools are used. The plans of the college are prepared in online platforms. The works of the college which is of higher value are awarded through an e tendering process.

Administration

For the smooth conductance entire administration of the official matters, college developed a systematic methods. It contains a depository of student related information and services. The personnel administration of the college is managed with the help of "SPARK". In SPARK the service details of the employees including salary and Leave sanction is processed. In order to update the different official matters with regard to the office purpose of administration, different software enables vertical and horizontal communications in administration is employed. Inter collegiate communication is made faster and efficient through the use of platform. The College has a full-fledged Management information system for the academic and administrative functioning of the college. The administrative system in the college is fully automated with appropriate software and all information on student admission, marks, fee payments, etc is available for timely decision and actions. The College library is also automated and the information regarding availability of books, issue details, etc is available to the students and staff . An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue. The salary payment system of the staff is governed by the Government of Kerala software SPARK. All relevant information about the college is published on the college website for reference.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Two day workshop for teacher in new trends in higher education	One day orientation programme for Non teaching staffs	29/09/2018	17/11/2018	70	40

No file uploaded.

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	11	0	6

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Association , LASS, Teachers Organisations, Insurance schemes	Association of non-teaching Staff, Non teaching staff association, Insurance schemes	PTA, SAIFE, Students union, Students organisations, Bhoomithra sena club, ASAP, NSS, NCC, WWS, SSP, Hindi club, Forestry Club, Film Club, Love green Club, Swach, Hara, Vyazhava vattam, Tourism club, Photography club, biodiversity club, Alumni Association

6.4 – Financial Management and Resource Mobilization

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

6.4.1 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).

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

21627000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Academic committee
Administrative	Yes	Higher education department		

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

6.5.2 Activities and support from the Parent - Teacher Association • The Parent-Teacher Association (P.T.A) is the Organization made up of Parent of each student who is admitted to the college and the Teachers mandatorily. • The College PTA is very active in all matters concerned with stakeholders of the Association. It gives due emphasis in academic, infrastructure and extra-curricular aspects of the College. PTA ensures a safe and comfortable journey of students from different parts of the District. It focuses on good academic culture and disciplined campus. • To fulfill the vision and mission of the College, PTA has been effectively contributing by ensuring cooperation and support of parents and teachers. College level and Departmental PTA are very effective in their functioning to achieve the goals of the institution. PTA is very concerned in creating and maintaining useful assets in the institution.

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

- Conducted different orientation programme for office support staff and lab assistants
- Office administration and - e-Filing
- Instrumentation Training programme lab assistants

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

- In order to promote research activities in the college a new post graduate and research block work has been started
- Physics department has already applied for research department
- Faculty with Phd Have applied for research guideship
- Started Centre for Excellence in finishing School by MP Funds
- The RUSA project have been approved for constructing Audio Visual Theatre, Renovation of Library and Central Instrumentation Facility at New Research Block

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Awareness class on Anti-ragging	01/07/2018	01/07/2018	332	98
Awareness class on Women related Indian Law	11/10/2018	11/10/2018	92	12
National level competition on laws related to women sponsored by National Council for Women	22/12/2018	22/12/2018	26	4
Poster making competition "Kerala Woman- Yesterday, Today, Tomorrow' in association with child development Programme Office, Taliparamba	08/01/2019	08/01/2019	12	0
Self defense training to girls in association with Women's Cell Kannur	07/02/2019	07/02/2019	78	0

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

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

The college conscientiously instills environmental awareness among staff and students and has spearheaded many initiatives for environmental sustainability. Some of the initiatives are • Preparation of a biodiversity registry of the campus. • All the flora and fauna on the campus are studied and documented. • Study of the environmental impacts of Kerala flood- 2018. • Mangrove conservation programmes • Mangrove afforestation programmes • Sacred groves conservation programmes • Quarry afforestation initiatives. • Pigeon rehabilitation programme. • Herbal medicinal garden • Butterfly garden. • Project for plastic-free campus • Preparation of cloth bags. • Vegetable farming • Reusing of scraps. • Energy conservation rally. • Street-play on wetland conservation. • Nature camps. • Seminar on wetlands. Being aware of the importance and need of alternative energy, college has installed three biogas plants. These fully functional units, installed at the college canteen, women's hostel and men's hostel has reduced the consumption of LPG significantly. In addition to that, college has made a proposal to KSEB to install solar panels. College is the center for Urjja Kiran and regularly conduct programmes to make the general public aware of the need and ways to conserve energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	7
Ramp/Rails	Yes	7
Braille Software/facilities	Yes	2
Rest Rooms	Yes	7
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Calendar	04/06/2018	Detailed codes of conduct for the students are laid down in the college calendar. It specifies how a student should conduct himself on campus in his interaction with fellow students, teachers and non teaching staff.
Booklet for staff	21/06/2018	Detailed codes of conduct for the teaching and non-

		teaching staff of the institution.
Display board	04/06/2018	General code of conduct is displayed in the main portico of the college.
Booklet for parents	15/01/2019	General code of conduct

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observance of World environment day	05/06/2018	05/06/2018	178
Observance of Yoga day	21/06/2018	28/06/2018	1568
Independence Day Parade	15/08/2018	15/08/2018	212
Flood rescue and relief operation	08/08/2018	31/08/2018	232
Gandhi Jayanthi celebration	02/10/2018	08/10/2018	1486
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Extensive measures have been taken to make the campus eco friendly. • Students are encouraged to submit their assignments in electronic format so as to bring down the use of paper and to reduce the quantity of solid waste. • Recyclable wastes are donated to scrap dealers for recycling. • The campus has been declared a plastic-free zone. Use of plastics in all forms is discouraged. • A collection point has been set up on the campus to collect used plastic pens. • Food waste from college canteen and two hostels are recycled as biogas. • Around 30 of the water requirement from June to October is met by a well functioning water harvesting unit. • Well water recharging is done every monsoon. • Taps are checked regularly for water leakage. • In addition to the botanical garden and herbal garden, more and more trees are planted and maintained in an attempt to attain carbon neutrality. • Instead of burning dry leaves and other plant wastes, they are turned into organic manure for the botanical medicinal gardens. • Initiatives have been taken to install solar panels and thus to bring down the rate of electricity consumption. • LED lights are used at all points in college as well as two hostels. • Notice board to turn off switches when not in use is kept at every switch point. • Breakers are installed at all floors of the building to save electricity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES 1. Mangrove afforestation and Conservation in Northern Kerala
 Furthering the commitment of the institution in contributing to environmental sustainability, the college undertook a massive project of planting five acres of land with mangrove saplings. The site selected was at Chaal beach in Azhikode panchayath of Kannur district. Chaal beach is an area which has been facing acute coastal erosion. This coastal erosion in turn has been threatening the lives of people living along the coastal line. Planting of mangroves is expected to form an eco-barrier. 4500 saplings, spread over 5 acres, planted along the coastal zone has significantly reduced coastal erosion. Continuous monitoring of the growth of the saplings and maintenance is also carried out

periodically. The project was undertaken in collaboration with OISCA International, Azhikode Panchayath and Haritha Kerala Mission. In Northern Kerala, Mangrove forests are unique ecosystems, extremely rich in biodiversity, growing along inter-tidal coastal habitats such as shorelines, estuaries and backwaters. They are both refuges and nurseries for a large variety of threatened terrestrial and aquatic species, and an important source of fodder, medicines and firewood for people living in coastal communities. They also act as barriers against cyclones and tsunamis (evidenced in their important role in reducing the impact of the 2004 Indian Ocean tsunami), prevent coastal erosion, and maintain inland water quality by preventing sea water intrusion. Mangrove forests have faced considerable destruction the world over, with less than half of the original acreage remaining. However, mangrove forests have faced considerable destruction the world over, with less than half of the original acreage remaining. About half of that loss has occurred in the last 50 years, and a significant amount in just the last two decades, especially due to human population growth and intrusive development. Kannur has 7.55 sq km of mangroves, i.e. around 45 of Kerala's total mangrove forest cover. Nearly 90 of these forests - which support at least 10 species of mangroves (including the uncommon *Rhizophora apiculata*), 87 species of fish, 83 species of birds and 13 species of mammals - are under private ownership and are therefore highly threatened. The college is actively participating the conservation programmes of Mangrove growing in the Kannur and Kasargagod district-Northern Kerala. Every year students visit different mangrove forest in these two district and involving afforestation and conservation programmes. In addition to the conservation programmes, research scholars are working on the different mangroves aspects for the exploration of their tolerance potential of the plants species. Due to the active conservation programme, the coastal are of Kannur is highly protected from the flood and related calamities. Sir syed college entire team, both students, teachers and non-teaching staff are actively involving such a sustaining programme to conserve the magical mangrove diversity for environment. The Mangrove conservation practice is considered as the most prestigious programmes of the college.

2. Conservation of Rare and Endangered Medicinal Plants: Botanical Garden, Hortus sirsyedicus

The college has a long tradition of engaging in the studies and conservation of rare and endangered medicinal plants growing in the Western Ghats. In-situ and Ex-situ on conservation approach is key for the sustenance of these activities. With this insight we developed or promoted different satellite garden at nearby schools and colleges of Malabar eco region in which the farmers cultivate or conserve this dyeing wealth. Through this approach not only the conservation of biodiversity is ensured but also the transfer of knowledge on these species is promoted. Plants like wild or underutilized tubers RET medicinal trees, shade trees etc promoted in farmers plots through this programme. Botanical Garden, Hortus sirsyedicus is a collection of plants that are scientifically ordered and maintained, documented and labeled for public education, research, conservation, and enjoyment. Ex situ conservation of the Rare, Endangered and Threatened (RET) Medicinal plants of South India is the major thrust area of the garden. The mission of the Botanical Garden is to foster science education to the society and appreciate the importance of Flora. The Botanical Garden of the College was found 32 years ago in the lush green panoramic land of the campus has developed into an excellent centre of biodiversity and ex-situ conservation of tropical flora and exotic species. At the entrance on the northern side, the visitors are greeted by Green house comprising of different species of Ferns and ornamental plants. The Medicinal Plant Demonstration Garden (MPDG) was started in 2013 and at present it is the largest medicinal plant garden among the colleges of Kannur University. The garden will be beneficial to the entire community of the society and it is an attraction to the local people, it also helps the students of schools and colleges to acquire knowledge about importance of medicinal plants available in and around the area

and also their importance in medicine. More than 200 species are planted and it is arranged in the traditional Ayurvedic concepts like Thriphala, Thrigadu, Nalpamaram, Thriganda, Janmanakshathra Sasyangal, Dashapushpam, Dashamoolam. Wild Aroids in India and rare Bamboo species are conserved in the Garden. The Medicinal Plant Demonstration Garden was funded by Kerala state medicinal Plant Board (KSMPB), Trivandrum. Plants collected from different regions including tribal regions of Wynad district are planted in the garden. Teachers, and Gardner are taking care of the garden. Various projects are done by students for their Bachelors of Science, Master of Science, and at present doctoral research work on medicinal plants are carried out. At present we are cultivating about 200 species of plants belonging to 50 families. Facilities in the botanical garden: Ferns are one among the oldest group of land plants and they are the pioneer vascular land plants. They are very diverse group only next to angiosperms. The fernery, Apushpi at the botanical garden is an ex situ conservation of more than 30 species of ferns and fern allies collected from different regions of Kerala. ARANYKAM. The open class room for demonstration of botanical garden activities to the students and visitors. AROID HOME. Collection of different varieties of Aroid Species of India. Nakshathra Vanam (Star Plants) A mythological garden has been established as a novel step for creating public interest on trees. As per Ephemeris, for each of the 14 birth stars a tree is denoted and a person caring his birth tree will get prosperity. This belief of the people has been perpetuated through the project for protecting these trees which are displayed at Botanical Garden. Through the Botanical Garden college has distributed more than 1000 medicinal plants and 100 RET species to different ex-situ conservation sites in and around Kannur. Through the monitoring sites College noticed the keystone species aid to elevate the water table, increase the soil humus, soil fertility, home for many endemic birds, butterflies and other biological diversity. Sir Syed College is one of the supporting institute assist Government of Kerala to achieve the objective to neutralize the atmospheric carbon through a project on 'Carbon sequestration Taliparamba, Kannur District.

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

<http://www.sirsyedcollege.ac.in/Uploads/Documents/Best%20Practices.pdf>

7.3 – Institutional Distinctiveness

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

The motto of Sir Syed College is Rabh Zidi ilma. It means O my lord advances me in Knowledge and to steers students towards contemplation and self-learning. The vision of the College is to uplift educationally, socially economically underprivileged sections of the society of north Malabar region and to mould the 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 strongly committed to address issues of nation in all their complexity. The college 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 enriched by the love of learning
- Emerge as leaders charged with new ideas and the capacity to make a difference. To this end, the College provides to its students To empower the marginalised sections of the society
- To train our students from very poor background to face competitive examinations and to come out successfully.
- To make the individuals meet the challenges of life individually and socially,

Personality development, Value education and professional ethics courses are taught to our students to highlight the importance of practicing moral and ethical values in personal, professional and social lives. These courses also sensitize the students about drug and liquor menace and the need to desist from such evils. • The NSS, NCC major clubs and forum available in the college to foster the spirit of patriotism, national unity and social responsibility among students.

Provide the weblink of the institution

<http://www.sirsyedcollege.ac.in/AboutUs/Item.aspx?Option=2&Sub=5>

8.Future Plans of Actions for Next Academic Year

. FUTURE PLAN OF THE COLLEGE The main aim of the college is to become a best academic and research institution for the upliftment of knowledge and the overall development of the students and other stake holders. The academic environment of the college is to be made more vivacious with intellectual deliberations and exchange of ideas. To improve the teaching and learning environment, teachers are to be encouraged to attend more orientation/refresher/short term courses in national and international status. The main motto of the college in the future days is to make the campus academically oriented. For achieving this goal, IQAC plan to initiate a programme -Intellectual Discourse (IDis-19). Through the IDis, different types of International, National and State level seminars/workshop will be conducted to share the intellectual thoughts among teachers and students. In order to strengthen the research aspects of the college, more research guides are to be promoted by applying for guide-ship at Kannur University. IDis promote to publish more seminar proceeding and books with ISBN through the Sir Syed College Publication Division. In order to improve the academic performance of the students, academic committee plans to organise more programmes to bring out best results for UG and PG programmes. College is planning to modernise the office procedures and services by accelerating e- governance automation process. Office communications are to be shifted to paperless mode to the maximum. RUSA project has been sanctioned last year. The committee is planning to implement the project next academic year with the following items 1. Audio visual theatre 2. Renovation of existing library 3. Renovation existing seminar Hall 4. Construction of CIF (Centralised Instrumentation Faculty) In order to full fill the future plans of the college, the Research and Development committee decided to complete The works of Post Graduate and Research Block which comprises of three floored building funded by Management. Separate facilities are designed for research and PG students in the plan. Moreover the block consist of Centralised Instrumentation Facilities (CIF) with different sophisticated instruments. College is planning to start a Finishing school under the project namely Centre for Excellence to fine tune the graduate students. The main motto of the project is to equip the students to enter job based on their degree. By the co-ordination of NSS and social service wing of the college, IQAC decided to construct more home for homeless people in various rural villages of Kannur district. In order to activate the entire club programmes, IQAC is planning to conduct different programmes for creative development of entire students based on their interest.