



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

SIR SYED COLLEGE, TALIPARAMBA

- Name of the Head of the institution **PROF. ISMAIL OLAYIKKARA**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **04602203217**
- Mobile no **9447196116**
- Registered e-mail **sirsyedcollege1967@gmail.com**
- Alternate e-mail **ismailsirsyed@gmail.com**
- Address **Sir Syed College Karimbam
(P.O), Taliparamba,
Kannur-670142, Kerala**
- City/Town **Taliparamba**
- State/UT **Kerala**
- Pin Code **670142**

2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**

- Location **Semi-Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **KANNUR UNIVERSITY**
- Name of the IQAC Coordinator **Dr.TAJO ABRAHAM**
- Phone No. **04602205866**
- Alternate phone No. **8075610187**
- Mobile **9495922892**
- IQAC e-mail address **tajo@sirsyedcollege.ac.in**
- Alternate Email address **tajo.abraham@sirsyedcollege.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://sirsyedcollege.ac.in/crm/public/uploads/iqar_agar_image/7F7iNkXVldLQhDkzvrsURzuGAjEkp5.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sirsyedcollege.ac.in/academics/college-handbook>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	70-75	2005	28/02/2005	27/02/2010
Cycle 2	B	2.85	2011	27/03/2011	26/03/2016
Cycle 3	A	3.13	2017	22/02/2017	21/02/2022

6.Date of Establishment of IQAC

14/08/2005

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	RUSA	Govt. of India	2019	20000000.00
Institutional 1	Special Fees Fund	College	2021	2122884.00
Institutional 1	PTA	College	2021	3250000.00

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **6**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Student Research Showcase: Provide opportunities for undergraduates to engage in research early in their academic careers as per NEP. Organize an event where students can present their research projects, papers, or creative works to their peers and faculty members. This could include poster presentations, oral presentations, or exhibitions of artwork, literature, or musical compositions.

Interdisciplinary Symposium: Encourage collaboration between

departments by hosting a symposium where faculty members and students from different disciplines come together to discuss interdisciplinary topics or present joint research projects. This could foster a holistic approach to learning and problem-solving.

Community Engagement Initiatives: Develop programs that involve students and faculty in community service or outreach projects. This could include organizing health camps, environmental clean-up drives, or educational workshops for underprivileged communities.

Global Citizenship Program: Design a program aimed at promoting global awareness and cultural understanding among students. This could involve organizing international exchange programs, intercultural workshops, or language immersion experiences. Faculty Development Program (FDP) on Digital Pedagogy with the increasing integration of technology in education, organizing an FDP focused on enhancing faculty members' digital teaching skills could be highly beneficial.

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

Plan of Action	Achievements/Outcomes
Peer Tutoring Program	Establish a peer tutoring program where academically strong students provide tutoring and academic support to their peers who may be struggling in certain subjects. This peer-to-peer learning model not only helps improve academic performance but also fosters a sense of camaraderie and support among students.
Flipped Classroom Model	Implement a flipped classroom model where students engage with course materials, such as lectures and readings, outside of class, and use class time for interactive discussions, group activities, and problem-solving sessions. This active learning approach promotes deeper understanding of the subject matter and enhances student engagement and retention.
Eco-Friendly Campus Initiatives	Launch eco-friendly campus initiatives aimed at reducing the college's environmental footprint. This could include initiatives such as waste reduction, energy conservation, and promoting sustainable transportation options.
Peer Evaluation of Teaching	Implement a peer evaluation system where faculty members receive feedback on their teaching from their peers. This encourages continuous improvement in teaching practices and fosters a culture of collaboration and professional development among faculty members.

<p>Diversity and Inclusion Workshops</p>	<p>Conduct workshops and seminars focused on promoting diversity, equity, and inclusion on campus. Create safe spaces for discussions on topics such as unconscious bias, privilege, and allyship to foster a more inclusive campus environment.</p>
<p>Community Engagement Initiatives</p>	<p>Implement community engagement initiatives where students work on real-world projects that address local community needs. This could involve partnering with local organizations or NGOs to develop solutions for social, environmental, or economic challenges.</p>
<p>Virtual Peer Mentoring Program</p>	<p>Establish a virtual peer mentoring program where senior students mentor junior students on academic, personal, and career-related matters. This not only fosters a sense of community but also enhances academic support and overall student well-being.</p>

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
College Council	23/04/2024

14. Whether institutional data submitted to AISHE

Part A

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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Council	23/04/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	29/03/2022
15. Multidisciplinary / interdisciplinary	

Sir Syed College, affiliated with Kannur University in Kerala, adheres strictly to the university's regulations, which currently prohibit the development of multidisciplinary courses. Additionally, lacking autonomous status, the college must adhere to the university's prescribed scheme, syllabi, and curriculum for all undergraduate and postgraduate programs. However, within these constraints, the institution has endeavored to introduce a multidisciplinary approach through open courses. Each department offers a range of open courses (typically three to five), allowing students the freedom to choose based on their interests. Remarkably, the complementary courses offered for undergraduate programs adopt a unique multidisciplinary approach. For instance, complementary courses for programs like B.A. Economics include Mathematics, B.Sc. Forestry includes Chemistry, and B.A. Functional English includes Journalism. This approach stands out from other affiliated colleges of the University. Moreover, our persistent efforts led to the approval of a new, professional, interdisciplinary course, Bachelor of Multi Media and Communication (BMMC), by the Government of Kerala and Kannur University in 2020. Notably, eligibility for this course is open to students from science, commerce, and humanities backgrounds. The BMMC curriculum encompasses a wide array of job opportunities in print, online, broadcast, and visual media, as well as in art and cultural studies. Sir Syed College stands alone as the sole institution offering the BMMC course within Kannur University, thereby elevating its status in the higher education landscape.

16.Academic bank of credits (ABC):

Kannur University has established a Credit Bank in line with the objectives outlined in the New Education Policy to enhance the flexibility, accessibility, and quality of higher education. Upon admission to affiliated colleges, all students are automatically registered with the university's Credit Bank. The university grants stakeholders a degree of autonomy to re-enroll in undergraduate (UG) and postgraduate (PG) courses at the beginning of semesters, provided they adhere to university regulations. Students are permitted to temporarily discontinue their studies for valid reasons, with their previous academic achievements factored into the evaluation process upon resumption. Kannur University is actively undertaking initiatives to implement the NEP 2020, including the Academic Bank of Credit (ABC) framework.

17.Skill development:

The College's various departments have organized skill development add-on courses and certificate programs, alongside

workshops, seminars, and competitions, aligning with the principles of the National Education Policy (NEP) 2020. These initiatives aim to enhance vocational training, fostering holistic growth and improving employability in emerging industries. Notably, the Department of Forestry has established a partnership with Western India Plywoods Ltd, Kannur, signing an MoU to provide student training in Wood Technology. A few of the programmes are:

1. Mushroom Cultivation and Indoor Gardening - Dept. of Botany
2. Plant labelling with QR Code - Dept. of Forestry
3. Herbarium preparation and Plant illustrations - Dept. of Botany
4. Digital literacy training - Dept. of Commerce
5. Career Concilling and Soft skill Training - Career guidance cell
6. Stress Management and Yoga - NCC
7. Gazal Workshop - Dept. of Urdu

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

-As our college is affiliated with Kannur University, thereby adhering to the prescribed syllabi and curriculum established by the University. While the college retains limited autonomy in curriculum modification, we have initiated programs aimed at fostering an appreciation for the Indian Knowledge System among our students.

Vedic Mathematics Workshops: Offering workshops and courses on Vedic Mathematics, an ancient Indian system of mathematics that provides efficient and simplified methods for mathematical calculations.

Traditional Indian Medicine (Ayurveda) Workshops: Organizing workshops and seminars on Ayurveda, traditional Indian medicine, focusing on holistic health practices, herbal remedies, and lifestyle principles for overall well-being.

Traditional Indian Cuisine and Nutrition: Introducing classes and

exhibitions on traditional Indian cuisine, culinary techniques, and nutrition based on Ayurvedic principles, emphasizing the importance of a balanced and healthy diet.

Traditional Indian Textiles and Crafts: Exhibition cum sale on traditional Indian textiles, handicrafts, and artisanal practices, exploring the historical, cultural, and economic significance of various crafts across India.

These programs can help students gain a deeper understanding and appreciation of India's diverse cultural heritage and knowledge systems, enriching their academic experience and promoting interdisciplinary learning.

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

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

20.Distance education/online education:

Sir Syed College promotes blended mode of teaching both off line and online. Online is through MOODLE LMS platform and we promotes online courses like SWAYAM, COURSERA platforms.

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

In addition to our core academic offerings, our institution is dedicated to providing students with access to a wide range of supplementary programs and resources to enrich their educational experience. From specialized workshops and seminars, we strive to equip students with the practical skills and knowledge necessary to thrive in their chosen fields.

Extended Profile

1.Programme

1.1

21

Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template	View File	
2.Student		
2.1 Number of students during the year		2146
File Description		Documents
Institutional Data in Prescribed Format	View File	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		430
File Description		Documents
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		579
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		62
File Description		Documents
Data Template	View File	
3.2 Number of sanctioned posts during the year		70

File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	58
4.2 Total expenditure excluding salary during the year (INR in lakhs)	90
4.3 Total number of computers on campus for academic purposes	152

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The academic coordination committee at Sir Syed College, Taliparamba, leads in organizing and supervising curricular activities, ensuring their successful implementation through planning and execution.

The Academic Committee plays a vital role in shaping the institution's vision, mission, and academic plans, which includes developing curricular activities and designing the academic calendar. Committee organizes diverse training programs to enhance teachers' academic skills and scholarly involvement, thereby contributing to overall academic excellence.

The Internal Quality Assessment Cell (IQAC) acts as the central governing body overseeing all academic and curricular activities in the college. It coordinates activities across departments, evaluates academic programs and procedures thoroughly, and ensures adherence to quality standards and guidelines.

The tutorial system serves as a crucial communication link among teachers, students, and parents while also addressing student issues to foster a conducive learning environment.

Furthermore, bridge courses at the department level aid students in transitioning smoothly between educational levels, ensuring a seamless learning journey. Similarly, remedial coaching offers personalized educational support to students in specific subjects, helping them overcome learning obstacles and achieve academic success.

Finally, the college's assessment systems, combined with stakeholder feedback, contribute significantly to creating a dynamic and responsive educational environment. This holistic approach promotes meaningful learning outcomes and aligns effectively with the curriculum's goals, enhancing the overall educational experience for students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sirsyedcollege.ac.in/academics/college-handbook

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

The institution meticulously follows its academic calendar, which encompasses the scheduling of continuous internal evaluations. To ensure the smooth progress of teaching and learning activities, a specialized committee consisting of eight members has been entrusted with the responsibility of crafting a comprehensive academic calendar. This calendar serves as a guiding tool for both educators and students.

The committee has diligently prepared an elaborate academic calendar handbook, detailing the curricular activities to be undertaken throughout the academic year. Additionally, it provides tentative dates for the conduct of model exams and other internal assessments, facilitating effective planning and preparation.

Page 155 of the College Calendar delineates the anticipated date for conducting model examinations for both undergraduate (UG) and postgraduate (PG) courses. Furthermore, pages 156 -163 enumerate a total of 110 curricular and co-curricular activities slated to be organized at the departmental level within the academic year of 2021-2022.

In summary, the institution maintains a stringent adherence to its academic schedule, supported by the diligent efforts of the committee in crafting and disseminating the academic calendar. This comprehensive document not only guides the scheduling of assessments but also outlines numerous curricular and co-curricular activities, enriching the educational experience for both students and faculty.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sirsyedcollege.ac.in/academics/college-handbook

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

A. All of the above

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

11

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

441

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

Despite limitations in designing its own curriculum due to affiliation with Kannur University, our college fosters well-rounded graduates equipped to navigate contemporary challenges. We achieve this by weaving cross-cutting issues – professional ethics, gender equality, human values, environment, and sustainability – into the educational experience. Kannur

University provides the initial framework by embedding core themes like ethics in science and sustainable development within subject syllabi. This strong foundation is further enriched through departmental initiatives. Individual departments organize awareness programs on topics like gender equality and eco-conservation, fostering deeper understanding. Day celebrations like World Environment Day become springboards for discussions and activities, while dedicated clubs like the Nature Club and Bhoomitra Sena actively engage students through workshops, seminars, and conservation efforts. The National Cadet Corps (NCC) and National Service Scheme (NSS) also play a crucial role. Their community service projects and awareness campaigns on anti-ragging and ethical values instill a sense of social responsibility and civic engagement. Through this multi-pronged approach, we empower students to become ethical professionals, responsible citizens, and advocates for a more just and sustainable future. This model demonstrates that innovative approaches can nurture well-rounded graduates prepared to face the complexities of the 21st century, even within a structured curriculum.

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

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

19

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

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

490

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://sirsyedcollege.ac.in/igac/sss
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sirsyedcollege.ac.in/igac/sss

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

955

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

367

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Sir Syed College has a systematic method for analyzing the learning levels of students. Direct as well as indirect methods are used to identify the level of understanding of students.

Direct methods of evaluation include homework, Internal examinations, quizzes, assignments, seminars, and group discussions and indirect methods are external examinations, student surveys, counseling, and mentoring programs. Based on the analysis, programs were organized separately for slow as well as advanced learners which include Scholar Support Programmes (SSP), Remedial Coaching, Mentoring, Personal Counseling, and Bridge Courses. Remedial coaching is given to those who have arrears in previous semesters and to those who try to improve their already published result. With the support of the Department of Higher Education, the Scholar Support Programme (SSP) was arranged for the weaker section of students as an additional measure to improve their study level. Bridge courses were given to the beginners of each program to make them well-acquainted with the subject. Advanced learners were given motivation and mentoring programs to maintain their level of performance. The question bank is available on the official website of the college which can be accessed by the students at any time. Study materials were posted in the form of reading materials, audio, and video forms in MOODLE- the Learning Management System of the college. The student satisfaction survey is conducted at the end of each year to identify the outcome of the classes and their level of understanding.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2150	61

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Sir Syed College has a distinct learning methodology in the

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

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

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

Information and Communication Technology is now considered as an indispensable tool and Sir Syed College follows ICT as a part of the teaching and learning process. It helps in providing the resources and knowledge base for students and enhances better learning outcomes. Whiteboards and smart boards are installed in classrooms. LCD projectors enable the teachers to explain and deliver the contents in attractive ways. The college has implemented Learning Management System (LMS) via 'Moodle' to make the learning process in blended mode both online and offline since the pandemic period. The faculties deliver the classes with the support of ICT tools. The faculties also use other online platforms such as Google classrooms and blogs as tools for imparting knowledge. With the support of these platforms study notes, video presentations, audio files and power point presentations and live sessions are delivered to students. The College has a unique method to collect all stakeholder's feedback

online. Online feedback is collected periodically from students regarding their opinions and suggestions about college, teachers and curriculum. At the end of the academic year, the students are given access to give their feedback and two kinds of feedback forms were given to them to evaluate the performance of their teachers and college.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

59

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

61

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system of internal assessment is timely communicated with the students. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminar Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The performance of the

students is displayed on the Notice board and communicated to the students and parents. Personal guidance is given to the poor performing students after their assessment. Students in each semester are asked to deliver the seminars of the concerned subject. For transparent and robust internal assessment, the following mechanisms are conducted

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

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

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

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

Redressal of Grievances Departmental Level:

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

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

teacher, then he may represent the same to the HoD concerned.

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

Redressal of Grievances College Level:

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

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

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

2.6 - Student Performance and Learning Outcomes

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution is periodically reviewing the academic achievements among students and the extent to which the course outcomes are fulfilled by analyzing all aspects of the learning experience. Result analysis is conducted by the academic committee in each semester and suggesting corrective actions for improving the performance of students. As a part of this special coaching, remedial classes, mentoring programmes and counseling sessions are to be arranged. The department-level monitoring committee evaluates the subject-wise result and appreciation given to meritorious students. In addition, it also appraises the accomplishment of skills such as critical thinking, communication, effective citizenship and problem solving among students. The Internal Quality Assurance Cell (IQAC) assesses the academic conditions and attainment of programme-specific outcomes of UG and PG courses separately based on the output set by the University.

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

2.6.3 - Pass percentage of Students during the year

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

397

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

[Nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

17.043

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

12

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The college boasts a robust environment conducive to research and innovation.

1. The new research block serves as a research hub for the cutting edge technological innovations.
2. Research Facilities are provided for external student projects.
3. The institution serves as a hub for research in Chemistry and Botany, welcoming external mentors from other colleges from more than 15 years. Additionally new research centres were planned to establish for Commerce and Physics.
4. Additionally, the institute offers research amenities to external research scholars and research scientists.

5. The management has allocated significant funds for two major research projects aimed at promoting research in Chemistry and Botany which was completed by March 2022.
6. Regular seminars and workshops are conducted across various disciplines to showcase the latest advancements in research.
7. Teachers are actively encouraged to engage in diverse programs and workshops to augment their professional development and research acumen.
8. Many faculty members serve as resource persons for external programs.
9. Efforts are made to encourage faculty members to pursue doctoral degrees and obtain mentorship roles.
10. Recognition is bestowed upon faculty members and research scholars for their contributions to research.

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

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

10

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Mangrove Conservation

An online awareness programme for the conservation of mangroves were organized by the Bhoomithrasena-Seed club of Sir Syed College in association with the support of WWF, India on 10th November 2021. The WWF coordinator of Kannur District, Dr. Sreeja. P, delivered a talk on the relevance of Mangrove conservation in the present scenario of global warming and climate change. 80 students of various disciplines participated in the webinar

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

18

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.5 - Collaboration

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

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

0

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate

houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college offers 14 undergraduate, 5 postgraduate, and 4 Ph.D. programs across 17 departments with 67 spacious and well-equipped classrooms. Each department is modernized with projectors and high-speed internet access. The campus is divided into four blocks: Southern, Eastern, Western, and Northern. The Western block houses the administrative office, principal's cabin, management room, IQAC room, language and science departments, student support room, and labs. The Southern block includes the forestry lab, instrumentation room, physics department, and seminar hall. The Eastern block hosts the central library, science, and commerce departments. The Northern block features the newly constructed PG and research block. Additional facilities include a 2500-seat auditorium, indoor stadium, multi-gym, canteen, multimedia lab, and RUSA-funded audiovisual theatre. There is also a student center, large playground with a pavilion, and ample parking. The library is well-stocked with various books, reports, e-books, and e-journals, along with a DST-FIST e-learning center. The campus is landscaped with a botanical garden named 'Hortus Sir Syedicus' and a newly constructed bio space. Waste management is efficiently handled by dedicated cleaning staff and regular activities by the NSS, NCC, and Bhoomithra Sena Club.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sirsyedcollege.ac.in/

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

Engaging in sports, particularly in university representation, fosters a positive spirit and can lead to career success, university recognition, and income opportunities. The campus features a multi-station gym, reflecting its commitment to promoting sports and extracurricular activities. The indoor stadium provides infrastructure and instructional facilities for indoor and outdoor games, promoting students' all-round development. Outdoor amenities include a 200-meter track, basketball, volleyball, handball, and throwball courts. The institute has appointed full-time sports personnel to guide and train students in various sports. A 6000 square meter playground accommodates football and cricket, making it one of the largest in Taliparamba. The student center, funded by the PTA, supports extracurricular activities and youth festival practices. The college's infrastructure includes a 2300-seat auditorium for various activities and three seminar halls with digital aids for seminars and cultural programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sirsyedcollege.ac.in/departments/physical-education/profile

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sirsyedcollege.ac.in/lms
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2,58, 27, 345

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The general library boasts a collection of 403,479 books and subscribes to 110 journals and 6,000 e-journals. Additionally, it has access to 31,35,000 e-journals through Inlibnet. The entire collection has been barcoded and fully automated using software. With a spacious area of 7200 square feet, the library can accommodate up to 300 students simultaneously.

The library's digital database is well-organized with the Book Magic library management system. It is also under CCTV surveillance, ensuring the security of its resources. The college has successfully integrated ICT-based teaching and learning processes, with an e-learning center established at the library equipped with an adequate number of computers and WiFi internet

facilities.

Recently, RUSA funds have been utilized for renovating the infrastructure, adding more space for postgraduate students and research scholars. The library has been modernized and digitalized to support all students. Special sections and facilities are also planned for differently-abled students, enhancing their accessibility to the library's resources.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sirsyedcollege.ac.in/central-library/gallery

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

166981

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

450

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College IT Policy mandates that all computer purchases by individual departments/projects ensure the installation of licensed software, including the operating system, antivirus software, and necessary applications. To comply with anti-piracy laws, the policy strictly prohibits the installation of pirated or unauthorized software on college-owned computers and those connected to the college campus network.

Regular updates and OS maintenance are required to be performed at least once a month. The college promotes the use of open-source software like Linux and encourages the user community to utilize such software wherever possible.

The Communication & Information Services (College IT Centre) is responsible for the ongoing maintenance and support of the network. Any issues within the college network should be reported to the IT centre. In response to the COVID-19 pandemic, the college has implemented an effective and efficient MOODLE Learning Management System (LMS), with financial support from the college management and PTA. All departments have uploaded online class materials such as video lectures, study materials, and previous

question papers onto the LMS. To enhance the LMS, each department is equipped with high-speed internet connections, and each unit has separate login IDs. All staff and students have been provided with institutional email IDs, which are used for logging into the LMS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sirsyedcollege.ac.in/campus/facilities/it-center

4.3.2 - Number of Computers

152

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

19, 89, 270

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The library facilities undergo regular maintenance, including book binding for damaged books to prevent further deterioration, stock verification for effective monitoring and control, and pest control measures.

The IT infrastructure is managed by the head, technical staff, and IT wing convener, along with department coordinators. With the financial support of the PTA, regular maintenance is conducted to ensure the smooth functioning of the IT facilities.

Classrooms and the conference hall are maintained for cleanliness and infrastructure integrity, with dedicated cleaning staff assigned to each wing to regularly clean these spaces, including the ICT classrooms.

Laboratories maintain login records for equipment and have a separate stock register under the custody of the department head. Lab attenders receive training and regularly maintain laboratory equipment. Instruments purchased under FIST (DST) are installed at the Centralized Instrumentation Facilities (SIF) and are regularly maintained with financial support from the college management and CDMEA.

Other support systems, such as housekeeping for cleanliness of corridors, washrooms, classrooms, laboratories, and premises, are handled by the cleaning staff. Washrooms are sanitized regularly. Power backup facilities, like generators, are maintained by the Internal Electrical Maintenance Department. Water coolers are regularly cleaned and maintained, with the quality of drinking water checked for pH and hardness. Sports facilities are also maintained by the sports committee.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sirsyedcollege.ac.in/departments/botany/research

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1823

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

152

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://sirsyedcollege.ac.in/publication-division/monthly-bullettin
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

636

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

636

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

51

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

193

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

26

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

43

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

ADMINISTRATIVE BODIES

- Students Union - 27student
- IQAC - 2 student
- DQAC - 2 student
- NSS - National Service Scheme -2 student
- NCC - National Cadet Corps -2 student
- RUSA - 1 student representative
- Ladies hostel monitoring committee - 2 Student
- Mens hostel monitoring committee - 2 student
- College co operative store - 2 student .
- LASS -Ladies Association Sir Syed College - 2 student
- Permanent Cell to combat sexual harrassment -2 student
- Research scholars forum -2 student
- Permanent Cell to combat sexual harrassment -2 student
- Website committee -2 student representatives
- Librarary administrative committee -2 student
- Canteen supervising committee - 2 student
- Documentation committe -2 student

CO - CURRICULAR ACTIVITIES

Film club -2 student conveners

- Media club -2 student conveners
- Biodiversity club -2 students
- Debate and Quiz club - 2 students
- Language club - 2 students
- Anti drug club -2 students
- Folklore club -2 students

- Tourism club -2 students
- value education -2 students
- Forestry -2 students
- Entrepreneurship club-2 students
- Hindi club -2 students
- Mathrubhumi Seed -2 students
- Love green club -2 student conveners
- Clean the campus forum -2 student
- Green auditing and monitoring committee -2 student
- Publication Division -2 student
- Arts and cultural forum -2 student
- Sports forum -2 students

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/public/img/files/handbook_2021-22.pdf
Upload any additional information	No File Uploaded

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

56

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

The Sir Syed Alumni Students' Association, with chapters in various countries, actively supports the growth of the institution. It organizes monthly programs featuring lectures by notable alumni on academic, social, and career topics and provides financial aid to needy students. The Association also facilitates seminars, scholarships, and participation in college activities. In 2020-21, it hosted several successful events. Regional chapters strengthen connections among alumni globally..

Activities

- **Monthly Programs:** Arranged lectures and interactive sessions facilitated by distinguished alumni members, covering academic, social, psychological, and career-related topics.
- **Financial Aid:** Provided assistance to students from disadvantaged backgrounds to aid them in completing their undergraduate and postgraduate studies.
- **Scholarships and Recognitions:** Administered scholarships for outstanding academic performers and top achievers within the college, thus acknowledging and encouraging excellence among students.
- **Extracurricular Engagement:** Actively engaged in promoting extracurricular activities such as NSS, NCC, and various college clubs, thereby contributing to the holistic development of students.
- **Events and Seminars:** Organized lecture series, seminars, and other events to enrich the academic and cultural experiences of both students and alumni.
- **Regional Chapters:** Established official chapters in different regions to foster connections among alumni, cultivating a sense of community and support on a global scale.

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/alumni/central-committee
Upload any additional information	View File

5.4.2 - Alumni contribution during the year A. ? 5Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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

1. Conserve the nation with environmental consciousness and sustainable development: - Through forums like IEDC, Bhoomithra Sena, Mathrubhumi Seed Club, Forestry Club, Love Green Club and Biodiversity Club.
2. Lead professionally successful lives enriched by the love of learning: - Through - IEDC, Placement cell, Coaching Centre for NET/SET, Career guidance and Counselling Cell, Research and Development Cell, TRACE. Besides, facilities like Wi-Fi - Internet Facility, IT Lab, Language labs, Gymnasium, libraries. Further, offers many add on courses. NSS, NCC and other forums conducts camps.
3. Emerge as leaders charged with new ideas and the capacity to make a difference: - Through INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE, Value Education Club, Cultural Forum and ED Club.
4. To empower the marginalised sections of the society: - Through Reservation for Admission, E-GRANTZ, C H Muhammed Koya Muslim Girls Scholarship, Fisheries Scholarships, Remedial coaching, Students' Aid Fund, SAFE and various Endowments
5. To train our students from very poor background to face competitive examinations and to come out successfully: - Through Coaching Centre for NET/SET and TRACE.
6. The NSS, NCC and forums to foster the spirit of patriotism, national unity and social responsibility.

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/
Upload any additional information	View File

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

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

Governing Body

Principal

Staff Council

IQAC

Student Union

Union council

President of the Union: Principal

Chairman, Vice Chairman, Secretary and Joint Secretary

Association Secretaries

One representative each batch of Degree and PG

Secretary, Fine Arts

Student Editor: College Magazine

General Captain, Sports and Games

Staff Advisor

University Union Councilors

Department Level Quality Assurance Committee (DQAC)

PTA

Tutorial System

The Academic Committee

Departments

Coordinators

Committees

Clubs

Hostel committee

Library Committee

.Internal Complaints Committee and Permanent Cell

The Campus Beautification Committee

.Love Green Club

Forestry Club and Biodiversity Club

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic and perspective plan is effectively deployed through various key areas:

Curriculum Development: The college employs a dynamic curriculum focused on learning objectives, graduate attributes, and skill acquisition through core, complementary, open, elective, and

certificate courses.

Admission Process: Admissions are transparent and merit-based via an online platform, with reserved seats for specific categories and a committee overseeing the process.

Industry Interaction/Collaboration: Departments engage in MoUs, corporate visits, entrepreneurial meets, exchange programs, and sponsorships to provide practical exposure and networking opportunities.

Infrastructure: The college boasts a well-equipped library, ICT facilities including LMS and Wi-Fi, digital classrooms, and a total campus solution for administration.

Teaching and Learning: Diverse teaching methods, academic calendar adherence, student support like remedial classes and counseling, and ICT integration enhance the teaching-learning process.

Examination and Evaluation: Following a Choice Based Credit System, the college conducts internal assessments, uploads results online, and communicates with parents regularly.

Research and Development: A dedicated cell fosters research activities among faculty and students, promoting holistic academic development and timely changes.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sirsyedcollege.ac.in/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The effectiveness and efficiency of our institutional bodies are evident in various aspects such as policies, administrative setup, appointment procedures, and service rules.

Appointment of Staff: Our institution follows the rules set by UGC, Department of Higher Education Kerala, and Kannur University for the entry cadre appointment of staff. A panel consisting of

Government Nominees, Subject Experts, University Representatives, and Management Representatives conducts interviews to select eligible candidates. The ranking list is prepared based on these interviews. The appointment of office attendants and non-teaching staff also adheres to government rules. Teaching vacancies are filled annually through the recruitment of guest lecturers based on their performance in interviews conducted by institution experts.

Functioning of Institutional Bodies: Our institutional bodies such as the Governing Body, College Council, Students Union, Staff Association, Parent Teachers Association, NSS, NCC, Clubs, Committees, admission committee, disciplinary committee, anti-ragging cell, etc., operate in alignment with established policies and guidelines issued by the relevant authorities. This ensures smooth functioning and adherence to regulatory standards across various areas of institutional governance.

File Description	Documents
Paste link for additional information	http://www.sirsyedcollege.ac.in/
Link to Organogram of the institution webpage	<a href="https://sirsyedcollege.ac.in/administratio
n/management">https://sirsyedcollege.ac.in/administratio n/management
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution implements effective welfare measures for both teaching and non-teaching staff through various avenues:

College Employees Cooperative Society: The Sir Syed College Employees Cooperative Society, registered under the cooperative department of the Kerala Government, provides a platform for staff welfare. Staff members, both teaching and non-teaching, can become members by acquiring C class shares.

Teachers and Non-teaching Staff Organizations: The college encourages participation in state-level staff organizations, with units of prominent organizations functioning within the college premises.

Staff Association: An association comprising all teaching staff works to address staff-related issues and promote a conducive working environment.

Association of Non-teaching Staff: Similar to the staff association, this organization caters to the welfare and concerns of non-teaching staff members. It operates under an elected committee structure.

LASS (Ladies Association of Sir Syed): LASS focuses on enhancing the social and mental well-being of female students and staff members. It addresses gender-related issues and ensures a supportive environment for women on campus.

Government Welfare Measures: The institution facilitates access to government welfare schemes such as state life insurance, group insurance schemes, provident fund schemes, and service benefits like maternity leave for staff members.

Additional Facilities:

Canteen

Cooperative store

Parking

Restrooms

Hostel

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/
Upload any additional information	View File

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

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

7

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

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

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

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

11

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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

Our institution follows a comprehensive performance appraisal

system for both teaching and non-teaching staff. Here are the key activities conducted annually:

Self-Appraisal Form: Each staff member is required to submit a self-appraisal form in the prescribed format. This form includes details such as completed courses, seminars attended, publications, authored books, special achievements, and awards. The Internal Quality Assurance Cell (IQAC) of the college oversees the preparation and collection of these self-appraisal forms.

Feedback System: We have established a systematic feedback system where the IQAC gathers feedback on teachers' performance from their students. This feedback is collected online through our TCS software, ensuring efficiency and accuracy in data collection.

Result Analysis: The Academic Committee of the college conducts a thorough analysis of academic results of UG and PG degree university examinations. This analysis provides a detailed insight into student performance in university examinations on a subject-by-subject basis. It helps teachers understand their students' performance better and informs instructional improvements.

These activities collectively contribute to a robust performance appraisal system that supports professional development and enhances the overall quality of education at our institution.

File Description	Documents
Paste link for additional information	http://onlinetcssirsyed.meshilogic.co.in/Login.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution conducts regular internal and external financial audits, adhering strictly to government financial rules, regulations, and guidelines. Auditing is carried out by the office of Internal Audits as well as local audits commissioned by the Government of Kerala. Our college ensures compliance with all subsequent amendments to these rules.

To maintain the highest level of transparency in financial transactions, all payments are processed through online banking and the Public Finance Management System. The following measures have been implemented to ensure transparency:

1. Implementation of an internal check system.
2. Proper vouching procedures for all transactions.
3. Conducting payments through designated accounts.
4. Utilization of a daily closing system for financial records.
5. Managing receipts and payments through online platforms.

These measures collectively contribute to a transparent financial management system, promoting accountability and adherence to established financial protocols.

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

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

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

1,68,02,000

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

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

The institution employs diverse strategies for fund mobilization and resource optimization:

1. **CDMEA Donations:** The Cannanore District Muslim Educational Association (CDMEA) was founded in 1964 to enhance educational

development for minority communities, particularly Muslims in the Malabar Region. It operates as a trust and receives donations to support its educational initiatives.

2. **Endowments:** Several endowments have been established by prominent individuals to aid deserving students, such as the Dr. T P Balakrishnan Memorial Endowment and the CP Ayisha and C P Safiya Memorial Endowment, among others. These endowments inspire and support meritorious yet financially challenged students.

3. **PTA Contributions:** The institution maintains a robust Parent Teachers Association (PTA) in accordance with government guidelines. The PTA actively collects donations from parents during admission periods, contributing to the institution's financial stability.

4. **Government and Philanthropic Engagements:** The college collaborates with various government bodies like the Higher Education Council, District Industries Centre, and RUSA, as well as philanthropic organizations. These partnerships provide financial support and avenues for resource optimization.

Overall, these strategies ensure a steady flow of funds for educational development while maximizing the efficient use of resources to benefit students and the institution alike.

File Description	Documents
Paste link for additional information	<a href="https://sirsyedcollege.ac.in/administratio
n/cdmea">https://sirsyedcollege.ac.in/administratio n/cdmea
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC remains steadfast in its dedication to promoting quality enhancement and institutional excellence. The key activities undertaken by the IQAC are

1. **Performance Appraisal System-** the IQAC is to conduct performance appraisals of all teaching staff members. This is achieved through a comprehensive process that includes the use of self-appraisal forms, feedback from students, and other relevant evaluation

mechanisms. By employing a multi-dimensional approach to performance assessment, the IQAC ensures a fair and holistic evaluation of the teaching staff's effectiveness and contributions.

2.Documentation- The IQAC serves as the central repository for documenting all activities organized by various departments and clubs within the college. Through meticulous record-keeping and documentation practices, the IQAC ensures transparency, accountability, and accessibility of information pertaining to the institution's academic and extracurricular endeavors. This documentation serves as a valuable resource for internal review, accreditation processes, and future planning initiatives

3. Placement Promotion of teaching staff- In alignment with its commitment to faculty development and career advancement, the IQAC actively supports and advocates for the completion of placement promotion activities for all teaching staff members. . Through collaboration with relevant stakeholders, the IQAC endeavors to create pathways for career progression and advancement within the institution

File Description	Documents
Paste link for additional information	http://www.sirsyedcollege.ac.in/
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Internal Quality Assurance Cell (IQAC) plays a crucial role in ensuring the regular review and enhancement of continuous improvement and academic excellence. Various committees operating under the IQAC framework are responsible for assessing and improving the quality of teaching and learning.

1. Model examinations are conducted to simulate the actual examination environment and assess students' preparedness.

2. Unit tests are conducted periodically to assess students' grasp of specific topics or units within a course.

3. Assignments, seminars, and viva voce examinations-. Assignments

encourage students to delve deeper into subject matter, seminars promote critical thinking and presentation skills, and viva voce examinations evaluate students' comprehension and communication abilities.

4. Regular attendance is monitored closely as it correlates strongly with academic performance.

5. The Academic Committee analyzes university examination results to identify trends, patterns, and areas of improvement.

6. Students survey feedback-The college regularly solicits feedback from students through surveys and feedback mechanisms to capture students' perspectives on various aspects of teaching and learning.

These initiatives were implemented to address specific challenges faced by students and improve overall academic outcomes.

1. Remedial coaching sessions
2. Question Bank
3. Crash Course for English and Mathematics
4. Study Material
5. Scholar support programme

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/igac/minutes
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://sirsyedcollege.ac.in/igac/description
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

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

Ladies Association of Sir Syed (LASS): The college has established an association called LASS, which is dedicated to promoting the interests and welfare of female students. LASS serves as a platform for fostering a sense of community and support among girls on campus.

Interactive Sessions with Successful Women: LASS regularly organizes interactive sessions with successful women from various fields. These sessions provide valuable insights, inspiration, and mentorship opportunities for female students, encouraging them to pursue their goals and aspirations with confidence.

Motivational Classes were provided to empower female students and to enhance their personal and professional development. These classes focused on building self-esteem, setting goals, overcoming challenges, and developing leadership skills among female students.

Celebration of Women's Day: The college celebrates Women's Day as a way to recognize and appreciate the achievements and contributions of women in society. Through various events, discussions, and activities, Women's Day celebrations promote gender equality, highlight women's issues, and inspire advocacy for women's rights.

Ladies' hostel on campus: This facility is more than just a residence—it's a cornerstone in our strategy to promote gender equity and empower female students.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

- The entire college has been declared as a "Plastic Free Zone".
- Students and staff diligently follow green protocol.
- Use of disposable utensils has been banned for all functions & programmes inside the campus.
- Students are encouraged to submit assignments electronically to minimize paper waste.
- Solid wastes are handed over to Haritakarma Sena on a

monthly basis for recycling.

- Food waste from college canteen, hostel mess and kitchen is recycled using bio gas plants.
- Cleaning of the campus and surrounding areas are undertaken as part of the Swachta Pakwada throughout the year by NCC cadets and NSS volunteers.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Understanding the importance of providing a physical space where diversity is celebrated and supported, the college has established Multicultural Center which serves as a hub for students and staff from various backgrounds to gather, share their experiences, and their cultural expression and awareness. The center hosts a variety of programs, from language workshops to cultural exhibitions, promoting cross-cultural dialogue and understanding.

Understanding that socioeconomic diversity requires tangible support, the college provides a range of scholarships and financial aid packages designed to ensure that students from all economic backgrounds have access to our educational programs. Targeted scholarships for underrepresented groups and needs-based financial aid help level the playing field, allowing for a more diverse student body.

The campus boasts an array of student-led organizations that represent a wide spectrum of cultures and interests. These organizations are supported by the institution to host events that celebrate their heritage and foster intercultural exchange. Annual cultural festivals, for instance, allow students to experience and educate others about their traditions through food, music, dance, and storytelling.

The Ek Bharat Shreshtha Bharat Camp conducted at the college provided an opportunity for the staff and students to know about the cultural and history of Madhya Pradesh, Chattisgarh and the rest of Kerala. The camp served as a fertile ground for young minds from diverse cultural backgrounds to learn, share, and grow in harmony.

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

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

The cultivation of a responsible and informed citizenry is integral to our educational mission. Recognizing the importance of constitutional awareness, the institution actively engages both students and employees in various initiatives designed to deepen their understanding of constitutional values, rights, duties, and responsibilities. These efforts are spearheaded by dedicated bodies such as the Value Education Committee and the Electoral Literacy Club, and are further reinforced by the celebration of key national days. Below is an outline of the initiatives aimed at fostering a robust constitutional ethos within our community.

The Value Education Committee plays a pivotal role in embedding constitutional values into the daily life of the institution. This committee organizes workshops, seminars, and interactive sessions that focus on ethical practices, integrity, justice, and liberty—all fundamental to our constitutional framework. By hosting regular educational events, the committee ensures that students and staff continually engage with and reflect on their roles as conscientious citizens.

The Electoral Literacy Club is crucial in educating our community about their electoral rights and responsibilities, the importance of voting, and the overall electoral process.

The celebration of Republic Day and Independence Day at [Institution Name] is marked with great enthusiasm and patriotic fervor, serving as an annual reminder of our constitutional journey and the sacrifices that secured our independence and democratic constitution. These national days are commemorated through flag-hoisting ceremonies, cultural performances, and speeches that reflect on our constitutional rights and duties

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

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

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

- Interanational Yoga Day
- World Environment Day
- Independance Day
- Gandhi Jayanthi
- Martyr's Day
- Armed Forces Flag Day

- World Wet Land Day
- International Day Against Drug Abuse and Illicit Trafficking
- Ozone Day
- Christmas
- Onam
- Eid
- World No Tobacco Day
- Republic Day
- World Biodiversity Day
- World Forestry Day
- House Sparrow Day
- Science Day
- Women's Day
- NCC & NSS Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

I - SAFE

The Sir Syed College Teachers' Association for the Financial Empowerment of Students, SAFE is a Support Aid program established in 2015. It embodies a commendable commitment to supporting financially disadvantaged students through voluntary monthly contributions from the teachers. Since its inception, the program has significantly alleviated financial burdens for many, ensuring continued access to education and opening doors to brighter futures for numerous students. In 2021-22 academic year, SAFE amassed ₹146,400 directly aided 19 students. This initiative not only alleviates financial burdens but also fosters an inclusive educational environment, encouraging academic success among those in need.

II - MANGROVE PLANTATION

The best practice adopted by the college, continuing from previous years, is the annual mangrove plantation drive. This year, the initiative reached new heights with the planting of 500 saplings at Kavvayi, Payyanur, and an additional 1000 at Chempallikundu at Vayalapa backwaters. This environmental endeavor was supported by the enthusiastic participation of Botany students, Boomitrasena Club members, NCC cadets, and NSS volunteers. Additionally, SPC cadets received special training in mangrove plantation. This practice of mangrove plantation serves as a natural bio-fencing method, crucial for protecting the delicate riverside areas and preserving the unique fauna of the region.

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

7.3 - Institutional Distinctiveness

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

The motto of Sir Syed College is Rabh Zidi ilma. It means O my lord advance me in knowledge. Our vision is to uplift educationally, socially economically underprivileged sections of the society of North Malabar and to mould society which is able to contribute to the national integration by providing affordable quality education while expanding our academic horizons to bring the institution at par with the leaders of higher education and to strive for excellence in education and research and prepare young minds for imbibing knowledge, skills, and sensitivity.

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

- Conserve the nation with environmental consciousness and sustainable development.
- Lead professionally successful lives.
- Emerge as leaders charged with new ideas and the capacity to make a difference.

- To train our students from very poor background to face competitive examinations and to come out successfully.
- To enable the individuals to meet the challenges of life.
- The NSS, NCC major clubs and forum available in the college to foster the spirit of patriotism, unity and social responsibility among students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The academic coordination committee at Sir Syed College, Taliparamba, leads in organizing and supervising curricular activities, ensuring their successful implementation through planning and execution.

The Academic Committee plays a vital role in shaping the institution's vision, mission, and academic plans, which includes developing curricular activities and designing the academic calendar. Committee organizes diverse training programs to enhance teachers' academic skills and scholarly involvement, thereby contributing to overall academic excellence.

The Internal Quality Assessment Cell (IQAC) acts as the central governing body overseeing all academic and curricular activities in the college. It coordinates activities across departments, evaluates academic programs and procedures thoroughly, and ensures adherence to quality standards and guidelines.

The tutorial system serves as a crucial communication link among teachers, students, and parents while also addressing student issues to foster a conducive learning environment.

Furthermore, bridge courses at the department level aid students in transitioning smoothly between educational levels, ensuring a seamless learning journey. Similarly, remedial coaching offers personalized educational support to students in specific subjects, helping them overcome learning obstacles and achieve academic success.

Finally, the college's assessment systems, combined with stakeholder feedback, contribute significantly to creating a dynamic and responsive educational environment. This holistic approach promotes meaningful learning outcomes and aligns effectively with the curriculum's goals, enhancing the overall educational experience for students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sirsyedcollege.ac.in/academics/college-handbook

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

The institution meticulously follows its academic calendar, which encompasses the scheduling of continuous internal evaluations. To ensure the smooth progress of teaching and learning activities, a specialized committee consisting of eight members has been entrusted with the responsibility of crafting a comprehensive academic calendar. This calendar serves as a guiding tool for both educators and students.

The committee has diligently prepared an elaborate academic calendar handbook, detailing the curricular activities to be undertaken throughout the academic year. Additionally, it provides tentative dates for the conduct of model exams and other internal assessments, facilitating effective planning and preparation.

Page 155 of the College Calendar delineates the anticipated date for conducting model examinations for both undergraduate (UG) and postgraduate (PG) courses. Furthermore, pages 156 -163 enumerate a total of 110 curricular and co-curricular activities slated to be organized at the departmental level within the academic year of 2021-2022.

In summary, the institution maintains a stringent adherence to its academic schedule, supported by the diligent efforts of the committee in crafting and disseminating the academic calendar. This comprehensive document not only guides the scheduling of assessments but also outlines numerous curricular and co-curricular activities, enriching the educational experience for both students and faculty.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sirsyedcollege.ac.in/academics/college-handbook

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

19

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

11

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

441

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Despite limitations in designing its own curriculum due to affiliation with Kannur University, our college fosters well-rounded graduates equipped to navigate contemporary challenges. We achieve this by weaving cross-cutting issues - professional ethics, gender equality, human values, environment, and sustainability - into the educational experience. Kannur University provides the initial framework by embedding core themes like ethics in science and sustainable development within subject syllabi. This strong foundation is further enriched through departmental initiatives. Individual departments organize awareness programs on topics like gender equality and eco-conservation, fostering deeper understanding. Day celebrations like World Environment Day become springboards for discussions and activities, while dedicated clubs like the Nature Club and Bhoomitra Sena actively engage students through workshops, seminars, and conservation efforts. The National

Cadet Corps (NCC) and National Service Scheme (NSS) also play a crucial role. Their community service projects and awareness campaigns on anti-ragging and ethical values instill a sense of social responsibility and civic engagement. Through this multi-pronged approach, we empower students to become ethical professionals, responsible citizens, and advocates for a more just and sustainable future. This model demonstrates that innovative approaches can nurture well-rounded graduates prepared to face the complexities of the 21st century, even within a structured curriculum.

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

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

19

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

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

490

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://sirsyedcollege.ac.in/igac/sss
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sirsyedcollege.ac.in/igac/sss

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

955

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

367

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Sir Syed College has a systematic method for analyzing the learning levels of students. Direct as well as indirect methods are used to identify the level of understanding of students. Direct methods of evaluation include homework, Internal examinations, quizzes, assignments, seminars, and group discussions and indirect methods are external examinations, student surveys, counseling, and mentoring programs. Based on the analysis, programs were organized separately for slow as well as advanced learners which include Scholar Support Programmes (SSP), Remedial Coaching, Mentoring, Personal Counseling, and Bridge Courses. Remedial coaching is given to those who have arrears in previous semesters and to those who try to improve their already published result. With the support of the Department of Higher Education, the Scholar Support Programme (SSP) was arranged for the weaker section of students as an additional measure to improve their study level. Bridge courses were given to the beginners of each program to make them well-acquainted with the subject. Advanced learners were given motivation and mentoring programs to maintain their level of performance. The question bank is available on the official website of the college which can be accessed by the students at any time. Study materials were posted in the form of reading

materials, audio, and video forms in MOODLE- the Learning Management System of the college. The student satisfaction survey is conducted at the end of each year to identify the outcome of the classes and their level of understanding.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2150	61

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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

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

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

Information and Communication Technology is now considered as an indispensable tool and Sir Syed College follows ICT as a part of the teaching and learning process. It helps in providing the resources and knowledge base for students and enhances better learning outcomes. Whiteboards and smart boards are installed in classrooms. LCD projectors enable the teachers to explain and deliver the contents in attractive ways. The college has implemented Learning Management System (LMS) via 'Moodle' to make the learning process in blended mode both online and offline since the pandemic period. The faculties deliver the classes with the support of ICT tools. The faculties also use other online platforms such as Google classrooms and blogs as tools for imparting knowledge. With the support of these platforms study notes, video presentations, audio files and power point presentations and live sessions are delivered to students. The College has a unique method to collect all stakeholder's feedback online. Online feedback is collected periodically from students regarding their opinions and suggestions about college, teachers and curriculum. At the end of the academic year, the students are given access to give their feedback and two kinds of feedback forms were given to them to evaluate the performance of their teachers and college.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

59

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

61

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

20

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution

(Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system of internal assessment is timely communicated with the students. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at college and University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminar Presentation. Unit tests are conducted regularly as per the schedule given in academic calendar. The performance of the students is displayed on the Notice board and communicated to the students and parents. Personal guidance is given to the poor performing students after their assessment. Students in each semester are asked to deliver the seminars of the concerned subject. For transparent and robust internal assessment, the following mechanisms are conducted

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

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

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

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

Redressal of Grievances Departmental Level:

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

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

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

Redressal of Grievances College Level:

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

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

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

2.6 - Student Performance and Learning Outcomes

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution is periodically reviewing the academic achievements among students and the extent to which the course outcomes are fulfilled by analyzing all aspects of the learning experience. Result analysis is conducted by the academic committee in each semester and suggesting corrective actions for improving the performance of students. As a part of this special coaching, remedial classes, mentoring programmes and counseling sessions are to be arranged. The department-level monitoring committee evaluates the subject-wise result and appreciation given to meritorious students. In addition, it

also appraises the accomplishment of skills such as critical thinking, communication, effective citizenship and problem solving among students. The Internal Quality Assurance Cell (IQAC) assesses the academic conditions and attainment of programme-specific outcomes of UG and PG courses separately based on the output set by the University.

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

2.6.3 - Pass percentage of Students during the year

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

397

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

[Nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

17.043	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
12	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
2	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil
3.2 - Innovation Ecosystem	
3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and	

transfer of knowledge

The college boasts a robust environment conducive to research and innovation.

1. The new research block serves as a research hub for the cutting edge technological innovations.
2. Research Facilities are provided for external student projects.
3. The institution serves as a hub for research in Chemistry and Botany, welcoming external mentors from other colleges from more than 15 years. Additionally new research centres were planned to establish for Commerce and Physics.
4. Additionally, the institute offers research amenities to external research scholars and research scientists.
5. The management has allocated significant funds for two major research projects aimed at promoting research in Chemistry and Botany which was completed by March 2022.
6. Regular seminars and workshops are conducted across various disciplines to showcase the latest advancements in research.
7. Teachers are actively encouraged to engage in diverse programs and workshops to augment their professional development and research acumen.
8. Many faculty members serve as resource persons for external programs.
9. Efforts are made to encourage faculty members to pursue doctoral degrees and obtain mentorship roles.
10. Recognition is bestowed upon faculty members and research scholars for their contributions to research.

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

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

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

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

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

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

10

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Mangrove Conservation

An online awareness programme for the conservation of mangroves were organized by the Bhoomithrasena-Seed club of Sir Syed College in association with the support of WWF, India on 10th November 2021. The WWF coordinator of Kannur District, Dr. Sreeja. P, delivered a talk on the relevance of Mangrove conservation in the present scenario of global warming and climate change. 80 students of various disciplines participated in the webinar

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from

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

0

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

18

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.5 - Collaboration

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

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

0

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college offers 14 undergraduate, 5 postgraduate, and 4 Ph.D. programs across 17 departments with 67 spacious and well-equipped classrooms. Each department is modernized with projectors and high-speed internet access. The campus is divided into four blocks: Southern, Eastern, Western, and Northern. The Western block houses the administrative office, principal's cabin, management room, IQAC room, language and science departments, student support room, and labs. The Southern block includes the forestry lab, instrumentation room, physics department, and seminar hall. The Eastern block hosts the central library, science, and commerce departments. The Northern block features the newly constructed PG and research block. Additional facilities include a 2500-seat auditorium, indoor stadium, multi-gym, canteen, multimedia lab, and RUSA-funded audiovisual theatre. There is also a student center, large playground with a pavilion, and ample parking. The library is well-stocked with various books, reports, e-books, and e-journals, along with a DST-FIST e-learning center. The campus is landscaped with a botanical garden named 'Hortus Sir Syedicus' and a newly constructed bio space. Waste management is efficiently handled by dedicated cleaning staff and regular activities by the NSS, NCC, and Bhoomithra Sena Club.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sirsyedcollege.ac.in/

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

Engaging in sports, particularly in university representation, fosters a positive spirit and can lead to career success, university recognition, and income opportunities. The campus features a multi-station gym, reflecting its commitment to promoting sports and extracurricular activities. The indoor stadium provides infrastructure and instructional facilities for indoor and outdoor games, promoting students' all-round

development. Outdoor amenities include a 200-meter track, basketball, volleyball, handball, and throwball courts. The institute has appointed full-time sports personnel to guide and train students in various sports. A 6000 square meter playground accommodates football and cricket, making it one of the largest in Taliparamba. The student center, funded by the PTA, supports extracurricular activities and youth festival practices. The college's infrastructure includes a 2300-seat auditorium for various activities and three seminar halls with digital aids for seminars and cultural programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sirsyedcollege.ac.in/departments/physical-education/profile

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

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sirsyedcollege.ac.in/lms
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

2,58, 27, 345	
File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File
4.2 - Library as a Learning Resource	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
<p>The general library boasts a collection of 403,479 books and subscribes to 110 journals and 6,000 e-journals. Additionally, it has access to 31,35,000 e-journals through Inflibnet. The entire collection has been barcoded and fully automated using software. With a spacious area of 7200 square feet, the library can accommodate up to 300 students simultaneously.</p> <p>The library's digital database is well-organized with the Book Magic library management system. It is also under CCTV surveillance, ensuring the security of its resources. The college has successfully integrated ICT-based teaching and learning processes, with an e-learning center established at the library equipped with an adequate number of computers and WiFi internet facilities.</p> <p>Recently, RUSA funds have been utilized for renovating the infrastructure, adding more space for postgraduate students and research scholars. The library has been modernized and digitalized to support all students. Special sections and facilities are also planned for differently-abled students, enhancing their accessibility to the library's resources.</p>	

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sirsyedcollege.ac.in/central-library/gallery

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

166981

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

450

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College IT Policy mandates that all computer purchases by individual departments/projects ensure the installation of licensed software, including the operating system, antivirus software, and necessary applications. To comply with anti-piracy laws, the policy strictly prohibits the installation of pirated or unauthorized software on college-owned computers and those connected to the college campus network.

Regular updates and OS maintenance are required to be performed at least once a month. The college promotes the use of open-source software like Linux and encourages the user community to utilize such software wherever possible.

The Communication & Information Services (College IT Centre) is responsible for the ongoing maintenance and support of the network. Any issues within the college network should be reported to the IT centre. In response to the COVID-19 pandemic, the college has implemented an effective and efficient MOODLE Learning Management System (LMS), with financial support from the college management and PTA. All departments have uploaded online class materials such as video lectures, study materials, and previous question papers onto the LMS. To enhance the LMS, each department is equipped with high-speed internet connections, and each unit has separate login IDs. All staff and students have been provided with institutional email IDs, which are used for logging into the LMS.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sirsyedcollege.ac.in/campus/facilities/it-center

4.3.2 - Number of Computers**152**

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****19, 89, 270**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The library facilities undergo regular maintenance, including book binding for damaged books to prevent further deterioration, stock verification for effective monitoring and

control, and pest control measures.

The IT infrastructure is managed by the head, technical staff, and IT wing convener, along with department coordinators. With the financial support of the PTA, regular maintenance is conducted to ensure the smooth functioning of the IT facilities.

Classrooms and the conference hall are maintained for cleanliness and infrastructure integrity, with dedicated cleaning staff assigned to each wing to regularly clean these spaces, including the ICT classrooms.

Laboratories maintain login records for equipment and have a separate stock register under the custody of the department head. Lab attenders receive training and regularly maintain laboratory equipment. Instruments purchased under FIST (DST) are installed at the Centralized Instrumentation Facilities (SIF) and are regularly maintained with financial support from the college management and CDMEA.

Other support systems, such as housekeeping for cleanliness of corridors, washrooms, classrooms, laboratories, and premises, are handled by the cleaning staff. Washrooms are sanitized regularly. Power backup facilities, like generators, are maintained by the Internal Electrical Maintenance Department. Water coolers are regularly cleaned and maintained, with the quality of drinking water checked for pH and hardness. Sports facilities are also maintained by the sports committee.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sirsyedcollege.ac.in/departments/botany/research

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the

Government during the year	
1823	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
152	
File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	https://sirsyedcollege.ac.in/publication-division/monthly-bullettin
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

636

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

636

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

51

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

193

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

government examinations)

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

26

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

43

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

ADMINISTRATIVE BODIES

- Students Union - 27student
- IQAC - 2 student
- DQAC - 2 student
- NSS - National Service Scheme -2 student
- NCC - National Cadet Corps -2 student
- RUSA - 1 student representative
- Ladies hostel monitoring committee - 2 Student
- Mens hostel monitoring committee - 2 student
- College co operative store - 2 student .
- LASS -Ladies Association Sir Syed College - 2 student
- Permanent Cell to combat sexual harrassment -2 student
- Research scholars forum -2 student
- Permanent Cell to combat sexual harrassment -2 student
- Website committee -2 student representatives
- Librarary administrative committee -2 student
- Canteen supervising committee - 2 student
- Documentation committe -2 student

CO - CURRICULAR ACTIVITIES

Film club -2 student conveners

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

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/public/img/files/handbook_2021-22.pdf
Upload any additional information	No File Uploaded

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

56

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Sir Syed Alumni Students' Association, with chapters in various countries, actively supports the growth of the institution. It organizes monthly programs featuring lectures by notable alumni on academic, social, and career topics and provides financial aid to needy students. The Association also facilitates seminars, scholarships, and participation in college activities. In 2020-21, it hosted several successful events. Regional chapters strengthen connections among alumni globally..

Activities

- Monthly Programs: Arranged lectures and interactive

sessions facilitated by distinguished alumni members, covering academic, social, psychological, and career-related topics.

- **Financial Aid:** Provided assistance to students from disadvantaged backgrounds to aid them in completing their undergraduate and postgraduate studies.
- **Scholarships and Recognitions:** Administered scholarships for outstanding academic performers and top achievers within the college, thus acknowledging and encouraging excellence among students.
- **Extracurricular Engagement:** Actively engaged in promoting extracurricular activities such as NSS, NCC, and various college clubs, thereby contributing to the holistic development of students.
- **Events and Seminars:** Organized lecture series, seminars, and other events to enrich the academic and cultural experiences of both students and alumni.
- **Regional Chapters:** Established official chapters in different regions to foster connections among alumni, cultivating a sense of community and support on a global scale.

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/alumni/central-committee
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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

1. Conserve the nation with environmental consciousness and sustainable development: - Through forums like IEDC, Bhoomithra Sena, Mathrubhumi Seed Club, Forestry Club, Love Green Club and Biodiversity Club.
2. Lead professionally successful lives enriched by the love of learning: - Through - IEDC, Placement cell, Coaching Centre for NET/SET, Career guidance and Counselling Cell, Research and Development Cell, TRACE. Besides, facilities like Wi-Fi - Internet Facility, IT Lab, Language labs, Gymnasium, libraries. Further, offers many add on courses. NSS, NCC and other forums conducts camps.
3. Emerge as leaders charged with new ideas and the capacity to make a difference: - Through INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE, Value Education Club, Cultural Forum and ED Club.
4. To empower the marginalised sections of the society: - Through Reservation for Admission, E-GRANTZ, C H Muhammed Koya Muslim Girls Scholarship, Fisheries Scholarships, Remedial coaching, Students' Aid Fund, SAFE and various Endowments
5. To train our students from very poor background to face competitive examinations and to come out successfully: - Through Coaching Centre for NET/SET and TRACE.
6. The NSS, NCC and forums to foster the spirit of patriotism, national unity and social responsibility.

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/
Upload any additional information	View File

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

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

all the stake holders like students, teachers, parents and all have sufficient voice to express their view to the right place and enjoys the benefits of participative management.

Governing Body

Principal

Staff Council

IQAC

Student Union

Union council

President of the Union: Principal

Chairman, Vice Chairman, Secretary and Joint Secretary

Association Secretaries

One representative each batch of Degree and PG

Secretary, Fine Arts

Student Editor: College Magazine

General Captain, Sports and Games

Staff Advisor

University Union Councilors

Department Level Quality Assurance Committee (DQAC)

PTA

Tutorial System

The Academic Committee

Departments

Coordinators

Committees**Clubs**

Hostel committee

Library Committee

.Internal Complaints Committee and Permanent Cell

The Campus Beautification Committee

.Love Green Club

Forestry Club and Biodiversity Club

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional strategic and perspective plan is effectively deployed through various key areas:

Curriculum Development: The college employs a dynamic curriculum focused on learning objectives, graduate attributes, and skill acquisition through core, complementary, open, elective, and certificate courses.

Admission Process: Admissions are transparent and merit-based via an online platform, with reserved seats for specific categories and a committee overseeing the process.

Industry Interaction/Collaboration: Departments engage in MoUs, corporate visits, entrepreneurial meets, exchange programs, and sponsorships to provide practical exposure and networking opportunities.

Infrastructure: The college boasts a well-equipped library, ICT

facilities including LMS and Wi-Fi, digital classrooms, and a total campus solution for administration.

Teaching and Learning: Diverse teaching methods, academic calendar adherence, student support like remedial classes and counseling, and ICT integration enhance the teaching-learning process.

Examination and Evaluation: Following a Choice Based Credit System, the college conducts internal assessments, uploads results online, and communicates with parents regularly.

Research and Development: A dedicated cell fosters research activities among faculty and students, promoting holistic academic development and timely changes.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sirsyedcollege.ac.in/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The effectiveness and efficiency of our institutional bodies are evident in various aspects such as policies, administrative setup, appointment procedures, and service rules.

Appointment of Staff: Our institution follows the rules set by UGC, Department of Higher Education Kerala, and Kannur University for the entry cadre appointment of staff. A panel consisting of Government Nominees, Subject Experts, University Representatives, and Management Representatives conducts interviews to select eligible candidates. The ranking list is prepared based on these interviews. The appointment of office attendants and non-teaching staff also adheres to government rules. Teaching vacancies are filled annually through the recruitment of guest lecturers based on their performance in interviews conducted by institution experts.

Functioning of Institutional Bodies: Our institutional bodies such as the Governing Body, College Council, Students Union,

Staff Association, Parent Teachers Association, NSS, NCC, Clubs, Committees, admission committee, disciplinary committee, anti-ragging cell, etc., operate in alignment with established policies and guidelines issued by the relevant authorities. This ensures smooth functioning and adherence to regulatory standards across various areas of institutional governance.

File Description	Documents
Paste link for additional information	http://www.sirsyedcollege.ac.in/
Link to Organogram of the institution webpage	https://sirsyedcollege.ac.in/administrati on/management
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The institution implements effective welfare measures for both teaching and non-teaching staff through various avenues:

College Employees Cooperative Society: The Sir Syed College Employees Cooperative Society, registered under the cooperative department of the Kerala Government, provides a platform for staff welfare. Staff members, both teaching and non-teaching, can become members by acquiring C class shares.

Teachers and Non-teaching Staff Organizations: The college encourages participation in state-level staff organizations, with units of prominent organizations functioning within the college premises.

Staff Association: An association comprising all teaching staff works to address staff-related issues and promote a conducive working environment.

Association of Non-teaching Staff: Similar to the staff association, this organization caters to the welfare and concerns of non-teaching staff members. It operates under an elected committee structure.

LASS (Ladies Association of Sir Syed): LASS focuses on enhancing the social and mental well-being of female students and staff members. It addresses gender-related issues and ensures a supportive environment for women on campus.

Government Welfare Measures: The institution facilitates access to government welfare schemes such as state life insurance, group insurance schemes, provident fund schemes, and service benefits like maternity leave for staff members.

Additional Facilities:

Canteen

Cooperative store

Parking

Restrooms

Hostel

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/
Upload any additional information	View File

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

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

7

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

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

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

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

11

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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

Our institution follows a comprehensive performance appraisal system for both teaching and non-teaching staff. Here are the key activities conducted annually:

Self-Appraisal Form: Each staff member is required to submit a self-appraisal form in the prescribed format. This form includes details such as completed courses, seminars attended, publications, authored books, special achievements, and awards. The Internal Quality Assurance Cell (IQAC) of the college oversees the preparation and collection of these self-appraisal forms.

Feedback System: We have established a systematic feedback system where the IQAC gathers feedback on teachers' performance from their students. This feedback is collected online through our TCS software, ensuring efficiency and accuracy in data collection.

Result Analysis: The Academic Committee of the college conducts a thorough analysis of academic results of UG and PG degree university examinations. This analysis provides a detailed insight into student performance in university examinations on a subject-by-subject basis. It helps teachers understand their students' performance better and informs instructional

improvements.

These activities collectively contribute to a robust performance appraisal system that supports professional development and enhances the overall quality of education at our institution.

File Description	Documents
Paste link for additional information	http://onlinetcssirsyed.meshilogic.co.in/Login.aspx
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The institution conducts regular internal and external financial audits, adhering strictly to government financial rules, regulations, and guidelines. Auditing is carried out by the office of Internal Audits as well as local audits commissioned by the Government of Kerala. Our college ensures compliance with all subsequent amendments to these rules.

To maintain the highest level of transparency in financial transactions, all payments are processed through online banking and the Public Finance Management System. The following measures have been implemented to ensure transparency:

1. Implementation of an internal check system.
2. Proper vouching procedures for all transactions.
3. Conducting payments through designated accounts.
4. Utilization of a daily closing system for financial records.
5. Managing receipts and payments through online platforms.

These measures collectively contribute to a transparent financial management system, promoting accountability and adherence to established financial protocols.

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

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

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

1,68,02,000

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

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

The institution employs diverse strategies for fund mobilization and resource optimization:

1. **CDMEA Donations:** The Cannanore District Muslim Educational Association (CDMEA) was founded in 1964 to enhance educational development for minority communities, particularly Muslims in the Malabar Region. It operates as a trust and receives donations to support its educational initiatives.

2. **Endowments:** Several endowments have been established by prominent individuals to aid deserving students, such as the Dr. T P Balakrishnan Memorial Endowment and the CP Ayisha and C P Safiya Memorial Endowment, among others. These endowments inspire and support meritorious yet financially challenged students.

3. **PTA Contributions:** The institution maintains a robust Parent Teachers Association (PTA) in accordance with government guidelines. The PTA actively collects donations from parents

during admission periods, contributing to the institution's financial stability.

4. Government and Philanthropic Engagements: The college collaborates with various government bodies like the Higher Education Council, District Industries Centre, and RUSA, as well as philanthropic organizations. These partnerships provide financial support and avenues for resource optimization.

Overall, these strategies ensure a steady flow of funds for educational development while maximizing the efficient use of resources to benefit students and the institution alike.

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/administrati on/cdmea
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC remains steadfast in its dedication to promoting quality enhancement and institutional excellence. The key activities undertaken by the IQAC are

1. Performance Appraisal System- the IQAC is to conduct performance appraisals of all teaching staff members. This is achieved through a comprehensive process that includes the use of self-appraisal forms, feedback from students, and other relevant evaluation mechanisms. By employing a multi-dimensional approach to performance assessment, the IQAC ensures a fair and holistic evaluation of the teaching staff's effectiveness and contributions.

2. Documentation- The IQAC serves as the central repository for documenting all activities organized by various departments and clubs within the college. Through meticulous record-keeping and documentation practices, the IQAC ensures transparency, accountability, and accessibility of information pertaining to the institution's academic and extracurricular endeavors. This documentation serves as a valuable resource for internal review, accreditation processes, and future planning

initiatives

3. Placement Promotion of teaching staff- In alignment with its commitment to faculty development and career advancement, the IQAC actively supports and advocates for the completion of placement promotion activities for all teaching staff members. . Through collaboration with relevant stakeholders, the IQAC endeavors to create pathways for career progression and advancement within the institution

File Description	Documents
Paste link for additional information	http://www.sirsyedcollege.ac.in/
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Internal Quality Assurance Cell (IQAC) plays a crucial role in ensuring the regular review and enhancement of continuous improvement and academic excellence. Various committees operating under the IQAC framework are responsible for assessing and improving the quality of teaching and learning.

1. Model examinations are conducted to simulate the actual examination environment and assess students' preparedness.

2. Unit tests are conducted periodically to assess students' grasp of specific topics or units within a course.

3. Assignments, seminars, and viva voce examinations-. Assignments encourage students to delve deeper into subject matter, seminars promote critical thinking and presentation skills, and viva voce examinations evaluate students' comprehension and communication abilities.

4. Regular attendance is monitored closely as it correlates strongly with academic performance.

5.The Academic Committee analyzes university examination results to identify trends, patterns, and areas of improvement.

6. Students survey feedback-The college regularly solicits

feedback from students through surveys and feedback mechanisms to capture students' perspectives on various aspects of teaching and learning.

These initiatives were implemented to address specific challenges faced by students and improve overall academic outcomes.

1. Remedial coaching sessions
2. Question Bank
3. Crash Course for English and Mathematics
4. Study Material
5. Scholar support programme

File Description	Documents
Paste link for additional information	https://sirsyedcollege.ac.in/igac/minutes
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sirsyedcollege.ac.in/igac/description
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Ladies Association of Sir Syed (LASS): The college has established an association called LASS, which is dedicated to promoting the interests and welfare of female students. LASS serves as a platform for fostering a sense of community and support among girls on campus.

Interactive Sessions with Successful Women: LASS regularly organizes interactive sessions with successful women from various fields. These sessions provide valuable insights, inspiration, and mentorship opportunities for female students, encouraging them to pursue their goals and aspirations with confidence.

Motivational Classes were provided to empower female students and to enhance their personal and professional development. These classes focused on building self-esteem, setting goals, overcoming challenges, and developing leadership skills among female students.

Celebration of Women's Day: The college celebrates Women's Day as a way to recognize and appreciate the achievements and contributions of women in society. Through various events, discussions, and activities, Women's Day celebrations promote gender equality, highlight women's issues, and inspire advocacy for women's rights.

Ladies' hostel on campus: This facility is more than just a residence—it's a cornerstone in our strategy to promote gender equity and empower female students.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

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

- Solid wastes are handed over to Haritakarma Sena on a monthly basis for recycling.
- Food waste from college canteen, hostel mess and kitchen is recycled using bio gas plants.
- Cleaning of the campus and surrounding areas are undertaken as part of the Swachta Pakwada throughout the year by NCC cadets and NSS volunteers.

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Understanding the importance of providing a physical space where diversity is celebrated and supported, the college has established Multicultural Center which serves as a hub for students and staff from various backgrounds to gather, share their experiences, and their cultural expression and awareness. The center hosts a variety of programs, from language workshops to cultural exhibitions, promoting cross-cultural dialogue and understanding.

Understanding that socioeconomic diversity requires tangible support, the college provides a range of scholarships and financial aid packages designed to ensure that students from all economic backgrounds have access to our educational programs. Targeted scholarships for underrepresented groups and needs-based financial aid help level the playing field, allowing for a more diverse student body.

The campus boasts an array of student-led organizations that represent a wide spectrum of cultures and interests. These organizations are supported by the institution to host events that celebrate their heritage and foster intercultural exchange. Annual cultural festivals, for instance, allow students to experience and educate others about their traditions through food, music, dance, and storytelling.

The Ek Bharat Shreshtha BharatCamp conducted at the college provided an opportunity for the staff and students to know about the cultural and history of Madhya Pradesh, Chattisgarh and the rest of Kerala. The camp served as a fertile ground for

young minds from diverse cultural backgrounds to learn, share, and grow in harmony.

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

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

The cultivation of a responsible and informed citizenry is integral to our educational mission. Recognizing the importance of constitutional awareness, the institution actively engages both students and employees in various initiatives designed to deepen their understanding of constitutional values, rights, duties, and responsibilities. These efforts are spearheaded by dedicated bodies such as the Value Education Committee and the Electoral Literacy Club, and are further reinforced by the celebration of key national days. Below is an outline of the initiatives aimed at fostering a robust constitutional ethos within our community.

The Value Education Committee plays a pivotal role in embedding constitutional values into the daily life of the institution. This committee organizes workshops, seminars, and interactive sessions that focus on ethical practices, integrity, justice, and liberty—all fundamental to our constitutional framework. By hosting regular educational events, the committee ensures that students and staff continually engage with and reflect on their roles as conscientious citizens.

The Electoral Literacy Club is crucial in educating our community about their electoral rights and responsibilities, the importance of voting, and the overall electoral process.

The celebration of Republic Day and Independence Day at [Institution Name] is marked with great enthusiasm and patriotic fervor, serving as an annual reminder of our constitutional journey and the sacrifices that secured our independence and democratic constitution. These national days are commemorated through flag-hoisting ceremonies, cultural performances, and speeches that reflect on our constitutional

rights and duties

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

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

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

- **Interanational Yoga Day**
- **World Environment Day**
- **Indepandance Day**

- Gandhi Jayanthi
- Martyr's Day
- Armed Forces Flag Day
- World Wet Land Day
- International Day Against Drug Abuse and Illicit Trafficking
- Ozone Day
- Christmas
- Onam
- Eid
- World No Tobacco Day
- Republic Day
- World Biodiversity Day
- World Forestry Day
- House Sparrow Day
- Science Day
- Women's Day
- NCC & NSS Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

I - SAFE

The Sir Syed College Teachers' Association for the Financial Empowerment of Students, SAFE is a Support Aid program established in 2015. It embodies a commendable commitment to supporting financially disadvantaged students through voluntary monthly contributions from the teachers. Since its inception, the program has significantly alleviated financial burdens for many, ensuring continued access to education and opening doors to brighter futures for numerous students. In 2021-22 academic year, SAFE amassed ₹146,400 directly aided 19 students. This initiative not only alleviates financial burdens but also

fosters an inclusive educational environment, encouraging academic success among those in need.

II - MANGROVE PLANTATION

The best practice adopted by the college, continuing from previous years, is the annual mangrove plantation drive. This year, the initiative reached new heights with the planting of 500 saplings at Kavvayi, Payyanur, and an additional 1000 at Chempallikundu at Vayalakra backwaters. This environmental endeavor was supported by the enthusiastic participation of Botany students, Boomitrasena Club members, NCC cadets, and NSS volunteers. Additionally, SPC cadets received special training in mangrove plantation. This practice of mangrove plantation serves as a natural bio-fencing method, crucial for protecting the delicate riverside areas and preserving the unique fauna of the region.

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

7.3 - Institutional Distinctiveness

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

The motto of Sir Syed College is Rabh Zidi ilma. It means O my lord advance me in knowledge. Our vision is to uplift educationally, socially economically underprivileged sections of the society of North Malabar and to mould society which is able to contribute to the national integration by providing affordable quality education while expanding our academic horizons to bring the institution at par with the leaders of higher education and to strive for excellence in education and research and prepare young minds for imbibing knowledge, skills, and sensitivity.

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

- Conserve the nation with environmental consciousness and

sustainable development.

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

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

7.3.2 - Plan of action for the next academic year

1. Campus Landscaping and Beautification: Enhancing the aesthetic appeal of the campus through landscaping initiatives such as planting trees, creating flower beds, installing art installations, and maintaining green spaces.

2. Green Practices: Implementing eco-friendly practices such as waste reduction, energy conservation, and water efficiency throughout the campus like recycling programs, using renewable energy sources, and promoting sustainable transportation options.

3. Infrastructure Development: Upgrading and expanding campus infrastructure to accommodate the growing needs of students and faculty.

4. IT Facility and E-Learning Centre: Establishing state-of-the-art IT facilities and e-learning centers with modern technology and resources. This enables students to access online learning materials, participate in virtual classrooms, and engage in distance education programs, enhancing their educational

experience.

5. **Blended Learning Practices:** Integrating traditional classroom teaching with online learning methods to create a blended learning environment.

6. **E-Waste Free Campus:** Implementing policies and initiatives to minimize e-waste generation and promote responsible disposal of electronic devices. This includes setting up e-waste collection points, raising awareness and encouraging the reuse and recycling.

7. **Entrepreneurship Development Initiatives:** Providing support and resources to foster entrepreneurial skills and mindset among students by offering entrepreneurship courses, organizing workshops and seminars, mentorship programs, and providing incubation support for startups.