



**SREE NARAYANA COLLEGE**

(Affiliated to the University of Calicut )  
NAAC Accredited with B Grade

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[www.sncollegealathur.ac.in](http://www.sncollegealathur.ac.in)



## **CRITERION: 6**

**GOVERNANCE, LEADERSHIP AND  
MANAGEMENT**

**STRATEGY DEVELOPMENT AND  
DEPLOYMENT**

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<b>CRITERION</b>	6: Governance, Leadership and Management
<b>KEY INDICATOR</b>	6.2 Strategy Development and Deployment
<b>METRIC NO</b>	6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.
<b>FILE DESCRIPTION</b>	<ul style="list-style-type: none"><li>● STRATEGIC DEVELOPMENT AND DEPLOYMENT</li><li>● ORGANOGRAM</li><li>● APPOINTMENT AND SERVICE RULES</li><li>● INSTITUTIONAL STRATEGIC PLAN</li><li>● ACTION PLAN AND ACTION TAKEN STATUS 2017-2022</li></ul>

## CRITERION 6.2.1

<b>Sl.No.</b>	<b>CONTENTS</b>
<b>1.</b>	STRATEGIC DEVELOPMENT AND DEPLOYMENT
<b>2.</b>	ORGANOGRAM
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<b>4.</b>	INSTITUTIONAL STRATEGIC PLAN
<b>5.</b>	ACTION PLAN AND ACTION TAKEN STATUS 2017-2022

## **Strategy Development and Deployment**

The College has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. Principal is the chair of the college council and IQAC. The Principal in consultation with the College Council nominates different committees for planning and implementation of different academic, non-academic and student centric activities. All academic and operational policies are based on the unanimous decision of the College Council, the IQAC and the teacher's general body.

Faculty members are given representation in various committees/cells/clubs nominated by the College council, IQAC and staff general body. Every year, composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different committees and clubs which have been approved by college council every academic year.

1. Admission committee
2. University examination Cell
3. Internal Exam Committee
4. Planning and Purchase committee
5. Library committee
6. Website committee
7. Student Union advisors
8. Student disciplinary committee
9. Research Committee
10. Communication Skill Development club
11. Computer awareness programme club
12. Reading club
13. Women Cell
14. Nature club

15. Human Rights club
16. Energy Conservation Club
17. Media club
18. Film club
19. Science club
20. Arts club
21. Calendar committee
22. Legal and literacy cell
23. Sports club
24. Entrepreneurship Club

Following committees are constituted in accordance with government guidelines:

1. Internal Complaints Committee
2. Career Guidance and Placement cell
3. Grievance Redressal and anti-ragging Cell
4. PTA
5. NSS
6. NCC
7. WWS
8. SSP
9. ASAP

Students are empowered to play an important role in different activities. Functioning of different secretaries of student's union further reinforces decentralization. Student IQAC also functioning in the college.

College promotes the culture of participative management at the strategic level, functional level and operational level.

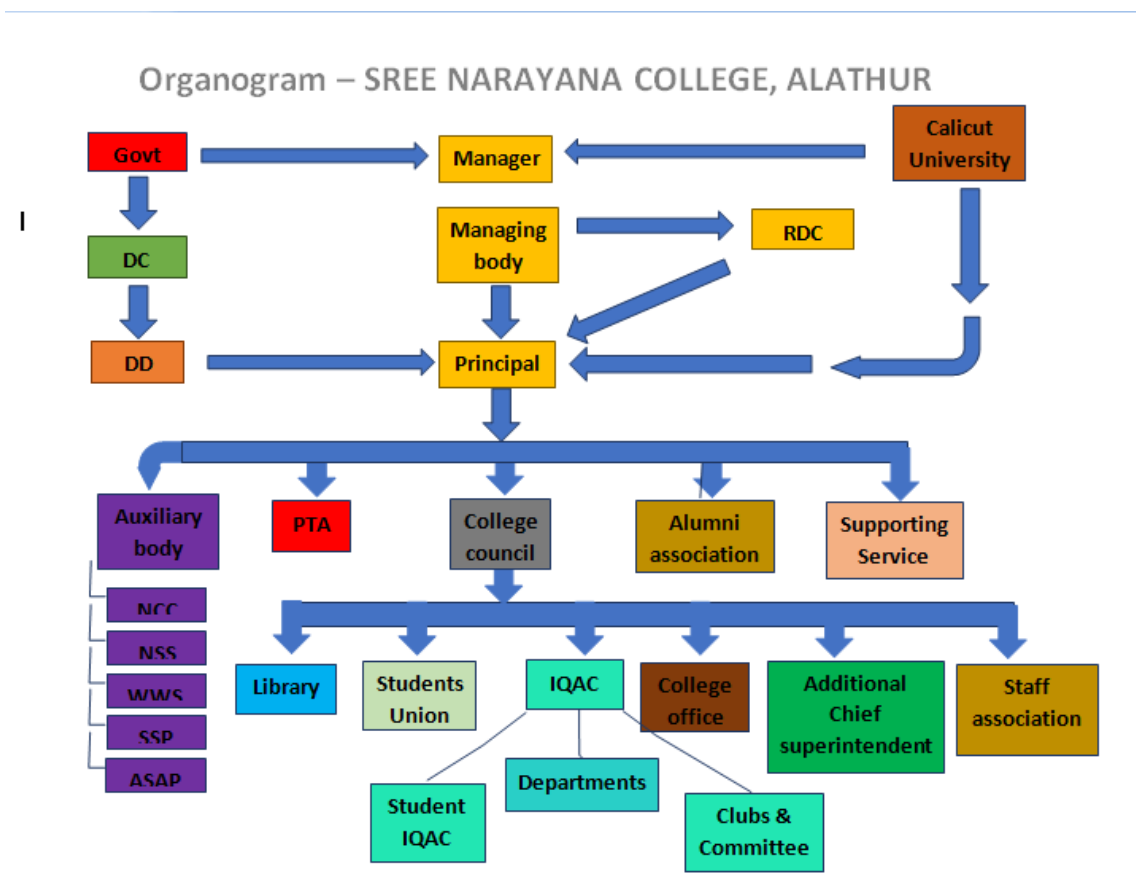
**Strategic level:** The Principal, College council and the IQAC are involved in defining policies, procedures, framing guidelines and rules, regulations pertaining to admission, examination, discipline, grievance, support services, finance etc.

**Functional level:** Faculty members share knowledge among themselves, students

and staff members while working for a committee. Principal and faculty members are involved in research works also and have published papers. ·

**Operational level:** The Principal interacts with Management, University, Government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the principal and faculty for the execution of different academic, administrative, extension related, co and extracurricular activities.

### ORGANOGRAM



## **Appointment and service rules**

Appointment of teaching staff is done by the corporate management of Sree Narayana Colleges institutionalized at SN trusts, Kollam, Kerala. The subject wise regular vacancies are notified in gazette and inviting applications from qualified candidates as per latest UGC regulations for the post of Assistant Professors. The entry category of teachers is Assistant Professor in academic level 10. The interview is held as per the norms provided by Government of Kerala, University of Kerala and UGC. The Interview board is constituted with subject experts, Government Nominee and Management representatives. Subsequently, the rank list will be published and the Manager will then appoint the top ranked candidates to fill the notified vacancies. The appointment should then be approved by the University and Directorate of Collegiate education. The latest 7 th UGC pay scale and Kerala State Service rule is applicable for teaching staff members.

UGC librarian is also appointed as per the norms provided by UGC and directorate of collegiate education, Government of Kerala.

Non-teaching staff appointment is also performed by SN Trusts. The eligible applicants responded against notified vacancies in the gazette will be called for interview and the Manager will appoint the top ranked candidates to fill the vacancies and the appointment should then be approved by directorate of collegiate education. The latest Kerala State Scale and Kerala Service rule is applicable for non-teaching staff.

The tenure track faculty members are appointed by Manager in each year as full-time teachers to fill the existing teaching vacancies. At the start of every academic year, the Principal will notify the subject wise vacancies in Gazette. The eligibility criteria for tenure track faculties are as per the norms in latest UGC regulations. Tenure track faculties are designated as Assistant Professor (on contract). They have the pay as per latest central pay commission matrix in concurrence with recommendations in latest UGC regulation. However, being tenure track teachers, some of the allowances are not provided and the pay is consolidated by State Government. In the absence of qualified applicants, those applicants having post-graduation in relevant subject will be appointed as full-time teachers with a consolidated pay fixed by deputy directorate of collegiate education. An interview will be conducted in presence of Principal, subject expert and management representative. The top ranked

candidates will be appointed by Manager to fill the vacancies. The appointment should then be approved by deputy directorate of collegiate education, Government of Kerala.

Also, temporary staff members such as technical staff, security staff, office assistants and sweepers are appointed by Principal during the start of each academic year. The Management/PTA will provide the remuneration for these staff as per the work satisfaction report approved by Principal.



# **INSTITUTIONAL STRATEGIC PLAN**

## **Criterion I : CURRICULAR ASPECTS**

- Promote faculty to represent in the Board of Studies and various committees at University level.
- Evaluate the general progress of students and make the students aware of their present status and potential for progress.
- Help students to imbibe professional ethics, assimilate gender justice, nurture human values, and lead a life in tune with nature
- Promote experiential learning through projects, field work, internships, etc.
- The departments offer new generation and advanced certificate courses to help students acquire skills and knowledge.
- Ensure the employability of students.
- Pursue interdisciplinary courses.

## **Criterion II : TEACHING, LEARNING AND EVALUATION**

- Create the teaching and learning process in such a way that it improves language proficiency, logical reasoning, scientific thinking, participatory learning, experiential learning, and so on.
- Increase the demand ratio of students to every programme.
- Use innovative methods for evaluation.
- Enhance blended learning options for students.
- Centre of Excellence in each stream by 2035

## **Criterion III : RESEARCH, INNOVATION AND EXTENSION**

- To provide resources and other facilities, to help faculty and students develop a research culture.
- Establish links and collaborations between the MoU and other agencies, institutions, and research bodies.
- Focus on collaboration with local enterprises and social organizations or educational institutions to widen the research opportunities
- Encourage faculty to complete their PhDs and become research guides by 2035

#### **Criterion IV : INFRASTRUCTURE AND LEARNING RESOURCES**

- To become an ideal learning center, having the proper ambiance for students and faculty.
- To provide well-designed, technology-based teaching methods, spacious facilities, ventilated classrooms with well-furnished, adequate desks, benches, tables, chairs, and lecture stands for the teachers and students.
- To strengthen the library as a learning resource with quality-based textbooks, journals, magazines, and reference books.
- To begin renovation and new construction work
- To adopt policies and strategies for adequate ICT facilities and other learning resources.
- To provide wifi connectivity throughout the entire campus.
- To provide all infrastructural and other facilities that will assist students in excelling in sports, arts, and other cultural programs.
- To maintain the museum an added attraction of the college
- To extend CCTV surveillance.
- To install a well-structured MIS in the college with the help of College Management.
- To develop a policy for optimal resource utilization.
- From time to time, provide financial assistance as well as appropriate guidance for infrastructure maintenance and improvement projects.
- Infrastructure on campus will be retrofitted with sustainable buildings in compliance with new standards for low energy use, carbon emissions and impact on natural resources

#### **Criterion V : STUDENT SUPPORT AND PROGRESSION**

- To encourage students to apply for government scholarships and E-Grants
- Conducting programmes to improve students' soft skills and capacity-building programmes
- To strengthen career guidance and counseling systems for students.
- To facilitate students' grievance and redressal cells to support students
- To encourage students' progression to higher studies and to motivate them to self-employment and entrepreneurship
- To organize students' arts, sports, and cultural activities coordinated through

organizations such as the student union, NSS, and NCC.

- To focus on remedial measures for the upliftment of slow learners
- To initiate alumni engagement for the development of the college.

#### **Criterion VI : GOVERNANCE, LEADERSHIP AND MANAGEMENT**

- Effective communication of the vision, mission, and motto of the institution to all the stakeholders.
- To implement e-governance effectively.
- To maintain transparency in decision making,
- To support decentralization and participatory management
- To involve students in decision-making by collecting their responses and feedback through a variety of channels.
- To grant departments, clubs and cells operational autonomy.
- To envisage the introduction of more programmes for which constant efforts have been undertaken; as and when the university and the government sanction new programmes
- Coordination of curricular and co-curricular activities in order to achieve the best results in both areas
- To modify and refine the strategy of the Institution
- To encourage faculties to acquire the latest skills and knowledge by motivating them to participate in seminars, workshops, conferences, and refresher courses.
- To motivate faculty to attend faculty development programmes and training and offer financial support for the same.
- To encourage the administrative staff to acquire the latest skills and knowledge
- To evaluate the performance of teaching and non-teaching staff and provide them with scope for improvement

#### **Criterion VII : INSTITUTIONAL VALUES AND BEST PRACTICES**

- To concentrate on developing dynamic gender understandings and implementing gender sensitization policies.
- To ensure social justice on campus and create support structures through NSS Units and Women's Cells
- To create a women-friendly campus by way of practices that guarantee equal access to facilities and organizing various programmes to address the issues and concerns of women in terms of legal and health-related matters.

- To make the campus plastic-free
- To install and maintain a proper waste management system and water harvesting system.
- To conduct a Green Audit, Energy Audit, and Environmental Audit
- To prepare an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities as its greatest priority.
- To prioritize a clean and sanitary campus
- To insist that all stakeholders adhere to the institution's code of conduct and ethics.
- To undertake many humanitarian interventions in order to help the people in distress
- To establish positive interaction among people of different racial, ethnic, and cultural backgrounds
- To organize activities that not only initiate but also motivate the students to adopt various practices that promote the unity in diversity of our motherland.

[https://www.sncollegealathur.ac.in/iqac\\_highlights.php](https://www.sncollegealathur.ac.in/iqac_highlights.php)

**ACTION PLAN AND ACTION TAKEN STATUS**

## **ACTION PLAN REPORT 2017– 2018**

The action plan chalked out by the IQAC was implemented during the academic year 2017 - 2018. Various activities that were beneficial to the students and society at large were organised.

Days of national and international importance like World Environment Day, Hiroshima – Nagasaki Day, World Ozone Day, World Wetland Day, World Aids Day, Women’s Day, were observed with a host of programmes.

Attention was given to research oriented activities. Seminars, Workshops, Invited Talks and other activities of academic interest were conducted. Paper Presentation competition was conducted for PG students. A project on Microbial Quality of Street – vended food of Alathur was undertaken.

Environment related activities were given importance. A bio-diversity park was set up in the campus. A survey of the plants in the park was also done. The Nature Club and Bird Club were actively engaged in various activities. The butterfly garden in the campus was maintained. Organic vegetable farming was done by the NSS units. Efforts were also taken to keep the campus plastic free. A rain shelter was constructed for organic vegetable farming and medicinal plants.

A series of awareness programmes were organised. Blood donation awareness campaign was conducted for the students. Nattarivukal, an awareness programme on the need for maintaining clean surroundings and on the significance of the Malayalam month Karkidakam was organised. A Cancer Awareness programme was organised to educate the public on the disease and steps to be taken to prevent it.

Programmes beneficial to the society were organised. Library books were donated to a nearby aided LP school. The NSS units and teachers joined hands to construct a house for a student coming from an economically weak background. A special orientation programme was conducted for Higher Secondary School teachers and B Ed students. Special coaching was given to Plus Two and SSLC students at Prathibha Vayanasala at Thennilapuram. Free Mathematics coaching was given for Plus two students of PK Higher Secondary School, Mannapra. Ten students of the neighbourhood were given academic support and they were provided books that were required for their studies.

Coaching classes were conducted for students preparing for NET, SET examinations. Training was imparted in Personality Development and Parenting Therapy. Yoga classes were also conducted.

Apart from these, many cultural and sports events were organised. There were also events like Food Fest and Film Fest.

Other significant events were the construction of the ‘Gurumandiram’ and a new auditorium. The management, teachers, PTA and well-wishers of the institution contributed wholeheartedly in this endeavour.

Tutorial meetings, internal examinations, Remedial classes were also conducted for the benefit of the students. Class wise PTA meetings were also held to keep the parents informed about their children’s status and progress in studies and other activities.

## **ACTION PLAN REPORT 2018 – 2019**

Based on the Action Plan for the year 2018 -2019 and the decisions taken in the IQAC meetings, various activities were held in the college.

Emphasis was given to energy and environmental conservation. Solar panels were set up and LED bulbs were also used to utilise the natural energy available and to reduce electricity consumption. Various other activities like Green Audit, Ground Water Recharge were done to impart better awareness about nature and also to preserve it. Steps were also taken to reduce pollution by being part of Haritha Kerala Mission and Swatch Bharath Mission. A project on 'Drought Relief to Birds' was also undertaken. Discussions were held on the steps to be taken for treatment of Lab effluents.

Various awareness programmes like Anti-drug campaign, Anti-ragging campaign and also programmes like Women Empowerment and Entrepreneurship Development were also held to equip the students to be self-reliant and empowered.

Extension activities that were socially beneficial like training on fish farming, setting up of nursery for saplings and production of compost were also done.

Attention was also given to research oriented activities. Seminars and activities of academic interest were conducted. A few teachers from various departments undertook research work.

As part of the Golden Jubilee Celebrations of the institution a National Level Exhibition was conducted. Varied stalls exhibiting areas of diverse interest like science and technology, art and culture, fire and safety, gardening, food and beverages were set up.

Various departments conducted Add on and Certificate Courses.

Apart from these, regular tutorial meetings, internal assessments and remedial coaching were given. Class wise PTA meetings were also held to keep the parents informed about their children's status and progress in studies and other activities.

As per the direction of the state government programmes like Walk with Scholar and Student Support Programme were also conducted for the benefit of bright and weak students respectively.

## **ACTION PLAN REPORT 2019 – 2020**

The institution organised various activities that were beneficial to the students and society at large during the academic year 2019 – 2020. The action plan was chalked out by the IQAC based on the proposals put forward by the various departments.

Various days of national and international importance like Environment Day, Reading Day, Salim Ali Day, Indian Constitution Day, World Wetland Day, national Unity Day, World Pollution Control Day were observed. World Food Day was observed by distributing food packets at the Taluk Hospital, Alathur

Various academic and research oriented programmes like seminars, workshops, conferences, webinars, Discussions, Debate and Quiz, Theatre Fest, Gender Sensitisation programmes were conducted. Certificate courses were conducted by a few departments.

Socially useful programmes like Water Quality Analysis to check the microbial quality of drinking water in the nearby wells during rainy season, collection and disposal of plastic waste in the nearby river were also undertaken. Campus Cleaning was also done as part of Swatch Bharath Mission and Haritha Kerala Mission. Bio compost preparation and Mushroom Cultivation was also done. A vegetable garden was set up in the college campus

Mid Day Meal Programme for needy students, financial support and scholarships to financially weak deserving students were also provided.

Awareness Programmes were conducted for students and the neighbouring public including the Kudumbasree Units of Alathur and Kavassery Panchayat on Mushroom Cultivation and Monsoon Diseases. Awareness was also given on COVID 19 pandemic. Various environment related awareness programmes were also given. Awareness on the harmful effect of plastic was given to Kudumbasree units of the panchayath.

Students were provided with training programmes like Personality Development and Soft Skills Training, Training on Basic Medical Lab Techniques, Self Defence Class for girls.

Coaching classes were conducted to prepare students for NET, SET and JAM by various departments.

Cultural programmes like Rain Festival PLUVIA, Onam Celebration, Christmas Celebration were also conducted.

Apart from these, tutorial meetings, Class PTA, internal examinations, remedial classes were also given to students.



## **ACTION PLAN REPORT 2020 – 2021**

The action plan chalked out by the IQAC was implemented during the academic year 2020- 2021. Various activities that were beneficial to the students and society at large were organised.

Days of national and international importance like Environment Day, Reading Day, World Wetland Day, World Aids Day, Women's Day, International Yoga Day were observed with a host of programmes. The programmes very conducted online in the wake of COVID 19 pandemic.

Online webinars, conferences, workshops on different areas of academic and research interest were conducted. Such programmes helped in creating awareness about these topics among the students and staff. Hands on training programme on Molecular Biology Techniques were provided to the students of Microbiology. The Entrepreneurship Club organised programmes to develop entrepreneur skills in students. Certificate and short term courses were conducted by a few departments.

Awareness programmes were also provided to the local self-help groups like Kudumbasree of Kavassery and Alathur panchayath. They were also given training in self-employment endeavours like Mushroom Cultivation. Water quality analysis of drinking water in the nearby wells were conducted during the rainy season.

Programmes based on topics of contemporary relevance were organised online. Gender sensitisation programmes like a talk by the first Trans man pilot Adam Harry on 'How I am a Man Now' were organised. Awareness programmes on health care in the context of COVID 19 pandemic were given to the students. Film screening of socially and artistically relevant movies were done and discussions were held.

Coaching camps in Cricket, Volleyball and Ball Badminton were organised in the college. Students of other colleges were also part of the camp.

An administrative level training was given to the office staff.

Coaching was given to students who were preparing for NET, SET and PSC examinations.

As usual tutorial meetings, Class PTA meetings, internal examinations and Remedial classes were held.

Financial support and scholarships were given to the needy and deserving students. The Mid day Meal Programme which was implemented in the previous years was continued.

Apart from these various cultural programmes were organised. Due to COVID 19 pandemic most of these programmes were held online.

## ACTION PLAN REPORT 2021 – 2022

The IQAC committee chalked out an action plan for the academic year 2021–22, and it has been implemented for the benefit of the students and society. We mainly focused on the following

- Women's empowerment and gender equity
- Environment protection, energy conservation, and agriculturally based activities
- Research and academic-based activities
- Sports and culturally based activities
- Industry- and professional-based job-oriented activities
- Social and human values-based activities
- Soft skill-based add-on or certificate courses
- Competitive level coaching
- National and international-level collaborative faculty and student exchange programmes
- Observation of Days of National and International Importance

All the departments, clubs, and committees conducted several activities based on the above areas. Being a higher education institution situated in a rural area, we are trying to develop scientific thoughts that are useful for cultivating young, talented students from various communities in this region. Our NSS and NCC units conducted various programmes related to the environment and gender issues. In the COVID pandemic situation, our students and teachers were working for society, and the college women's hostel was used as a First Line Treatment Centre for COVID-19 patients of Kavassery Panchayath. Online webinars, conferences, and workshops on different areas of academic and research interest were conducted. Such programmes helped create awareness about these topics among the students and staff. A hands-on training programme on molecular biology techniques was provided to the students of microbiology. The Entrepreneurship Club organises programmes to develop entrepreneurial skills in students. Certificate and short-term courses were conducted by most of the departments. Sports activities like coaching camps for cricket, volleyball, ball-badminton, handball, etc. were conducted, and our ball-badminton team won the university-level championship. The cultural club and college union of students conducted various competitions among students. The incubation centre and NSS units conducted hands-on training on mushroom cultivation. The Department of Chemistry organised a certificate course on soap making, and they started a start-up for soap and related products. Our students, teachers, and neighbouring community are customers of these products. We also conducted several human welfare programmes among students and poor people in Kavassery and Alathur ppanchayaths, such as the distribution of Onam puadava and food kits for more than 100 people. Awareness programmes were also provided to the local self-help groups like Kudumbasree of Kavassery and Alathur Panchayath. They were also given training in self-employment endeavours like soapmaking.

[https://www.sncollegealathur.ac.in/iqac\\_highlights.php](https://www.sncollegealathur.ac.in/iqac_highlights.php)



## SREE NARAYANA COLLEGE ALATHUR

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Affiliated to the University of Calicut.  
Accredited by NAAC with 'B' Grade




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Principal

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Date: 20.04.2023

All the above documents are correct and true to the best of my  
knowledge.

  
Principal

