



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

S.E.S. COLLEGE

SES COLLEGE SREEKANDAPURAM

670631

www.sescollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

S.E.S college , Sreekandapuram ,a temple of learning for a rural community, is situated atop a picturesque hill; where the salubrious environment gives an ideal ambience for pursuits in higher education.The college was established in the year 1981,with a mission of empowering rural population through education. Education was the cause that the founders addressed and the college proved quite successful in rendering the same .Excellence is not an act but a habit. The college witnessed quality enhancement in all walks of its life; which underlines the importance of thanking the relentless and dedicated efforts of the management ,staff and above all our student community. Through the years of service ,the college continues to spread the glow of education in tune with our mission and vision. The college got accredited with B grade by NAAC. The institution has always opened its doors to all sections of people irrespective of caste,creed and community and works tirelessly to build a community of staff and students committed to the pursuit of moral, intellectual and academic excellence. Educational institutions are social capital for the growth of emerging generations and S.E.S has always extended a helping hand to marginalised and under privileged .The college gives enough provisions for the manifestation of student’s talents through novel initiatives. We aspire to lead our students to the threshold of a world of opportunities for personal growth and social service. We nurture our students' talents to foster their growth and thereby contribute to societal growth. The college pays special attention to inculcate values in the students at every opportunity possible. To top it all, we envision life oriented education through humanising and liberative process to make our students agents of transformation and development at different levels of life and to help them to actively respond to the concerns and conflicts inherent in today’s world.

Vision

“Enkindle the Light of Knowledge

Spread the Light of Wisdom”

The motto of the institution “Lead Kindly Light” encapsulates the vision of the college. It is to enkindle the light of knowledge and lead the people of this backward area to the light of wisdom. The under privileged people of this locality were denied opportunities for higher education for a very long period. Thus, the establishment of S.E.S College marked a new era of enlightenment in the history of Sreekandapuram and surrounding villages. The institution succeeded, to a great extent, in imparting quality education to the marginalised people of a vast area.The motto of the institution “Lead Kindly Light” encapsulates the vision of the college. It is to enkindle the light of knowledge and lead the people of this backward area to the light of wisdom. The under privileged people of this locality were denied opportunities for higher education for a very long period. Thus, the establishment of S.E.S College marked a new era of enlightenment in the history of Sreekandapuram and surrounding villages. The institution succeeded, to a great extent, in imparting quality education to the marginalised people of a vast area.

Mission

The mission statement of the college is :

"Widening the Brains

Broadening the Minds"

The mission of the college is to provide quality education to the rural student community. As an institution of higher education, S.E.S College shoulders the high responsibility of uplifting the educationally impoverished, economically and socially backward community. The academic community of the college, together with parents and the society, is working hard to achieve the goals and fulfil the mission. The mission statements are :

- Provide quality education to the rural student community
- Uplift the educationally backward, economically and socially weaker sections of the society
- Make our students capable meeting the challenges of life
- Build up a generation capable of fostering values
- Create a social platform and a network of teachers, parents, students and the public to work together for the society

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **The tranquil and placid ambience provides the right atmosphere for academic pursuit** - The environmentally sound rural serene ambience of the campus provides the best academic atmosphere conducive for the students to achieve their curricular, co curricular and extra curricular goals in the maximum degree possible.
- **Appointment of competent faculty based exclusively on merit**-The management takes extra care to appoint staff of merit .
- **Research oriented faculty**-Majority of the Teachers in the college are engaged in research.
- **A wide range of extension,co-curricular and extracurricular activities**-Activities are devised to extend to community and special care is taken to polish the skills of students.
- **The united efforts by the management, staff and students for academic excellence** - Collective responsibility undertaken by the Management, staff, students and other stakeholders is one of the strong reasons why our college is able to climb the ladder of success.Good rapport among all the stakeholders infact plays a decisive role in the accomplishment of dreams of the founders.
- **Vast area of land for infrastructural development** - The visionary founders of S.E.S. College have laid the foundation in such a way that enough land has been kept for further infrastructural development.
- **Committed Management who invests a huge amount of money for infrastructural development** - The college Management considers providing ample financial support for the timely infrastructural

development as one of its prior concerns.

- **Eco-friendly campus** - The stakeholders of the college do give special attention on not losing the eco friendly face of the campus.
- **Earnest, studious and innocent students from rural backgrounds** - Students are admitted to the college as part of the Single Window Admission system followed by the Kannur University. Most of the meritorious students opt other renowned colleges. But S.E.S. College makes the difference by competing with the leading colleges in producing remarkable results. This happens through the co operation of the students.
- **Student Enrichment programs**-We have multiple student support programmes, which are devised to address the needs of different sections of students.

Institutional Weakness

- **Less number of PG courses and research centers**- We have only 1 PG Programme in aided section and 4 PG Programmes in unaided section and ours is not research center.
- **Absence of sufficient public transportation facilities** -The remote location of the college hinders sufficient public transportation facilities to the campus. This is overcome through the service of the college buses.
- **Economic backwardness of the locality** - Most of the students who opt our college is from the rural agrarian families who come from poor economic backgrounds.
- **Absence of adequate residential facilities** - We have limitations in providing residential facilities to the students. Reason is that students who opt the college from distant places are comparatively less and the lesser number of students who come from distant places suffer a little.
- **Better students opting for other colleges with more hostel and transportation facilities** - As part of the Single Window Admission system, meritorious students, especially from distant places opt colleges in the town area.
- Shortage of sufficient administrative staff due to government policies on downsizing.
- The college has limited options in core science subject Programmes.
- We have limited academic flexibility in designing the curriculum as we have to follow university syllabus .
- The campus recruitment drives are much limited ,compared to urban located colleges.

Institutional Opportunity

- **Being only Government Aided college within Irikkur Legislative Assembly constituency, there is scope for becoming Centre of Excellence for the students of rural communities.**
- **Enough space for more infrastructural facilities** - The financial support from Government and Management are well deployed for the infrastructural development on the campus.
- **Promotion of sports by establishing sports' hostel and other sports facilities** - S.E.S. College has always made remarkable achievements in various sports events. Our college is one of the rare institutions that co operates with the Kerala Government to run the Sports' Hostel Scheme.
- **Providing more transportation and hostel facilities for students who commute from distant places** - Gradually, college has increased the number of college buses that contributes greatly towards bringing students from distant places.
- **More Programmes in self-financing stream** - The College Management adds new Programmes to the Unaided stream in a regular manner.
- We have multiple student support programmes to tap the skills of students.
- Scope for MoUs with enterprises for resource mobilisation.
- Our social outreach programs can be extended to institutions nearby and both the faculty and students can be utilised for various community enrichment programs.

Institutional Challenge

- Fluctuations in the academic calendar of the affiliating university.
- Attracting meritorious students by improving transportation and hostel facilities
- Number of students opting non-professional courses are decreasing day by day.
- Due to the remoteness, providing campus placement is a challenge
- Loss of working days due to floods during monsoon season and recurring hartals.
- Some of the courses are self-financing and so it is difficult to attract students from economically backward classes.
- Poor socio economic background of the location.
- Promoting research facilities and conducting seminars and workshops.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

S.E.S. College is permanently affiliated to Kannur University and diligently follows the curricula prescribed by the University. The college is offering 11 UG Programmes (7 in the Aided stream and 4 in the Unaided stream) and 5 PG Programmes (1 in the Aided stream and 4 in the Unaided stream). All Programmes follow the CBCSS under Outcome Based Education (OBE) scheme. Under CBCSS, UG programme offers 10 open courses which are interdisciplinary in nature, incorporating regional, national and global needs into the curriculum. Around

10 courses address cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics. 6 Addon and Certificate courses impart transferable and employability skills. To optimize the competitive edge of our learners, enrichment programmes are conducted. More than 10 teachers contribute in Design and Development of University Curriculum as Chairman/Subcommittee Members on Board of Studies (BOS) and Faculty members hold positions and are represented as members in Panel of Subject Experts, Board of Examination and Question paper setters' panel of various Universities. These members play an important role in curriculum design and update through interactions and suggestions received through various meetings. Substantial number of staff participate in 'Workshops on Revised Syllabus'. The college runs Bridge Course for first year students in the form of Students' Induction Programme and Add on Courses are provided by various departments. Regular feedback on curriculum is obtained from students and stakeholders. Management of college has taken effective steps for curriculum delivery and transaction through establishment and provision of ICT enabled classrooms, LCD Projectors, etc. Rigorous and Regular Internal Evaluation is conducted.

Concrete mechanisms like Work diaries for Teachers, Tutorial Books for all students, Calendar cum Handbook for all stakeholders, Remedial Teaching, Peer Teaching, etc are run in an effective manner.

Teaching-learning and Evaluation

The college has a high enrolment percentage with adequate representation to socially and economically weaker sections. The socio-economic, curricular and extracurricular aspects of each student enrolled in the institution are properly monitored by the respective departments with the assistance of Tutors allotted to each batch. The College prepares an Academic Calendar at the beginning of every academic year, with focus on periodical internal tests, special events such as seminars, conferences and workshops, and co-curricular activities. ICT enabled teaching is practised and the available infrastructure is used to its optimum. Field visits and institutional visits are organised. Students have free access to the internet. Every Department is provided with Wifi connectivity. Special care is also given to advanced learners in the form of 'Walk with a Scholar' programme, online courses, Nurture Workshops and so on while slow learners are given remedial coaching in the form of 'Scholar Support Programme', peer teaching. Student feedback is collected annually and the necessary remedial measures are taken. The institution promotes ICT enabled teaching through the learning systems facilitated by INFLIBNET, NPTEL, Digital Resources, Virtual Classroom sessions, Blogs, e-journals, Video Lectures, Powerpoint presentations and so on. The institution has a mentoring system in the form of a tutorial system. There are 8 PhD holders in the college during the academic year 2019-20. The College has a transparent and robust evaluation system. The POs, PSOs and COs are properly communicated to the students and faculty members through the college website before the beginning of each course in a timely manner. On an average 70% of students pass the university examinations. The College focuses on its learning outcome namely academic excellence, leadership, team work, social concern, environmental consciousness, critical thinking and ethical values. The teaching – learning evaluation strategies are designed in such a way so as to achieve the learning outcome to the possible maximum. Student performance and learning outcomes are assessed through feedback from students, parents, alumni and employers. To help students with emotional issues and pressures, there is a Counselling Centre under a trained Teacher.

Research, Innovations and Extension

8 faculty members of S.E.S College are having Doctorate and 1 faculty member is approved research guide. 2 students have registered as research scholars under Dr. Dominic Thomas, our Principal. 10 research papers

were published in the UGC approved journals and 6 research papers were published in national/ international conference proceedings during the assessment period. S.E.S. College has been instrumental in conducting 65 Extension and outreach programmes during the assessment period. Several of our students participate in the extension or outreach activities in collaboration with other reputed agencies and students do undertake project work also in collaboration with other institutions. College has signed 2 MOUs with National Forum for People's Rights (NFPR) and RUDSET Institute. Counselling Cell exists and offers formal and informal regular counselling services to students. NSS, NCC, ASAP and Departments organize various programmes to address issues of Gender, Environment, Blood Donation, Cleanliness, National Integration, etc. 2 invited lectures were organized on Research Methodology during the Assessment period. Programmes such as 'Clean India Drive', Health checkups and tests, Charity visits, Nature Camps, Home for Homeless, Child care Programme, Book donations, Blood donation camps, Socio Economic Health Survey, Flood Relief activities, Rain water harvesting, Connecting to Community, Agriculture farm visit, etc., were organized within last five years. College conducts regular student oriented fests, exhibitions, etc. Students have represented College in the ASAP Hackathon Competition, organized by the Government of Kerala.

Infrastructure and Learning Resources

The campus of S.E.S. College is spread over an area of 25 acres with a built up area of 7882.79 square metres. The college follows green protocol and ensures technology-enhanced learning. The infrastructure facilities that help in enhancing the teaching – learning process include 43 classrooms, 2 laboratories, 3 computer labs, 2 libraries, 1 Seminar Hall, Principal's office rooms, 2 college office rooms, 1 Examination room, Wi-Fi facility, spacious College Library with sufficient reading space, 1 new Administrative Block, Women's hostel, Girls' rooms, 1 Audio Visual Room, 1 smart classroom cum Computer Lab, 12 ICT enabled classrooms, 138 computers, 7 Portable Projectors, Multi media Production/Playback Devices, 1 Canteen, 4 College buses and 1 mini van, Solar panel and generator for uninterrupted power supply, Borewells and Borewell Recharging unit. The college has 1 playground (in which Cricket, Hockey and Football matches can be conducted), 1 Basketball court, 1 Volleyball Court, 2 Badminton Courts and sufficient equipment for various sports and games activities.

College has utilized adequate funds for maintenance and creation of newer facilities through establishment of classrooms, CCTVs, Newer Furniture and Repairs, Purchase of New Equipments, Building Maintenance, etc. The College has spent an amount of Rs.135 lakhs during the assessment period for infrastructure augmentation. In addition to books and reference materials; ebooks, e-journals, print journals and magazines, old question papers, etc. are made available to students. The library is equipped with ILMS Software service provided by Relent College Management (Version 5.4.45). The ILMS Software provides access to the whole database of the books and journals. The Library has access of N-List journals in the year 2015-16. The College has spent an amount of Rs. 20.3 Lakhs during the Assessment period for the purchase of library books/e books, journals/e journals, etc. The MIS installed in the College, i.e., Relent College Management, was established in 2016. The wifi bandwidth was earlier 10 mbps and it was gradually upgraded and the current bandwidth is around 20 mbps. A total amount of Rs.82.09 Lakhs has been incurred on maintenance of infrastructure (physical and academic support facilities) during the assessment period.

Student Support and Progression

In student support and progression, S.E.S. College creates a level playing ground by the provision of

scholarships and free-ships. 2381 students benefit from the Governmental assistance and 151 students benefit from non Governmental assistance in this respect.

Variety of programmes like Soft skill development, Remedial coaching, Bridge courses, Add on Courses/Certificate Courses etc are provided with the aim of giving optimum resources to the students. More than 1500 students have benefitted from the Life Skills and Soft skills initiatives organized by NCC, NSS, etc. Through the guidance for competitive examinations and career counselling offered by the institution, 1121 students have become beneficiaries.

S.E.S. College has a democratically elected active students Union to organize curricular, co-curricular and extracurricular activities.

72 students have attained placements during the last five years. 304 students have progressed to higher education during the last five years. Eighty seven students have qualified the Competitive Examinations like NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations year-wise during the last five years. A large number of students have participated in various sports and cultural activities and among them, 127 students have brought laurels to the College through sports/cultural competitions.

Our College has an active students' council, namely the College Students' Union. The role of the Union is to organize student related curricular, co-curricular and extra-curricular activities of the institution, advised and facilitated by the Union Advisor. Other than the elected representatives, students are nominated in the various academic and administrative bodies of the college, viz., in the administrative bodies such as, IQAC, RUSA, Anti-Ragging Cell, Library Committee, etc.

S.E.S. College Alumni Association (S.E.S.C.A.A.) has been functioning in the College since 2020 (Reg No. KNR/CA/2/2020) as a society under the Societies Registration Act, 1860 (XXI of 1860). Prior to the registered Alumni Association, there existed an active collective of Alumni which have contributed to the development of the college. Since 2017-18, the Management has initiated a programme titled 'Founders' Day' in which the founder leaders are remembered and honoured. As part of it, the batch by batch Alumni are honoured.

Governance, Leadership and Management

The governance of the college is democratic and inclusive, involving all the stakeholders in decision making for the quality improvement of the college. Various committees are formed to address demands and needs, and are constituted with representation from various quarters. The College has a multi-tier system of leadership with the Management committee at the apex of the Governance. The Manager is in charge of decisions related to management at all levels of governance. The recruitment/promotional policies adopted by college, composition of interview board, are in accordance with the UGC and University guidelines and are subject to the prior concurrence from state Government. The Staff Council assists the Principal for all major decisions regarding internal administration of the college. The Manager, the Principal, the IQAC, and the College Council work together in creating policies and modus operandi of the programmes to ensure quality. IQAC is instrumental in promoting teaching, learning and research culture among the faculty members. Use of ICT is well established in the teaching, learning and evaluation process. Encouragement is given for research. Avenues of community engagement are discovered, and constructive tapping of human resource is promoted. There is also an adequate interaction with the industry. Further, faculty members are encouraged to attend Refresher courses and Orientation programmes. The college motivates the faculty members to attend seminars, conferences and workshops. Apart from the self-appraisal system, API introduced by the UGC in 2010 helps to monitor the

performance. Professional Development of faculty is a prime concern of the institution and encourages the faculty members to participate in the FDP programmes conducted by the college and other institutions. Government funds are audited as per the Government norms and the Management funds are audited by an internal and external Auditor. The college relies on philanthropists, PTA, Alumni and the Government funding agencies for its infrastructure development. The IQAC of the college undertakes several quality improving activities. It organises the academic workshop and the academic review. It designs, implements, monitors and evaluates quality improving initiatives.

Institutional Values and Best Practices

The College maintains its campus eco-friendly and conscious efforts are taken to sustain the campus as a natural ecosystem. The College imparts value based quality education which is reflected in each of its practices. Along with creating a suitable ambience for academic and research activities, the college also gives equal importance to the promotion of universal values, national integrity and gender equity. Promotion of social justice and cultivation of a moral and ethical outlook among the student community are also given equal attention. Activities organized by various clubs and forums like N.S.S, N.C.C, ASAP, Women's Forum, Student's union play a pivotal role in the transaction of the above mentioned values. The college relies on non-renewable resources like Solar Panels to meet its energy requirement. The use of LED bulbs in classrooms is also aimed at judicious use of resources. College has a Bio- Gas plant for waste management. Green practices, plastic free campus, car-pooling and semi-paperless offices are also very significant. The college has a constructive relationship with the local community. The college provides girls on the campus various facilities like college hostel, Sanitary napkin vending machine and Incinerator, etc. Women's Forum in collaboration with various departments organize various events to promote girls on the campus. Ours is a Differently-abled friendly campus with facilities like ramps, and bathrooms. The best practices of the institution are counselling and Endowment (S.E.S Merito diem). The vision of education of the college is to produce a generation of young scholars who are intellectually competent, morally upright, and socially committed. College follows several practices such as morning prayer, a good teacher-student relationship, student-centred learning, student counselling, Mentoring programme, career guidance, provision of free internet access to students, optimal use of ICT facilities, maintaining a learner friendly campus ambience and network with alumni.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	S.E.S. COLLEGE
Address	SES College Sreekandapuram
City	Sreekandapuram
State	Kerala
Pin	670631
Website	www.sescollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dominic Thomas	0460-2230293	9447449390	-	dominicpulickal@gmail.com
IQAC / CIQA coordinator	Sajeesh T J	-	9633672948	-	sajeeshthadathil@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	02-09-1981

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	Kannur University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	30-09-2004	View Document
12B of UGC	30-09-2004	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	SES College Sreekandapuram	Semi-urban	25	7882.79

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Plus Two	English + Malayalam	50	50
UG	BBA,Commerce	36	Plus Two	English + Malayalam	29	29
UG	BSc,Mathematics	36	Plus Two	English + Malayalam	29	26
UG	BSc,Physics	36	Plus Two	English + Malayalam	33	27
UG	BSc,Chemistry	36	Plus Two	English + Malayalam	29	29
UG	BA,English	36	Plus Two	English + Malayalam	36	35
UG	BA,Economics	36	Plus Two	English + Malayalam	38	37
UG	BSc,Computer Science Unaided	36	Plus Two	English + Malayalam	24	0
UG	BCA,Computer Application Unaided	36	Plus Two	English + Malayalam	40	19
UG	BCom,Commerce Unaided	36	Plus Two	English + Malayalam	60	42
UG	BA,English Unaided	36	Plus Two	English + Malayalam	50	43
PG	MA,Communication And Journalism	24	UG	English + Malayalam	25	15
PG	MSc,Computer Science	24	UG	English + Malayalam	15	0

	Unaided					
PG	MCom,Commerce Unaided	24	UG	English + Malayalam	30	19
PG	MCom,Commerce Unaided	24	UG	English + Malayalam	20	0
PG	MA,English Unaided	24	UG	English + Malayalam	15	13

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				6				30			
Recruited	0	0	0	0	2	4	0	6	9	21	0	30
Yet to Recruit	0				0				0			
Sanctioned by the Management/Soci ety or Other Authorized Bodies	0				0				23			
Recruited	0	0	0	0	0	0	0	0	4	19	0	23
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				18
Recruited	14	4	0	18
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	3	3	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	3	2	0	7
M.Phil.	0	0	0	0	2	0	1	1	0	4
PG	0	0	0	1	1	0	3	10	0	15

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	26	0	32

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	141	0	0	0	141
	Female	196	0	0	0	196
	Others	0	0	0	0	0
PG	Male	11	0	0	0	11
	Female	36	0	0	0	36
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	12	12	11	11
	Female	13	12	12	13
	Others	0	0	0	0
ST	Male	2	1	2	3
	Female	5	7	5	5
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	64	47	54	65
	Female	136	131	149	144
	Others	0	0	0	0
Others	Male	33	49	54	37
	Female	30	39	42	57
	Others	0	0	0	0
Total		295	298	329	335

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
450	445	409	351	338
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	16	16	12	12

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
967	873	844	774	705
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
134	119	119	94	93

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
304	273	270	234	209

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
59	59	52	50	49

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
59	59	52	50	50

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 46

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
84.96	81.37	48.75	41.10	30.62

4.3

Number of Computers

Response: 129

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college has always taken all the efforts for delivering the curriculum in the most effective manner by making all plans and measures to implement a documented process for the same. A Well-knit curriculum is the heart of academic activities of the college. Being a Government Aided College, affiliated to Kannur University, the college is bound to follow the curriculum framed by the University. All the possible measures are taken to publicise the POs, PSOs and COs prescribed by University. They are displayed at various places on the college campus and also in the college website. Teachers take special care in disseminating the POs, PSOs and COs to the students. The college currently has 7 UG programmes and 1 PG Programme under the Choice Based Credit and Semester system in the Aided section and 4 UG Programmes and 4 PG programmes in the Unaided section. The colleges have the freedom to be flexible in choosing elective and open courses from a list provided by the University. Undergraduate students are provided with the freedom to choose any one open course offered by other departments, prescribed in the syllabus.

A) Planning for effective Curriculum delivery :

Based on the Academic Calendar, Syllabus and the POs, PSOs and COs prescribed by Kannur University, the college makes all necessary preparations for systematic delivery of curriculum -

a) Bridge Courses and Orientation classes - As soon as the First year admissions are over, Bridge courses are provided by the separate departments along with the common Orientation class provided to all first years and subject specific Orientation classes given by departments concerned.

b) College Academic Calendar cum Handbook - The college takes all measures to publish the Academic Calendar cum handbook as soon as the first year admissions are over. The time schedule of internal and external exams, code of conduct for teaching and non teaching staff and students, the details of all staff, list of various clubs, forums and committees, etc. are published in it.

c) Work Diaries - Each teacher is provided with a Work Diary to note down the lesson plans, conduct of academic and administrative duties. The completed Work diaries are submitted to the Principal for verification.

d) Tutorial Books - Each student is also provided with a Tutorial Book to record their curricular, co curricular and extra curricular progress. Parents' visits are recorded in the Tutorial Book.

e) Time tables - All teachers maintain the class wise timetable. Then, separate time tables are maintained at class levels and department levels. All the time tables are consolidated in the College Master time table.

B) Documentation of Curriculum delivery :

The planned curriculum is effectively delivered through various means such as lectures, assignments, seminars, quizzes, projects, case studies, role plays, ICT enabled presentations and videos prepared by students and teachers, lab facilities, etc. In addition to these methods, following initiatives are used to ensure the active and systematic delivery of curriculum :

a) Remedial Teaching

b) Special classes

c) Feedback system

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE**Response:**

As per the exam schedule of Kannur university, the college prepares the academic calendar by allotting dates for the conduct of Internal examination. The academic calendar is also uploaded on the college website for the all-time information of the students and stakeholders. It consists of examination rules and approximate schedules regarding class tests, model examination, etc. Continuous internal evaluation of the students is made by conducting assignments, seminars, oral tests, quizzes, tutorials, class tests, etc. And the details of the same are included in the academic calendar. The college has an active committee to look after the conduct of Model Examination. Model examination is conducted to give the students a clear idea about the University examination in all sense. The booklets are printed in the model of University answer booklets. The model examination committee works on the slots reserved in the academic calendar for internal evaluation and prepares and displays the time-table well in advance. The committee prepares a duty list of teachers for exam invigilation and the records are maintained. The class tests are conducted based on the convenience of the departments based on the academic calendar of the college. Students who are unable to attend class tests and model examinations on genuine grounds are given another chance by the teachers concerned.

End Semester Examination is conducted as per the University prescribed schedule. Internal Assessment is done with 20% of total score for following categories of Attendance - 25%, Seminar/Viva/Assignment - 25% and Test - 50% (normally minimum of 1 class test and a model examination is conducted for each course). The final print outs of Internal marks are shown to the students and they sign on it. The teachers concerned keep a record of the internal marks of each course. Moreover, departments maintain Registers and files for Class test question papers, Model examination question papers, the mark lists, spreadsheet of internal marks, etc. The tutors also keep a record of the internal marks of each class.

The Academic calendar comprises of the following-

1. **Tentative schedule of Internal tests** - Since the schedule of the exam is given much in advance, students get good enough time to prepare and perform well.
2. **Tentative schedule of University Examinations** - Kannur University releases the Examination Calendar at the beginning of each academic year which enables the stakeholders to make adequate preparations for structuring the academic activities
3. University includes schedule of holidays and vacations, semester end and semester start dates in the Examination Calendar.

File Description	Document
Upload Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 16

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 6

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
5	1	0	0	0

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 2.71

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
110	19	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

Kannur University has incorporated gender, environment and sustainability, human values and professional ethics in the various programmes and courses. The vision, mission, motto and core values of the college speak laboriously about these cross-cutting issues. The institution takes all attention to mould up its students as morally rich and socially responsible citizens who contribute to nation building and integration.

Gender

The current socio cultural scenario of India points to the necessity of providing gender awareness programmes that help in developing healthy relationship among different genders to avoid any sort of discrimination. To prevent gender discrimination and to develop value oriented leadership in students, Women Empowerment Cell and Internal Complaints Committee (ICC) are functioning in the college. Institute facilitates the girl students with a comfortable girls' room. Gender specific issues are addressed by the curriculum itself in some courses and they are effectively communicated to the students both inside and outside the classroom. Our college is one of the few institutions in Kerala that runs a Sports hostel for girls. And as a result, the college is successfully running an active and competitive girls' team in Basketball which has brought great accolades to college. Girl students have been encouraged and groomed to participate at national/international sports events such as the Basketball tournaments, Cross country race, etc. In connection with the Women's Day celebration, multiple programmes are organised by different students' support programmes of the college.

Environment

Students are stimulated to contribute towards maintaining and improving the quality of the environment by keeping the milieu and natural resources clean, thereby preserving them for future generations. For imparting basic knowledge about the environment, the college organizes various programmes such as Environmental Awareness, plantation of trees, making plastic free campus, etc. The college taps solar energy to encourage use of solar power and also has a Borewell Recharging system and Rainwater storage tank. In accordance with the UGC Guidelines, University prescribed Courses on Environment like 'Environmental Studies and Disaster Management', 'Environmental Chemistry', 'Environmental Studies', 'Language through Literature -II', 'Readings on Life and Nature', etc. are also provided to the students. In connection with the CommonCourse in English, the students are made to compile manuscript magazines.

Professional Ethics

Courses like '4A14COM/BBA Business Ethics and Corporate Social Responsibility' which are part of the curriculum develop professional ethics among students. Students who are involved in project work/research are sensitized against plagiarism. The faculty and students are expected to follow the institute's code of ethics which is displayed on the college website and the handbook for dissemination.

Other values

Various sport activities, NSS, NCC, etc. develop values like discipline, perseverance, equality, team spirit. Institute facilitates scholarship to meritorious students, reserved categories and economically backward class students. The students are sensitized for traffic rules, drug abuse and are encouraged to vote in polls.

The ideas, concepts and theories taught within the classrooms are translated into practice by organizing seminars/workshops and field visits - a concerted effort of both the students and teachers.

File Description	Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.43

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
16	14	13	13	12

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 34.75

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 336

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: C. Any 2 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 72.58

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
384	260	329	298	295

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
523	463	463	368	363

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 31.52

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
36	36	33	32	36

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

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

Response:

The institution takes measures to promote the overall academic performance of the students. Details regarding the academic and extracurricular performance of the freshers are evaluated during the bridge courses that are conducted by all the departments during the beginning of an academic year. Most of the Departments conduct orientation programmes for the newly admitted students. Significant steps have been instilled by the institution to support and strengthen both slow and advanced learners. The participation and performance of the students in the classroom discussions, assessment tests, classroom seminars etc., coupled with their questioning ability during interaction are considered in identifying the levels of learners. The informal interactions with students by the faculty also help to identify the strength and weakness of the students. The primary concern of the institute is to offer a conducive learning environment to the students that would ensure the optimum growth as well as complete personality development. Therefore, several activities such as seminars, workshops, group discussions, role-play, essay competitions, poem recitations etc. are conducted from time to time by the institute to bring out the creative as well as imaginative skills of the students. Internal tests, assignments and presentations etc., are also a part of teaching in order to identify the weak students and slow learners. Remedial classes are organized for weak students to enable them to keep up with the pace of the classroom teaching and learning. Apart from this, respective departments also organize remedial programmes preceding semester examinations. The college has incorporated different programmes for the slow learners and advanced learners; some of which are Kerala government initiatives

Programs for Advanced Learners - Walk with a Scholar (WWS) is one of the new initiatives of the Kerala government that has been successfully functioning in this college by providing proper guidance to undergraduate students having brilliant academic records.

Online Courses - Students are encouraged to enroll in various online courses. Many of our students have enrolled for such courses and secured different certifications from various online course providers including coursera, NPTEL.

Paper Presentations - Students from various departments are encouraged to present papers in their areas of study under the guidance and supervision of teaching faculty.

Programs for Slow Learners - Scholar Support Programme (SSP) is an initiative of the Government of Kerala to uplift the underachieved students to the mainstream by providing study materials and external mentoring.

Peer teaching methods - Implemented by various departments helps the slow learners to be active in skill and knowledge acquisition. S.E.S. chronicle is an initiative of the Department of English to chisel the writing skills of the students of the Department, where various activities like collection, compilation, editing are done by the students themselves under the supervision of Department Teachers. Meet the Masters organised as part of the Walk with Scholar (WWS) Programme provides the students with an opportunity to interact with industry experts.

File Description	Document
Upload any additional information	View Document

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

Response: 16:1

File Description	Document
Any additional information	View Document

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

Response:

The college is committed to provide experiential and participative learning to enhance the learning potential of the students. The experiential and participative learning pedagogy is accomplished as an integral part of the curriculum in all the offered programmes of the college. The learning is made student-centric by adopting various teaching methods suited to the learning abilities of the students. The concept of engaged learning is practised with genuine concern. Many of the teaching-learning methods at the institution are interactive, performance-based and student-centric.

Interactive learning: Teaching methods are adopted as per the requirement of the prescribed curriculum. Interactive methods are used to discuss fundamental concepts, and students are encouraged to ask questions. Students are motivated to work on their own and prepare learning models, charts, and make presentations. Departments organize regular student seminars, peer teaching, and debates as part of the teaching-learning process. Experiential Learning promotes learning with experience among students through Laboratory Demonstration Classes, Practical Experiments, Web-based learning and through the activities of Different Clubs. Students gain enriched experience from the aforesaid programmes via hands on learning and gain in-depth insights and acquire practical skills. Projects are made mandatory in all UG courses in which the students have to identify an area in their discipline and are supposed to experience and undergo an inquisitive learning to learn the nuances, techniques, methodologies, practices in that domain. To promote independent learning, the institution has a central library facility with an extensive collection of books and journals which can be used effectively by the faculty and students to imbibe comprehensive information. The students are motivated to use the library, which can enhance their skills and knowledge. Apart from this, the college has departmental libraries which are easily accessible to the students.

Problem Solving oriented learning is incorporated in the faculties of science, commerce and management. Some of the courses offered include: Optimization techniques, Numerical techniques, Quantitative techniques, Stock-market data analysis, Applied mathematics, Applied sciences and programming courses. Assignments are also given to test the problem solving ability of the students. The institution carefully integrates participatory, Experiential and problem solving methodologies to

complement the learning experiences of the diverse students who are slow and advanced to adapt to the pedagogy. This is ensured by carefully blending these methodologies in the Teaching-Learning and Evaluation mechanism of each and every course offered by the college. A Campus Newsletter S.E.S. CHRONICLE is published by the Department of English and some Blogs are maintained by the students which help them to improve their writing skills. As part of the curriculum transaction, English teachers make the students' role-play of the prescribed works - novel and plays. Since the activity is learner oriented it calls for the participation of all students. Each department follows unique programs to enhance the learning experience of students which include ICT used seminar presentation and assignments, Internships, Projects, Industry Visits and Field trips Participation in competitions like Group Discussions and paper presentations.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide an e-learning atmosphere in the classroom. In addition to the chalk and talk method of teaching, the faculty members are using IT enabled learning tools such as PPT, Video clipping, Audio system, online sources, to expose the students for advanced knowledge and practical learning. Specialised computer laboratory with internet connection has been provided to promote independent learning. Wi-Fi facilities for access to the internet are provided on individual laptop and mobile devices, with enough security measures. Its access is controlled by the system administrator. Library also offers a wide range of e-resources. Technology (ICT) in education is the mode of education that uses information and communications technology to support, enhance, and optimise the delivery of information. It has been ascertained that ICT can lead to an improved student learning and better teaching methods. S.E.S. College is well aware of making use of ICT technology in education creates an easy-to-manage learning environment where the delivery of information is so much smoother and the learning easier. Students are refreshed to think critically and be innovative and creative in tackling their assignments, projects and other tasks assigned to them using ICT. Teaching pedagogies have been modified and improved over time to facilitate new innovations in young minds. Teachers make their students well-versed with new ICT enabled tools for effective teaching and learning processes. S.E.S. College integrates Information Technology in different stages of the examinations.

File Description	Document
Upload any additional information	View Document

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

Response: 16:1

2.3.3.1 Number of mentors

Response: 59

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 99.6

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 14.25**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
8	7	7	7	9

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	
Response: 6.87	
2.4.3.1 Total experience of full-time teachers	
Response: 405.5	
File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

<p>2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode</p> <p>Response:</p> <p>The institution ensures effective implementation of the evaluation reforms of the University and self through the following measures :</p> <p>The college follows a common calendar for conducting and announcing the results of internal examinations. In the beginning of the programme, students are briefed on the general programme outline such as programme duration, programme structure, courses of study, methods of continuous internal assessment and university evaluation. Students and the other members of the institution are provided with a printed copy of the comprehensive academic schedule in the form of an academic calendar detailing the evaluation methods, rules and guidelines of the affiliating university. The tentative schedules of the internal examinations are also included in the Academic calendar. Additional information, if any, on examinations and other forms of evaluation, is furnished to the students on receiving intimations from the University.</p> <p>Components of CIE - CIE has different components such as internal examinations, assignments, attendance, seminar and viva voce, with fixed weightages to each component. 50% of the internal marks are awarded to two internal assessments. 25% is allocated to assignment/seminar/viva and 25% is allocated to attendance. Tutor level orientation is given to the students on the mechanism and guidelines of internal</p>

evaluation. Different measures are taken at various levels to ensure that internal assessment is transparent and robust in terms of frequency and variety.

The Attendance report - The Report is maintained and reported to the parents during PTA Meetings by respective class tutors.

Syllabus and Schedule - The Syllabus of the exam is announced well in advance before the examination. Since detailed question papers are prepared in accordance with University exams, students get the chance to prepare thoroughly covering all the topics. The schedule of the examination is also prepared in advance and given to students. This gives students ample time to study for the examination.

Timely Valuation - The valued answer scripts are returned individually to the students in one week time and the students are getting chances to redress grievances, if any.

Centrally Monitored Examination - The examinations are centrally monitored and coordinated by the Internal Examination Committee. This maximises the credibility of the internal evaluation system and reduces the chances for malpractices.

Additional examination - Students are given opportunity to appear for additional examination (3rd test) if they couldn't appear in any one of the previous tests. Through this, students are also getting chances to take best two scores out of three.

File Description	Document
Any additional information	View Document

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

Response:

There is complete transparency in the internal assessment. The criterion adopted is as directed by the university. At the beginning of the semester, faculty members inform the students about the various components in the assessment process. The complaints of the students related to internal and external examinations are addressed at two levels - College and University - depending upon the nature of the complaint. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance. Evaluation is done by the course handling faculty members within a week from the date of examination. The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. Complaints on the internal assessment are handled by the Internal Examination Committee, while complaints related to the external evaluation are forwarded to the University. A Grievance Redressal Committee functions in the college that addresses complaints, if any, relating to the internal assessment of the students. The grieved student may meet the Internal Examination Committee of the College or the Principal directly on any dissatisfaction in the procedures of internal evaluation. Students with any grievance on the evaluation made by the committee are given adequate clarifications, thereby making grievance redressal on examinations transparent. And if the grievance is not settled at the college level, the student may approach the Kannur

University Internal Marks Redressal Committee. For lab courses, the experiment is verified and indicated in the observation/record. The independent learning, practical approach to the real-time applications is tested by viva voce for laboratory courses. For the quality of the projects, the evaluation is done by the internal project guide and an external evaluation by the university appointed Teacher is also there. The end examination for the laboratory and projects shall be conducted with internal and external examiner appointed from the other colleges as decided by the University. As for the grievance related to University examinations, the time for addressing the issue taken depends on the policies of the University. The grievance redressal mechanism pertaining to examinations is efficient as all complaints are entertained without exception. Internal examination-related complaints are redressed in the college itself, and the University examination-related complaints are communicated through Chief Superintendent of Examinations to the Controller of Examinations, Kannur University. Students are allowed to apply for reevaluation, recounting and challenged evaluation by paying necessary processing fees to university if they are not satisfied with the university evaluation.

File Description	Document
Any additional information	View Document

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.

Response:

Programme Outcomes (POs) represent the knowledge, skills and attitudes the students should have attained at the end of a Programme. The Course Outcomes (COs) are the resultant knowledge skills the student acquires at the end of a course. It defines the cognitive processes a course provides. Programme Specific Outcomes (PSOs) are statements that describe what the graduates of a specific Programme should be able to do. In order to design the curriculum, the POs, PSOs and COs, are basic and essential requirements. Kannur University has a Board of Studies for each programme with members consisting of academic experts from respective streams. The Board is responsible for defining the set of POs, PSOs and COs according to the syllabus. The POs, PSOs and COs are properly communicated to the students and faculty members through the college website before the beginning of each course in a timely manner. These details are also accessible to the public. This mechanism helps to maintain transparency in communication. The POs, PSOs and COs are displayed on the notice boards of individual Departments, labs and corridors of the college. At the beginning of each academic year, a detailed and comprehensive department meeting is held to allot subjects to individual teachers and to communicate POs, COs and PSOs to them. The tutors are assigned the responsibility of communicating the POs, COs and PSOs to their respective wards and to clear the doubts that arise thereafter. Thus, the tutor should ensure that each student has a fair idea about the syllabus, POs, PSOs and COs. The students are continuously insisted on the objectives during the class conduct hours and during all the academic activities of the college.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document

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

Response:

College initiates necessary steps to identify and evaluate whether the proposed Programme outcome is attained by each department and the college as a whole. The progress and performance of each student in the entire period of the Programme is monitored through an organized mechanism. Students are nurtured to attain strong basic knowledge in the field of study and to sharpen their academic skills. All the core courses of each academic programme are based on preparing intellectually proficient, socially responsible graduates, who are prepared to be socially conscious, sensible and proactive. In order to evaluate the attainment of Programme outcomes, Programme Specific Outcomes and Course Outcomes, the institute adopts informal and formal methods. Under informal approach, the teachers, during classroom teachings, have discussions with the students about their perception on the attainment of programme outcomes. Students are encouraged to have open discussions on this aspect in their respective classes and in the light of their views, the faculty members provide their teaching output accordingly, as and when required. The internal evaluation is done based on two centralized internal examinations, assignments, seminars and attendance. This strategy facilitates the continuous monitoring of students' progress and also assists in the evaluation of attainment of programme specific outcomes. Student progression details are collected and recorded annually. This information facilitates student's progression and follow-up. The Course outcomes of every department is described clearly in the syllabus of the department. The Teaching Plan drafted by a course teacher is validated by the Head of the Department and the Principal. The feedback is sought from the students with clear indicators to measure the time frame, mode, methodology and teaching style of every course. This feedback is analysed and found to be useful to measure the course outcomes of every student.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 69.73

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
194	195	159	156	179

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
302	268	268	234	209

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response: 3.77**

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

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

Response: 1.69

3.1.2.1 Number of teachers recognized as research guides

Response: 1

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	9	9	9

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

The college organizes activities to develop an innovative academic culture by which knowledge gets produced and disseminated to the community. Different pedagogical approaches are attempted by the institution to make the ecosystem compatible to innovations, creation and transfer of knowledge. The college has proactively initiated many measures to create an eco-system for creation and transfer of knowledge, which are explained as below:

- **Film production** : The Journalism Department of the college is active in the field so that they produce short films, organise film fests, etc.
- **Fests and Exhibitions** : Under the leadership of the students, creative and enlightening fests and exhibitions are organised by the Departments, clubs and forums. Students set stalls in which a variety of food items, craft pieces, paintings, etc. are displayed and sold.
- **Skill Expo** : The ED Club, Economics Department, NSS, etc . give training to students on production of paper bags, paper pens, paper flowers, soap, soap powder, ornaments, LED bulbs, sanitisers, etc. The students sell the products and make use of the profit for charity works.
- **Robotic Club** : Under the aegis of the Department of Physics, the Robotic Club functions exuberantly and they have made exhibitions of Robots. The alumnus of the College and Assistant Professor at Department of Electronics, Vimal Jyothi Engineering College, Chemperi, Dr. Sunil Paul, has given leadership for the venture. During the Corona days, the Club has taken initiative to produce automatic Sanitisers also.
- **ASAP Hackathon** : The Government of Kerala in co-ordinance with the Higher Education Department and ASAP convened the biggest Hackathon in the history of the state in the year

2020. REBOOT KERALA HACKATHON meant to provide exceptional exposure and a platform for the younger lot to put their minds together for a social good. The affairs of the state departments that needed modern day solutions were given as problem statements and the students teamed up to invent technical solutions for the same. The selection process involved students from all over Kerala sending solutions to the existing problem statements online. The precise sieving process separated three hundred deserving teams out of three thousand for the scheduled events. SES College Sreekandapuram was honoured to become the only Arts and Science College under Kannur University to be selected for the lucky three hundred, under the leadership of the ASAP Coordinator, SES. S/he synchronized the students and set up teams to participate in the grand event. Two teams, representing the college were chosen under the Departments of Home Affairs and Transportation.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 2

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.19

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	4	4	0	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.11

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 last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	4	0	1

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

S.E.S. college endeavors to encourage a spirit of selfless service and cultivate respect for all fellow beings among its students. We mould up the students as our 'goodwill ambassadors' who are able to contribute in their own ways to the community. Accordingly, we undertake extension activities, giving thrust to philanthropic and altruistic gestures, environmental consciousness drives and social commitments. The students, teachers and staff members of S.E.S. take part wholeheartedly in various campaigns/programmes organized as a part of their social responsibilities. Most of the extension activities are operated through NSS, NCC, Students' Union and ASAP. Thus the college promotes the institution-neighborhood network and student engagement in social services, contributing to the holistic development of students and community development. The social awareness of the students is ignited through Programmes such as Charity visits, Home for Homeless, Child Care Programme, Connecting to Community, Book donations, Blood donation camps, Socio Economic Health Survey, Flood Relief activities, Production and distribution of masks and sanitisers at Sreekandapuram and near by places during the Lockdown, etc. Through all these programmes, the College has turned out successful in imparting the realisation to the students that it is the duty and responsibility of each individual to contribute one's share of time, energy and money to the society. The basic lessons for leading an emotionally, spiritually and physically healthy life were conveyed to the students through initiatives like 'Clean India Drive', Health checkups and tests, Pre monsoon cleaning, Awareness classes on First Aid, Anti drug, Yoga, Cancer awareness rally, Flash mob as part of Swachhta Pakhwada, etc. Students are highly promoted and appreciated in taking up ventures that contribute to nurturing nature. Nature Camps, Agriculture farm visit, Plastic free campus drive, Plastic collection at Sreekandapuram, etc., are organized thus. ASAP forum of the college undertook numerous community engagement programmes like helping out the local community in making kitchen gardens and awareness programmes and survey on water conservation in collaboration with the local administrative body. The initiatives received greater appreciation and media coverage for the systematic organization and successful implementation.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/

government recognised bodies during the last five years**Response:** 0**3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**Response:** 65**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
18	10	12	13	12

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 86.8**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 last five years

2019-20	2018-19	2017-18	2016-17	2015-16
915	424	526	1089	619

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - 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.

Response:

The College was established to mark a new era of enlightenment in the history of Sreekandapuram and surrounding villages, in an area of 25 acres and built up area of 7882.79 square metres. The geographic situatedness of the College in sub urban and rural areas of Sreekandapuram has made academic ventures accessible for the diverse student category hailing from both the urban and rural areas. The college ensures state of the art physical and infrastructural facilities for optimising the teaching learning transactions. Infrastructural and other facilities of the college are created through government and management assistance. At the inception of the institution in 1981, it had been offering pre-degree courses affiliated to University of Calicut. In 1991, the college was upgraded to a Degree College by offering an Undergraduate Course in Mathematics. After the delinking of pre-degree courses, more Degree Courses were added to Arts, Science and Commerce streams. Currently, the college offers seven UG Programmes (BA English, BA Economics, BCom, BBA, BSc Physics, BSc Chemistry and BSc Mathematics) and one PG Programme (MAJMC - M.A. Journalism and Mass Communication) in the Aided stream and four UG Programmes (BCA, BSc Computer Science, BA English and BCOM Computer Application) and four PG Programmes (MCOM Finance, MCOM IB, MSc Computer Science and MA English) in the unaided stream. The required infrastructure was added from time to time as the expansion took place.

The current infrastructure facilities include -

A) Academic Infrastructure :

1. **Classrooms:** The institution has spacious and naturally ventilated classrooms that can accommodate around 40 students in each one. All the classrooms are well-furnished, equipped with desks, benches and chairs for students and teachers. Classrooms are numbered with identification of the wing.
2. **Laboratories:** The College has 4 laboratories in the Aided Section - 1 Physics Lab, 1 Chemistry lab, 1 Computer lab, 1 Computer lab cum Smart classroom and 2 Computer labs in the unaided section.
3. **Library:** The College has 2 well stocked libraries (one each in the Aided and Unaided stream) with a reading section where students can read newspapers, journals and magazines. The library has INFLIBNET technology to access e-books and e-journals.
4. **Multi media Production/Playback Devices :** The College has 2 Video Cameras, 3 Digital DSLR Cameras, 1 Digital Sound Recorder, 1 Condenser Microphone and 1 Sound system with amplifier

B) Administrative Infrastructure :

In order to smoothen the administration, Principal has 2 chambers (one exclusively functioning as his office and one chamber in the College office), two spacious college office rooms (one in the Aided stream and other in the Unaided stream) and one Examination Room. Under the RUSA - II Scheme, College has begun the works of an exclusive Administrative Block in which the Principal has a spacious Chamber and a well equipped office room. All the teaching and non teaching staff members are subjected to the Punching system.

C) IT Infrastructure :

1. **Computing Equipment:** There are 138 computers for students as well faculty members. All departments are connected with broadband and provided with printers.
2. **Smart classrooms:** The College has 1 smart class room
3. **Wifi Connectivity:** The college has a wifi connectivity of 20 mbps

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The college has given great importance to give all infrastructural and other facilities which would help the students excel and achieve laurels in sports, arts and other cultural programmes. Students become the flag bearers of college at various Inter collegiate, Inter University and other level competitions in Arts and Sports. In events like Basketball, Boxing, Powerlifting, Cross country, Handball, Hockey, Cricket, Football, Softball, Judo, Taekwondo, Athletics, etc. the students have made remarkable achievements.

1. **Arts facilities :** The college seminar hall and open auditorium give ample space for the students to practice and showcase their artistic flair. The fine arts competitions are conducted in the open stage auditorium. Every year, the students bring either First prize or Second prize in events like Margam kali, Skit, Folk Dance, Nadodi Nritham, etc at the University Fine Arts competition.

1. **Sports facilities :**

The college has -

1. One playground (in which Cricket, Hockey, Handball and Football matches can be conducted) -

with dimension of 71 x 55 m

2. One Basketball court - with dimension of 28 x 15 m

3. One Volleyball Court - dimension of 18 x 9 m

4. Two Badminton Courts - dimension of 13.14 x 6.10 m each

5. Sufficient equipments for various sports and games activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 41.3

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 19

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 46.17

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
34.81	43.73	25.42	20.90	10.14

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

S.E.S. College stands distinct from other Colleges of Kannur University in possessing a spacious and ideally located Central Library. The Library is located in the entrance area of the main building so that any visitor to the college gets a glance of the library. The spacious Library hall and the arrangements also tempts anybody to make a visit to it. Automation was introduced in the year 2016 to facilitate fast and quality services to all the stakeholders. The ILMS software service is provided by Relent College Management (Version 5.4.45). The ILMS Software provides access to the whole database of the books and journals. The average percentage of teachers' and students' visit to the library is around 11.79%. The functioning of both Library and ILMS are supervised by the Library Advisory Committee.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**Response:** 4.06**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
2.84	3.71	5.04	4.39	4.32

File Description**Document**

Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)

[View Document](#)

Audited statements of accounts

[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year**Response:** 11.79**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 121

File Description**Document**

Details of library usage by teachers and students

[View Document](#)

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The College has a well established mechanism for upgrading and deploying Information Technology infrastructure even though the geographic remoteness has hindered the full fledged development of IT facilities. The college management has taken strenuous efforts in frequently augmenting, upgrading and updating its IT infrastructure facilities and making the latest technological advancements available to its stakeholders. The institution has successfully directed the regular activities towards integrating IT into everyday activities. The everyday academic and administrative affairs of the college are made more

efficient, transparent and user- friendly by the effective and efficient application of Information Technology tools and techniques. The MIS installed in the College, i.e., Relent College Management, was established in 2016. Our institution has subscribed GSuite account by which all faculty members are able to use the additional features of Google account. The G Suite is used as a Learning Management System by the institution. The number of ICT enabled classrooms have increased at the minimum rate of 1 per year. The college management ensures that all the departments are facilitated with adequate technical and technological support on effective functioning of the computers, laptops and printers. The wifi bandwidth was earlier 10 mbps and it was gradually upgraded and the current bandwidth is 20 mbps. The MCJ Department is facilitated with the Audio visual recording equipments.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 7.5

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 30.44

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

2019-20	2018-19	2017-18	2016-17	2015-16
27.23	17.48	11.35	11.54	14.49

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.

Response:

S.E.S. College has efficient and well defined systems and procedures for maintaining and utilizing physical, academic and support facilities. In every academic year, different committees are constituted for the supervision and maintenance work of the institution. These committees give their suggestions and recommendations for the optimum use of the existing facilities of the college. The requirement and demand of the committees are submitted to the Principal and appropriate actions are taken for the improvement and maintenance of the existing facilities, with the approval of the Management. The management provides financial assistance and guidance for the infrastructural maintenance and upgradation works. Management has appointed staff members for ensuring the cleanliness and proper maintenance of the infrastructural and other facilities. The furniture, computers, printers, etc. are checked and repaired on a regular basis with the assistance of the ministerial staff. The College Staff Council, College Development Committee, IQAC, Purchase Committee, etc. make active interventions in ensuring the disposal of the fully damaged equipment, repairing the partially damaged ones, upgrading the outdated ones and purchasing new state of the art facilitated equipment.

Hostel :

There is a Girls' hostel in the college which has a capacity to accommodate 25 students. In the current session, all the hostel seats are filled. The hostel warden looks after hostel activities. The college has a hostel advisory committee. The renovation and repair work of the hostel is undertaken on the recommendations of this committee. For the security of the hostel inmates, the college has made provision of security guard and fencing of the hostel.

Classrooms and Labs :

The time table of the college is framed in such a way that each classroom and laboratory is utilised to the optimum and enhances the teaching-learning process. There is a common smart classroom and one each for every department that helps in providing IT facilitated classes for students. These facilities are accessed by the teachers and students for making the teaching-learning process more interesting and effective. Seminars, conferences, workshops and invited lectures are organised in the seminar hall of the college. The

laboratories are maintained by the lab assistants who are given special training on lab management. These labs are updated from time to time by adding new and advanced apparatus as per the requirements. Moreover, the RUSA fund of Rupees Fifty Eight Lakhs has been allocated for purchasing lab equipment, MCJ Studio equipment, Sports equipment, smart classroom equipment, etc.

Library :

The college has a well stocked central library. The qualified librarian and the library attendant maintain an overall record of the library and the record of students' activities within the library. The librarian of the college facilitates the students to open their accounts on INFLIBNET and also educates the students about how to access it. The library committee of the college coordinates all the affairs of the library. Quality books and other knowledgeable resources are also purchased through the committee after getting the approval of the management committee and fulfilling the government procedures. The library remains open from 8:30 am to 4.30 pm on all working days. The students of the college can access the library resources to enhance their knowledge.

Sports :

A fixed number of students are admitted to every Programme through the Sports quota. The Department of Physical Education takes special attention to identify students with athletic qualities and sports skills and they are given regular coaching and training sessions. The College sports teams are given all opportunities to participate in various tournaments and championships at District, State and National levels.

Under the initiative of the Government of Kerala, S.E.S. College collaborates with the Kerala Sports Council in the Women's Basketball Sports Hostel Scheme and since 2015, S.E.S. College has been allotted Women Basketball players from various parts of Kerala. These players are given daily free coaching before and after class hours. An NIS qualified coach has been appointed to ensure the maximum performance of the team members.

IT Infrastructure :

The institution has 138 computers and 4 computer laboratories. The students use these computers for accessing e-resources, making their projects, undertaking practical work, filling up their examinations and scholarship forms etc. Each department of the college is well equipped with computers, printers and internet facility to enhance and update the teaching learning process.

Transportation facilities :

The College arranges transportation facility to the students, which is a quintessential component of a rural college like ours. At present, the College has 4 buses and a mini van. The buses are used for various other transportation purposes of the institution in addition to the daily commutation facility provided to the students and teachers. The mini van is used to meet the various administrative and medical requirements of the institution.

Other facilities :

College is also providing infrastructure to the students in the form of wooden benches, iron benches, wooden desks, iron desks, etc. The college is providing a neat and clean drinking water facility through

proper installation of water cooler with purifier. The drinking water requirements of the college are met with a well and two bore wells. There is a canteen facility on the college campus. This canteen is managed by College management. To ensure uninterrupted power supply, College installed a Solar panel and generator of Eicher Engines, Tafe Motors & Tractors limited, Engine Model 322ES

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 58.45

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
337	445	575	549	475

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 3.45

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
46	46	45	7	7

File Description

Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 25.94

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
314	467	135	105	100

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: B. 3 of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.19

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
32	21	6	5	7

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 127.3

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 387

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 96.91

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
44	16	18	5	3

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
49	16	19	5	3

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 99

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) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
25	26	18	23	7

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

The motto of the college is 'Lead kindly Light'. And the light bearers of the college is none other than the students, through whom the pulse of the college is detected. With this realisation, enough representation is given to students in the co-curricular, extracurricular activities of the college and partial representation at the administration level. The college is involved in a number of activities at institutional and societal level. Most of the activities are monitored and executed by the students because the activities are organised with the aim of the overall development of the students.

College Students' Union :

College has an active students' council, namely the College Students' Union. The role of the Union is to organize student related curricular, co-curricular and extra-curricular activities of the institution, advised and facilitated by the Union Advisor.

The duties and objectives of the College students' Union include :

1. To train the students of the college/campus in the duties,responsibilities and rights of citizenship
2. To promote opportunities for the development of character leadership, efficiency,knowledge and spirit of service among the students.
3. To organise debates,seminars,work squads,tours and similar other activities.
4. To encourage sports,arts and other cultural,educational and recreational activities that are incidental and

conducive to the above objects

5. To work for the general welfare of the student community.

College conducts students' Union election every year in the Presidential system following the J.M. Lyngdoh Commission Report. Representatives are elected for the Students' Council which includes 8 major posts (Chairman, Vice Chairman (reserved for girls), General Secretary, Joint Secretary (reserved for girls), University Union Councilor, Fine Arts Secretary, Student Magazine Editor and General Captain (Sports). The minor posts include Year wise Representatives (First Year, Second Year and PG), and Association Secretaries (each Department is treated as an Association and one Association Secretary is elected by students of each Association). Regular Union meetings are organized for planning and execution of programmes under the supervision of a teacher representative known as Union Advisor. The activities of the College students' Union is presented through the Annual Union Report at the College Day.

Finance for activities is provided from sources like fee collected such as College Union Fund, Fine Arts Fund, PTA fund, etc. Management also provides finance as and when situation demands. All the arts, cultural and sports activities are organized by Students' Union with the assistance of teachers concerned. Students contribute at the University level and state level competitions. The grievances and problems faced by students are raised and addressed by the Students' Union.

Students Representation in other Administrative bodies :

Other than the elected representatives, students are nominated in the various academic and administrative bodies of the college, viz., in the administrative bodies such as, IQAC, RUSA, Anti-Ragging Cell, Library Committee, etc. For the efficient conduct of co-curricular activities, students are nominated as Volunteer Secretaries into the administrative body of NSS and NCC under the supervision of teacher representatives. Student representatives are selected from various clubs and forums of college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 24.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
32	30	23	19	19

File Description	Document
Upload any additional information	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

The College Alumni Association registered in the name of S.E.S.College Alumni Association (S.E.S.C.A.A.) is functioning in the College since 2020 (Reg No. KNR/CA/2/2020) as a society under the Societies Registration Act, 1860 (XXI of 1860).

The objectives of the Alumni Association are :

- Creating a common platform for all the alumni of the college
- Contributing for the development of the College
- Promoting a sustained sense of belonging to the Alma mater
- Rendering hands to assist those alumni who are facing difficulties in their lives

Prior to the registered Alumni Association, there existed an active collective of Alumni which have contributed to the development of the college. The College holds meetings with the alumni from time to time and discusses issues related to the development of the institution. The Association also stands by the institution as and when necessary. Since 2017-18, the Management has initiated a programme titled 'Founders' Day' in which the founder leaders are remembered and honoured and an eminent alumnus becomes the key speaker of the day. As part of it, the batch by batch Alumni are honoured. In 2017-18, the first batch was honoured, in 2018-19, the remaining 2 batches were honoured and in 2019-20, the fourth, fifth and sixth batches were honoured. Management plans to continue the programme of honouring until the Jubilee batch.

Activities of Department Alumni and College Alumni :

Most of the Department Alumni Associations make annual get together and contribute to the development of the departments concerned and overall to the college.

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 6 - 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

Response:

S.E.S College, Sreekandapuram is an institution which occupies a unique position in terms of its academic excellence, innovative systems, community service and the humanitarian mission. The institution was established in 1981 with a goal to form a center of higher learning to cater to the educational needs of rural communities. The college is situated atop a picturesque hill; where the salubrious environment gives an ideal ambience for the pursuits in higher education.

The vision :

Enkindle the light of Knowledge

Spread the light of Wisdom

The mission :

Widening the brains and Broadening the minds

S.E.S College has set its vision and mission in tune with the fundamental principle of the National Policy on Education – “Education is a unique investment in the present and future”. As envisaged in the National Policy on Education, the college sets particular emphasis on the removal of social disparities by attending to the specific needs of a rural community to eradicate their deprivation of many basic needs. Majority of the students admitted are from the educationally deprived rural community. As per the state government regulations, the college also set aside 20% of the total seats for the SC, ST communities. Once admitted, the college pays special attention to the academic progress of each and every student to help deficiency through various remedial programmes like Bridge Course, Remedial Teaching, Peer teaching, Tutorial system and continuous evaluation and monitoring. The college conducts its academic programmes, co-curricular and extracurricular activities aiming at the social and intellectual empowerment of a rural population which form the bulk of the student population. College follows fairness in the appointment of staff and admission of students. The college ensures that there is no discrimination among teachers and students on any basis. The Management, Principal, Staff Council, PTA, IQAC, and faculty members, along with other stakeholders, co operate to strengthen and achieve institutional Vision and Mission. The Staff Council stands as an advisory body to the Principal and the Management Committee acts as an effective support system. Different academic and administrative body stands as supportive to the Principal for the functioning of the college. The Departments plan academic activities along with the guidelines of IQAC. The Head of the Departments are responsible for the execution of all policy decisions in tandem with the vision and mission of the college. The teaching staff members of the respective departments stand as mentors for students in various co-curricular and extracurricular activities.

File Description	Document
Paste link for additional information	View Document

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

Response:

The college follows a decentralised method of governance and promotes participative management by involving various academic and administrative bodies in planning and execution of all activities on the campus. The Principal takes important decisions in consultation with the Staff Council and student representatives. Operational autonomy is allowed to departments, clubs and associations to work towards decentralized governance.

College Students' Union Election : A Returning Officer, appointed by the Principal, notifies the electoral process. Returning Officer controls and executes all electoral processes related to the Union Election. Students elect their representative to different posts during the college election. The Returning Officer assigns the duties among all teaching and non- teaching staff members for the smooth functioning in the second phase.

Participative Management : The practice of participative management is exercised through different departments, forums and clubs. The different committees operate in full collaboration with the Staff Council and Student Bodies. These participative and decentralised operations include Internal Examination Committee, Admission Committee, Discipline Committee, Anti-Ragging Cell, Internal Complaints Committee and various committees for Arts and Sports events. The Principal appoints a teaching staff, whose responsibility is to control the Examination process along with the support of non- teaching staff. The Staff Council notifies examination date in consultation with the Internal Examination Committee, conducts the examinations and thus consolidates the results. Every teacher in the department has duties in the execution of the examination. During the Arts and Sports events, all teaching staff members are entrusted with duties in managing the competitions (The College Staff Advisor supervises the Arts and Sports events), from being appointed as judges of programs and games, events in- charge and as the medical team in emergency. The Admission Committee headed by the Admission Nodal Officer distributes the admission procedures between the teaching and non- teaching staff. The process of preparation and notification of selected students for admission are done through the Single Window System run by the Kannur University; admission to Management quota and registration process are conducted with the help of the entire system of the college. The Discipline system of the college comprises of Anti Ragging Cell, Students' Grievance Cell, Internal Complaints Committee, etc which work in collaboration with the Discipline Committee. Further, different student clubs work parallel within the college to develop a peaceful, co-existing culture. The Discipline Committee along with other related Cells prevents harassment, use of narcotics, alcohol, etc. The faculty members and students are assigned with the responsibility of the forums and clubs by which they coordinate the activities. Students frequently contribute to the regular activities of the college. These forums and clubs include NSS, NCC, ASAP, SSP, WWS, College Students' Union, Career Guidance Cell and various clubs.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institution is committed to impart quality value based higher education to achieve academic excellence through continual improvement of its scholastic ability. Our goal is to ensure the national and international competitiveness and professional acknowledgement of the Institution with reliable, high quality education, skill development programmes, research activities and other services. Based on the recommendations made by the 1st cycle NAAC Peer Team in March 2015 and the feedback from the college academic community, a combined meeting of the IQAC and Staff council decided to prepare a strategic plan, with inputs from the Management. The meeting analyzed the recommendations of the NAAC Peer Team report in detail and thrust areas were identified to transform the institution to Centre of Excellence. We focus on Academics with emphasis on Skill based education, Green initiatives, Community Service and Infrastructure. Long and short term plans in various areas identified were framed and implemented. One such area which was successfully implemented and institutionalized was Skill Based Education in tune with the mission and vision of the college. One of the main objectives of the strategic plan was to promote the programmes with skill components. The college also started Additional Skill Acquisition Programme (ASAP) in 2016 onwards with the financial support from the Kerala Government.

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.

Response:

The college which was established in 1981 has a clear vision and mission and its Governance and leadership are well defined to achieve human and academic excellence. The institutional leadership has always been participatory.

College Managing Committee : The College has a multi-tier system of leadership with the Managing Council at the apex of the Governance.. The Managing Director, who represents the Manager, is in charge of decisions related to management at all levels of governance. The Manager, the Principal, the IQAC, and the College Staff Council work together in creating policies and modus operandi of the programmes to ensure quality. All the activities of the college are in compliance with UGC regulations and directives of the Directorate of Collegiate Education, Government of Kerala and the Act and Statutes of the Kannur University to which college is affiliated.

Principal : The Principal is in charge of all academic and administrative activities of the college. He, being the Ex Officio member of the Director board, executes the policies and programmes of the Management committee through various academic and administrative committees. He is responsible for managing the major administrative and academic tasks in consultation with the Staff Council.

Staff Council : The constitution of the Staff council is as per the regulation of the Kannur University Act and Statute. The Staff Council assists the Principal for all major decisions regarding internal administration of the college. It is the apex body of decision making.

IQAC : The IQAC is constituted under the chairmanship of the Principal as per the guidelines of the UGC and the NAAC to bring a quality culture in the institution. IQAC is a significant body to monitor both academic and non-academic activities and takes necessary steps to enhance the quality and implementation of such activities.

Department and Administrative Heads : Heads of each academic department take the responsibility regarding various academic/non-academic performances of the students. Heads of Departments monitor the academic progress and regularity of students through class tutors assigned for all classes.

Service Rules : Kerala Service Rules are applicable for leave, traveling allowance, pension and related matters. UGC regulations in force from time to time as notified by the Government of Kerala, are applicable for pay scales, promotions, and career advancement. Recruitment/Promotional Procedure: The Faculty appointment is based on merit. The recruitment/promotional policies adopted by college are wholly in accordance with UGC and Kerala Government guidelines.

File Description	Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution considers its entire teaching and non-teaching staff as part of one big family of the college. Hence, it is very keen on imparting various welfare programmes that create a healthy and conducive

atmosphere for both teaching and non-teaching staff. Various welfare schemes provided to the teaching and non-teaching are listed below :

- Provident Fund and ESI coverage for all as per rules
- Health Coverage – GIS (Group Insurance Scheme)
- Group Personal Accident Insurance Scheme (GPAIS)
- Organizing workshops for the staff to help them progress in service
- Duty leaves are granted for attending officially sanctioned seminars and workshops
- Institution gives financial assistance to faculty members to take part in various academic programmes
- The institution grants maternity and paternity leave for the eligible members of the staff
- Special parking area is arranged on the campus for teaching and non-teaching staff
- Free WiFi facility provided for the staff
- Staff tour and Staff get-together programmes
- Functional arrangement with the neighboring hospitals for medical facility
- Honoring of teachers acquiring higher academic qualifications by staff club

A staff club has been formed in the college to protect and facilitate the common interest of the teaching and non-teaching staff without hurting the common goal of the institution. All teaching and non teaching staff members are the members of the club. The office bearers of the club are elected in the annual general body meeting. The welfare measures of the staff club are as follows -

1. To ensure the welfare of all of its members.
2. Honouring of the Staff at the time of retirement
3. Honouring of teachers acquiring higher academic qualifications.
4. Conducting staff tour and family get-together.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 4.37

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	4	4	2	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	5	3	2	0

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 10.91

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

2019-20	2018-19	2017-18	2016-17	2015-16
13	11	2	4	1

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The institution holds an effective appraisal system for rating the performance of faculty members. The system aims to analyze the performance of faculty members and further enhancement can be done on the basis of the appraisal system implemented. For assessing performance related to teaching, the evaluation indicators are academic excellence gained by the students, learning outcome of the students and the API scores of the faculty. For non-teaching staff, the indicators are efficiency and time bound completion of tasks assigned to them. The college assesses the performance of its staff by considering the self-assessment analysis of the staff and assessment made by the beneficiaries. Students and parents are major sources of feedback. The self assessment of the staff is taken periodically and evaluated.

Student evaluation on teachers : An assessment of Teachers by the students is implemented to evaluate the performance of Teachers. After reviewing the feedback of the staff given by the students, the Principal provides counsel to the faculty members confidentially. The students are also asked to give their feedback on the experience gained on the respective programmes they have chosen and they are assured of their anonymity while giving the feedback.

Parent evaluation on curriculum : The Internal Quality Assurance Cell (IQAC) of the college is collecting feedback from the guardians of the students based on curriculum for enhancing intellectual aptitude, personality development, higher education, employability and solving social and personal problems of their wards. On the basis of this survey, adequate and timely suggestions are provided by the Principal to the faculty and departments concerned to improve their performance of curriculum delivery. The preferred suggestions are discussed at the staff council and recommended for implementation.

Self-Appraisal Form for teachers : Every teacher is required to submit self-assessment forms in the required PBAS format based on the API scores thus gained, as and when indicated by the UGC. The Self assessment forms are critically assessed and the teachers are encouraged to better their performance levels.

Academic Monitoring System : The completion of the syllabus is ensured by the Principal using the academic monitoring system which is verified by the Heads of the Departments. They ensure the time bound completion of the academic schedule by evaluating the teachers' diary maintained by all faculty members.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly**Response:**

The college, being a government aided college, receives funds from agencies like UGC and RUSA, and also from the Management, PTA, Alumni; and grants and scholarships from State and Central government. The Institution has a transparent and well planned financial management system and the Principal and the purchase committee supervise and ensure that all financial transactions are done after due care and as per rules. The internal and external financial audits of grants and funds sanctioned by Government/UGC and funds received from other sources are conducted separately.

Audit of Funds received from UGC and other government sources : The government procedures prescribed in the Kerala financial code must be followed for all grants and funds received from state and central governments and agencies like UGC. A three level audit is performed in these cases.

Chartered Accountant : As per the sanction letter for such grants/funds, the income and expenditure statements are initially submitted to an external registered Chartered Accountant. The audit report issued by the auditor with utilization certificate and all necessary ratified accounts are submitted to the concerned sanctioned authorities.

Directorate of Collegiate Education : At the time of annual audits by the Directorate of Collegiate Education, the audit team verifies all the financial documents related to the public funds utilized by College. After hearing the clarifications and corrections, the final accounts are settled.

Accountant General, Kerala : The Accountant General, Kerala also conducts their periodic verification of all the accounts sanctioned by the Government. Their suggestions and directions are also incorporated in the further utilization of the funds.

Audit of funds received from sources other than Government :

The funds received from the management are audited internally as well as externally on a regular basis. All the financial transactions initially be approved by the Principal and Executive committee of the Management. Audits of the society accounts are done immediately after the completion of an academic year and furnish details within a months' time. The audited report is then presented before the Board of Directors and then audited externally by a registered Chartered Accountant. PTA funds are internally audited by a team of members constituted by the PTA. PTA funds allocation and distribution are placed in the general body meeting of PTA and gets it approved.

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

Response: 0.15

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

2019-20	2018-19	2017-18	2016-17	2015-16
0.15	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution has a clear and systematic approach for sending proposals in fetching grants from various funding agencies, including the UGC. Accreditation helped the college for fetching grants from the UGC and from the RUSA, for various schemes to attain and sustain quality in teaching and learning. Some of the grants received from funding agencies by submitting the proposals from the college are detailed below :

1. Grant-in-Aid - A major portion of committed and regular funds are provided by the Government of Kerala in the form of Salary of the employees (Grant-in-Aid).
2. Contingency funds are received from the UGC for Faculty Development Programmes.
3. Infrastructure grants from the RUSA- RUSA grant of Rs. Two Crores for physical infrastructure development, Renovation and purchase of equipment.
4. Scholarships- Grants under various scholarship schemes, viz. E-grants Scheme of Harijan Welfare, Government of Kerala, Single Girl Child scholarship by UGC, Post-Matric Scholarships to the SC, OBC students, Minority girls' scholarships, Center sector scholarship, State merit scholarship, Suvarna jubilee merit scholarship, C.H. Muhammed Koya Scholarship, Higher Education Scholarship, Snehapoorvam scholarship etc. have also been mobilized.
5. General Development Assistance by the UGC .
6. The College receives fund from the State Government for the special programmes like Additional Skill Acquisition Programme, Walk With Scholar, Scholar Support Programme, and it is utilized for the same purpose in the best possible way.
7. Central/State Government funding for NSS
8. Income from Self Financing Courses is also used for College development apart from the funding agencies ; PTA and Alumni Association also contribute both in kind and in cash towards students' welfare. To ensure proper utilization of resources, scrutiny is done at management and college level. The IQAC of

the college also suggests ways and means for systematic utilization of funds both for academic and co-curricular purposes. The funds are properly utilised in a time bound manner and utilization certificates are sent to the concerned agencies.

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

Response:

The IQAC has institutionalized several practices as part of internal quality sustenance and enhancement in academic, administrative, and extension activities of the college. It furnished guidelines in Preparatory sessions for the freshers, class PTAs, maintaining internal quality records and a wide variety of student enrichment programmes like the activities of ASAP, SSP and WWS. The following practices introduced by IQAC aims towards ensuring the overall growth of the institution, focussing on academic matters.

Convergence:The initiative is a flagship programme of IQAC of the college which organises seminars on different disciplines by renowned academicians.The attempt is a clear reflection of the continuing academic pursuit of the college to scale greater heights.Through the years this commendable venture attracted attention for the proper organisation and effectiveness.

Bridge Courses: The orientation programmes for the fresh batches of all undergraduate programmes at the commencement of the programme is an IQAC initiative .The one- week program conducted every year during the beginning of the degree program consists of interactive sessions focussed on the stuff and style of the respective subjects with the following objectives :

- To create an atmosphere that minimizes anxiety promotes positive attitudes and stimulates excitement for learning.
- To introduce relevant skills and methods for learning .
- To bridge the gap between +2 and degree programs. To assess learning levels of the new batch of students.
- To introduce effective learning techniques.

Comments received from the students reveals that the programs were successful in motivating the students. They could realize the need for a paradigm shift in their approach towards learning. The candidates for Walk-with-a-Scholar (WWS) and Scholar Support Program (SSP) – two college level schemes for advanced learners and slow learners - are identified through this Orientation Program. Thus the Orientation Program is highly successful in channelizing and concentrating our students in meaningful learning experiences.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC is in charge of reviewing its teaching learning processes, structures and methodologies for identifying operating matrices and obtaining learning outcomes. To review the teaching learning process, IQAC has implemented several initiatives like Academic audit, Parents meeting, Result analysis, Faculty seminars etc. in the College. In the digital era, there is a paradigm shift in the teaching-learning methods with the ICT tools. We, therefore, have also adopted ICT enabled teaching learning process and followed it rigorously. The college has been making consistent and sincere efforts to improve its existing IT infrastructure as per the need of the hour and requirements. ICT tools are being used all over the world for the teaching learning process than ever before. This involves online digital learning, digital presentations, digital content creation etc. The utilization of ICT tools and available e-resources in the college has helped in making the teaching and learning more effective and student-centric. The students are encouraged to make use of ICT as much as possible. The Online resources like Infilbnet, help them have easy access to the learning resources. The college website also makes available the information regarding its faculty members and department to facilitate accountability and transparency. The following facilities are provided

- To avail all the ICT facilities without hindrance, college the campus is made Wi-Fi enabled.
- Central announcement system is installed on the campus.
- Central Library is automated.

Academic Audit : An audit process is conducted to review the teaching - learning process regularly through the structures formulated by the institution. IQAC plays a key role in the process at the Institution and Department levels. After the completion of the audit, the audit report and comments are submitted to the College IQAC which in turn hands it over to the respective Departments to take necessary measures for improvement, if any.

Feedback system : A feedback system is in place in the institution. Initially manual feedback is taken and recently college implemented an online feedback system on teaching learning. Students give their feedback online which only the Principal will have access to viewing.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

The college is the only public higher education institution in the whole Irikkur Legislative Assembly constituency that becomes a shelter of higher education for the needy and economically weaker students and two third of its population comprises of women, both as students and staff. Various Committees like Women Empowerment Cell, Internal Complaints Committee, Women's Hostel Committee, etc. work for ensuring social justice for women by giving importance to address the issues and concerns of women.

Safety and security :

The college has an Internal Complaints Committee, which functions under the Vishaka guidelines, to take up issues and complaints of the women employees and girl students. The entire campus is under CCTV camera surveillance.

The Tutorial system of the college contributes greatly to solve the academic and personal problems of the students. College organizes lectures of eminent personalities to create legal, health and hygiene awareness among the students. Training classes on Yoga, Women empowerment, Personality development, Stress management, Entrepreneurship Development, etc are exclusively organised for girl students. Special competitions like 'Miss Confident SES Competition' and Skill Expo are organised in which girls become the exclusive participants.

The college arranges transportation facility for those girl students who feel sick and want to return home. Such matters are intimated timely to the parents of those students by the tutors. Watchmen have been posted at the entry gate and at other points on the campus who keep a watch on the entry of outsiders. If students go outside the campus for some programme or competition, all precautions are taken for their safety and security and they are sent under the supervision of a teacher. The College Students' Union also has representation of both male and female students. The girl representatives do voice for the needs and requirements of girl students and also to ensure that no sort of discrimination is shown towards girls.

Girl students mark stirring presence in the Inter Collegiate Arts and Sports competitions and it is through them that the college achieves too many accolades and laurels. The College has a Women team in Basketball and a Women's Sports hostel is also run as part of it. In various other arts and sports individual and team events, college regularly makes tremendous achievements.

Counselling :

Counselling cell of the college organizes formal and informal counselling sessions for all students, especially girls. The College has an official students' Counsellor and every year Counselling Camp titled 'Introspection' is organised for students. Professional Counsellors visit college during the camp and they engage sessions for students. Students concerned get an opportunity to meet professional counsellors and discuss their problems. Moreover, class tutors take special attention on directing students concerned to the

College students' Counsellor if they are in need of guidance and counselling.

Common Rooms :

The college provides a separate common room for girls. College has a girls' hostel which provides all necessary amenities and safe accomodation.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

S.E.S. College takes all possible measures to keep the campus clean by proper management of all types of wastes. Green Protocol is strictly observed for all college activities and student celebrations, and the students are advised to practice the 3R's- Reduce, Reuse and Recycle. The College is declared as Plastic Free by taking a Plastic free Campus oath. Other than periodic campus cleaning activities, Swachh Bharath Abhiyan scheme is also exercised with the active involvement of NSS volunteers and NCC Cadets.

Solid waste management : The College has employed adequate supporting staff to keep the campus clean and hygiene. Dust bins are installed at classrooms, staff rooms and various points (separate in colour for biodegradable and non biodegradable wastes) in the campus to collect solid wastes. The food wastes are dumped in a compost tank kept for this purpose. Insistence on the use of cloth banner, paper files, digital display banner etc. has made the campus virtually plastic free. With Green Protocol in place, problem of solid waste management is neatly addressed. Plastic and paper wastes, if any, are sold to waste collectors. Quantum of non-biodegradable solid waste has dropped considerably as a result of institutional drive to conscientize the students regarding reuse and recycle of utility products. Students bring their lunch in steel containers and use of steel glasses and glass tumblers is insisted in the canteen .The College students' Union have sponsored steel glasses to the College. Three larger pits have been constructed at three points in the college campus for the management of bigger biodegradable wastes. Such decayed bio wastes are later used as fertilisers for the plants and trees on campus.

Liquid waste management : Toilet wastes are discharged into underground sewage pits. Chemical waste is drained off without causing harm to the environment.

E-waste management : Electronic goods are put to optimum use by extending their use by proper upgradation and maintenance. Out-dated computer monitors, CPUs and computer peripherals are stored at collection points and it would be later stocked in a separate room. Periodic checking ensures that non-working/ old electronic equipments are disposed of properly.

Chemicals & Radio Active Waste Management : The waste of non-toxic chemicals and re-agents in the form of liquids are usually channeled out safely without any harm to the bio diversity. The gaseous wastes in the form of fumes are expelled through exhaust fans installed in Chemistry lab. Different outdated lab devices and study materials, both animate and inanimate, are kept for the upcoming Science Museum.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling

5.Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **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**

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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 500 words).

Response:

S.E.S College diligently strives to prepare an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic and other diversities is given greatest priority. Diverse activities are organised inside the college to promote mutual recognition and respect. Different commemorative days like Independence Day, Gandhi Jayanthi, Republic Day are celebrated along with other special days to stimulate the feeling of oneness. Special care has been taken to celebrate regional festivals in the college. This establishes positive interaction among people of different racial and cultural backgrounds. Institute has a code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. We feel that the college is our second home and considers each other as a family member. We greet and wish each other at different festivals and invite them to have a feast to get introduced with one's culture to have amicable relations and to maintain the religious, social and communal harmony. Similarly our students also celebrate the different festivals with joy and enthusiasm which help them to implant social and religious harmony. We do celebrate regional festival like Onam with great pomp .The diversity in India is unique. Being a large country with a large population, India embodies endless varieties of physical features and cultural patterns. It is the land of many languages and it is only in India people profess all the major religions of the world. Through these activities, students get acquainted with the different cultures of our nation and help to develop tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. This also creates the inclusive environment in the college and society. Social connect with rural people residing in and around the campus is also encouraged respecting the cultural, communal, socioeconomic and linguistic values of locals.

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

S.E.S.College takes satisfaction in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works upon to develop them as better citizens of the country. In this focus, S.E.S college apart from imparting quality education, inculcates a feeling of oneness among the student community through various practices and programmes. Care has been taken in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the 'Unity in Diversity' of our motherland. The college ensures that the students participate very enthusiastically in all such activities. The college has strived hard with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas: National Identities and Symbols: The college has always taken various direct and indirect steps which promote the awareness about various National Identities and Symbols. The college celebrates Independence Day, Republic Day and other days of national importance with great pomp and vigour. Various student support programmes of the college organises various competitions which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship. Attempts have been made to remind the struggle of freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity ,equality, Social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life . The whole country is governed on the basis of the rights and duties enshrined in the Constitution of India . Independence Day is celebrated every year to highlight the struggle of freedom and importance of Indian constitution. Republic day is celebrated on 26th January by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated every year to highlight the struggle of freedom and importance of Indian constitution. Different awareness programmes to sensitise the community regarding our rights and values are given utmost importance.NCC unit of the college takes enough care to stimulate the nationalistic feelings through the celebration of days like Kargil vijay diwas,Indian airforce day,National integration day among many.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
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	View Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institute aims to inculcate values and nationalism in the students by celebrating the national festivals and birth anniversaries of great Indian personalities in the college campus every year. The celebrations include flag-hoisting, Project Exhibitions, Poster Presentations, Essay writing, and Elocution. Eminent personalities are invited to motivate staff and students by their inspirational speeches on those days.

Republic Day and Independence Day :

Every year the Institution celebrates Republic Day and Independence Day hoisting the national flag by Chief Guest of the Programme and presents medals and certificates to the NCC cadets for their best performance. Students and staff salutes the flag and then sing the National Anthem.

Gandhi Jayanthi :

Gandhi Jayanthi is celebrated in memory of the Father of the Nation, who devoted his whole life preaching Truth and following Ahimsa. The NSS and NCC units of the college organize various programmes in memory of our Father of Nation.

Teachers' Day :

The Institution celebrates Teacher's Day commemorating the birthday of Dr. Sarvepalli RadhaKrishnan, a great teacher. Students do organise programmes in love and appreciation of their Teachers.

Women's Day :

College organizes Women's Day on 8th March for the girl students and lady staff members in the college and conducts various events and competitions. Different support programmes also organize multiple programmes in celebrating women's achievements and increasing visibility, while calling out inequality. Some of such programmes came to media coverage too.

International Yoga Day :

International Yoga day is celebrated on 21st June every year in the campus. The sessions include orientation on Yoga, its mental and physical benefits and actual performance of some yoga asanas.

World Environment Day :

Every year, World Environment Day is observed on June 5. This day is celebrated to encourage awareness and environmental protection.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices**7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.****Response:****Best Practice 1****Title of the practice : Counselling****Goals :**

- 1.To help in the overall development of the students.
- 2.To develop readiness for choices and changes to face new challenges.
- 3.To help freshers to establish proper identity.
- 4.To uplift the students from weaker sections of the society.
- 5.To help the students in their period of turmoil and confusion.
- 6.To identify and help students in need of special help.

The context that required the initiation of the practice :

Teenage period is a period of confusions and emotional turmoil ; also faces difficulty in taking decisions. In order to mould our students and help them to accept the right path in their life, the service of a professional Counsellor is very essential. So to meet these requirements, our college started a Counselling centre. Counselling is the service offered to the individual who is undergoing a problem and needs professional help to overcome it. Our counselling centre's primary mission is to provide effective counselling services to students who come to us with a wide range of problems.

The Practice :

The students can approach the counselling centre at any time. The class teachers and department heads also refer to the cases. All the students are free to approach the counselling centre. Smt. Sunitha Joseph, Co-ordinator of the centre and PGDCP holder (Post Graduate Diploma in Counselling and Psycho-therapy) meet the students in the free hours and consult the cases. Yearly counselling camps are organised for the first year students in which external professional Counsellors also participate ; through such sessions, students get an orientation towards the necessity of counselling for a healthy life. In certain cases, counselling facilities are given to the parents also. The practice of counselling and psychotherapy depends on gaining and honouring the trust of clients. The students feel free and comfort with the counselling.

Evidence of Success :

Guidance and counselling help the students for their optimum development and realise the relevance of adequate emotional flexibilities in the varied life situations. Various students have benefitted from the counselling sessions and have gratefully expressed positive gestures after becoming successful in life. It helps the students to achieve highly in the education, profession, vocation, social, health, moral, personal and marital areas. Counselling is a process of assistance extended by an expert in an individual situation to a needy person.

Problems faced and Resources required :

The general attitude of the common man that counselling is meant for those who suffer from some sort of mental sickness is the main problem faced by us too. Students, both the student receiving counselling and the other students, do not take counselling from a broader view that includes any sort of counselling or guidance that may help the student in the betterment of his/her emotional or psychological or spiritual or mental aspects. In the beginning stage of arranging the counselling classes and counselling camps, students are reluctant to attend it because of the thought that only the student with mental difficulty or disability attend such sessions. Lack of awareness of counselling among the students and the failure in identifying the difference between a Counsellor, a Clinical Psychologist, and a Psychiatrist are the obstacles we face. Frequent awareness campaigns by teachers can only help the students in changing their misconception about Counselling. We experience a lot of improvement in the attitude of students. A special and separate room is allotted for student counselling in order to keep the privacy and confidentiality of the counselling process.

Best Practice- 2**Title of the practice: SES MERITO DIEM****Goals :**

1. To showcase our talents and To acknowledge the efforts put forward by the students in achieving excellence in academic and non academic fields
2. To nourish and nurture the potential and knowledge of students & Instill in them a sense of confidence to tap into their potential and to hone their skill sets in various fields
3. To help the advanced learners to experience the practical sharing of knowledge as a student teacher and

help others in progressing further.

4.To create interest among them as well as other students to pursue higher studies.

The context that required the initiation of the practice :

The location of our college creates a geographical gap between other major institutes of our state as it is located in a remote and hilly area of Sreekandapuram Kannur. Our institute caters to the learning needs of the students from the nearby and deprived people of our localities. The college found out that some sort of motivation is required in order to bridge the gap. The brainstorming in this aspect gave birth to the idea of initiating endowment to appreciate the talents and to motivate the ones about to come to & make their stride in the walks of life There is a gap in the learning capability of students, some of them are advanced learners, some are slow learners and some are average learners. Advanced learners need more exposure to learning experience, average learners need to come forward and slow learners need more support. In order to provide equity to both the slow learners and advanced learners, we give opportunity for the advanced learners to expose their knowledge and thereby help the slow learners benefit from it.

The Practice :

'Merito diem', the Merit day is a flagship programme coordinated by the faculty of our college. The college acknowledges the efforts put forward by the students in achieving excellence in academic and non academic fields of endeavour. The programme distributes endowment for the ones who have left their imprints of success in the respective academic year. A set of 40 endowments are bestowed to the ones who honoured the college by being part of its proud Alma mater. Apart from the department toppers, the college honours subject toppers, best sports person (male and female), NSS volunteers, NCC volunteers and the best user of the college library are honoured and recognized during this ceremony. The Best Student Teacher award is distributed during this event. The tutors identify the learning ability of the students by proper internal assessment and mentoring. Tutors initiate the "student teacher" programme among the students. Here the advanced learners among senior students are given the opportunity to teach and share with their juniors on the ideas discussed in the curriculum. Some departments give cash awards and recognition ('Best Student Teacher' award by English and Chemistry Departments) to those student teachers on the basis of their performance.

Evidence of Success :

The students have shown signs of improvement and a renewed enthusiasm for nurturing their talents . The rapid increase in the number of endowments initiated from 4 to 40 is self evident of the success of the practice. Toppers in various depts, in individual subjects, best performers in various arts and sports events, students who represented college and brought home laurels of victory at various levels: national state and university levels are honoured in the presence of our luminous alumni. The honouring was indeed a great boost of confidence and motivation for the students of upcoming years ahead to achieve great heights. The whole college witnessed the celebration of victory from the last academic year. Our institution also encourages the practice of peer teaching.The advanced students are able to learn the subjects more thoroughly with the experiential learning mode of Peer Teaching method and it improves their performance in the exams and future life. The methodology proved to be a vast success that the peer teacher-students are really interested in the profession of teaching. The slow learners are able to understand the topic well and write the exam more confidently. The average learners also get benefited by improved knowledge and skill. It increases the confidence of the students, improves the relationship among students, and creates

more interest and enthusiasm towards learning problems faced.

Resources required :

The funds needed for the initiation of endowment was a question at the early stage. The Management, the Principal and other teaching staff of the college wholeheartedly donated magnanimously and we were able to overcome this problem. The institution is now able to motivate its students and appreciates the effort on their side. The identification of weaker students at the beginning of the academic year is difficult, because marks in the Higher Secondary exams are not always an apt indicator. After the assessment, the tutors identify the slow learners and advanced learners and start peer teaching. The slow learners felt a sense of inferiority complex to attend the peer teaching classes. Moreover, the advanced learners also feel hesitated in the beginning to engage sessions. After a few sessions, participation of students increased due to the frequent interaction of teachers and motivation from the tutors to actively participate in peer teaching. The sessions were now open to the whole class. For peer teaching it requires a proper system for identifying the various categories of students. Depending on the internal assessment for the classification of students is an obstacle. It is through the constant interactions with the teachers that we identify the strengths and weaknesses of our students. The library facilities, teaching aids such as LCD projector and laptops are the resources required.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

S.E.S. Greens

The founders of the college dreamed of a higher education that “enkindles the light of knowledge” and “spreads the light of wisdom” in all walks of life. Being located in the hill top and midst of nature, the college stands distinct with its green campus. Since its inception, the founders have tried hard to make the campus more green and eco friendly even though tree plantation was a herculean task in the laterite geography of the campus premises. The green and eco friendly initiatives cover a wide scope in which awareness programmes, exhibitions, competitions, plantations, etc. are included. This year also, as part of ‘S.E.S. Greens’, college organised several green initiatives like River protection through Bamboo sapling

plantation, eco manuscript competition , nature camps for students, greening campus, etc.

a) River Protection Project :

Green initiatives were not only restricted to campus but extended to the community too. To protect nature for posterity is one of the prime goals of the institution. Conservation and rebuilding of nature aims at cultivating a sense of responsibility in the stakeholders. Protection of water sources and biodiversity is also a goal of this practice. Hundred bamboo saplings were planted on the banks of 'Mukkannithodu' to protect it from landslides.

b) Eco Manuscript magazine Competition :

Under the initiative of the Department of English, an eco manuscript magazine competition was conducted on March 3, 2016 for all the First year students. Kannur University has prescribed a Common English course titled "Language through Literature - II" (2A04ENG) which focuses on environment issues. And so, the Department of English organised an eco manuscript magazine competition among the first year students to create an awareness on the significance of environment conservation.

c) Nature Camps :

The conservation, preservation and protection of Nature are of utmost importance today. In order to be close with nature and to learn more experience with nature, the NSS volunteers of S.E.S. College made a trip to Kottiyoor forest on August 21, 2015 and another Nature Camp from Nov 11 to Nov 13, 2017 to Thirunelli in collaboration with Nature Club. A.S.A.P. organised a Nature trip to the Palakkayam Thattu on Oct 14, 2018 and spent a day there to explore the beauty of nature. N.C.C. Cdets `conducted trekking camp to Paithalmala on March 11, 2018 to walk through nature. The Department of English made a one day outing to Josegiri Agriculture Farm on May 1, 2018 and familiarised the various species of fruits, plants and vegetables. Nature camps allow one to gain first hand knowledge about the environment and enable one to live in close communion with Nature.

d) Sapling plantations :

The barren laterite geography of the campus was made green due to the hard work of the former students and teachers. All the trees in the campus are planted by the students and conserved by the following generation. The green tradition is still carried on by the present stakeholders. Various departments, N.S.S., N.C.C., etc have taken keen interest in planting saplings in the campus and this recurrent activity helps in spreading the green message to students in an effective manner.

S.E.S. Cares

The social responsibility of a higher education institution is deeply rooted in carving out a future generation who is both socially committed and socially responsible. This can fruitfully happen only if the institution provides ample opportunities for its students to engage in social activities and produce exemplary works in the field of social works. The N.S.S and N.C.C units and various departments are regularly involved in social service activities. Construction of roads, cleaning activities, etc. are undertaken by the NSS volunteers. N.C.C also involves in various activities like repairing roads, cleaning public places etc. Moreover, our students along with staff visit various old age homes, poor homes and orphanages at regular intervals. Apart from financial assistance, the students render services like washing clothes, and

nursing old people and patients. The visit to old age homes create a positive impact in the minds of the students and the public.

a) Samaritan old age home visit :

The volunteers along with the staff visited Samaritan Bhavan on account of Onam Celebrations. Samaritan bhavan includes 28 inwards who are mentally retarded and were rehabilitated from the streets. The volunteers spent a half day and interacted with them. They donated clothes and a month's provisions. The clothes and other parcels were handed over to the Samaritan bhavan. The students spent some time with the inmates and helped them in some of their activities. There were many mentally ill and physically handicapped patients as well those who were abandoned by their relatives. It was a great opportunity for all the students who took part to realise how lucky they all were to be brought up in a safe and secure atmosphere with everyone to look after them.

b) 'Santwanam' - A visit to old age home by Department of Commerce

'Santwanam' - an old age home visit was designed by Department of commerce, S.E.S College, Sreekandapuram to connect with the community. The main aim of this activity was to create a humanitarian consideration among the students. On January 21, 2016, first year B.Com students visited "Karunalayam old age home" Chemperi under the guidance of Head of the Department, Mr.Sajeesh T.J. and Ms.Jasna P. They handed over rice, fruits, sweets and other provisions to the inmates. Students presented cultural programmes for the inmates. The inmates shared their stories and gave advice to students.

c) Flood Rescue Operations :

On August 12, 2019, the students took part in the flood rescue operation along with the fire force team at Chengalayi and Sreekandapuram towns. Due to the heavy monsoons, the river water level of the adjoining Sreekandapuram river has further risen above the danger mark which affected the nearby town. The NCC Cadets and NSS volunteers were in the forefront of the flood relief operations.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

S.E.S College has played a significant role in accelerating constructive social and economic changes among a marginalised rural community. The founders of the college always guarded the noble dream of educating an underprivileged section, which were deprived of the basic amenities to move forward to. The best thing about the college is that it strives hard to do maximum justice to its vision and mission. Area being remote, financial assistance is often provided for special occasions like repair and maintenance of poor homes in the region through collections from staff and students thereby creating a bond with the society. Within this short span of time, our alumni have made their marks in key positions in administrative, academic, research, management, and technological fields and service sectors in India and abroad. Many of our alumni are employed at our College. The College has a healthy and vibrant academic ambience conducive to learning with zero tolerance to unethical practices. The College has entered into new vistas of extension activities through NOSES, which senses the needy. The College has achieved almost all the objectives envisaged in the Strategic Plan prepared by IQAC incorporating the recommendations of the last NAAC Peer Team.

Concluding Remarks :

S.E.S College has successfully integrated its mission and vision in all its endeavours. The college has been fortunate in meeting the demands of all the stakeholders including that of the job market. The significant percentage of students pursuing higher studies testimony to the institution's success in creating an atmosphere conducive to learning. Keeping in mind the need for skill based education; we would be continuing our efforts to add more skill based programmes and starting value added/add-on courses in all the departments. Creating linkages and collaborations with prominent regional, national and international educational institutions and industry partners to promote knowledge sharing and skill based education will be another important concern. Academic Exchange Programmes will be made an integral part of the teaching and learning process. The process of preparing such an exhaustive and comprehensive report like SSR was a learning experience; an opportunity to introspect and discover ourselves. Our aim is to become a Centre of Academic Excellence which gives equal weightage to academic and extension activities. College is resourceful in collaborating and sharing information with nearby institutions and firms using experts in different fields, through motivational sessions, awareness programmes and the like. Much civic amenities and communication facilities in the areas has improved ever since the establishment of the institution. The location might have skipped the opportunity for higher education without S.E.S. It is a proud claim that our institution has brought many out of the confines and had created productive citizens, contributing significantly to the egalitarian society that we envision. The history of S.E.S College shall be of an unabating journey towards excellence.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <p><i>1) Students</i></p> <p><i>2)Teachers</i></p> <p><i>3)Employers</i></p> <p><i>4)Alumni</i></p> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : feedback proof provided is only for student and alumni</p>																				
3.4.4	<p>Average percentage of students participating in extension activities at 3.4.3. above during last five years</p> <p>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 last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>915</td> <td>424</td> <td>526</td> <td>1094</td> <td>619</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>915</td> <td>424</td> <td>526</td> <td>1089</td> <td>619</td> </tr> </tbody> </table> <p>Remark : as per the data provided by the HEI .</p>	2019-20	2018-19	2017-18	2016-17	2015-16	915	424	526	1094	619	2019-20	2018-19	2017-18	2016-17	2015-16	915	424	526	1089	619
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2019-20	2018-19	2017-18	2016-17	2015-16																	
915	424	526	1089	619																	
5.1.5	<p>The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases</p> <ol style="list-style-type: none"> 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees 																				

	<p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above</p>																				
5.3.1	<p>Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.</p> <p>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) year-wise during the last five years.</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>33</td> <td>27</td> <td>25</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>26</td> <td>18</td> <td>23</td> <td>7</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	32	33	27	25	10	2019-20	2018-19	2017-18	2016-17	2015-16	25	26	18	23	7
2019-20	2018-19	2017-18	2016-17	2015-16																	
32	33	27	25	10																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
25	26	18	23	7																	

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>82</td> <td>72</td> <td>71</td> <td>71</td> <td>68</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>134</td> <td>119</td> <td>119</td> <td>94</td> <td>93</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	82	72	71	71	68	2019-20	2018-19	2017-18	2016-17	2015-16	134	119	119	94	93
2019-20	2018-19	2017-18	2016-17	2015-16																	
82	72	71	71	68																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
134	119	119	94	93																	
2.3	<p>Number of Computers Answer before DVV Verification : 138 Answer after DVV Verification : 129</p>																				