YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution　　　　　　　SREE NARAYANA GURU COLLEGE OF COMMERCE

- Name of the Head of the institution　　Dr. Ravindran Karathadi

- Designation　　Principal

- Does the institution function from its own campus?　　Yes

- Phone no./Alternate phone no.　　022-25263132

- Mobile no　　8779099905

- Registered e-mail　　sngcollegeprincipal@gmail.com

- Alternate e-mail　　sphinduja2008@gmail.com

- Address　　P.L.Lokhande Marg, Chembur (W),

- City/Town　　Mumbai

- State/UT　　Maharashtra

- Pin Code　　400089

2.Institutional status

- Affiliated /Constituent　　Affiliated

- Type of Institution　　Co-education

- Location　　Urban

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **University of Mumbai**

- Name of the IQAC Coordinator   **Dr. Hinduja Srichand Parsram**

- Phone No.   **02225263133**

- Alternate phone No.   **02225263134**

- Mobile   **9890139507**

- IQAC e-mail address   **sphinduja2008@gmail.com**

- Alternate Email address   **sphinduja08@yahoo.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://sngcollege.in/

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://sngcollege.in/PDF/Academic%20Calendar%202020-2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71	2004	16/09/2004	15/09/2009
Cycle 2	B	2.73	2012	15/09/2012	14/09/2017
Cycle 3	B	2.45	2019	18/10/2019	17/10/2024

6.Date of Establishment of IQAC   **09/11/2004**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SREE NARAYANA GURU COLLEGE OF COMMERCE	**SC/ST/OBC SCHOLARSHIP**	**SOCIAL WELFARE DEPARTMENT OF GOVERNMENT OF MAHARASHTRA**	**2020 365**	**42860**
SREE NARAYANA GURU COLLEGE OF COMMERCE	**NATIONAL SERVICE SCHEME**	**UNIVERSITY OF MUMBAI**	**2021 365**	**330000**

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

- Upload latest notification of formation of IQAC   <u>View File</u>

9.No. of IQAC meetings held during the year   **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

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

- If yes, mention the amount

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

1. Introduced Certificate Courses on English Language Improvement, Basic Mathematics in Business, Competitive Examination and on leadership. 2. Conducted 7 webinars on research and digital teaching learning methodology. 3. Conducted National Level Workshop on 'Role of IPR . 4. Conducted International E-Conference on "Digital

Transformation, Issues and Challenges" 5. Took initiatives to get scholarship for the eligible students from private trusts and organisations apart from government schemes where 244 students got benefited with the scholarship of Rs.16,43,641

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

Plan of Action	Achievements/Outcomes
Academic Calendar	Due to Covid Situation, the University Calendar was not issued, however, the tentative academic calendar was prepared and after getting the confirmation from University's calendar, the academic calendar for the year 2020-21 was put up on the College website.
Certificate Courses.	10 Certificate courses have been introduced and successfully completed with the total beneficiaries of 224 students.
Scholarships	244 students got benefited with the total amount of scholarships of Rs.16,42,961
Webinars and FDPs	8 Webinars and 2 quiz competitions have been conducted and participants were awarded certificates.
Webinar on Cyber Securities	International webinar on Cyber Securities was conducted on 02.08.2020.
International E-Conference	International Seminar was conducted on 17.04.2021 by inviting the resources persons from Greece, Malaysia and Africa on the topic "Digital Transformation – Issues and Challenges". There were 75 participants from India and other countries. 27 Research papers were presented. The

	selected research papers were published in Peer Reviewed Journal. https://www.ijirmf.com/isdtic-apr-2021/
Webinar on IPR	Webinar on "Role of IPR" was conducted on 24th March, 2021 where 348 students from across the country participated.

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

- Name of the statutory body

Name	Date of meeting(s)
CDC (College Development Committee)	23/10/2021

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. Ravindran Karathadi
• Designation	Principal
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• City/Town	Mumbai
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• If yes, mention the amount		
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14.Whether institutional data submitted to AISHE

Year	Date of Submission
Yes	30/09/2021

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:	

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**355**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1756**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**338**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**459**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**30**

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	30

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	28
4.2 Total expenditure excluding salary during the year (INR in lakhs)	42.56
4.3 Total number of computers on campus for academic purposes	142

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College is permanently affiliated to University of Mumbai and offers 7 UG and 3 PG Programs and follows the curriculum designed by the University. The College has a streamlined, of 'Teaching Plan & Session Plan'. Every teacher maintains a daily as well as monthly record of curriculum delivery. The IQAC has prescribed a standard format in which the records of 'Teaching Plans & Session Plans' are maintained by the teachers. As a practice, mid-semester and end-semester reviews of syllabus completion and curriculum delivery are done. All departments have regular meetings and every department prepares a teaching plan jointly with its department members at the end of the academic year for its implementation in the subsequent academic year. The plan prepared by every department is submitted by the UG and PG Program Coordinators to

IQAC who in turn prepares the consolidated Academic Calendar and teaching plan for the college. At the same time departmental proceedings and evaluation of students' needs, are carefully recorded through various activities of teaching-learning, development and improvements through innovative teaching methods of curriculum delivery such as presentations, assignments, expert technical lectures, discussions, workshops, seminars, quiz, and industrial visits apart from regular lecture sessions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sngcollege.in/PDF/Academic%20Calendar%202020-2021.pdf

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

The Academic Calendar is prepared generally at the end of the previous year and before the next Academic Year starts, the Principal announces it after conducting the meeting with Coordinators of all programme and all other staff members. Since the year 2020-21 was the year when the educational institutions were temporary closed from 17th March, 2020 onwards due to Covid-19 pandemic. However, the College has taken care of the various academic and extracurricular activities and started Online Lectures even before the University announced the dates of beginning of the Academic Year.

The Academic Calendar is prepared in detailed manner where all the dates of important events are mentioned, including the dates of mandatory internal examination for self-financed programs which are mandatory and the tentative dates of semester end examinations. Based on Academic Calendar all the concerned departments and committees work on it and obliged their duties towards it. The students also get sufficient time to prepare for internal, semester end examinations and take part in the various co-curricular activities. The results are declared within 30 to 45 days of the last examination.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sngcollege.in/PDF/Academic%20Calendar%202020-2021.pdf

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

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

1.2 - Academic Flexibility

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

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

7

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

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

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

5

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

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

187

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

1.3 - Curriculum Enrichment

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

Sree Narayana Guru College of Commerce as an institution has always been environmentally conscious and it has been striving to achieve the objective of being an energy conscious institution with sustainable practices. The objective of the top management has been to constantly promote sustainable practices and activities that enhance the green quotient of the institution. The College is working towards implementing Green campus. It sensitizes all sections of the stakeholders. Sustained effort is made to move towards making the campus environment friendly. The College strives to reduce carbon print by encouraging staff and students to adopt green initiatives and energy conservation practices in every-day life. Various initiatives were undertaken by the NSS Committee Following are some of the eco-friendly initiatives:

1. The College promotes E-Submission of projects for various

   subjects.
2. **Study Material is shared by teachers electronically on Google classroom.**
3. **Active use of social media for dissemination of information to students**
4. **Eco-friendly Ganesh utsav celebration on 24/08/2020.**
5. **The College office keeps most of the document in form of e-content so as to avoid paper use.**
6. **The College office also uses e-communication by sending bulk emails and bulk SMS to the students .**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

8

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

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

277

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://sngcollege.in/PDF/Feedback%20on%20syllabus%202020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://sngcollege.in/PDF/Feedback%20on%20syllabus%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

768

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

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

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

112

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

2.2 - Catering to Student Diversity

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

The institute gives emphasis on improving the performance of slow learners by providing remedial coaching which are conducted after regular classes. Through a mentor-mentee system College also provided all kinds of support are provided to the slow learners. The strenuous efforts taken by the faculty towards the slow learners has resulted in students' understanding in their chosen domain, improved results and pass percentage. A mechanism for assessing the learning level of the students at the time of admission is in place based on their performance in the qualifying examination and also based on post admission performance. The College mechanisms is in place for assessing the learning level at the time of admission based on their earlier performance in the qualifying examination and also subsequently after admission. The Admission Committee segregates the students at the time of admission based on their performance in qualifying examinations.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1756	**30**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

With the objective of giving equal attention to all students, an effective mentoring system is designed for the students to help them to overcome study related problems, personal problems too. Under this system, mentoring groups are formed and there are 60 students approx. under one teacher (mentor) and 10 students under 1 mentoring student leader. Mentors in coordination with subject teachers assign assignments and leaders clear the doubts regarding the same and make sure that all are taking efforts and submitting the same on time. Weak students data is collected through google form to give more attention to them and teachers also call and talk with parents of weak students. Mentees are also guided regarding future career options, extra-curricular activities, and on any student progression areas.

One more unique practice implemented is that a platform is provided to students to take few lectures if their classmates have doubts regarding assignments.

Role plays and case study based teaching too takes place in theory subjects. Case study based teaching further facilitates effective brainstorming sessions where all participants gain insights.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://sngcollege.in/Facilities_Classroom.aspx

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

In order to facilitate effective teaching learning, the College is having projector facility in all classrooms, 3 classrooms with smart boards and well equipped Computer Labs. Apart from this,each department has been provided with one laptop. Prior to lockdown too, teachers used presentation software, spreadsheets to conduct tests; spreadsheets, and YouTube videos to facilitate better understanding. IT Department faculties use programming softwares / applications, excel sheets in order to facilitate hands-on practical training. Now during lockdown, teachers have started using various other tools like google forms, sheets, online platforms for lectures which includes zoom, google meet, docs, google classrooms for creating assignment & sharing material apart from those prior to the lockdown.

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

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

2.3.3.1 - Number of mentors

30

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

30

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

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

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

6

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

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

2.4.3.1 - Total experience of full-time teachers

210

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

2.5 - Evaluation Process and Reforms

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

The evaluative process is made transparent by orienting the students and other stakeholders about the process. The assessment scheme for Internal Examinations is decided by the University and the institution strictly adheres to the criteria laid down by the University to allocate internal marks. For internal assessment 25 marks are assigned, (20 marks on tests & 05 marks on overall performance) Whereas the learner failing in the internal assessment has to submit an assignment carrying a weightage of 20 marks.

The College has a transparent and robust evaluation process in terms of frequency and variety. The system of internal assessment is communicated with the students well in time. Students who are admitted for the concerned course are assessed continuously through various evaluation processes at the College and the University level. Continuous evaluation is made through Unit Tests, Assignments and Presentations. Unit tests are conducted regularly as per the Academic Calendar. The performance of the students is displayed on the Notice Board. Personal guidance is given to the poor performing students. Question papers are set based on Course outcomes and are approved by heads of the department.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf

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

It is the policy of the College, as per university guidelines that we are taking complaints of the students for the semester end examination. However, in the A.Y 2020-21 all the exams were conducted online due to pandemic andas per the University circular there was no scope for the revaluation or for any kind of the complaint.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf

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.

All the programme & course outcomes of the programmes offered by the institution are uploaded on our College website in order to give easy access to all teachers and students.

Also, the same is communicated to the students during their orientation programme conducted by the College at the start of the academic year in the first year.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://sngcollege.in/PDF/B.Com.%20(aided).pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution has the overall objective of developing higher order critical thinking, leadership qualities and community engagement among students. The institutional learning outcomes are employability, holistic education, citizenship behavior and, leadership qualities. The course/programs indicate learning outcomes in the syllabus. Learning outcomes express the knowledge,

skill-set, and their application that students will acquire as a consequence of completing their programmes. The teachers are aware of these as they attend various BOS meetings and syllabus framing workshops. Students are made aware of these through the College website. The institutional learning outcomes are in sync with the graduate attributes. All classroom and campus activities are planned to nurture these attributes in our students. The subject taught such as foundation course sensitizes the students regarding human rights, fundamental rights & duties and social evils. To track program outcomes, the alumni committee maintain an alumni data-base, regularly updating information on their current employment and other endeavors. Alumni are regularly invited to give talks.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://sngcollege.in/PDF/B.Com.%20(aided).pdf

2.6.3 - Pass percentage of Students during the year

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

415

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://sngcollege.in/PDF/Annual%20Committee%20Report%20of%202020-21%28SF%29.pdf

2.7 - Student Satisfaction Survey

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

https://sngcollege.in/PDF/SSS%202020-21.docx.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.20

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

1

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

3.2 - Innovation Ecosystem

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

The College has set up incubation center along with research cell. This research cum incubation center provides a platform for the students to get a shape for their nascent idea of the projects in curriculum. This center is equipped with I.T. facilities such as desk top with internet facility for the students. The students are guided by the members of research cum incubation center in formulating the topic for the project. The center also invites external experts from time to time based on the topic of interest of the students. The center is also used by the faculty members for their research projects. Extension unit also uses the facilities of the center to analyze and prepare a report on the survey conducted by them on issues of social awareness such as importance of education, legal literacy, women empowerment, anti-drugs drive etc. Once the students identify the projects, intensive training session used to be held with each student by their respective guides/faculties for channelizing their ideas. IQAC organizes workshops by inviting external experts from institute of higher learning such as Tata Institute of Social Sciences (TISS) for the benefit of the students and faculties. Adequate provision is made in the budget for the effective functioning of this center.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sngcollege.in/Other_Events.aspx

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual

Property Rights (IPR) and entrepreneurship during the year

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

8

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

3.3 - Research Publications and Awards

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

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

0

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

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

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

3

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

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

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

16

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

3.4 - Extension Activities

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

The College has two NSS Units with the students strength of 150 (with almost equal number of boys and girls) Each unit has a Program officer, one male and one female. The NSS Unit is vibrant and conducts activities related to awareness of social issues, community services, Swachh Bharat, Computer Literacy among slum community, legal literacy, health issues, blood donation, gender equity, women empowerment, Campus cleanliness and environment, evils of drugs, living conditions of nearby predominantly low income community.

The College has Women Development Cell which coducts various activities on gender sensitisation and other social issues.

The students learn to be a good citizen by participating in various activities conducted by the College.

File Description	Documents
Paste link for additional information	https://sngcollege.in/NSS_Activities.aspx
Upload any additional information	**No File Uploaded**

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

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

1

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

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

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

20

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

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

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

476

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

3.5 - Collaboration

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

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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES	

4.1 - Physical Facilities

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

The College offers 7UG and 3 PG Programs, and have enough number of class rooms for engaging the regular lectures by utilising the facilities of smart board (Intelligent Panel) and smart class rooms at the optimum level. The College has three working lifts. The fully automate library situated on6th floor enriched with 16 computers for students and Research cell cum Incubation Centre a with 10 computers for faculties and PG students for research work &2 computers for library staff. College has two computer labs with 111 computers for students. Media lab has3 computers for video editing and other projects related to mass media. College has a Browsing Centre for teachers with 5 computers. Seminar hall is equipped projector, screen, internet, sound system.

Gymkhana of the College is equipped with treadmil, power byke, excercise 8 station machine, dumbles etc along with a separate section is made up for indoor games such as Table Tennis, Chess and Carrom. College has Basket Ball Court, Volley Ball Ground, Kabaddi Ground and Synthetic Turf Ground for Rink Football and Box Cricket.

Basic amenities include filtered drinking water, toilets, canteen, staff rooms, CCTV cameras etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sngcollege.in/Facilities_Laboratory.aspx

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

College has a well maintained, multipurpose Stilt area equipped with lights and fans with the seating capacity of 1,000 for cultural activities. College also has an open space (Quadrangle)

which is used as an open auditorium for organising mega intercollege cultural events. College has Gymnasium with machines like power cycles, treadmill, body building equipments. The College has well equipped facilities for indoor games like chess, carrom, table tennis, etc. where the students can get benefited by visiting as per the time table prepared by Sports Instructor. College also has spacious Basket Ball Court, Volley Ball Court and Kabaddi Ground, Synthetic Turf ground for Foot Ball and Box Cricket.

International Yoga is celebarated every year and students & staff is encouraged to make regular practice of yoga.

The Seminar room is fully equipped with all modern technical facilities with the seating capacity for 200 participants. The Canteen is at ground floor where all the health and hygiene measures are taken care by College Canteen Committee. Separate washrooms for boys and girls are there on each floor. College has a separate room for girls for their privacy and comfort. College has separate cabins for NSS, Placement Cell, DLLE and NUSSD.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sngcollege.in/Sports_events.aspx

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

28

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sngcollege.in/Facilities_Seminar_Hall.aspx
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

in Lakhs)

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

6.17

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

- **Name of ILMS software: SOUL2.0 of INFLIBNET**

- **Nature of automation (fully or partially): Fully**

- **Version: 2**

- **Year of Automation: 2017**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://sngcollege.in/Facilities_Library.aspx

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

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

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

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

1.23

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

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

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

2

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The College has 174 computers,14 printers and 2 scanners, a photo copying machines installed in various facilities such as Computer Laboratories, Library, College Office, Browsing Centre, IQAC Room, Mass Media Lab, NSS cabin, Placement Cell cabin, Examination Room, Recourse Centre for teachers, NUSSD Cabin, Staff Room, and

Principal's Cabin etc. Besides these facilities. College also has 5 laptops to cater the needs of ICT based teaching. College has appointed one system manager for the maintenance of ICT facilities like computers (including hardware and software), renewal of software licence and antivirus, printer, projector, scanner, internet leased line connections, etc. The College has appointed one Information Technology Instructor for helping the students using the computer lab for academic purposes. The instructor work under the guidance and supervision of the IT Coordinator. Internet facility along with WIFI is available on all computers having 50 MBPS speed. College campus is WIFI enabled with free internet access to teachers, non-teaching staff and students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.3.2 - Number of Computers

175

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	[View File](#)

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

13.21

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college management takes several corrective and appropriate measures to ensure better learning environment. Security personals, outsourced from a professional security agency are deployed 24x7 . A register is maintained by security guard at college entry gate to keep check on visitors There is one security guard on each floor and CCTV cameras are also installed . Biometric system is adopted to maintain discipline and keeping track of students and staff attendance. Adequate number of fire extinguishers are installed

College has appointed one system manager for the maintenance of I.T.facilities. College gives the responsibility to the Cleaning and Discipline Committee to look into the cleanliness and beautification of the campus. Physical facilities like classrooms computer laboratories, washrooms, open areas, gymkhana, parking space, sports grounds are kept clean by the adequate number of housekeeping staffs appointed on a fulltime basis. Canteen is outsourced to a professional caterer. Any repairs and maintenance tasks related to electrical, plumbing, carpentry, civil and others are addressed through outsourcing the work to professional handymen and contractors through office staff. Annual Maintenance Contractfor computers, Fire Extinguishers, Pest Control, Printers, Photocopying Machines, Water Coolers, Fans, Air Conditioners and Water Purifiers are outsourced with private agencies.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://sngcollege.in/PDF/POLICY%20FOR%20INFRASTRUCTURE%20MAINTENANCE.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

97

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

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

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

158

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to Institutional website	https://sngcollege.in/PDF/PROSPECTUS%20202 0-21.pdf
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

417

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

417

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	**A. All of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

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

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

5.2.2.1 - Number of outgoing student progression to higher education

73

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	View File

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

Since, the Academic Year 2020-21 was engaged fully offline to follow up the Covid Protocol issued by the Government from time to time. However, College has selected Students' Council by following the rules and procedures issued by University of Mumbai and online election was conducted to for the appointment of General Secretary for Students' Council. The students' representative has been the part of various other committees such as Internal Complaints Committee, Anti-Ragging Committee, Women Development Cell, NSS, Sports, and Cultural Committee etc.

File Description	Documents
Paste link for additional information	https://sngcollege.in/Student_Committee.aspx
Upload any additional information	View File

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

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

43

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

5.4 - Alumni Engagement

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

The Alumni Association is registered and the members have conducted the online meetings. The alumni helps the current students in guiding about their career and take part in various activities conducted by the College.

File Description	Documents
Paste link for additional information	https://sngcollege.in/Alumni_committee.aspx
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Vision and Mission of the institution are:

The institute's Vision:

"Empowerment through Higher Education to all Strata of Society"

And

The Mission:

- Quality education to all irrespective of caste, creed, socio-economic status and uplift the poor and downtrodden.
- Enhancing the personality by fostering moral and ethical values and to produce dynamic and able minded youth.

The College was established by Sree Narayana Mandira Samiti, a registered educational charitable Trust, having objective to establish, conduct and maintain educational institutions. Collegeis striving to accomplish Sree Narayana Guru's ever glowing message 'Grain freedom through eduation'. Colege believes that the quality education and improved personality of youth can bring social, economic and cultural progress and prosperity. Hence, Collegegives equal weightage for academic, cultural, sports and extension activities. During pandemic period of2020-21, College has arranged online activities to make sure the aims of the institution are not affected . The governance of the institution is very professional and democratic. The Office bearers of the Trust owning and managing the College is elected strictly on democratic way, considering the ability, commitment and professionalism in them. The IQAC controls and monitors the execution of the policies under the overall supervision of the Management.

File Description	Documents
Paste link for additional information	https://sngcollege.in/Mission_Vision.aspx
Upload any additional information	No File Uploaded

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

1. The Principal delegates necessary powers to Program Coordinators to carry out various academic activities with operational autonomy.
2. NSS coordinator, and Sports instructor are provided with necessary support and freedom in Planning and implementation

        of new ideas.
    3. The office administration of the College is headed by
        Financial Officer with supportive staff - Head clerk, Sr.
        Clerk, Jr. Clerks, Accountant, Cashier & others.
    4. The College has a librarian, assistant librarian & library
        staff for managing the library.
    5. Student Council members are given the responsibility of
        conducting extracurricular activities with a Faculty -in-
        charge.

File Description	Documents
Paste link for additional information	https://sngcollege.in/Images/6.2.2%20Organ ogram.jpg
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

    1. To improve infrastructure specially for enhancing teaching
        aids.
    2. To strengthen alumni participation.
    3. To implement web-based management system for academic and
        administrative procedure.
    4. The various aspects considered in perspective plan
        development include academic growth and motivation for
        research.
    5. Infrastructural and administrative betterment and providing
        need based facilities to all the stakeholders.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sngcollege.in/cdc.aspx
Upload any additional information	No File Uploaded

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.

Management:

1. The management plays a major role in the growth and development of the College.

2. Facilitates the maintenance and up-gradation of infrastructure.

3. Addresses and settles the grievances of teaching and nonteaching faculty amicably.

4. Reviews various activities planned and implemented by the Principal

Principal:

1. Maintains healthy relations with both teaching and non-teaching staff.
2. Motivates and encourages the teaching as well as nonteaching fraternity to pursue higher studies.
3. Encourages the faculty to attend and also present papers in seminars and conferences.
4. Coordinates with outside agencies like UGC, Joint Director of Higher education & other government bodies.
5. Settlement of various issues pertaining to placement and promotion.

Faculty:

1. The entire faculty helps in implementing the various policies designed by the Management & Principal.
2. Program Coordinators prepare annual plan as well as a plan of different departmental activities to be conducted in consultation with other members of the department. P
3. All faculty members take relentless effort for the overall development of the students by organizing various programs like personality development, career guidance programs, and self-employment training programs.

All stakeholders are a part of the decision making process. Governing Council is consulted with any issue related to the policy of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://sngcollege.in/Images/6.2.2%20Organogram.jpg
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The Principal and the Management ensures the professional development of its teaching and non-teaching staff members. For this, the following practices and policies are adopted:

For Teaching Faculty:

1. **To participate in seminars, workshops, refresher courses and orientation programmes.**
2. **To pursue research for higher degree such as M. Phil, Ph. D.**
3. **To take membership of professional and academic bodies and associations.**
4. **To present papers in different seminars/conferences/workshops and publish papers in journals of national and international repute.**
5. **To apply for minor and major research projects of UGC and**

      other funding agencies.
6. To take effort for organizing seminars and workshops.
7. To organize workshop whenever there is change in academic curriculum.
8. Provide well equipped library with broad band facilities. It also subscribes to latest and reputed journals and periodicals so as to keep pace with the latest development in various subject areas.
9. Provide Computer Lab, Projectors as well as LCD's for the professional development of its faculty.
10. Provides well equipped Auditorium to conduct workshops and seminars.
11. Provides medical leaves to the faculties.
12. Provides maternity leaves to female faculties.
13. Health Insurance for Self-finance section faculties.

For Non-Teaching Faculty:

1) Encouraged to pursue higher education and obtain qualification like graduation and post-graduation.

2) Provides earned leave for non-teaching staff.

3) Provides festival allowance advance to non-teaching staff.

File Description	Documents
Paste link for additional information	https://sngcollege.in/samiti.aspx
Upload any additional information	No File Uploaded

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

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

12

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

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

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

9

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

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

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

4

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

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

1) Self Appraisal: Every faculty member has to submit their performance appraisal through self-appraisal forms which are assessed by the Program Coordinators and the Principal.

2) Faculty Evaluation by the students: Students fill up the forms wherein the faculties are appraised from time to time.

3) Appreciation is given wherever due and suggestions are communicated for improvement

4) Complete reports of the activities of various committees with names of committee members are printed in annual magazine.

File Description	Documents
Paste link for additional information	https://sngcollege.in/PDF/SSS%202020-21.docx.pdf
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

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

The mechanism for internal and external audit is as follows: 1. Appointment of External auditors by the governing council of the College. 2. The internal academic audit is carried out IQAC. 3.

Mandatory annual audit is conducted by the duly appointed chartered accounting firm. 4. The audit queries are resolved immediately and thereafter the financial statements are approved in Governing Council and in the College Development Committee meetings. 5. The last audit was done for the year 2020-21 6. There are no audit objections. 7. Periodical audits are conducted by the Joint Director of higher education.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

12.47

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization.

Regarding the mobilization of Funds, the student Tuition fee is the major source of income for the institute. The management provides Fees concessions for financially backward and brilliant students and also provides need-based loans to the faculties. Various non-government agencies sponsor and collaborate with events like seminars and workshops. Sponsorships are sought from

individuals and corporate for cultural events and fests.

A Finance Committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc. The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

The College aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.5 - Internal Quality Assurance System

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

1. The IQAC is taking utmost care of achieving the objectives of the College.
2. Regular meetings are conducted online/offline mode to discuss the various issues.
3. The continuous monitoring of the activities is done with the help of all IQAC members.
4. The care is taken to organise/conduct the activities strictly as per Academic Calendar.
5. Based on the requirement of various themes, the webinars/seminars/workshops are conducted for the benefit of faculties and students.
6. Feedback is collected from the stakeholders.
7. Based on the feedback collected, various certificate courses has been introduced by Language Club of the College.

File Description	Documents
Paste link for additional information	https://sngcollege.in/PDF/ATR%202020-21%20(1).pdf
Upload any additional information	View File

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

1. **Regular meetings are conducted by Principal with all the Program Coordinators to review the teaching learning process along with Management Representative.**
2. **The daily reports are updated by the faculties in google sheets highlighting the number of lectures conducted and the topic covered.**
3. **The montoring is done by comparing the teaching plan submitted by the faculites with the lectures engaged and the topics covered.**
4. **The results are analysed and discussed in the meetings.**
5. **The suggestions to improve the results of specific subjects are followed up by the faculties which are visible from the final results.**
6. **Internal examination/practicals/viva are strictly conducted as per the Academic Calendar which is shared with the students well in advance.**

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is highly responsible and very keen regarding safety and security of the girl students and women faculties. The College offers admission to downtrodden, needy and economically weaker students. We are proud to mention that it is due to the presence of this college that a maximum percentage of girl students have been graduated from this ward who otherwise would have been deprived of education. The College has a well-planned team of Discipline Committee for continuous monitoring of the discipline and security on the campus. The complaints related to the violation of disciplines are reported to the concerned staff members of the committee and placed before the Principal. The College campus is fully covered with sufficient natural light. Apart from that the entire campus is covered under CCTV cameras. The footage of the recording is often seen and necessary actions are taken, if any suspicious activity is observed. The College has Internal Compliance Committee to take necessary action on sensitive issues

a. Safety and security-CCTV cameras

b. Counseling- The students in the campus are free to consult any faculty member in addition to the faculty member assigned to them as per mentoring system.

c. Girls Common rooms

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

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

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

The College has a sprawling green campus and gives top priority to keep the campus clean and ecofriendly. The faculties and students are regularly advised to reduce waste at lower extent and co-operate in all possible ways in waste management. Separate dustbins are kept in almost all the corners of the campus and also in all the classrooms. Only a daily basis it is regularly emptied and collected by the cleaning staff. The solid waste is regularly collected by the municipality from the College premises. The college has displayed various slogans and thoughts to bring environmental consciousness among the staff and students. There is decomposing pit which is installed with the help of Stree Mukti Sanghtana and regularly monitored to see the use of the same. Canteen and campus waste is gathered and disposed of through Municipal Vehicles. There is proper construction of septic tank and other drainage facilities in order to facilitate liquid waste management. Old newspapers, magazines, etc.are sold out.

E-waste Management: The system manager of the College is

responsible for management of E-waste. The E-waste generated is sold as scrap for safe recycling. Refilling of toner and cartridges of printers and maintaining of IT infrastructure

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

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

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

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

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

The College is named after the famous social reformer Sree Narayana Guru who worked for the upliftment of the downtrodden. His principles of humanity, messages for social upliftment, human values like brotherhood, trust, social equality, etc. are rightly followed.

The admission process of the College is conducted by strictly following the University norms. The statutory committees of the College are well balanced with the representation of each category. The College is playing an effective role of catalyst in the locality to maintain the peace and national integration.

Our College has a very active NSS committee which is guiding students for their personality development by interaction with different sections of the people as well. Several activities like food distribution to poor, sanitization of buildings, rations kits distribution, masks distribution, etc. were undertaken during the pandemic period. Such activities help the students to know the importance of tolerance and living with harmony and service to the poor and to the nation. Regular blood donation drives, various sessions on voting rights, hygiene for women, polio vaccination, organ donation, etc. are also conducted. The students are inculcated with the tolerance and harmony about cultural regional, linguistic communal socio-economic and other diversities by arranging lectures.

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

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

The institute is a role model of best governance and democracy. Not only the students and employees but every citizen of the locality respects the institution for its contribution to social development. The College is recognized in the vicinity as a "Center of empowerment through education". National Anthem is

clearly displayed in the campus. . The institution pays utmost respect and shows integrity towards our great forefathers who have been a model to the coming generations. All the days of national importance are celebrated in the College in general and especially by NSS and Cultural Committee which is spear headed by faculties. NSS volunteers actively engage in community services during these days. Important days associated with the national leaders like Mahatma Gandhi, Dr.B R Ambedkar and Dr S Radhakrishnan are observed with several activities. The College always tries to impart knowledge to the students about various Indian personalities and highlights their messages and commitment which they exhibited towards our great nation. The College also observes the birth and death anniversary of Sree Narayana Guru whose teachings on human values, ethics and morality are of utmost importance to every generation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sngcollege.in/code_of_conduct.aspx
Any other relevant information	https://sngcollege.in/PDF/code-of-conduct-for-staff.pdf

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

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

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

The College helps students to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. It showcases to students various values like unity in diversity, tolerance and patriotism towards the country. Institute pays tribute to all the national heroes on their Birth and death anniversaries. The event is followed either by lecture, rally or the competitions like elocution, singing, etc. The College organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students in their professional and personal lives. Some of the events are as follows:-International women's day, International literacy day, World AIDS Day, etc. The institution pays utmost respect and shows integrity towards our great forefathers who have been a model to the coming generations. All the days of national importance are celebrated in the College in general and especially by NSS and Cultural Committee which is spear headed by the faculties.

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

7.2 - Best Practices

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

1. Employability Skills and Personality development

Objectives:

Inculcating the employability skills and boosting confidence among students.

The context:

The current era requires students who are competent to get employed globally.

The practice

Based on feedback from stakeholders on the curriculum and accordingly introduced skill development certificate courses based on the demand raised by the students.

Evidence of success

Many students have joined the certificate courses and got benefited.

Problems encountered and resource required.

Due additional burden, sometimes the students were showing disinterest in the class, however, teachers have tackled the issue.

1. Green Initiatives to protect the environment for better tomorrow.

Objectives:

Protecting the environment by making students responsible towards it.

The context:

NSS unit of the College has taken various initiatives on this regard and the Nature Club is one of the outputs of the same.

The practice

The students are encouraged to be the part of Nature Club to participate in the activities.

Evidence of success

The process is ongoing and the feedback from students shows that how sensitive they became about the protection of the nature.

Problems Encountered and Resources Required

Planning and implementing the activities.

File Description	Documents
Best practices in the Institutional website	https://sngcollege.in/PDF/Best%20Practices%202019-20.pdf
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

Sree Narayana Guru College was established with a mission of providing "Quality education to all irrespective of caste, creed, socio-economic status and uplift the poor and downtrodden and Enhancing the personality by fostering moral and ethical values and to produce dynamic and able minded youth" and College always perform according to its vision. The College functions on the principles and philosophy of Sree Narayana Guru who propagated human equality and universal brotherhood. The College never shows any kind of discrimination to any particular student and welcomes all with equal respect and dignity. The institution put all possible efforts to serve the locals of the surrounding areas by providing quality education along with employable skills through free certificate courses in association with Tata Institute of Social Sciences (TISS) and also design the special courses for the overall personality development of the students.

College also supports the needy and deserving students by providing extended help of providing scholarships by entering into MoUs with charitable trusts and also from religious trusts. Sree

Narayana Mandira Samiti provides scholarship of Rs.1,00,000 every year to 4 deserving students of final year under Founder Members Merit Scholarship.

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

7.3.2 - Plan of action for the next academic year

1. **Making the provision for recording all the lectures taken in classes online/offline mode and sharing it with the studetns who miss the lectures due some or other reasons.**
2. **Organising National FDP on Online Teaching and learning process in association with MHRD.**
3. **Organising the International Conferences on the issues/topics which are high in demand and needs discussion.**
4. **Introduciton of more number of employable certificate courses online/offline mode.**
5. **Encouraging departments to take the responsibility of completing research projects at departmental level.**
6. **Organising workshops on IPR and Industry - Academia Innovative Practices.**