



Sree Narayana College, Sivagiri, Varkala

Affiliated to the University of Kerala

NAAC Reaccredited with B Grade



Internal Quality Assurance Cell (IQAC)

E mail: iqacsncv@gmail.com

Website: www.sncsivagirivarkala.com

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Circular

The criteria wise SSR drafting committees are requested to collect the hard copies of the documents mentioned below.

CRITERION WISE DOCUMENTS

Criterion-1

No.	Items	Source	Faculty in charge
1	MoU's (general)	HOD'S	
2	e-governance agreement		
3	FSA Minutes and Accounts ,if any	SECRETARY, FSA	
4	Affiliation Certificate from university	Office	
5	Autonomy	IQAC/OFFICE	
6	UGC	OFFICE	
7	CPE	OFFICE	
8	DST-FIST	DST-FIST COORDINATOR	
9	STAR COLLEGE	HOD ZOOLOGY	
10	Government orders –Sanction of Teaching posts	OFFICE	
11	Appointment details of Guest faculties	OFFICE	
12	Government orders –Reservation for admission	OFFICE	
13	CBCSS Guidelines	HOD'S	
14	Examination manual	University Website	
15	MoU's of Employable courses	HOD'S	
16	Syllabus of All Programmes including New Programmes	HOD'S	
17	Syllabus of courses addressing Gender & Environmental sustainability	HOD'S	
18	Documents for add on courses	HOD'S	
19	Documents for Value added courses including copies of the certificates issued.	HOD'S	
20	Project work by students (model) year wise	HOD'S	
21	Details of internship (model)	HOD'S	

Criterion2

1	Details of Students from other states(Files)	OFFICE/HODs	
2	Details of Students from other countries (Files)	OFFICE	
3	Academic Management System or CMS Activities & Report	COMPUTER CENTRE	
4	ICT Facilities Report/Documents/	COMPUTER CENTRE/OFFICE/IQAC	
5	PhD certificate of Teachers	HOD'S	
6	Certificates of Teachers _Recognitions, Awards, Appreciation, honors etc.	HOD'S	
7	Certificates _ Teachers PG degree from other states	HOD'S	
8	Examination ,Result, Pass %,Automation etc.	HOD'S	
9	Academic schedule	IQAC	

Criterion 3

1	Research policy document	Research Committee	
2	Certificates of participation by teachers in International conferences	HOD'S	
3	Details of Projects, Project sanction letters, Project Completion Reports of Techers	HOD'S	
4	Certificates of International Fellowships	HOD'S	
5	Research Centres file	HOD'S	
6	Certificate of Guideship	HOD'S	
7	Reports of Seminars, Workshops, proceedings, Souvenir etc.	HOD'S	
8	Certificates of Innovation	HOD'S	
9	Certificates of awards for teachers	HOD'S	
10	Hard copy of the Patents awarded.	HOD'S	
11	PhD award certificate of students of respective guides	HOD'S	
12	PhD Thesis of students awarded degree.	HOD'S	
13	Hard/Soft copy of journal publications	HOD'S	
14	Hard/Soft copy of edited volumes	HOD'S	
15	Hard/Soft copy of proceedings	HOD'S	
16	Hard/Soft copy of books published	HOD'S	
17	Bibiliometric documents of publications with h-index of institution	HOD'S	
18	File containing consultancy MoU's and other details	HOD'S	
19	Report of Extension activities carried out	NSS/NCC	
20	Certificates of awards for extension activity	NSS/NCC	
21	Certificates showing academic collaboration with other institutions	HOD'S	
22	Certificates showing academic linkage with other institutions	HOD'S	

Criterion 4

1	File containing budget and expenditure details of the college (Government funds)	OFFICE	
2	File containing budget and expenditure details of the college (Non-Government funds)	OFFICE/MANAGEMENT	
3	Lay out of buildings showing all facilities	Office	
4	Certificate_ Library Software Packages (LIBSOFT)	LIBRARY	
5	List of Rare books	LIBRARY	
6	List of books, e-journals, e-resources etc.	LIBRARY	
7	Library register	LIBRARY	
8	Details of IT infrastructure and updation	LIBRARY	
9	Stock register of all physical assets.	LIBRARY	

Criterion 5

1	File containing list of students benefited by scholarship/free ship etc. from Government and management	OFFICE	
2	Report of capacity enhancement schemes with supporting documents-Guidance for competitive examinations	IQAC	
3	Report of capacity enhancement schemes with supporting documents-Net Coaching	IQAC	
4	Report of capacity enhancement schemes with supporting documents-Civil Services Coaching Programme-Career Counselling	COMMITTEE COORDINATOR	
5	Report of capacity enhancement schemes with supporting documents-Remedial coaching	COMMITTEE COORDINATOR	
6	Report of capacity enhancement schemes with supporting documents-Bridge courses	COORDINATORS	
7	Report of capacity enhancement schemes with supporting documents-Personal Counselling	COUNSELLING CELL	
8	Report of capacity enhancement schemes with supporting documents-Soft skill development	IQAC	
9	Report of capacity enhancement schemes with supporting documents-Yoga and Meditation	COMMITTEE COORDINATOR	
10	Report of capacity enhancement schemes with supporting documents-Coaching for entry into services for SC/ST/OBC(Non Creamy Layer) & Minority Community.	COMMITTEE COORDINATOR	
14	File containing the details of Grievance Redressal Cells	COMMITTEE COORDINATOR	
15	File containing the details of University Youth festival, south zone and national level with copies of certificates	STAFF ADVISOR	
16	File containing the details of University sports competitions and national level with copies of certificates	HOD PHYS. EDN	
17	Report of sports club	HOD PHYS. EDN	

Criterion 6

1	Report of professional training given to staff	IQAC	
2	Audited accounts	OFFICE	
3	Certificates of Teachers attending orientation, refresher and professional training programmes.	HOD'S	
4	Self-appraisal of teachers	IQAC	
5	Report of orientation programmes	IQAC	
6	Accreditation details, NAAC, IEDC, NIRF etc..	IQAC	
7	File containing Post second-cycle accreditation quality enhancement initiatives	IQAC	

Criterion 7

1	Documents of programmes –Locational advantages	COMMITTEE COORDINATOR/NSS	
2	Documents of programmes celebrating National identities and symbols	COMMITTEE COORDINATOR/NSS	
3	Documents of programmes observing promotion of universal values	COMMITTEE COORDINATOR/NSS	
4	Documents of programmes observing national festivals and birth / death anniversaries of the great Indian personalities	COMMITTEE COORDINATOR/NCC	
5	Detailed report of the best practices	COMMITTEE COORDINATOR	

Dr.Soju.S
Co ordinator, IQAC

Dr.K.C.Preetha
Chairperson, IQAC/Principal