



S.E.S COLLEGE, SREEKANDAPURAM

Accredited by NAAC with B+ Grade

Affiliated to Kannur University

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT

2023-2024



INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2023-2024

Academic and Administrative audit was conducted from 01/10/2024 to 10/10/ 2024 validate and assess the data submitted by departments for the submission of AQAR 2023-2024 in accordance with the guidelines proposed by NAAC in the new accreditation framework.

Academic Audit Report 2023-2024

Criterion	Efforts Taken
Curricular Planning and Implementation	<p>As a government-aided college affiliated with Kannur University, we strictly follow the curriculum designed by the university. The college currently offers seven undergraduate (UG) programmes and one postgraduate (PG) programme under the Choice Based Credit and Semester System (CBCSS) in the aided section. Additionally, we offer four UG programmes and four PG programmes in the unaided section.</p> <p>All possible measures are taken to publicize the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) prescribed by the university. These outcomes are displayed prominently across various locations on the college campus and are also accessible on the college website. Teachers take special care to disseminate the POs, PSOs, and COs to the students effectively.</p> <p>The college makes all necessary preparations for the systematic delivery and documentation of the curriculum in accordance with the Academic Calendar, syllabus, and the POs, PSOs, and COs prescribed by Kannur University. This is achieved through initiatives such as bridge courses, work diaries, teaching plans, tutorial books, and time tables.</p> <p>The planned curriculum is delivered effectively</p>

Criterion	Efforts Taken
	<p>through a variety of methods, including lectures, assignments, seminars, quizzes, projects, case studies, peer teaching, and remedial teaching. Additionally, ICT-enabled presentations and videos prepared by both teachers and students are utilized to enhance learning outcomes.</p>
<p>Details of Add on /Certificate/Value added programs offered</p>	<p>During the academic year 2023-24, the college conducted 13 certificate courses, each with a duration of 30 hours. The courses offered were as follows:</p> <ol style="list-style-type: none"> 1. Business Communication 2. Advanced Excel and Data Analytics 3. Practical GST and ITR Filing 4. Communicative Skills 5. Cost and Management Accounting 6. Learn Hypertext Preprocessor (PHP) 7. Polymer Chemistry 8. Basic Online Tools 9. Practical GST and ITR Filing 10. Basic Course on Entrepreneurship Development 11. Electronic Devices and Circuits 12. English for Competitive Examinations 13. Creative Content Creation in Media
<p>Curriculum Enrichment</p>	<p>Kannur University has integrated themes of gender, environment and sustainability, human values, and professional ethics into the curriculum through various programmes and courses. The vision, mission, motto, and core values of the college strongly reflect these cross-cutting issues.</p> <p>Courses such as <i>2A04ENG - Readings on Gender</i> and <i>6B13ENG - Women's Writing</i> address gender-specific issues, and these topics are effectively communicated to students both inside and outside the classroom. Our college is also providing a women's hostel for female students.</p> <p>Environmental concerns are addressed through</p>

Criterion	Efforts Taken
	<p>courses like 4A14COM/BBA - <i>Environmental Studies and Disaster Management</i>, 6B17CHE - <i>Environmental Chemistry</i>, 5D03CHE - <i>Environmental Studies</i>, 2A04ENG - <i>Language through Literature II</i>, and 2A03ENG - <i>Readings on Life and Nature</i>. These courses equip students with foundational knowledge about environmental issues and sustainability.</p> <p>The faculty and students are also expected to adhere to the institute's code of ethics, which is prominently displayed on the college website and detailed in the college handbook for wider dissemination.</p>
Project work/field work/internships	All departments facilitated project work, either individually or in groups. Additionally, some departments organized industrial visits for students.
Feedback on the academic performance and ambience	Feedback was collected from various stakeholders and a report was submitted to the IQAC of the college.
Result evaluation	The results are evaluated by the Heads of the respective departments and submitted to the Principal and the Manager. The results are then discussed in departmental meetings, and remedial measures are implemented if necessary.
Workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Webinars and talks were conducted on various topics such as research methodology, literature, entrepreneurship, and more.
Number of research papers published per teacher in the Journals notified on UGC care list	4
Number of books and chapters in edited volumes/books published and papers published in national/	4

Criterion	Efforts Taken
international conference proceedings	
Number of extension and outreach programs conducted-	54
The number of MoUs, collaborations/linkages	MOU- 9 Collaboration- 21
Capacity building and skills enhancement initiatives	To enhance students' skills and increase their capacity, the departments organized various activities, including industrial visits, a Best Manager competition, exhibitions, Solve the Math sessions, computer skill development programmes, and the creation of a YouTube channel.
Guidance for competitive examinations and career counseling	Various programmes were organized by all departments to provide guidance for competitive examinations and career counseling.
Alumni engagement	The college alumni association, registered under the name SESCAA, organizes various programs for alumni. Departments arrange career guidance sessions using the expertise of alumni members in prominent positions. Almost all departments conduct at least one alumni meeting every year.
Details of financial support to attend conferences/workshops	The management encourages faculty members to attend seminars and workshops by providing financial support in the form of travel allowances (TA) and other assistance.
Teachers' participation in Faculty development Programmes (FDP)	27 teachers participated in FDP during the year 2023-24.
Programme on Gender Equity	This year, our college could conduct 8 gender equity programmes which included Ragging in Educational institutions, Gender equality, human rights, debates etc.
Celebration of National/International days and events	At both the college and department levels, important days such as Science Day, Independence

Criterion	Efforts Taken
	Day, Onam, Christmas, Population Day, Reading Day, and others were celebrated through various programs.
Best practices	<ol style="list-style-type: none"> 1. E3 College – Empower, Environment, Empathy 2. E3 Society – Empower, Environment, Empathy

General Observations-

1. The Academic and Administrative Audit Committee observed that all departments offered certificate courses to students.
2. Almost all faculty members attended at least one Faculty Development Program.
3. All departments had MOUs and collaborations/linkages with other institutions during the year.
4. The college did not conduct a Green Audit or Environmental Audit.
5. All the departments conducted project work or industrial visits.

Common instructions to All Departments-

1. Encourage faculty and students to engage in research, publish papers, and seek funding for projects to contribute to academic development.
2. Promote students also to participate in extracurricular activities, workshops, seminars, and academic projects to enhance their learning experience.
3. Establish and maintain collaborations with other academic institutions, industries, and research organizations to enhance the quality of education and create opportunities for students.

Administrative Audit Report 2023-2024

Instructions to Administrative Office-

1. Instructed to attend at least one FDP programme every year to update their knowledge. Provide ongoing training on new administrative systems, software, and college policies to keep the staff updated and capable of handling evolving responsibilities.
2. Facilitate the Principal, HODs and other Faculties for improving the academic performance.
3. Encourage feedback from faculty, students, and fellow administrative staff to identify areas for improvement and implement solutions.
4. Ensure that all forms, student records, financial statements, and administrative files are organized, securely stored, and easily accessible when needed.
5. Emphasize the importance of confidentiality and data protection, especially when handling sensitive student or financial information.



Dr. A. S. S.
20/01/2025
PRINCIPAL
S.E.S. COLLEGE
SREEKANDAPURAM

A handwritten signature in black ink, appearing to read "Anumol Thomas".

ANUMOL THOMAS

AMC, CONVENER.

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2023-2024

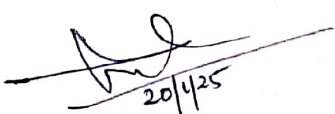
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Academic Audit Report 2023-2024

DEPARTMENT OF ECONOMICS

Criterion	Efforts Taken
Curricular Planning and Implementation	Curricular planning was done through an academic calendar. For the effective implementation, teachers maintained a teacher's diary. The academic matters of students are recorded in tutorial card of each student.
Details of Add on /Certificate/Value added programs offered	"Basic entrepreneurship development" – Add-on course.
Curriculum Enrichment	Dr. K.V. Pradeep – Chairman of BoE, UG Economics, Kannur University. Dr. N.M. Sreekumar – Member of BoS Adhoc Committee, UG Economics, Kannur University.
Project work/field work/internships	Students are doing Study Project as part of their syllabus.
Feedback on the academic performance and ambience	Feedback collected from students and analysed
Result evaluation	Result evaluation has been done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Conducted seminar on "Research methodology"
Number of research papers published per teacher in the Journals notified on UGC care list	1
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	3

Criterion	Efforts Taken
Number of extension and outreach programs conducted-	4
The number of MoUs, collaborations/linkages	1 MoU and 1 Collaboration
Capacity building and skills enhancement initiatives	Attended skill development programme at RUDSET, Kanhirangad – Thaliparamba.
Guidance for competitive examinations and career counseling	2
Alumni engagement	Conducted an orientation programme on higher studies
Details of financial support to attend conferences/workshops	Nil
Teachers participation in Faculty development Programmes (FDP)	4
Programme on Gender Equity	Conducted e-banking orientation class for Kudumbasree units
Celebration of National/International days and events	Conducted "Population Quiz" on World Population Day
Best practices	Skill development & Tax consultancy


 20/4/25
 PRADEEP. K. V.
 ASSISTANT PROFESSOR & HEAD
 DEPARTMENT OF ECONOMICS
 S.E.S. COLLEGE
 SREEKANADAPURAM, KANNUR DT.

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2023-2024

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Academic Audit Report 2023-2024 DEPARTMENT OF COMMERCE - BBA

Criterion	Efforts Taken
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	Certificate Course 1 Practical GST and ITR Filing
Curriculum Enrichment	Done
Project work/field work/internships	Syllabus Project 1 by Final Years Industrial Visits 8 by Second years and Industrial Visit 1 by First years
Feedback on the academic performance and ambience	Done
Result evaluation	Done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	2
Number of research papers published per teacher in the Journals notified on UGC care list	0
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	2
Number of extension and outreach programs conducted-	7
The number of MoUs, collaborations/linkages	MoU 2 Collaboration 1 Linkages 5

Criterion	Efforts Taken
Capacity building and skills enhancement initiatives	2
Guidance for competitive examinations and career counseling	2
Alumni engagement	0
Details of financial support to attend conferences/workshops	2
Teachers participation in Faculty development Programmes (FDP)	2
Programme on Gender Equity	1
Celebration of National/International days and events	1
Best practices	Tax Consultancy

P
17/01/25

Punya Prakashan A 1c
DQAC, BBA

Am
17/01/25

Anamol Thomas
Assistant Professor & Head
Department of Commerce
College, Sreekrishna



INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2023-2024

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Academic Audit Report 2023-2024 DEPARTMENT OF ENGLISH (AIDED)

Criterion	Efforts Taken
Curricular Planning and Implementation	DONE
Details of Add on /Certificate/Value added programs offered	1 "English for Competitive Examinations"
Curriculum Enrichment	DONE
Project work/field work/internships	Final Year Project
Feedback on the academic performance and ambience	DONE
Result evaluation	DONE
workshops/seminars/conferences including on Research-Methodology. Intellectual Property Rights (IPR) and Entrepreneurship-	DONE
Number of research papers published per teacher in the Journals notified on UGC care list	Nil
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	Nil
Number of extension and outreach programs conducted-	2 DONE. Anganwadi & Reference Library Visits
The number of MoUs, collaborations/linkages	1 MoU DONE
Capacity building and skills enhancement initiatives	1 Communication Skill DONE
Guidance for competitive examinations and career counseling	1 DONE

Alumni engagement	Nil
Details of financial support to attend conferences/workshops	Nil
Teachers participation in Faculty development Programmes (FDP)	5 DONE
Programme on Gender Equity	1 DONE. Saree Printing-Women Empowerment
Celebration of National/International days and events	1 DONE. Gandhi Jayanthi Quiz
Best practices	Nil

Shy

Shyna Janardhanan
 Asst. Professor & Head
 Department of English
 S.E.S College
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INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2023-2024

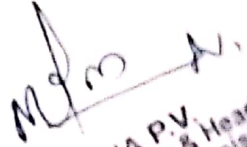
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Academic Audit Report 2023-2024

DEPARTMENT OF CHEMISTRY

Criterion	Efforts Taken
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	POLYMER CHEMISTRY
Curriculum Enrichment	Done
Project work/field work/internships	1. Project work has been done by final year students. 2. Industrial visits -one
Feedback on the academic performance and ambience	Feed back has been collected and analysed
Result evaluation	S.F.S College got 71.43% pass percentage with one A ⁺ , 3 A, 10 B and 1 C grades. Sreelakhmi R K with 95.73% has secured 1st position in Kannur University
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	1
Number of research papers published per teacher in the Journals notified on UGC care list	1
Number of books and chapters in edited volumes books published and papers published in national/ international conference proceedings	-

Criterion	Efforts Taken
Number of extension and outreach programs conducted-	4
The number of MoUs, collaborations/linkages	MOU -1 LINKAGE-1
Capacity building and skills enhancement initiatives	2
Guidance for competitive examinations and career counseling	1
Alumni engagement	2
Details of financial support to attend conferences/workshops	yes
Teachers participation in Faculty development Programmes (FDP)	All faculty have attended
Programme on Gender Equity	1
Celebration of National International days and events	Yes
Best practices	Selection of Best Student Teacher


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INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2023-2024

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Academic Audit Report 2023-2024

DEPARTMENT OF PHYSICS

Criterion	Efforts Taken
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	Certificate Course 1 Electronic Devices and Circuits
Curriculum Enrichment	Done
Project work/field work/internships	As per syllabus
Feedback on the academic performance and ambience	Collected
Result evaluation	Done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Seminar on Research Methodology
Number of research papers published per teacher in the Journals notified on UGC care list	01
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	Nil
Number of extension and outreach programs conducted-	02
The number of MoUs, collaborations/linkages	MoU – 01 Collaborations - 01
Capacity building and skills enhancement initiatives	01

Criterion	Efforts Taken
Guidance for competitive examinations and career counseling	03
Alumni engagement	Nil
Details of financial support to attend conferences/workshops	Done
Teachers participation in Faculty development Programmes (FDP)	02
Programme on Gender Equity	01
Celebration of National/International days and events	01
Best practices	01



Dr. REJITH P P
Assistant Professor & HOD
Department of Physics
S.E.S College Sreekanthapuram
Kannur -670631

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Academic Audit Report 2023-2024 DEPARTMENT OF MATHEMATICS

Criterion	Efforts Taken
Curricular Planning and Implementation	Curriculum planning has been down through the departmental academic calendar. to ensure proper implementation, teachers have maintained a teacher's diary. and all academic matters of the students are recorded in the tutorial card of each student
Details of Add on /Certificate/Value added programs offered	Basic online tools
Curriculum Enrichment	Done
Project work/field work/internships	Project Work Has been done by final year students
Feedback on the academic performance and ambience	Feedback has been collected and analysed
Result evaluation	done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	1
Number of research papers published per teacher in the Journals notified on UGC care list	Nil

Criterion	Efforts Taken
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	Nil
Number of extension and outreach programs conducted-	3
The number of MoUs, collaborations/linkages	3
Capacity building and skills enhancement initiatives	2
Guidance for competitive examinations and career counseling	3
Alumni engagement	2
Details of financial support to attend conferences/workshops	
Teachers participation in Faculty development Programmes (FDP)	3
Programme on Gender Equity	1
Celebration of National/International days and events	3
Best practices	helping hand

Rasina
Rasina MP
Asst. Professor & HOD
Dept. of Mathematics
SES College, Sreekanthapuram

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Academic Audit Report 2023-2024

DEPARTMENT OF COMMERCE - B.COM (AIDED)

Criterion	Efforts Taken
Curricular Planning and Implementation	DONE
Details of Add on /Certificate/Value added programs offered	Certificate course 3, Business Communication, Advanced excel and data analytics, Practical GST and ITR filing
Curriculum Enrichment	Done
Project work/field work/internships	Syllabus project 1 for final year Out of syllabus project 1 for first year Industrial visit 1 for second year
Feedback on the academic performance and ambience	Done
Result evaluation	Done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	10
Number of research papers published per teacher in the Journals notified on UGC care list	nil
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	nil
Number of extension and outreach programs conducted-	3

Criterion	Efforts Taken
The number of MoUs, collaborations/linkages	MOU 2 COLLABORATION 8
Capacity building and skills enhancement initiatives	6
Guidance for competitive examinations and career counseling	4
Alumni engagement	1
Details of financial support to attend conferences/workshops	3
Teachers participation in Faculty development Programmes (FDP)	3
Programme on Gender Equity	1
Celebration of National/International days and events	3
Best practices	Extension activity conducted in ST Hostel



JASNA P
Asst. Professor & HOD
Department of Commerce
SES College, Sreekandapuram

INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2023-2024

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Academic Audit Report 2023-2024

DEPARTMENT OF COMMUNICATION AND JOURNALISM

Criterion	Efforts Taken
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	Certificate Course on Creative Content Creation in Media
Curriculum Enrichment	Done
Project work/field work/internships	Yes, Done Final year students completed their internships
Feedback on the academic performance and ambience	No
Result evaluation	Done
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	No
Number of research papers published per teacher in the Journals notified on UGC care list	1
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	0
Number of extension and outreach programs conducted-	1
The number of MoUs, collaborations/linkages	No



Criterion	Efforts Taken
Capacity building and skills enhancement initiatives	2
Guidance for competitive examinations and career counseling	Nil
Alumni engagement	Yes
Details of financial support to attend conferences/workshops	1
Teachers participation in Faculty development Programmes (FDP)	3
Programme on Gender Equity	1
Celebration of National/International days and events	1
Best practices	Media fest, lab journals, debates, newspaper quiz


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 Department of
 Communication and Journalism
 SES College Sreekandapuram
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INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2023-2024

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Academic Audit Report 2023-2024

DEPARTMENT OF COMPUTER SCIENCE

Criterion	Efforts Taken
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	1- Offered Certificate course in Learn Hypertext preprocessor (9 students)
Curriculum Enrichment	Done
Project work/field work/internships	UG-4group project(9 students) PG-8 individual project(8 students)
Feedback on the academic performance and ambience	Done
Result evaluation	UG- 22.2% PG- 50%
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Research Methodology-1(7 students)
Number of research papers published per teacher in the Journals notified on UGC care list	NIL
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	NIL

Criterion	Efforts Taken
Number of extension and outreach programs conducted-	Social extension programme-1(34 students)
The number of MoUs, collaborations/linkages	NIL
Capacity building and skills enhancement initiatives	NIL
Guidance for competitive examinations and career counseling	NIL
Alumni engagement	NIL
Details of financial support to attend conferences/workshops	NIL
Teachers participation in Faculty development Programmes (FDP)	NIL
Programme on Gender Equity	NIL
Celebration of National/International days and events	Independence Day celebration-1(18 students)
Best practices	NIL

Jung Thomas

HEAD OF DEPARTMENT
DEPARTMENT OF COMPUTER
SCIENCE & APPLICATIONS
SES COLLEGE
SREEKANDAPURAM
KANNUR-670 631



INTERNAL ACADEMIC AND ADMINISTRATIVE AUDIT 2023-2024

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Academic Audit Report 2023-2024

DEPARTMENT OF COMMERCE (UNAIDED)

Criterion	Efforts Taken
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	1- Offered certificate course in Cost and Management Accounting (26 students)
Curriculum Enrichment	Done
Project work/field work/internships	UG- 5 group project (17 students) PG- 9 individual project (9 students) Industrial Visit at WAM Tea Factory-1 (31 students)
Feedback on the academic performance and ambience	Done
Result evaluation	UG-82.3% PG- 88.8%
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	Research Methodology-1(17 students)
Number of research papers published per teacher in the Journals notified on UGC care list	Nil
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	Nil

Number of extension and outreach programs conducted-	Social extension Programme-1(21 students)
The number of MoUs, collaborations/linkages	Nil
Capacity building and skills enhancement initiatives	Nil
Guidance for competitive examinations and career counseling	Nil
Alumni engagement	Nil
Details of financial support to attend conferences/workshops	Nil
Teachers participation in Faculty development Programmes (FDP)	Nil
Programme on Gender Equity	Nil
Celebration of National/International days and events	Nil
Best practices	Talent Hunt-2K23 (37 students)

(Signature)

HEAD OF DEPARTMENT
P.G. DEPARTMENT OF COMMERCE
SES COLLEGE
BREEKANDAPURAM
KANNUR-670 631



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Academic Audit Report 2023-2024 DEPARTMENT OF ENGLISH (UNAIDED)

Criterion	Efforts Taken
Curricular Planning and Implementation	Done
Details of Add on /Certificate/Value added programs offered	1 Offered Certificate course in Communicative Skills . 7 students (UG)
Curriculum Enrichment	Done
Project work/field work/internships	1 UG and 1 PG Project UG: 7 students PG: 11 students
Feedback on the academic performance and ambience	Done
Result evaluation	UG: 28.5% PG: 72.7%
workshops/seminars/conferences including on Research-Methodology, Intellectual Property Rights (IPR) and Entrepreneurship-	1 Research-Methodology (UG and PG) 15 students
Number of research papers published per teacher in the Journals notified on UGC care list	NIL
Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings	NIL
Number of extension and outreach programs conducted-	1 Academic Extension

	programme in collaboration with Kottur AUP School. 9 students
The number of MoUs, collaborations/linkages	NIL
Capacity building and skills enhancement initiatives	NIL
Guidance for competitive examinations and career counseling	NIL
Alumni engagement	NIL
Details of financial support to attend conferences/workshops	NIL
Teachers participation in Faculty development Programmes (FDP)	NIL
Programme on Gender Equity	NIL
Celebration of National/International days and events	Republic Day Celebrations Documentary Film Exhibition 13 students
Best practices	NIL

Subh
Head of the Department
PG Department of English
SES College, Sreekandapuram