

Annual Quality Assurance Report 2016-17



SREE SANKARA VIDYAPEETOM COLLEGE

VALAYANCHIRANGARA (PO), PERUMBAVOOR, KERALA

Affiliated to Mahatma Gandhi University, Kottayam



Submitted online to
National Assessment & Accreditation Council
Bangalore

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution

Sree Sankara Vidyapeetom College

1.2 Address Line 1

Valayanchirangara (PO)

Address Line 2

Perumbavoor

City/Town

Perumbavoor

State

Kerala

Pin Code

683556

Institution e-mail address

ssvidyapeetom@gmail.com

Contact Nos.

0484 2657038, 0484 2657938

Name of the Head of the Institution:

R Krishnakumar

Tel. No. with STD Code:

0484 2657938

Mobile:

09495471294

Name of the IQAC Co-ordinator:

Dr. M P Vasudevan Nambudiry

Mobile:

9495813607

IQAC e-mail address:

iqac@ssvcollege.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) : **KLCOXX12967**

1.4 Website address:

ssvcollege.ac.in

Web-link of the AQAR:

<http://ssvcollege.ac.in/index.php/aqar>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72.14	2007	5years
2	2 nd Cycle	A	3.05	2016	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

03-07-2007

1.7 AQAR for the year

2016 - 17

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

AQAR 2015-16 submitted to NAAC on 11-07-2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Mahatma Gandhi University,
Kottayam

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="3"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>	
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>	
2.3 No. of students	<input type="text" value="1"/>	
2.4 No. of Management representatives	<input type="text" value="1"/>	
2.5 No. of Alumni	<input type="text" value="1"/>	
2.6 No. of any other stakeholder and community representatives	<input type="text"/>	
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>	
2.8 No. of other External Experts	<input type="text"/>	
2.9 Total No. of members	<input type="text" value="12"/>	
2.10 No. of IQAC meetings held	<input type="text" value="4"/>	
2.11 No. of meetings with various stakeholders:	No. <input type="text"/>	Faculty <input type="text" value="4"/>
Non-Teaching Staff <input type="text" value="2"/>	Students <input type="text"/>	Alumni <input type="text" value="1"/>
		Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/>	No <input checked="" type="checkbox"/>
<input type="text"/>		

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	International	National	State	Institution Level
3				3

(ii) Themes

- Quality Enhancement in Teaching
- Commitment towards Excellence
- Environmental Protection

2.14 Significant Activities and contributions made by IQAC

- Nourishes eco-friendly attitude and environmental awareness among students through the activities of NSS, Bhaumika Club and Campus Beautification Committee etc.
- Conducted a State level workshop on Internal Quality Assurance
- Assisted the Principal in nominating staffs in charge for all statutory positions and clubs
- Monitoring the working of tutorial system by nominating a tutorial coordinator for its effective functioning.
- Organised one day training for D-Space Administrators.
- More powerful servers were commissioned for smoothening the office administration as well as academics.
- Given suggestions to the departments to apply for UGC fund for Research Projects and organising seminars, workshops etc.
- Motivated faculties and students to participate in seminars and symposiums
- Encouraged faculty to indulge in research activities
- Fosters innovation and creativity in students through exhibitions, group discussions, poster presentations, photography competitions, short film contests, study tours etc
- Fitness oriented activities are provided in the health club.
- Commissioned solar panels
- Maintenance of rain water harvesting pits – more pits added
- Commissioned bio gas plants
- Commissioned e- waste management system in the College

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p>1. Instructed all HODs to prepare Academic Calendar for the year 2017-18 before the commencement of academic year</p> <p>2. To ask all teachers to submit their semester wise teaching plan for the year.</p> <p>3 To ensure the participation and presentation of papers in as many seminars and conferences</p> <p>4. Enhance the research activities of the Faculty</p> <p>5. Decision to take feedback from the students and alumni on curriculum.</p> <p>6. To give suggestions to the University regarding curriculum design and Examination reforms.</p> <p>7 Preparation of a comprehensive action plan for every Department before 15th of June</p> <p>8. To apply for new courses.</p> <p>9. Constitution of admission committee.</p> <p>10. Constitution of Statutory Bodies.</p> <p>a) Library advisory committee b) Anti ragging Committee c) Surprise Inspection Squad d) Students grievance Redressal forum e) SC/ST Monitoring committee f) Disciplinary committee</p> <p>11. Formation and Inauguration of Department Associations and submission of action plan for the year 2016 - 2017</p> <p>12 Submission of Master Plans for the year 2016-2017</p>	<p>1. All departments prepared academic calendar and all activities of the department was conducted accordingly.</p> <p>2. All teachers prepared and submitted semester wise teaching plan</p> <p>3. Papers were presented in National seminars and papers in International seminars.</p> <p>4. Papers were published by the faculties in national and international journals.</p> <p>5. Feedbacks were taken and analysed</p> <p>6. Many faculty provided their suggestions to the University on curriculum on the basis of the feedback from students and alumni</p> <p>7. Comprehensive action plan was submitted by the HoDs.</p> <p>8. Commission appointed by the University visited our College for inspection before sanctioning new course and three new self-financing courses were sanctioned</p> <p>9. Admission committee was formed and they conducted the process of admissions without any grievances and by complying all Government, University and College regulations. Regulations regarding reservations were also complied.</p> <p>10. All the committees were formed and they functioned effectively.</p> <p>11. All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.</p> <p>12. All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities</p>

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

The action plan was placed in the Management Committee and the other statutory bodies and sanction was accorded.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	5		3	
UG	9		1	
PG Diploma				
Advanced Diploma				
Diploma	2			2
Certificate	3			3
Others				
Total	19		4	5
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As the college is under affiliated system, revision of syllabi is carried out by the University

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Junior Lecturers	Others
	46	29	6		10	FDP -1

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	3								

2.4 No. of Guest and Visiting faculty and permanent faculty for Self-financing courses

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	64	
Presented papers	14	35	
Resource Persons		8	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grade				
		A	B	C	D	Pass %
BA History	35	1	3	25		82.85
BA English	30		6	16		73.33
BA Hindi	27	1	8	16	2	92.59
BA Economics	40		12	19	9	77.5
B.Com	54	18	21	12	3	94.44
BSc Physics	12		6	6		100
BSc Maths	17		6	8	3	82.35
BSc Chemistry	18	1	13	3	0	94.4
BSc Computer	17	2	8	5	2	88.23
MCom	37	1	16			46
MSc Chemistry	13		9			69
MA History	19	1	12	3	3	84.21

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC always monitors and evaluates the effectiveness of the Teaching Learning process by evaluating class tests, question answer sessions and by taking feedbacks from the students. IQAC ensures that the tutorial system is effectively implemented. A Tutorial Coordinator is appointed every year and he is responsible for the Tutorial functioning in the College. This is a welfare system, probably second to none. At the start of their programme, all students will be assigned a Personal Tutor, who is a faculty, of the concerned Department. So every student has a personal Tutor, who is available for advice with problems, be personal or academic. These Tutors, together with the HODs and the coordinator himself, ensure that all students have enough help. Organized Seminars and workshops to enrich the academic climate and enhance the learning process. IQAC take care in arranging necessary infrastructure and technological facilities in enhancing the quality of teaching and learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme/FDP	1
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	3

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	5		5
Technical Staff	6	2		

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encourages faculty members with Doctorate to apply for research guideship
 - Encouraged the faculties to engage in research activities. They are also allowed to avail the benefits of FDP
 - Plan to start research centre by all P G Departments
 - Encouraged teachers to participate in International, National and State level seminars.
 - Provides research facilities like free Internet, INFLIBNET, Research journals, Equipment for Inter-departmental research etc.
 - Assists in procuring funds from UGC, as well as from the management to purchase new and necessary equipment.
 - Invites eminent resource persons to conduct lectures/ workshops/ seminars on relevant topics.
 - Every student in PG and UG programmes undertakes a project individually or in group and submits a dissertation in the final semester.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs			90000	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	7	0	2
Outlay in Rs. Lakhs	2.8	12,68,500		2,60,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	5	1
Non-Peer Review Journals			1
e-Journals			1
Conference proceedings	5	18	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1	10	1	15
Sponsoring agencies		KST			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the
 year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

History	<ul style="list-style-type: none"> ● Extension Lecture Series Inauguration on 24-06-2016- Revisiting Nehruvian Development in the Era of Neoliberalism in India. - Dr. V. Bijukumar, Associate Professor, Centre for Comparative Politics and Political Theory, School of International Studies, Jawaharlal Nehru University, New Delhi on 24-06-2016 ● Started the publication of an annual in house journal; 'Historia' ● Second Lecture- Reconfiguring landscapes, Subjugating populations:forms of conquest in Colonial Kerala- Dr. Annie Tresa Ephrem, Associate Professor, SreeSankara University of Sanskrit, Kalady ● In July Published an Edited book with ISBN Number- 9-788192-791807 –Experiencing the Past; Writings in History- Dr.Saritha K S, Assistant Professor, Dept. of History, SSV College, Valayanchirangara. ● International Workshop on 'Archaeological Methods and case studies', in collaboration with Department of Archaeology, University of Kerala, Thiruvananthapuram ● UGC NET/ JRF coaching Inauguration- For PG students and PG holders. ● Invited lecture- Dr. N J Francis, HOD, Department of History, SSUS Kalady ● Archives and Museum Exhibition- Inaugural Lecture is delivered by E V Vasudev, Archivist, Regional Archives, Ernakulam, on the topic 'An Introduction to Archives' ● Inter Departmental Quiz Competition - Independence Day related ● Released a manuscript Magazine.
Chemistry	<ul style="list-style-type: none"> ● World Environment Day 2016 was celebrated with the financial assistance of KSCSTE. Seminars, Construction of bottle garden, Intercollegiate Essay writing and debate competitions marked the event. ● Extension activity – Display of Making Solid Soap, Liquid Soap and Ecofriendly Paper bag by the students of Department of Chemistry at St Pauls LP School Airapuram with the aim of Inculcating Scientific interest in School children ● Chemistry Day Celebration -Exhibition of Magic Experiments in Chemistry by U G and PG students Meant for inculcating scientific temper in High School students. ● National Science Day 2017 was celebrated with the financial assistance of KSCSTE, the theme being 'Science Technology for Specially Abled Persons'. ● Painting competition was conducted for Physically and Mentally

	<p>Challenged Children from Nirmala Sadan Muvattupuzha.</p> <ul style="list-style-type: none"> ● State Seminar on ‘Foundations of Spectroscopic Techniques’ followed by Poster Presentation by UG as well as PG students of the Department of Chemistry. ● Intercollegiate Quiz Competition on General Science
Physics	<ul style="list-style-type: none"> ● Environment day celebration- conducted a quiz competition related to environment on 7-06-2016 ● Celebrated reading week in association with science forum and literary club from 19-06-2016 to 26-06-2016. Students actively participated and presented book reviews during the week ● Publication of journal of the department of physics “BHOUTHIK” containing the project reports of students on 11-07-16 ● Started organic cultivation of tapioca in college campus on 15-07-2016 ● Assembling of cost effective LED and THERMAL COOKER by the students on 19-07-16. Product order was taken from various staff members and delivered after a short while ● Department Alumnae meet conducted on 09-07-2016 ● Training program on LED assembling for the students of ILM engineering college, Perumbavoor ● Merit day celebrated and the students who got higher grades were appreciated ● Talk delivered by Dr. Shinoj V K, Assistant Professor, Dept. Of Physics, U C College, Aluva on the topic ‘The Opportunities in physics’ on 4-11-16
Hindi	<ul style="list-style-type: none"> ● State Level Seminar on “Challenges faced by modern Hindi Literature in Globalised Era” ● International lecture on Post Modern Hindi Literature by Dr Upul Ranjit, University of Srilanka ● Hindi Day Celebrations ● Inter Departmental Essay Writing, Versification, Short Story Writing and Recitation Competitions ● Invited Lectures ● Manuscript Magazine and research journals were released. ● Translation classes for students. ● Hindi Teaching for local school students by student teachers. ● Communicative Hindi Classes for local public by student teachers. ● Training for online Hindi typing. ● Training in stitching, fabric painting, Glass painting, flower making and ornament making. ● Visit to old age homes with students for training them to shoulder social responsibilities.
English	<ul style="list-style-type: none"> ● Civil service orientation programme was led by Sri. T. P. Sreenivasan IFS ● Talk on Cultural Studies By Aju Naryanan, School of Letters M. G. University Kottayam ● English day celebrations were conducted ● Interdepartmental quiz and debate competitions were conducted by the department.

Mathematics	<ul style="list-style-type: none"> ● Invited Talks ● Manuscript magazine and Journal released ● Inter Departmental Quiz Competition ● Seminar on vedic mathematics ● Mathematics motivative classes for school childrens ● Inter departmental competition
Commerce	<ul style="list-style-type: none"> ● Debate Competition ● Intercollegiate Quiz ● Career Advancement Programme in collaboration with IMMRI Business School ● One Day Leadership Camp in Collaboration with Guruvayurappan Institute of Management ● Intra Collegiate IPL Auction Competition ● Industrial Visit to Tea Factory in Connemara ● Organised a National Seminar on “Role of CSR on Modern Business Era” ● A day spend with the inmates of orphanage PRAGATHI BALABHAVAN and distribution of food to them ● Organised Inter Collegiate Commerce Fest called “AKRAYA 17” ● Best Manager Competition in collaboration with Global Institute of Integral Management Studies ● Organic farming in association with Agriculture department ,Govt.of Kerala ● Manuscript Magazine and research journals were released.
Economics	<ul style="list-style-type: none"> ● Seminar on power crisis on kerala ● Study report on Educated Unemployment among females in Perumbavoor ● A survey on Demonetisation
Computer Science	<ul style="list-style-type: none"> ● Digital India Week Celebrations ● Inter Departmental Digital Photography Competition, Digital Quiz, Paper Presentation Competition ● Seminar and Hard ware Exhibition for students of NSS L P School, Irapuram ● Computer Literacy Programme for Kudumba Sree Units in Mazhuvannur Panchayath ● Department Magazine was launched as part of Crystal Jubilee of the Department ● Invited Talks
Physical Education	<ol style="list-style-type: none"> 1. Sree Sankara Premier League Futsal tournament for students (Girls & Boys) 2. M.G. University Inter collegiate participation in Cricket, Football, Badminton, Chess, Table tennis, Athletics , Yoga, Archery and Kabaddi. 3. Inter department Sports for students (Girls, Boys and Staff) Events, Football, Cricket, volleyball, Kabaddi, Kho-kho, Table tennis, Badminton, Handball, Futsal, Caroms, Yoga.. 4. Inter departmental College Annual Athletic meet. 5. Seminar on Fitness management.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	18 acres			18 acres
Class rooms	53			53
Laboratories	4			4
Seminar Halls	2			2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Ladies hostel)	1			1

4.2 Computerization of administration and library

The administration and Library is already computerized. Administration procedure is computerised other than those which are mandatory to be recorded manually by the Government. For example accounting cannot be computerised because the Government stipulations are such that accounting must be done manually. Salary bills are prepared using computer. Library is fully computerised. The digital signature facility was made available to the DDO.

4.3 Library services:

i) New books/journals subscribed and their value

778 books for Rs.3,10,244/

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	90	4	9	7		6	20	7
Added	8	0		0				
Total	98	4	9	7		6	20	7

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

Computer awareness class was conducted for Teaching and nonteaching staff by the Department of Computer Science. All Departments have internet facility and Library has internet facility for students free of cost. The whole college is fully networked and connected. Our College has a dedicated leased line for internet connectivity from BSNL with a speed of 10MBPS.

4.6 Amount spent on maintenance in lakhs:

i) ICT

2.67

ii) Campus Infrastructure and facilities

3.92

iii) Equipments

iv) Others

1. Electrical repairs: 1.30
2. Lab expence:.90
3. Electricity charges: 1.74
4. Generator: .2

Total :

10.70

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC instructs the tutors to inform the students about the student support services available to them.

- Orientation Programme for parents and students
- Parent teacher meetings.
- Support for slow learners through remedial coaching and scholar support programmes.
- Bridge Course for first year students
- Selected students are directed to attend ‘Walk with a Scholar’ Unit of the college.
- Motivates students to participate in Bank Test Coaching, Civil Service Coaching, and Net Coaching.
- Identifies students in need of counselling
- Talented students are encouraged to take part in competitions and fests organised in other Colleges/ Institutions.
- Scholarships are provided in various schemes.
- Conducted workshops and seminars on various topics
- Financial assistance is given to socially and economically backward students

5.2 Efforts made by the institution for tracking the progression

Progression of the students is tracked by taking feedback from students on student’s career progression

- Aptitude test is conducted to identify the academic capability of the students
- Continuous Evaluation is done through internal exams, seminars, assignments etc.
- PTA meetings

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
890	146		

 students

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
495	48

Women

No	%
541	52

Last Year-2014 - 15							This Year 2015-16						
General	SC	ST	OBC	KPCR	Physically Challenged	Total	General	SC	ST	OBC and OEC	KPCR*	Physically Challenged	Total
278	149	4	173	184		611	214	154	6	225+32	222		853

*KPCR: Fee waiver given to lower income students

Demand ratio

Dropout % 1

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

We regularly conduct coaching classes for competitive examinations.

No. of students beneficiaries

24

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

A professional counsellor visits our College every month. We have a three tier system for student counselling in our institution. It is the duty of the respective tutors to identify students having problems. If the problem is not solved he/she will be taken to the counselling coordinator who is trained for this. Finally if the problem persists, he/she will be referred to the Professional Counsellor. Our mission is to help students to manage their academic and personal demands more effectively.

Career Guidance of our College is being managed by Career Guidance and Placement Cell. This Cell conducts classes and talks by eminent persons on Career opportunities, personality development, communication skills etc.

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
24	140	8	102

5.8 Details of gender sensitization programmes

We have an active Women's Forum functioning in our campus. They conduct talks and seminars on gender sensitisation programmes. This year a talk on health issues among teenagers was organised by Dr. Sreekala Sharma. Training classes on glass and pot painting was provided.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government		1183130
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Motto:

The Upanishad Mantra (in Sanskrit) (Thamaso ma jyothirgamaya -Lead me from the darkness of ignorance to the Light of knowledge) is the motto of our College.

Vision:

Our Vision is to provide quality education that raises the aspirations of our learners and enables them to achieve their goals.

Mission:

- To propagate Value Education based on Vedic culture and to inculcate National Heritage to the student community and ultimately to the society as a whole.
- To update society with modern technological innovations and provide knowledge and personnel for developmental needs.
- To cater to the educational needs of a wide variety of students coming from various streams of the society especially downtrodden.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

We take feedback on curriculum from students and alumni and we send suggestions to the University.

6.3.2 Teaching and Learning

We have an effectively functioning tutorial system in which every individual student is taken care of by a tutor. A Tutorial Coordinator is appointed every year and he is responsible for the Tutorial function of the College. This is a welfare system, probably second to none. At the start of their programme, all students will be assigned a Personal Tutor and he together with the HODs and the coordinator himself, ensures that all students get enough support

6.3.3 Examination and Evaluation

Examination and evaluation is done by the affiliating University. Many of our faculty members work as external examiners and evaluators.

20% of the marks are given for Internal Assessment, which is done by the respective Department and for that the University has formulated a clear set of parameters which is firmly adhered to.

6.3.4 Research and Development

Teachers are encouraged to do research and are given permission and leave for doing research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Subscribed to infibnet and students can now access the journals from even their homes.

In the Library we have a separate section for studies on SreeSankaracharya called SreeSankaraSamskarikaPatanaKendram (Sree Sankara Cultural Study Centre) where a large collection of books and manuscripts are maintained on Vedanta, Jyothisha and medicines and other subjects

6.3.6 Human Resource Management

At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions. The management makes appointments through prescribed procedures. Orientation and training programmes are periodically organised for new recruits. In order to enhance capacities of staff need-based training/workshops are organised for faculty, administrative, and supportive staff. Recreation programmes are also organised for teaching, non-teaching staffs

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitments are done as per the University and Government norms

6.3.8 Industry Interaction / Collaboration

MoU with Rubber Park, Irapuram

MoU with Forest Industries Travancore Limited

6.3.9 Admission of Students

Centralised Allotment Process is followed in admission process and it is carried out as per the University norms and government orders.
 Admission for both UG and PG is done by the University. (Online registration).
 Admission to Management and Community seats are also done as per the University norms.
 An admission committee is constituted to oversee the process of admissions.
 Strict transparency and admission rules are adhered to by the College.

6.4 Welfare schemes for

Teaching	Loan facility is provided by the Staff Co-operative Bank functioning inside the college campus. Besides PF, SLI, GIS, GPAIS and hostel stay facilities are provided.
Non-teaching	Loan facility is provided by the Staff Co-operative Bank functioning inside the college campus. Besides PF, SLI, GIS, GPAIS and hostel stay facilities are provided.
Students	Free Noon meal, Merit scholarships, PTA endowments, KPCR fee concessions, Student aid fund, Medical insurance, National Loan scholarships, Post matric scholarships, post matric for physically handicapped, post graduate scholarships for single girl child.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	Yes	AG office	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N A

6.11 Activities and support from the Alumni Association

The amount collected as membership fees and contributions are utilised for the benefit of the college. Manju Foundation is a trust formed to help the financially backward students through endowments. The Alumni of the college provide active financial support for this foundation. We have Alumni associations for all Departments, They meet every year at least once and spend a day in the college planning their activities and having fun. Apart from that our College has an Alumni association which meets on January 26th in every year. Yearly alumni meeting provide the students, a golden opportunity of interaction.

6.12 Activities and support from the Parent – Teacher Association

Our College has a very active and vibrant PTA. General PTA Meetings are conducted once in a year. The executive committee is selected in that meeting and they take decisions on the activities of the association. Departmental P T A meetings are convened in every semester. Endowments and scholarships are also provided for financially weak students. It also supports and helps the college authorities for the smooth functioning of the college. PTA-funding used for regular campus cleaning, vending machine and incinerator in ladies toilet, merit awards, parents class, students orientation, conference hall and canteen chairs, students and dependents health support.

6.13 Development programmes for support staff

We have an employee's cooperative society which is always ready to help the support staff with loans in case of emergency.

6.14 Initiatives taken by the institution to make the campus eco-friendly

We have a nature club called Bhoumika. Along with the activities of Bhoumika the NSS units and other teaching departments are conducting various activities within and outside the campus to protect nature. Every year there is a significant increase in the flora and fauna of the campus as new trees are planted every year and the existing ones are preserved. All the above mentioned groups conduct awareness classes to the general public and among the students and staff.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Ozone Day, World Earth Day and Environmental Day etc. were celebrated for creating environmental awareness to the youngsters.
- Incinerators and vending machines set up in the college for girl students to ensure sanitation
- Observance of Hiroshima day, Women's Day and other days of national importance for creating social responsibility and national integration.
- Department-wise association activities: regular meetings, talks, debates, quiz competition, cultural programmes etc.
- A week long reading day celebrations were conducted in the college so as to create a habit of reading among students and staff.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. All departments prepared academic calendar and all activities of the department was conducted accordingly.
2. All teachers prepared and submitted semester wise teaching plan
3. National level seminar was conducted and teachers attended international seminars, National seminars and workshops in all. Papers were presented in National seminars and papers in International seminars.
4. Papers were published by the faculties in national and international journals. publications in International journals and publications in National journals. A book with ISBN Number was also published by a faculty. Faculties had applied for their enrolment for PhD Feedbacks were taken and analysed
5. Many faculty provided their suggestions to the University on curriculum on the basis of the feedback from students and alumni
Comprehensive action plan was submitted by the HoDs.
6. Admission committee was formed and they conducted the process of admissions without any grievances and by complying all Government, University and College regulations. Regulations regarding reservations were also complied.
7. All the committees were formed and they functioned effectively.
8. All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.
9. All clubs and forums were formed and their teachers in charge were finalised
10. All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities.
11. Conducted annual athletic meet and Interdepartmental football, volleyball and cricket tournament
12. Career guidance classes
13. Organising campus recruitment fairs
14. Facility for indoor games are arranged in the hostel
15. A day has been identified to conduct various cultural and co-curricular activities

7.3 Give two Best Practices of the institution

- Institutional Organic farming under the leadership of NSS Unit together with the support of departments of physics and commerce
- Adoption of a nearby Government LP School, Irapuram

7.4 Contribution to environmental awareness / protection

The departments of Chemistry and Physics is actively organizing the activities related to environmental awareness

- Observance of World environment day
- Ozone day celebrations and Exhibition of related posters
- Seminars and discussion on current environmental issues

7.5 Whether environmental audit was conducted?

Yes

No

8.Plans of institution for next year

1. To organize Gublee Celebrations of our institution with national importance
2. Strengthen interdisciplinary research activities in the college
3. To start new PG and UG courses
4. To start a Centre of research in Chemistry.
5. MoU with industrial organizations
6. To start a State Resource Centre for career Development
7. To install more Solar Panels for energy conversation
8. Apply for more research projects and seminars
9. To start the NCC units
10. Intercollegiate and Interdepartmental competitions
Exhibition, Seminars and Lecture series
11. Job Oriented training for girl students
12. To organize NAAC sponsored seminar on new assessment and accreditation by IQAC
13. To upgrade the organic farming to the next level.
14. To start up an incubation centre.
15. To organise talks on women empowerment and gender sensitisation
16. To observe all days of national importance
17. Starting of disaster management club/squad. birds club. laughing club

Name Dr. M P Vasudevan Namboothiri

Name R Krishnakumar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
