Annual Quality Assurance Report
2011-12

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
2011-12

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Sree Sankara Vidyapeetom

1.2 Address Line 1

> Sree Sankarapuram

Address Line 2

> Valayanchirangara (PO)

City/Town

> Perumbavoor

State

> Kerala

Pin Code

> 683 556

Institution e-mail address

> ssvidyapeetom@gmail.com

Contact Nos.

> 0484 2657038, 0484 2657938

Name of the Head of the Institution:

> A.K. Narayanan Nambuthiri

Tel. No. with STD Code:

> 0484 2657295

Mobile:

> 09446477295

Name of the IQAC Co-ordinator:

> Jayan. P

Mobile: 09447125504

IQAC e-mail address: iqac@ssvcollege.ac.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   EC/41/53, dated 10-02-2007

1.4 **NAAC Executive Committee No. & Date:**   EC/41/53, dated 10-02-2007
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bottom
   of your institution's Accreditation Certificate)

1.5 Website address: www.ssvcollege.ac.in

Web-link of the AQAR: www.ssvcollege.ac.in/iqac/aqar

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   03-07-2007

1.8 **AQAR for the year** *(for example 2010-11)*   2011-12

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR   2007-08 submitted to NAAC on 10-06-2011
   ii. AQAR   2008-09 submitted to NAAC on 10-06-2011
   iii. AQAR   2009-10 submitted to NAAC on 10-06-2011

iv. AQAR   2010-11 submitted to NAAC on 11-11-2014

1.10 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 ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify) | . |

1.12 Name of the Affiliating University *(for the Colleges)* | Mahatma Gandhi University, Kottayam, Kerala |

1.13 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		UGC-CE	
UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers

8

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

Nil

2.4 No. of Management representatives

1

2.5 No. of Alumni

Nil

2. 6 No. of any other stakeholder and

    community representatives

1

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

Nil

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

3

2.11 No. of meetings with various stakeholders: No.

3

   Faculty

3

    Non-Teaching Staff Students

3

 Alumni

Nil

 Others

3

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ✓

    If yes, mention the amount

NA

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
2				2

(ii) Themes

- Conducted a one-day seminar for the teachers to prepare proposals to be submitted to the UGC.
- A one day orientation programme for the parents of the first year students.

2.14 Significant Activities and contributions made by IQAC

1. Conducted a National seminar with UGC assistance
(Language teaching methodologies in Sanskrit)
2. Conducted 2 State level seminars
3. Conducted 2 State level workshops
4. Assisted the Principal in nominating staffs in charge for all statutory and other organisations.
4. Monitoring the working of tutorial system by nominating a tutorial coordinator for its effective functioning.
5. Convened a staff meeting to inform the ways and means of applying for minor and major projects of the UGC.
6. Initiated the work on Library complex and a gymnasium.
7. Laid a BSNL, dedicated OFC cable solely for the institution for fast Internet access. (10mbps)
8. A building with 750 square meters area completed which can house a seminar hall and 7 class rooms.
9. A power generator with 20 KW capacity commissioned for power back up. Order for another one with the same capacity is pending. That will cover the entire college and the hostel

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
1. Instructed all HODs to prepare Academic Calendar for the year 2011-12 before 15th of June.	1. All departments prepared academic calendar and all activities of the department were conducted accordingly.
2. To ask all teachers to submit their semester wise teaching plan for this year.	2. All teachers prepared and submitted semester wise teaching plan
3. Get prepared for as many Seminars and Conferences as possible.	3. 1 National level seminar was conducted and teachers attended 7 international seminars and 40 National seminars in all. 3 papers were presented in National seminars and 3 papers in International seminars.10 papers were published in International

	journals and 9 in National journals.
4. It was decided to take feedback from the students and alumni on curriculum.	4. Feedback was taken and analysed
5. Get prepared with suggestions to be sent to the University regarding curriculum design and Examination reforms.	5. Many teachers sent their suggestions to the University on curriculum after analysing the feedback.
6. It was decided to request all HoDs to submit a comprehensive action plan of their Department before 15th of June	6. Comprehensive action plan was submitted by the HoDs.

7. It was decided to renew the applications pending with the University for starting the following new courses.
  Aided Courses - Post Graduate
    1. M Sc Chemistry
    2. M Sc Mathematics
    3. M A   English
  Aided Courses – Under Graduate
    1. B A   Sanskrit
    2. B Com   Computer Application
    3. B.Sc.   Biotechnology
    4. B Sc   Biochemistry
    5. B C A
	7. Commission appointed by the University visited our College for inspection before sanctioning new courses
	The following new courses were applied for
	
	Unaided Courses - Post Graduate
	    1. M Sc Computer Science
	Unaided Courses Under Graduate
	    1. B L i.Sc.
	    2. B A Animation and Graphic Designing
	Aided Course - Under Graduate
	    1. B Sc Biotechnology
	    2. B Sc Biochemistry

9. Proposal given to the Management for starting the work of a Library complex and a gymnasium.	9. Work was started for a building of 400 square meters to house the Library with a provision to double it. Work on the Gymnasium started
10. It was decided to constitute the Admission Committee so that they can formulate the regulations regarding admission and conduct the admission process according to University and college regulations.	10. Admission committee was formed and they conducted the process of admissions without any grievances and complying with all Government, University and College regulations. Regulations regarding reservations were fully followed.
11. It was decided to form the following statutory bodies. 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	11. All the committees were formed and they functioned effectively.
12. The Head of the Departments were advised to form the respective Department Associations and start their activities as early as possible. IQAC directed all HODs to give their plan of action for the year 2011-12.	12. All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.
13. It was decided to request the Management to move Court for banning student politics inside the campus and ban the conduct of elections to	13. The request was put in Management Committee who took it seriously.

the College Union in the Presidential system which leads to unrest inside the campus.	
14. IQAC decided to direct the HOD of Physical Education to submit an annual plan of action of the Department. IQAC directed the Department to send College teams to as many tournaments as possible thereby allowing as many students to participate in sports activities	14. HoD Physical Education submitted their plan of action and the Department conducted their activities accordingly. Our College participated in inter collegiate tournaments of MG University in Cricket, Football, Kabaddi, Volleyball, Chess, Athletics and Body building.
15. The teaching staff in charge of different clubs and forums was also finalized in the IQAC.	15. All clubs and forums were formed and their teachers in charge were finalised.
16. The teaching staff in charge of all organizations was asked to submit their master plan for the year in 2 weeks' time. Clubs and Associations were also asked to do the same.	16. All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities

* Attach the Academic Calendar of the year as Annexure.

ACADEMIC CALENDAR FOR THE YEAR 2010-11 GIVEN AS Annexure I

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ✓

Provide the details of the action taken

> The action plan was placed in the Management Committee and the other statutory bodies and permission was given by them to implement it.

Part – B

Criterion – I
1. 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	4	Nil	3	4
UG	9	Nil	Nil	2
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	13		3	6
Interdisciplinary				

Innovative				

1.2 (i) Flexibility of the Curriculum: CBCSS
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
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

Analysis of student feedback given as Annexure III

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 done 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	Others
47	13	24		10

2.2 No. of permanent faculty with Ph.D.   8

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
11	8							11	8

2.4 No. of Guest and Visiting faculty and Temporary faculty   18   1   Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	24	
Presented papers	3	3	
Resource Persons			

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

Introduction of ICT enabled teaching. All departments started to conduct classes with the use of smart class room.

Effective implementation of tutorial system.

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

180

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

Examinations conducted as per University rules

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

1 | | 4

2.10 Average percentage of attendance of students

87

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division			
		I Class	II class	III class	Pass %
BA History	38		9	17	89
BA English	27		11	13	88
BA Hindi					73
BA Economics	33		15	14	87
BCom	47		38	8	98
BSc Physics	14		7	6	93
BSc Maths	22		7	6	59
BSc Chemistry	25		18	1	76
BSc Computer	15		2	8	86
MCom	31	4	23	6	97
MSc Bio Scienc	3	2			67
MA History	15	1	6	4	73

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

 IQAC always monitor and evaluate the effectiveness of the Teaching Learning process by conducting class tests, question answer sessions etc. and by taking feedbacks from the students.

IQAC sees to it that the tutorial system is effectively implemented. 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, who is a member of faculty, by their Department

So every student has a personal Tutor, a member of the respective faculty, 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 lots of help available - should they need it.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	4
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

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	19	3		
Technical Staff	2			

Criterion – III

3. Research, Consultancy and Extension

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

IQAC conducted a class on research methodology at the beginning of the year for the faculty. IQAC inform the faculty about the research projects available and helps the faculty in applying for them. Permission and leave is granted to teachers to present papers in international, national and state level seminars and conferences.

3.2　　　Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3　　　Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1		
Outlay in Rs. Lakhs	1.4	.9		

3.4　　　Details on research publications

	International	National	Others
Peer Review Journals	10	9	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		2	

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	2	UGC	2.3	2.3
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

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 seminars

organized by the Institution

Level	International	National	State	University	College
Number		1	1		15
Sponsoring agencies		UGC			

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

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Nil

NA

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

Nil

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

JRF   Nil   SRF   Project Fellows   Any other

3.21 No. of students Participated in NSS events:

University level   123   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	4		
NCC		NSS	2	Any other	

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

- Overall 6 extension activities were conducted

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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	44	9		53
Laboratories	4			4
Seminar Halls	1	1		2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		4		
Value of the equipment purchased during the year (Rs. in Lakhs)		16.67		7.9
Others (Ladies hostel)				

Details of equipment purchased is given as Annexure II

4.2 Computerization of administration and library

> The administration and Library are already computerised. 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.

4.3 Library services:

   i) New books/journals subscribed and their value

      323 books for Rs.97,223/

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	43	14	5	1		3	11	
Added	16							
Total	59							

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. The company which supplied the software for Office procedure conducted coaching classes for using the software to the nonteaching staff. All Departments have internet facility and Library has internet facility for students free of cost.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   .52

   ii) Campus Infrastructure and facilities   3.17

   iii) Equipments   .69

   iv) Others   1.02

                        Total :   5.4

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.

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
724	**101**		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
350	**42**

Women

No	%
475	**58**

		Last Year							This Year				
General	SC	ST	OBC	KPCR	Physically Challenged	Total	General	SC	ST	OBC	KPCR*	Physically Challenged	Total
275	**130**	**3**	**249**	**226**	**2**	**885**	**237**	**127**	**6**	**221**	**234**	**2**	**825**

*KPCR: Fee waiver given to lower income students

Demand ratio   Dropout % **4.5**

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

135

5.5 No. of students qualified in these examinations

NET | 4 | SET/SLET | 12 | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

> A professional counsellor visits our College twice a week. 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 manage 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, communicative skills etc.

No. of students benefitted from student counselling | 20 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	105	20	

5.8 Details of gender sensitization programmes

> We have an active Women's Forum functioning in our campus. They conduct lectures and seminars as gender sensitisation programmes.

5.9 Students Activities

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

State/ University level | 98 | National level | | International level | |

No. of students participated in cultural events

| 46 |

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 | Nil | National level | Nil | International level | Nil |

Cultural: State/ University level | Nil | National level | Nil | International level | Nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		9500
Financial support from government		1183555
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 jyothir gamaya -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 enable 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, who is a member of faculty, by their Department. These Tutors, together with the HODs and the coordinator himself, ensure that all students have lots of help available - should they need it.

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

Due to lack of consistency in its performance, old software used for office automation and Library automation was replaced with a new software.
In the Library we have a separate section for studies on Sree Sankaracharya called Sreesankara samskarika patanakendram (Sree Sankara Cultural Study Centre) where a large collection of books and manuscripts are maintained on Vedanta and other subjects.
An Interactive board was installed in the smart class room for ICT enabled teaching
Work on a new building of 750 sq m to house a seminar hall, 9 class rooms and 3 Department staff rooms has started.
A ladies hostel, which can house 150 students, was inaugurated and opened for use.

6.3.6 Human Resource Management

A tutor appointed for a 1st semester class is continued till the end of the course. Teachers are given additional charges for various extra-curricular and co-curricular activities.

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

6.3.9   Admission of Students

Admission conducted 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	society
Non teaching	
Students	

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	No		No	
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?

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

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6.11 Activities and support from the Alumni Association

> 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 every year once. The amount collected as membership fees and contributions are spent towards many good things for the benefit of the College.

6.12 Activities and support from the Parent – Teacher Association

> Our College has a very active and vibrant PTA. They meet at least once in a year and select an executive committee which decides the activities of the association.
> Activities by PTA

car shed side wall construction	70000
cash prize to 1st rank holder	5000
arts festival	10000
auto/hospital/medicine	1050
contribution to seminar	2000

6.13 Development programmes for support staff

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

> We have a nature club called Bhoumika. Bhoumika believes that environmental education is a lifelong process that encourages exploring, raise questions, investigate issues and seek solutions to environmental and social problems.
>
> This Club seeks to create awareness on environmental issues through its activities. Students are encouraged to take membership in the Nature Club. They are provided opportunities to study and admire the environment and thereby understand the need to conserve nature's bounty.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> - Banning student politics which led to the complete stoppage of unnecessary student unrest and strikes and created a peaceful atmosphere for academic pursuit.
> - Purchase of 2 power generators, covering the entire College with power back up

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

> All departments prepared academic calendar and all activities of the department were conducted accordingly.
> All teachers prepared and submitted semester wise teaching plan
> 1 National level seminar was conducted and teachers attended 7 international seminars and 40 National seminars in all. 3 papers were presented in National seminars and 3 papers in International seminars.10 papers were published in International journals and 9 in National journals.
> 4. Feedbacks were taken and analysed
> 5. Many teachers sent their suggestions to the University on curriculum after analysing the feedback.
> 6. Comprehensive action plan was submitted by the HoDs.
> 7. Commission appointed by the University visited our College for inspection before sanctioning new courses
> The following new courses were applied for
> Unaided Courses - Post Graduate
>   1. M Sc Computer Science
> Unaided Courses Under Graduate
>   1. B L i.Sc.
>   2. B A Animation and Graphic Designing
> Aided Course   - Under Graduate
>   1. B Sc Biotechnology
>   2. B Sc Biochemistry
> Work was started for a building of 400 square meters to house the Library with a provision to double it. Work on the Gymnasium started
> Admission committee was formed and they conducted the process of admissions without any grievances and complying with all Government, University and College regulations. Regulations regarding reservations were fully followed.
> All the committees were formed and they functioned effectively.
> All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.
> The request was put in Management Committee who took it seriously.
> HoD Physical Education submitted their plan of action and the Department conducted their activities accordingly. Our College participated in inter collegiate tournaments of MG University in Cricket, Football, Kabaddi, Volleyball, Chess, Athletics and Body building.
> All clubs and forums were formed and their teachers in charge were finalised.
> All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

Our College is having a very dynamic nature club called "Bhoumika" which conducts many activities for environmental awareness/Protection

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

Name: P. Jayan   *Name: K.N. Raju*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

ACADEMIC CALENDAR 2011-12

SSV COLLEGE, VALAYANCHIRANGARA

Perumbavoor, Kerala

Sl NO	Tentative Dates	Activity
1	01-06-2011	College re-opens after summer vacation
2	02-06-2011	Elections to College Council
3	03-06-2011	Tutorial coordinator appointed
4	05-06-2011	Environment day
5	06-06-2011	Preparation of timetables
6	08-06-2011	Tutors appointed
7	19-06-2011	Vayana Dinam
8	15-08-2011	Independence day
9	02-09-2011	Onam Celebrations
10	05-09-2011	Teachers day
11	24-09-2011	NSS day
12	02-10-2011	Gandhi jayanti
13	01-11-2011	Kerala piravi
14	30-11-2010	Economics Department Alumni meet
15	02-12-2010	Alumni of Computer Science, Commerce and Chemistry Departments
16	23-12-2011	Christmas celebrations
17	26-01-2012	Republic day
18	08-03-2012	Women's day
	Minimum once in a Quarter	Staff meetings (with non-teaching & without)
	At least once in every term	IQAC meeting
	Once in every month	Department meetings
	Once in every month	Staff Council meetings
	Once in 2 weeks	Professional counsellor's visit
	July last Week	1st Internal (1,3,& 5 Semester)
	October 1st Week	2nd Internal (3,& 5 Semester)
	January 1st Week	2nd Internal (2, 4, & 6 Semester)
	February 3rd Week	2nd Internal (4, & 6 Semester)
	Sept 2nd Week & Jan 3rd Week	Assignment dates

	Sept last & Feb 1st Week	Seminar dates
	July 2nd week	Club inaugurations
	August last week	Class PTA
	August last week	General PTA
	August 1st Week	Elections to Department Associations
	August 2nd & 3rd week	Department association inaugurations
	All round the year	Sports activities
	November	Intra mural sports & Games
	January 1st week	College Athletic meet
	December 1st week	Arts festival
	March 1st Week	Feed backs taken
	One day program – Once in every month III Day camp – 7 days camp – Christmas vacation	NSS activities
	As per University instructions	Admission process starts (Admission committee meeting)
	As per University instructions	Interview for 1stSem students
	The opening day of 1st Year	Orientation class for 1stSem students
	in the third Week	Aptitude tests
	in the fourth Week	Bridge & Remedial courses
	As per University instructions	Union election
	As per University instructions	Union inauguration

ANNEXURE II

Details of equipment purchased during 2011-12:

SI No	Name of equipment	Date of purchase	Rate	Number	Amount
1	Desktop Computer	13-01-12	29500	10	295000
2	Server	13-01-12	74500	1	74500
3	Generator Kirlosker 10 KW	20-01-12	330000	1	330000
4	Interactive smart board	21-02-12	106000	1	106000
5	Cubical type panel board	15-02-12	110000	1	110000
6	Printer all in one	23-03-12	12975	1	12975
7	Generator Kirlosker 10 KW	15-03-12	330000	1	330000
8	Desktop Computers	15-03-12		5	158592
9	Equipment for Gymnasium	16-02-12			250000
			Total		1667067

Sample format of student feedback on Teacher: Annexure III

Sl No	Score Question	5 Excellent	4 Very good	3 Good	2 Satisfactory	1 Poor	Score
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
					Total		

Final Analysis of student feedback on Teacher

SSV College-2010-11

Sl No	Question	Points
1	Knowledge base of the Teacher in the subject	4.2
2	Communication skills	3.9
3	Interest generated by the Teacher in the subject	3.4
4	Ability to integrate course material	3
5	Ability to design and conduct exams & assignments	3.7
6	Coverage of portions as per time schedule	4.2
7	Preparedness of the Teacher to take class	3.8
8	Accessibility of the Teacher in and out of the class	4.5
9	Punctuality of the Teacher	4.2
10	Overall effectiveness of teaching	4.5