

Annual Quality Assurance Report 2013-14



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, 0487 2657938

Name of the Head of the Institution:

K N Raju

Tel. No. with STD Code:

0484 2657938

Mobile:

09495471294

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) : **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 | | | | |
| 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 (*for example 2010-11*)

2013-14

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted 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
- v. AQAR 2011-12 submitted to NAAC on 11-11-2014
- vi. AQAR 2012-13 submitted to NAAC on 11-11-2014

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 (Phys Edu)

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"/> | | |

2. IQAC Composition and Activities

| | |
|---|---|
| 2.1 No. of Teachers | <input type="text" value="9"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="2"/> |
| 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"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="1"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text"/> |
| 2.8 No. of other External Experts | <input type="text"/> |
| 2.9 Total No. of members | <input type="text" value="14"/> |
| 2.10 No. of IQAC meetings held | <input type="text" value="4"/> |
| 2.11 No. of meetings with various stakeholders: | No. <input type="text" value="4"/> Faculty <input type="text" value="4"/> |
| | Non-Teaching Staff <input type="text" value="4"/> Students <input type="text" value="4"/> Alumni <input type="text" value="4"/> Others <input type="text" value="4"/> |
| 2.12 Has IQAC received any funding from UGC during the year? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| If yes, mention the amount | <input type="text"/> |

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

- A one day orientation programme for the parents of the first year students.
- One day class on reaccreditation
- One day seminar on ICT enabled teaching for faculty

2.14 Significant Activities and contributions made by IQAC

1. Conducted a National seminar with UGC assistance
2. Conducted 2 State level workshops
3. 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 preparing for reaccreditation
6. Gymnasium started functioning in the new building with latest equipments purchased with UGC assistance.
7. Laid a BSNL,dedicated OFC cable solely for the institution for fast Internet access (10mbps) and all departments networked.
8. A mini conference hall was commissioned on top of the car porch in front of the main building with 400 square feet area and a conference table and chairs.
9. A second power generator with 20 KW capacity commissioned for power back up which will cover the entire college and the ladies hostel.
10. College Library was shifted to a new building with more space. CCTV was commissioned in the Library.
11. Seminar hall was given a facelift with air conditioning, false ceiling etc.
12. A more powerful server for intranet.
13. 3 more smart projectors were purchased for Departments.

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 2013-14 before 15th of June.</p> <p>2. To ask all teachers to submit their semester wise teaching plan for this year.</p> <p>3. Get prepared for as many Seminars and Conferences as possible.</p> <p>4. It was decided to take feedback from the students and alumni on curriculum.</p> <p>5. Get prepared with suggestions to be sent to the University regarding curriculum design and Examination reforms.</p> <p>6. It was decided to request all HoDs to submit a comprehensive action plan of their Department before 15th of June</p> <p>7. It was decided to apply to the University for starting the following new courses.</p> <p><u>Aided U.G. Courses</u> B Com with Tourism B A Sanskrit</p> <p><u>Aided P.G. Courses</u> M Sc Chemistry M Sc Computer Science M A Economics (Applied Economics)</p> <p><u>Unaided U.G. Courses</u> B Com with Comp. Application B LiSc B Sc Microbiology (23-04-2013)</p> <p><u>Unaided P.G. Course</u> M Sc Comp Science M C A</p> <p>9. It was decided to constitute the Admission Committee so that they</p> | <p>1. All departments prepared academic calendar and all activities of the department were conducted accordingly.</p> <p>2. All teachers prepared and submitted semester wise teaching plan</p> <p>3. 3 National level seminars were conducted and teachers attended 7 international seminars and 61 National seminars in all. 26 papers were presented in National seminars and 5 papers in International seminars. 5 papers were published in International journals and 9 in National journals. 1 book with ISBN number was published. The faculty attended 8 National workshops in all.</p> <p>4. Feedbacks were taken and analysed</p> <p>5. Many teachers sent their suggestions to the University on curriculum after analysing the feedback.</p> <p>6. Comprehensive action plan was submitted by the HoDs.</p> <p>7. Commission appointed by the University visited our College for inspection before sanctioning new courses Applications for the following new courses were renewed.</p> <p>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</p> <p>Aided Courses - Post Graduate 1. M Sc Chemistry 2. M Sc Mathematics 3. M A English</p> <p>Aided Course - Under Graduate 1. B Sc Biotechnology 2. B Sc Biochemistry</p> <p>9. Admission committee was formed and they conducted the process of admissions without any</p> |

| | |
|--|--|
| <p>can formulate the regulations regarding admission and conduct the admission process according to University and college regulations.</p> <p>10. 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</p> <p>11. 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 2013-14.</p> <p>12. It was decided to request the Management to move Court for banning student politics inside the campus and ban the conduct of elections to the College Union in the Presidential system which leads to unrest inside the campus.</p> <p>13. 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</p> <p>14. The teaching staff in charge of different clubs and forums was also finalized in the IQAC.</p> <p>15. 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.</p> | <p>grievances and complying with all Government, University and College regulations. Regulations regarding reservations were fully followed.</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. The request was put in Management Committee and the Management moved court and received the order banning student politics inside the campus.</p> <p>13. 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, Ball badminton, Kabaddi, Volleyball, Chess, Athletics and Body building.</p> <p>14. All clubs and forums were formed and their teachers in charge were finalized.</p> <p>15. All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities</p> |
|--|--|

** Attach the Academic Calendar of the year as Annexure.*

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

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 | 1 | | |
| UG | 9 | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| Total | 14 | 1 | 3 | 3 |
| 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* (On all aspects)
- Alumni Parents Employers Students
- 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 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 |
| | 40 | 16 | 15 | | 9 |

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 |
| 5 | 9 | | | | | 9 | | 14 | |

2.4 No. of Guest and Visiting faculty and permanent faculty for

Self-financing courses

7 Guest

9 self financing

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 7 | 61 | |
| Presented papers | 5 | 26 | |
| Resource Persons | | | |

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

| |
|--|
| |
|--|

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)

| |
|--|
| |
|--|

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

12

8

2.10 Average percentage of attendance of students

90

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 | 34 | | 6 | 21 | 5 | 94 |
| BA English | 25 | | 13 | 9 | 2 | 96 |
| BA Hindi | 23 | | 6 | 9 | | 65 |
| BA Economics | 28 | | 8 | 11 | | 68 |
| BCom | 45 | 1 | 37 | 6 | | 97 |
| BSc Physics | 13 | | 6 | 4 | | 77 |
| BSc Maths | 14 | | 5 | 6 | 3 | 79 |
| BSc Chemistry | 23 | 1 | 11 | 7 | | 83 |
| BSc Computer | 12 | | 7 | 4 | 1 | 91 |
| MCom | 34 | 3 | 16 | 3 | | 65 |
| MSc Bio Scienc | 2 | | | | | 100 |
| MA History | 11 | 7 | 1 | | | 63 |

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

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | |
| UGC – Faculty Improvement Programme | 1 |
| HRD programmes | |
| Orientation programmes | 3 |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 8 |
| 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 | 10 | | | 4 |
| Technical Staff | 4 | | | |

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 | 9 | | |
| Outlay in Rs. Lakhs | 1.4 | 8,10,000/ | | |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 5 | 9 | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | | |

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 | 2013-14 | UGC | 8,10,000/ | 8,10,000/ |
| 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 | | | | | |
| Sponsoring agencies | | | | | |

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

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

- Overall 6 extension activities were conducted

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 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

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 | 71 | 26 | 9 | 3 | | 6 | 20 | 7 |
| Added | 14 | 12 | | 2 | | | | |
| Total | 85 | 38 | 9 | 5 | | 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: 1.24 4. Generator: .2 |
| Total : | 10.20 |

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 |
|-----|----|--------|--------|
| 698 | 97 | | |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

| No | % |
|-----|----|
| 340 | 42 |

Women

| No | % |
|-----|----|
| 459 | 58 |

| | | Last Year-2012-13 | | | | | | | This Year-2013-14 | | | | | |
|---------|-----|-------------------|-----|------|-----------------------|-------|---------|-----|-------------------|-----|-------|-----------------------|-------|--|
| General | SC | ST | OBC | KPCR | Physically Challenged | Total | General | SC | ST | OBC | KPCR* | Physically Challenged | Total | |
| 218 | 116 | 13 | 215 | 232 | 2 | 795 | 229 | 134 | 8 | 166 | 218 | 2 | 799 | |

*KPCR: Fee waiver given to lower income students

Demand ratio

Dropout % 2

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

120

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 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

21

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 |
| 3 | 120 | 8 | 22 |

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 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 | | 9500 |
| Financial support from government | | 1767264 |
| 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 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

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

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 Sree sankara samskarika patina kendram(SreeSankara Cultural Study Centre) where a large collection of books and manuscripts are maintained on Vedanta and other subjects.

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 | |
| 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 | | | | |
| 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?

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.

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. Bhoumika believes that environmental education is a lifelong process that encourages exploring, raise questions, investigate issues and seek solutions to environmental and social problems.

Our Management has decided to install a solar panel, a biogas plant and an incinerator for solid waste disposal and these will be commissioned during 2014-15.

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.

- Banning student politics which led to the complete stoppage of unnecessary student unrest and strikes and created a peaceful atmosphere for academic pursuit and prevented classes being suspended.
- Purchase of 3 more inter active projectors
- Shifting of the Library to a bigger, more convenient and spacious room
- Completion of a state of the art seminar hall with A/C and smart board
- Canteen also received a facelift.
- Gymnasium started functioning in a new building with new equipments, providing time for girls.

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 were conducted accordingly.
2. All teachers prepared and submitted semester wise teaching plan
3. 3 National level seminars were conducted and teachers attended 7 international seminars and 61 National seminars in all. 26 papers were presented in National seminars and 5 papers in International seminars. 5 papers were published in International journals and 9 in National journals. 1 book with ISBN number was published. The faculty attended 8 National workshops in all.
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
Applications for the following new courses were renewed.
Unaided Courses - Post Graduate
 1. M Sc Computer ScienceUnaided Courses Under Graduate
 1. B L i.Sc.
 2. B A Animation and Graphic DesigningAided Courses - Post Graduate
 1. M Sc Chemistry
 2. M Sc Mathematics
 3. M A EnglishAided Course - Under Graduate
 1. B Sc Biotechnology
 2. B Sc Biochemistry
9. 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.
10. All the committees were formed and they functioned effectively.
11. All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.
12. The request was put in Management Committee and the Management moved court and received the order banning student politics inside the campus.
13. 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, Ball badminton, Kabaddi, Volleyball, Chess, Athletics and Body building.
14. All clubs and forums were formed and their teachers in charge were finalised.
15. 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 like planting saplings, conducting nature camps etc.

7.5 Whether environmental audit was conducted?

Yes

No

8. Plans of institution for next year

1. Giving facelift to IQAC office with A/C etc.
 2. Our Library intends to switch to open source software KOHA
 3. New software and 25 systems for Language lab. New room also for Language lab.
 4. Renovation of canteen with new furniture and flooring
 5. Renovation of Principal’s chamber with A/C, false roofing, rewiring etc.
 6. Building a new MSc Chemistry lab with all modern facilities.
 7. New appointments in office as administrative staff and faculty.
 8. Improve campus placements.
 9. Give letter of Intension to NAAC for II cycle of accreditation.
 10. Start new courses which are sanctioned last year
 11. E gate register for Library
 12. Digital software DSpace for library
- These are some of the plans for SSV College for next year, ie 2014-15

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ACADEMIC CALENDAR 2013-14



SSV COLLEGE, VALAYANCHIRANGARA

Perumbavoor, Kerala

| SI NO | Tentative Dates | Activity |
|-------|--|---|
| 1 | 03-06-2013 | College re-opens after summer vacation |
| 2 | 04-06-2013 | Elections to College Council |
| 3 | 05-06-2013 | Tutorial coordinator appointed |
| 4 | 05-06-2013 | Environment day |
| 5 | 07-06-2013 | Preparation of timetables completed |
| 6 | 10-06-2013 | Tutors appointed |
| 7 | 19-06-2013 | VayanaDinam |
| 8 | 15-08-2013 | Independence day |
| 9 | 05-09-2013 | Teachers day |
| 10 | 13-09-2013 | Onam Celebrations |
| 11 | 24-09-2013 | NSS day |
| 12 | 02-10-2013 | Gandhi jayanti |
| 13 | 01-11-2013 | Kerala piravi |
| 14 | 20-12-2013 | Christmas celebrations |
| 15 | 26-01-2014 | Republic day |
| 16 | | Sree Sankara Jayanthi |
| 17 | 08-03-2014 | Women's day |
| | | |
| | Minimum once in a Quarter | Staff meetings (with non teaching & without) |
| | Whenever needed | IQAC meeting |
| | Once in every month | Department meetings |
| | Once in every month | Staff Council meetings |
| | Twice in a term | Counseling cell activities |
| | | |
| | July last Week | I st Internal (1,3,& 5 Semester) |
| | October I st Week | II nd Internal (3,& 5 Semester) |
| | January I st Week | I st Internal (2, 4, & 6 Semester) |
| | February III rd Week | II nd Internal (4, & 6 Semester) |
| | Sept 2 nd Week & Jan III rd Week | Assignment dates |
| | Sept last & Feb I st Week | Seminar dates |
| | | |
| | July II nd week | Club inaugurations |
| | August last week | Class PTA |

| | | |
|--|---|--|
| | August last week | General PTA |
| | August I st Week | Elections to Department Associations |
| | August II ^{nt} & III rd week | Department association inaugurations |
| | Through out the year | Sports activities |
| | | Alumni meetings |
| | December I st week | Arts festival |
| | March I st 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 1 st Sem students |
| | The opening day of I st Year | Orientation class for 1 st Sem 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

Sample format of student feedback on Teacher:

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

Final Analysis of student feedback on Teacher

| Sl No | Question | Points |
|-------|--|--------|
| 1 | Knowledge base of the Teacher in the subject | 4.15 |
| 2 | Communication skills | 3.8 |

| | | |
|----|--|-----|
| 3 | Interest generated by the Teacher in the subject | 3.2 |
| 4 | Ability to integrate course material | 3.1 |
| 5 | Ability to design and conduct exams & assignments | 3.7 |
| 6 | Coverage of portions as per time schedule | 4 |
| 7 | Preparedness of the Teacher to take class | 4.2 |
| 8 | Accessibility of the Teacher in and out of the class | 4.6 |
| 9 | Punctuality of the Teacher | 4.1 |
| 10 | Overall effectiveness of teaching | 4.3 |