

Annual Quality Assurance Report 2015-16



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:

P R Krishnakumar

Tel. No. with STD Code:

0484 2657938

Mobile:

09495471294

Name of the IQAC Co-ordinator:

Prof. M P Vasudevan Namboothiri

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				
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)

2015 - 16

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 2014-15 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)

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

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

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

- Commitment towards Excellence
- Environmental Protection
- Preparation for NAAC Reaccreditation
- Quality Enhancement in Teaching

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 2015-16 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. 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 2015 - 2016</p> <p>12. Entrusted the duty regarding different</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. 5 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.</p> <p>4. Papers were published by the faculties in national and international journals.5publications 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. faculties were sanctioned UGC fund for doing minor research projects.</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 clubs and forums were formed and their teachers in charge were finalised.</p>

<p>clubs and forums to faculties</p> <p>13. Submission of Master Plans for the year 2015-2016</p> <p>14. To encourage sports and games</p> <p>15.To enhance job skills and ensure placement</p> <p>16 Celebration and observance of nationally and internationally important days</p> <p>17. Infrastructure Development</p> <p>18. Co-curricular activities to enhance talents of the students</p>	<p>13. All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities</p> <p>14.Conducted annual athletic meet and Interdepartmental football, volleyball and cricket tournament</p> <p>15. Career guidance classes Organising campus recruitment fairs Training in soft skills One day leadership camp by Dept. of Commerce Conducted a inter departmental payasam making competition under the auspices of N.S.S. of the college Training in umbrella making, under the auspices of N.S.S. of the college Fabric painting, Jewellery making, flower making training and online Hindi typing training under the auspices of Department of Hindi</p> <p>16.Environmental Day World Ozone Day National Science Day Reader's Week Hiroshima Day Hindi Day</p> <p>17.Wi-Fi accessibility in the campus Pavement of Tiles in all departments Renovation of Shuttle court ,Volley Ball Court and Table Tennis Room More facilities added in the Health Club Recreation room is arranged in canteen building for students Facility for indoor games are arranged in the hostel</p> <p>18.Field trips and industrial visits A day has been identified to conduct various cultural and co-curricular activities Wall magazines, manuscripts , Newsletters and Research Journals 3 departments are conducting add on courses. Hindi Translation and Communicative Hindi Classes are conducted Communicative English Classes</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate y other body

Provide the details of the action taken

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* (On all aspects) Alumni Parents Employers

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.

9

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
6	2								

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

Self-financing courses

4

15

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

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

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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						
MSc Bio Science	2	2				100
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 conducting 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			3
Technical Staff	6			

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	1	8	1	2
Outlay in Rs. Lakhs	1.4	11,88,500	80,000	2,34,000

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	2015 - 16	UGC	90000	65000
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		5	10	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

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	<input type="text"/>	State level	<input type="text"/>
National level	International level	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="4"/>
NCC	<input type="text"/>	NSS	<input type="text" value="2"/>
		Any other	<input type="text" value="10"/>

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

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 16” • Best Manager Competition in collaboration with Global Institute of Integral Management Studies • Manuscript Magazine and research journals were released
Hindi	<ul style="list-style-type: none"> • State Level Seminar on “Challenges for Hindi Language in Globalised Era” • National Seminar on “ Human Rights in Hindi Literature” • Hindi Day Celebrations • Inter Departmental Essay Writing, Versification, Short Story Writing and Recitation Competitions • Invited Lectures • Manuscript Magazine and research journals were released • • 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
Computer Science	<ul style="list-style-type: none"> • Digital India Week Celebration • 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

Mathematics	<ul style="list-style-type: none"> • Invited Talks • Manuscript magazine and Journal released • Inter Departmental Quiz and Sudoku Competition

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 (≥ 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 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	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 students

UG	PG	Ph. D.	Others
698	97		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
340	42

Men

No	%
459	58

Women

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	222		853
											+32		

*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	<input type="text"/>	LET	GA	<input type="text"/>	CAT	<input type="text"/>	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

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

21

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	140	8	18

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		10500
Financial support from government		1768263
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

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	PF, SLI, GIS, GPA along with loan facility is 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

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.

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.

Members support the college by providing the students with lectures, seminars and counselling classes. Books are donated by the alumni to their concerned department libraries.

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.

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. 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.

Ozone day celebration was conducted to make awareness in the youngsters to protect the atmosphere from their part. Garden-maintenance activities were undertaken by the students. Rain water harvesting system is maintained in the campus. Management has commissioned an inclinor for solid waste disposal. Waste bins are placed in all department premises to keep the area clean.

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.

- Incinerators and vending machines set up in the college for girl students to ensure sanitation
- Ozone Day, World Earth Day and Environmental Day etc. were celebrated for creating environmental awareness to the youngsters.
- 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.

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. Faculties were sanctioned UGC fund for doing minor research projects.
5. Feedbacks were taken and analysed
6. 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.
7. 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.
8. All the committees were formed and they functioned effectively.
9. All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.
10. All clubs and forums were formed and their teachers in charge were finalised
11. All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities.
12. Conducted annual athletic meet and Interdepartmental football, volleyball and cricket tournament
13. Career guidance classes
14. Organising campus recruitment fairs
15. Training in soft skills
16. One day leadership camp by Dept. of Commerce
17. Conducted a inter departmental payasam making competition under the auspices of N.S.S. of the college Training in umbrella making, under the auspices of N.S.S. of the college
18. Fabric painting, Jewellery making, flower making training and online Hindi typing training under the auspices of Department of Hindi
19. Wi-Fi accessibility in the campus
20. Pavement of Tiles in all departments
21. Renovation of Shuttle court ,Volley Ball Court and Table Tennis Room
22. More facilities added in the Health Club
23. Recreation room is arranged in canteen building for students
24. Facility for indoor games are arranged in the hostel
25. 18.Field trips and industrial visits
26. A day has been identified to conduct various cultural and co-curricular activities
27. Wall magazines, manuscripts , Newsletters and Research Journals
28. 3 departments are conducting add on courses.
29. Hindi Translation and Communicative Hindi Classes are conducted
30. Communicative English Classes are conducted

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

Institutional Organic farming under the leadership of NSS Unit

Adoption of a nearby Government LP School, Irapuram

**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 “Bhoomika” which conducts many activities for environmental awareness/Protection like planting saplings, conducting nature camps etc.

- 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. Strengthen interdisciplinary research activities in the college
2. Encourage ICT enabled teaching
3. To start a Centre of research in Chemistry.
4. MoU with industrial organizations
5. Change the campus to nature friendly one
6. To install Solar Panels for energy conversation
7. Apply for more research projects and seminars
8. Introduction of new certificate courses.
9. Intercollegiate and Interdepartmental competitions
Exhibition, Seminars and Lecture series
10. Job Oriented training for girl students
11. Enhance the research culture among the Faculty
12. To make a herbal garden
13. To conduct energy, water and biodiversity audit
14. To organise talks on women empowerment and gender sensitisation
15. To observe all days of national importance
16. Administrative reforms

Name M P Vasudevan Namboothiri

Name R Krishnakumar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ACADEMIC CALENDAR 2015-16



SSV COLLEGE, VALAYANCHIRANGARA

Perumbavoor, Kerala

Sl. No	Tentative Dates	Activity
1	01-06-2015	College re-opens after summer vacation
2	05-06-2015	Environment day
3	15-06-2015	Admission committee meeting
4	19-06-2015	Vayana Dinam
5	Last week of June & First week of July	Allotment process of first year students
6	03-07-2015	Publish attendance
7	15-07-2015	Orientation programme for students & parents
8	15-07-2015	Commencement of 1 st semester classes
9	3 rd week of July	Bridge course
10	Last two weeks of July	Association inauguration of various departments
11	27, 28, 29 – 07 – 2015	1 st Internal examinations
12	03-08-2015	Publish attendance
13	05-08-2015	Publish Result
14	07-08-2015	Open house
15	15-08-2015	Independence day
16	21-08-2015	Onam Celebrations
17	22 to 30-08-2015	Onam Holydays
18	31-08-2015	College reopens after Onam holidays
19	03-09-2015	Publish attendance
20	05-09-2015	Teachers day
21	24-09-2015	NSS day
22	28, 29, 30 – 09 - 2015	2 nd Internal Examinations
23	02-10-2015	Gandhi jayanti
24	05-10-2015	Publish attendance
25	07-10-2015	Publish Result
26	09-10-2015	Open house
27	26-10-2015	Submission of 'A' & 'B' forms (II&III)
28	26-10-2015	3 rd & 5 th Semester university examination
29	01-11-2015	Kerala piravi
30	02-11-2015	Commencement of classes (4 th & 6 th semesters)
31	03-11-2015	Publish attendance
32	25-11-2015	End of 1 st semester UG classes
33	30-11-2015	Commencement of 2 nd semester UG classes
34	01-12-2015	Commencement of classes (4 th & 6 th semesters)
35	03-12-2015	Publish attendance
36	December 1 st week	College union elections
37	Victory day and oath ceremony	December 1 st week

38	18-12-2015	Christmas day celebrations
39	18 to 27-12-2015	Christmas holidays
40	28-12-2015	College reopens after Christmas vacation
41	04-01-2016	Publish attendance
42	13,14,15-01-2016	1 st Internal Examinations
43	20-01-2016	Arts day
44	22-01-2016	Publish result
45	23-01-2016	Inter-collegiate arts competitions
46	26-01-2016	Republic day
47	02-02-2016	Open house
48	03-02-2016	Publish attendance
49	22, 23, 24-02-2016	2 nd Internal examinations
50	26-02-2016	College day
51	29-02-2016	Publish result & Open house
52	04-03-2016	Submission of 'A' & 'B' forms (4 th & 6 th semester)
53	08-03-2016	Women's day
54	As per Uni. calendar	4 th & 6 th semester university examinations
55	31-03-2016	College closes for summer holidays
	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	Counselling 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
	Throughout 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

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	
2	Communication skills	
3	Interest generated by the Teacher in the subject	
4	Ability to integrate course material	
5	Ability to design and conduct exams & assignments	
6	Coverage of portions as per time schedule	
7	Preparedness of the Teacher to take class	
8	Accessibility of the Teacher in and out of the class	
9	Punctuality of the Teacher	
10	Overall effectiveness of teaching	