Annual Quality Assurance Report
2010-11

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
2010-11
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)*   2010-11

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

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. 4 National seminars conducted with UGC assistance
a) State, Human Rights and the Marginalised on 13th, 14th and 15th of August 2010
b) Impact of globalisation on Hindi literature on 16th and 17th of September 2010
c) Glimpses of Vedic Vision in Indian Writings in English Jan 5th & 6th 2011
d) Folk drama, Politics and Aesthetics on 22nd and 23rd of October 2010
2. 2 workshops conducted
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 applying for minor and major projects of the UGC.
6. Work on a 750 sq meter building to house class rooms and an air-conditioned seminar hall started.
7. Arranged to purchase 16 desktop computers and 2 laptops for different 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
1. Instructed all HODs to prepare Academic Calendar for the year 2010-11 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. 4 National level seminars were conducted and teachers attended 4 international seminars and 160 National seminars in all. 14 papers were presented in National seminars and 2 papers in International seminars.

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
    6.
	7. Commission appointed by the University visited our College for inspection before sanctioning new courses

8. It was decided to apply for the following new courses.
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
	8. The following new courses were applied for
	
	Unaided Courses - Post Graduate
	    2. M Sc Computer Science
	Unaided Courses Under Graduate
	    3. B L i.Sc.
	    4. B A Animation and Graphic Designing
	Aided Course - Under Graduate
	   1. B Sc Biotechnology
	   2. B Sc Biochemistry

9. Anticipating the approval of new courses, we had to augment the infrastructural facilities. For that IQAC decided to approach the Management to start constructing a new building with an area of about 800 sq Meters.	9. Work was started for a building of 800 square meters to house 9 class rooms and an air-conditioned seminar hall with a capacity of more than 100 people.
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 2010-11.	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 the College Union in the Presidential system which leads to unrest inside the campus.	13. The request was put in Management Committee who took it seriously.
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. The following clubs were formed and their teachers in charge were finalised. 1. PTA- P.N. Harisharma, V.N. Chandrika 2. Alumni Association- R.Jagadish, M.J. Sreekumaran Nair 3. Blood Donors forum- NSS 4. Career Guidance & Placement Cell -R. Jagadish, Nirmala Ganesh 5. Students Counselling Cell - A.N. Geetha 6.Science forum- James.V.M 7.Women's forum- S. Raji 8.Sree Sankara Patana Kendram- C.V Sankaran 9.NSS- M.J. Sreekumaran Nair, K.M. Sudhakaran 10.Arts & Cultural Forum - K.T.P.T, Harilal 11.Debate club 12.Bhoumika- T. Harilal 13.Cine Club - K. Sudhakaran 14.Literary Club-P. Parameswaran Nambuthiri 15.Quiz Club 16.Chess Club- Jayan.P 17.Yoga Club- Jayan.P 18.Planning forum-K.Hema
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
39	1	27		11

2.2 No. of permanent faculty with Ph.D. | 7 |

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
1									

2.4 No. of Guest and Visiting faculty and Temporary faculty | 24 | | 1 | | Nil |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	160	
Presented papers	2	14	
Resource Persons			

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

> Introduction of ICT enabled teaching. Started a smart class room with 100 chairs to conduct classes and seminars.
>
> 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 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 | 86 |

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	47		4			85
BA English	28			16	6	78
BA Hindi	26		1	14	6	80
BA Economics	37		7	9	12	76
BCom	33		26	4	2	97
BSc Physics	20		3	7	4	68
BSc Maths	17		3	6	2	65
BSc Chemistry	22		16	2	2	90
BSc Computer	26		13	3	10	50
MCom	30		24	6		100
MSc Bio Scienc	5		1	1	1	60
MA History	13		6	2	1	69

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	2		
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	2	4	
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		4	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   150   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

-

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	35			35
Laboratories	4			4
Seminar Halls	1			1
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		7.9		7.9
Others (Ladies hostel)		1100 m^2		1100 m^2

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) Improvements in the library services like additional computers, new software, reprographic facilities etc.

2 Computers

ii) New books/journals subscribed and their value

1165 books for Rs.2, 85,098/

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	34	14	5	1		3	11	
Added	19							
Total	43							

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   .43

ii) Campus Infrastructure and facilities   1.28

iii) Equipments   .69

iv) Others

Total :   2.4

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
772	113		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
384	43

Women

No	%
501	57

				Last Year							This Year		
General	SC	ST	OBC	KPCR	Physically Challenged	Total	General	SC	ST	OBC	KPCR	Physically Challenged	Total
293	135		255	237	2	922	275	130	3	249	226	2	885

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   150

5.5 No. of students qualified in these examinations

NET [4]   SET/SLET [10]   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. The mission of the Student Counselling Centre is to provide psychological and counselling services to assist students from all cultural backgrounds to accomplish their academic, career, and personal developmental goals. We are dedicated to helping students achieve academic success, personal growth, balance and appreciation for diversity. The Student Counselling Centre provides programs and services designed to assist students in achieving emotional well-being necessary for success. Our mission is to help students manage academic and personal demands more effectively

No. of students benefitted [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 [90]   National level [ ]   International level [ ]

No. of students participated in cultural events

42

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		1174505
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

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?

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
1. Repair works of electric wiring was done to the tune of Rs5000/
2. An additional Car parking shed was built-Rs40000/
3. Chair to smart class room-Rs71000/
4. First aid/Medical help to students-Rs1200/

6.13 Development programmes for support staff

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. 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.

- Beginning of the Ladies hostel
- Purchase of interactive board
-

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
4 National level seminars were conducted and teachers attended 4 international seminars and 160 National seminars in all. 14 papers were presented in National seminars and 2 papers in International seminars.
Feedback was taken and analysed
Almost all teachers sent their suggestions to the University on curriculum after analysing the feedback.
Comprehensive action plan was submitted by the HoDs.
Commission appointed by the University visited our College for inspection before sanctioning new courses
8. 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 class rooms and an air-conditioned seminar hall with a capacity of more than 100 people.
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.
Management moved court and got an order banning politics inside the campus which led to a calm atmosphere inside the campus. Not a single day was lost due to student unrest and teaching and learning process was very smooth.
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.
The following clubs were formed and their teachers in charge were finalised. All clubs and forums functioned as planned.

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

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

7.4 Contribution to environmental awareness / protection

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 Our College is having a very dynamic nature club called "Bhoumika" which
conducts many activities for environmental awareness/Protection
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7.5 Whether environmental audit was conducted? Yes ☐ No ☑

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

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8. Plans of institution for next year

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Name _____   *Name _____*

_____   _____

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

_____***_____

ACADEMIC CALENDAR 2010-11

SSV COLLEGE, VALAYANCHIRANGARA
Perumbavoor, Kerala

SI NO	Tentative Dates	Activity
1	01-06-2010	College re-opens after summer vacation
2	02-06-2010	Elections to College Council
3	03-06-2010	Tutorial coordinator appointed
4	04-06-2010	Preparation of timetables completed
5	05-06-2010	Environment day
6	08-06-2010	Tutors appointed
7	19-06-2010	Vayana Dinam (Reading Day)
8	15-08-2010	Independence day
9	20-08-2010	Onam Celebrations
10	05-09-2010	Teachers day
11	24-09-2010	NSS day
12	02-10-2010	Gandhi jayanti
13	01-11-2010	Kerala piravi
14	30-11-2010	Economics Department Alumni meet
15	02-12-2010	Alumni of Computer Science, Commerce and Chemistry Departments
16	23-12-2010	Christmas celebrations
17	26-01-2011	Republic day
18	08-03-2011	Women's day
19	31-03-11	College closes for summer vacation
	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 counselor's visit
	July last Week	1st Internal (1,3,& 5 Semester)
	October 1st Week	2nd Internal (3,& 5 Semester)
	January 2nd Week	1st 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 around the year	Sports activities
	December 1st week	Arts festival
	March 1st Week	Feed backs taken
	One day program – Once in every month 3 Days camp – 10 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 2010-11:

Sl No	Name of equipment	Date of purchase	Rate	Number	Amount
1	Photocopier	17-03-10	66981	1	66981
2	Fax machine	17-03-10	5750	1	5750
3	Voltage Stabiliser	17-03-10	9974	1	9974
4	T V Samsung	30-03-10	8000	1	8000
5	Desk top computer	24-03-10		1	83100
6	Lap top computer			1	
p7	Printer all in one			1	
9	Computer	10-03-11		1	69000
10	Laptop			1	
11	UPS	10-03-11		1	30972
12	Desk top computer	18-03-11	29500	15	442500
13	HDD	18-03-11		1	30472
14	UPS			4	
15	Printer all in one	18-03-11	13500	4	54000
			Total		800749

Sample format of student feedback on Teacher:

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	4.15
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