

Annual Quality Assurance Report 2014-15



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.

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Name of the Head of the Institution:

Prof. 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*)

2014-15

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 2013-14 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	<input type="text"/>	UGC-CPE	<input type="text"/>
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

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
Sree Sank 3 dyapeetom A 014-15				3

(ii) Themes

- Preparation for NAAC Reaccreditation
- Orientation for faculty regarding NAAC Peer Team Visit
- Orientation for parents and students of first year Class
- Refresher Training for the Faculty

2.14 Significant Activities and contributions made by IQAC

1. Conducted a State level workshop on Internal Quality Assurance
2. Assisted the Principal in nominating staffs in charge for all statutory positions and clubs
3. Monitoring the working of tutorial system by nominating a tutorial coordinator for its effective functioning.
4. Convened staff meetings to discuss the preparation of Self Study Report for NAAC reaccreditation
5. Organised one day training for D-Space Administrators.
6. Suggested to shift the library of the college and CCTVs was commissioned in the Library.
7. More powerful servers were commissioned for smoothening the office administration as well as academics.
8. Given suggestions to the departments to apply for UGC fund for Research Projects and organising seminars, workshops etc.

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
<ol style="list-style-type: none">1. Instructed all HODs to prepare Academic Calendar for the year 2014-15 before the commencement of academic year2. To ask all teachers to submit their semester wise teaching plan for the year.3 To ensure the participation and presentation of papers in as many seminars and conferences	<ol style="list-style-type: none">1. All departments prepared academic calendar and all activities of the department was conducted accordingly.2. All teachers prepared and submitted semester wise teaching plan3. A National level seminar was conducted and teachers attended 7international seminars, 61 National seminars and 8 workshops in all. 26 papers were presented in National seminars and 5 papers in

<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 2014-2015</p> <p>12. Entrusted the duty regarding different clubs and forums to faculties</p> <p>13. Submission of Master Plans for the year 2014-2015</p> <p>.</p>	<p>International seminars.</p> <p>4. Papers were published by the faculties in national and international journals.5 publications in International journals and 9 publications in National journals. A book with ISBN Number was also published by a faculty. Faculties had applied for their enrolment for PhD. Six 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>13. All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities</p> <p style="text-align: right;"> <input checked="" type="checkbox"/> <input type="checkbox"/> </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 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 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	3	2	3	
UG	8	1	1	
PG Diploma				
Advanced Diploma				
Diploma		2		2
Certificate	3			3
Others				
Total	14	5	4	5
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	
Annual	

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

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

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

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

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

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	40	16	15		9

2.2 No. of permanent faculty with Ph.D.

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

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

Self-financing courses

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	57	
Presented papers	5		
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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grade				
		A	B	C	D	pass %
BA History	31		5	22	4	87.09
BA English	26		7	10		65.38
BA Hindi	21	2	9	9	1	95.23
BA Economics	20		10	8	2	90
B Com	43	12	24	5	2	95.34
BSc Physics	10	1	7	2		100
BSc Maths	13		6	5	2	84.6
BSc Chemistry	15	2	8	2		80
BSc Computer	20	1	10	8	1	95
M Com	34	1	18	1	14	58.82
Msc Chemistry	12		7	1		66.67
MSc Bio Science						100
MA History	14		3	10	1	92.85

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. .

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	

Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	1
Others	2

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	11			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		7	
Outlay in Rs. Lakhs	1.4		615000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	3	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	3	11	

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	2014-15	UGC	615000	482500/
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
- Adoption of an L P School
- Cleaning of a nearby Primary Health Centre premises by NSS Volunteers to prevent the spread of contagious diseases in rainy season
- Women Forum conducted a TSH Detection Camp
- A socio economic survey was conducted
- Self Defence Class was conducted by the Women Forum

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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

4.2 Computerization of administration and library

The administration and Library is already 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	85	4	9	5		6	20	7
Added	5	0		2				
Total	90	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: 1.24
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
611	96		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
340	42

Women

No	%
459	58

		Last Year-2013-14							This Year-2014-15				
General	SC	ST	OBC	KPCR	Physically Challenged	Total	General	SC	ST	OBC	KPCR*	Physically Challenged	Total
229	134	8	166	218	2	799	278	149	4	173	184		611

*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

18

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

5.6 Details of student counselling and career guidance

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

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

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 talks 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

84

National level

International level

No. of students participated in cultural events

State/ University level

45

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 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 inflibnet and students can now access the journals from even their homes.

In the Library we have a separate section for studies on Sree Sankaracharya called Sree Sankara Samskarika Patana Kendram (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	
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 D C	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 on January 26th in every year. The amount collected as membership fees and contributions are utilised 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. 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.

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.

Management has commissioned an inclinor for solid waste disposal

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.

- 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 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 5 international seminars and 56 National seminars in all. 20 papers were presented in National seminars and 2 papers in International seminars. 2 papers were published in International journals and 3 in National journals. 2 books with ISBN number was published. The faculty attended 5 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
8. 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.
9. All the committees were formed and they functioned effectively.
10. All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.
11. The request was put in Management Committee and the Management moved court and received the order banning student politics inside the campus.
12. 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.
13. All clubs and forums were formed and their teachers in charge were finalised.
14. 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*)

Started 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 “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. Change the campus to nature friendly one
2. To install Solar Panels for energy conversation
3. Apply for more research projects and seminars
4. Enhance the research culture among the Faculty
5. To make a herbal garden
6. To conduct energy, water and biodiversity audit
7. To organise talks on women empowerment and gender sensitisation
8. To observe all days of national importance
9. Administrative reforms

Name M P Vasudevan Namboothiri

Name R Krishnakumar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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ACADEMIC CALENDAR 2014-15



SSV COLLEGE, VALAYANCHIRANGARA

Perumbavoor, Kerala

Sl .No	Tentative Dates	Activity
1	03-06-2014	College re-opens after summer vacation
2	04-06-2014	Elections to College Council
3	05-06-2014	Commencement of classes for (3rd & 5th semesters)
4	05-06-2014	Tutorial coordinator appointed
5	05-06-2014	Environment day
6	07-06-2014	Preparation of timetables completed
7	10-06-2014	Tutors appointed
8	12-06-2014	Admission committee meeting
9	19-06-2014	VayanaDinam
10	Last week of June & First week of July	Allotment process of first year students
11	03-07-2014	Publish attendance
12	15-07-2014	Orientation programme for students & parents
13	4 th week of July	Bridge course
14	22-07-2014	Commencement of 1 st semester classes
15	Last week of July & First week of August	Association inauguration of various departments
16	July 30, 31 & Aug 1	1 st Internal examinations for 3 rd & 5 th semester
17	04-08-2014	Publish attendance
18	06-08-2014	Publish Result & PTA Meeting
19	15-08-2014	Independence day
20	03-09-2014	Publish attendance
21	05-09-2014	Teachers day
22	05-09-2014	Onam Celebrations
23	06 to 15-09-2014	College closes for Onam holydays
24	16-09-2014	College reopens after Onam holydays
25	17, 18, 19-09-2014	2 nd Internal Examinations for 3 rd & 5 th semester
26	24-09-2014	Publish Result
27	24-09-2014	NSS day
28	26-09-2014	Open house
29	02-10-2014	Gandhi jayanti
30	03-10-2014	Publish attendance
31	17-10-2014	Submission of 'A' & 'B' forms (II&III)
32	20-10-2014	3 rd & 5 th semester university examinations
33	01-11-2014	Kerala piravi
34	03-11-2014	Publish attendance for 1 st semester

35	01-12-2014	Commencement of classes (4 th & 6 th semesters)
36	December 1 st week	College union elections
37	December 1 st week	Victory day and oath ceremony
38	19-12-2014	Christmas day celebrations
39	20 to 28-12-2014	Christmas holidays
40	29-12-2014	College reopens after Christmas vacation
41	03-01-2015	Publish attendance
42	05-01-2015	Publish attendance
43	09-01-2015	1 st Semester Examinations begins
44	24-01-2015	Inter-collegiate arts competitions
45	26-01-2015	Republic day
46	03-02-2015	Publish attendance
47	18, 19, 20-02-2015	1 st Internal examinations for 4 th & 6 th semester
48	26-02-2015	Publish result & Open house
49	03-03-2015	Publish attendance
50	06-03-2015	College day
51	08-03-2015	Women's day
52	12-03-2015	Submission of 'A' & 'B' forms (4 th & 6 th semester)
53	As per Uni. Calendar	4 th & 6 th semester university examinations
54	31-03-2015	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	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	
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	