**The Annual Quality Assurance Report (AQAR), 2014-2015**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**SANATANA DHARMA COLLEGE, ALAPPUZHA, KERALA**

**PART A: GENERAL REPORT**

**1. DETAILS OF THE INSTITUTION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Name of the Institution | | | | SANATANA DHARMA COLLEGE, ALAPPUZHA, KERALA | | |
| 1.2 | Address of the Institution | | | | | | |
|  | Address Line 1 | | | | SANATANAPURAM (P.O) | | |
| Address Line 2 | | | | KALARCODE | | |
| City/Town | | | | ALAPPUZHA | | |
|  | | | | KERALA | | |
|  | | | | 688 003 | | |
| Institution e-mail address | | | | sanatanamalp@gmail.com | | |
| Contact Nos. | | | | 0477 - 2266704  0477 - 2269350 | | |
| Fax No. | | | | 0477 - 2266704 | | |
| Name of the Head of the Institution | | | | Prof. R. Geethakrishna Pai | | |
| Tel. No. with STD Code | | | | 0477 - 2266704 | | |
| Name of the IQAC Co-ordinator | | | | Dr. S. Nataraja Iyer | | |
| Mobile | | | | 9447252591 | | |
| IQAC e-mail address | | | | sdcollegeiqacteam@gmail.com | | |
| 1.3 | NAAC Track ID *(For ex. MHCOGN 18879)* | | | | - | | |
| OR | | | | | | | |
| 1.4 | NAAC Executive Committee No. and date | | | | EC/55/RAR/098 March 27, 2011 | | |
| 1.5 | Website address | | | | www.sdcollege.in | | |
| Web-link of the AQAR | | | | www.sdcollege.in/AQAR | | |
| 1.6 | Accreditation Details | | | |  | | |
|  | Sl. No. | Cycle | | Grade/  CGPA | | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | | Four Star Level | | June, 2000 | 5 Years |
| 2 | 2nd Cycle | | A | 3.14 | March, 2011 | 5 Years |
| 1.7 | Date of Establishment of IQAC | | | | 01.03.2005 | | |
| 1.8 | AQAR for the year | | | | 2014-15 | | |
| 1.9 | Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)* | | | | | | |
|  | Sl. No. | | AQAR | | Submitted to NAAC on | | |
| 1 | | 2011-12 | | 05.07.2012 | | |
| 2 | | 2012-13 | | 10.03.2016 | | |
|  | 3 | | 2013-14 | | 25.03.2016 | | |
| 1.10 | Institutional Status | | | | | | |
|  | Nature of Institution | | | | AFFILIATED COLLEGE | | |
| Type of Institution | | | | CO-EDUCATION | | |
| Financial Status | | | | GRANT –IN-AID 2(F) AND 12(B) | | |
| 1.11 | Type of Faculty/Programme | | | | ARTS, SCIENCE AND COMMERCE | | |
| 1.12 | Name of the Affiliating University | | | | UNIVERSITY OF KERALA,  THIRUVANANTHAPURAM | | |
| 1.13 | Special status conferred by Central/ State Government | | | | DST-FIST | | |

**2. IQAC Composition and Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 | No. of Teachers | 16 | |
| 2.2 | No. of Administrative/Technical staff | 2 | |
| 2.3 | No. of students | 1 | |
| 2.4 | No. of Management representatives | 2 | |
| 2.5 | No. of Alumni | 2 | |
| 2.6 | No. of any other stakeholder and  community representatives | 1 | |
| 2.7 | No. of Employers/ Industrialists | 1 | |
| 2.8 | No. of other External Experts | 1 | |
| 2.9 | Total No. of members | 26 | |
| 2.10 | No. of IQAC meetings held | 5 | |
| 2.11 | No. of meetings with various stakeholders | | |
| Faculty | 1 | |
| Students | - | |
| Non-Teaching Staff | - | |
| Alumni | - | |
| Others | 5 | |
| 2.12 | Has IQAC received any funding from UGC during the year? | Yes | |
| If Yes, mention the amount | Rs. 3 lakhs for the entire 12th plan period (2012-17) | |
| 2.13 | Seminars and Conferences (only quality related): | | |
| 1. No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC.   0  2  0  0  Total Nos. International National State  2  Institution Level | | |
| 1. a) Awareness class on Rashtriya Uchchatar Shiksha Abhiyan (RUSA)   b) Quality standards and Bench marking in higher education | | |
| 2.14 | Significant Activities and contributions made by IQAC: | | |
| 1. Conducted a Workshop on the newly introduced RUSA (Rashtriya Uchchatar Shiksha Abhiyan) by MHRD, Government of India. 2. IQAC has selected Dr. G. Nagendra Prabhu (Department of Zoology) as the institutional coordinator to coordinate the activities under RUSA. 3. A committee was constituted for the implementation if DST-FIST with Dr. Sreejith K. Pisharadi, Department of Physics as the coordinator. 4. An institutional plan was formulated and the same was submitted under RUSA to Kerala State Higher Education Council. 5. IQAC recommended enhancing IT and learning infrastructure 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 |
| a | Institutional arrangements to undertake activities under RUSA | | * Workshop conducted * An institutional coordinator has been selected * Institutional plan under RUSA was submitted to Kerala State Higher Education Council. |
| c | Recommended reconstitution of the Research Forum to expand the scope if its activities. | | * Steps were initiated and it was decided to rename the research forum to academic and research forum. |
| d. | IQAC encouraged teachers to undertake research activities. Faculty members are encouraged to pursue research degrees through facilitating FDP or sanctioning leave. | | * Supporting the faculty to take up externally funded research projects of social relevance and take the results to the market. Encouraging them to participate and present papers in international, national and state-level seminars, workshops & conferences. |
| e. | IQAC suggested constituting a Research Monitoring Committee to look after the matters related to research projects. | | * Constituted a research monitoring committee in the college. During 2014-15 7 projects were submitted to UGC and another 8 projects got sanctioned from UGC. |
| 2.16 | Whether the AQAR was placed in statutory body | | Yes |
| Statutory Body | | Management Committee |
| Provide the details of the action taken | | |
| Management accepted various initiatives undertaken. Steps were taken by the management to support all the academic and infrastructural development activities. Management suggested IQAC to take steps to start formal consultancy services by the faculty. Decided to assess the research outcome of teachers every year. | | |

**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 | 4 | 0 | 0 | 0 |
| PG | 9 | 0 | 0 | 0 |
| UG | 13 | 1 | 0 | 0 |
| PG Diploma | 0 | 0 | 0 | 0 |
| Advanced Diploma | 0 | 0 | 0 | 0 |
| Diploma | 0 | 0 | 0 | 0 |
| Certificate | 0 | 0 | 0 | 0 |
| Others | 0 | 0 | 0 | 0 |
| **Total** | 26 | 1 | 0 | 0 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | 0 | 0 | 0 | 0 |
| Innovative | 0 | 0 | 0 | 0 |

1.2 Flexibility of the Curriculum

|  |  |  |
| --- | --- | --- |
| (i) | Flexibility of the Curriculum: CBCS/Core/Elective option / Open options | |
| Choice Based Credit and Semester System with Core Course, Elective Courses and Open Courses. There is only limited flexibility since the curriculum is designed by the University of Kerala. | |
| (ii) | Pattern of programmes: | |
| Patterns | Number of Programmes |
| Semester | 26 |
| Tri semester | 0 |
| Annual | 0 |

1.3 Feedback from Stakeholders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Stakeholders: | | | |
| Alumni | Parents | Employers | Students |
|  |  | - |  |
| 2 | Mode: | | | |
| Online | Manual | Co-operating Schools (for PEI) | Others |
| - |  | - | - |

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

aspects.

Revisions can be made only by the University. No change in syllabus was made during the year

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

|  |
| --- |
| A new Department, the Department of Microbiology was introduced during the academic year, with a new course, B Sc in Microbiology. |

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 103 | 42 | 61 | - | - |

2.1 Total No. of permanent faculty

57

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| R | V | R | V | R | V | R | V | R | V |
| 1 | 1 | 0 | 0 | - | - | - | - | - | 3 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

5

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars Workshops | 0 | 6 | 02 |
| Presented papers | 05 | 39 | 05 |
| Resource Persons | 01 | 05 | 01 |
|  |  |  |  |

* 1. Innovative processes adopted by the institution in Teaching and Learning:

Demonstrated how to model crystal structures (Physics), Outdoor classes (Botany), Project works on contemporary topics (Botany ,Commerce), Use of Virtual Lab (Chemistry), Group Assignments, Outdoor classes (Botany), Visual Graphics, word games, simulation , role plays (English), Hands on training (For e-commerce, Security Analysis – Commerce), peer teaching.

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

169

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book

Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice

Questions)

|  |
| --- |
| * The evaluation reforms introduced by the University on time to time are fully adopted by the college. * The CBCSS grading system developed by the university has been adopted in the college both at UG and PG levels. * At the college level two internal examinations are conducted per semester for both UG and PG. * Periodical assignments and Presentations are assigned to PG students. * Independent Reprographic and computer facility is provided exclusively for the Examination purpose. * End semester Model Examinations are conducted for both UG and PG programmes. * Centralisation of the model examination for UG programme. |

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

|  |  |  |
| --- | --- | --- |
| Curriculum Restructuring | Revision | Syllabus Development |
| 2 | 3 | 7 |

**88**

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 | Total no. of students Passed | Division | | | | | | |
| **Distinction** | **I** | | **II** | **III** | | **Pass %** |
| **PG Programmes** | | | | | | | | | |
| MSc Mathematics | 20 | 12 | 04 | 04 | | 03 | 01 | | 89 |
| MSc Physics | 13 | 11 | 08 | 03 | | - | - | | 100 |
| MSc Chemistry | 12 | 09 | - | 05 | | 04 | - | | 77 |
| MSc Zoology | 16 | 16 | 03 | 09 | | 02 | 02 | | 100 |
| MSc Botany | 18 | 18 | 02 | 13 | | 03 | - | | 100 |
| M Com | 20 | 18 | - | 12 | | 02 | 04 | | 95 |
| MA English | 19 | 18 | - | 09 | | 09 | - | | 94 |
| MA Economics | 13 | 09 | - | 04 | | 03 | -- | | 88 |
| **UG Programmes Grade** | | | | | | | | | |
|  |  |  | **A** | | **B** | **C** | | **D** | **Pass %** |
| BSc Mathematics | 54 | 51 | 03 | | 36 | 12 | | Nil | 94.44 |
| BSc Physics | 42 | 40 | 05 | | 18 | 17 | | - | 95.24 |
| BSc Chemistry | 44 | 41 | 07 | | 21 | 12 | | - | 93.10 |
| BSc Botany | 47 | 43 | 10 | | 23 | 10 | | - | 91.49 |
| BSc Zoology | 40 | 39 | 09 | | 19 | 11 | | - | 97.50 |
| BA Economics | 53 | 47 | 10 | | 11 | 12 | | 14 | 88.68 |
| B Com | 115 | 115 | 03 | | 65 | 27 | | 02 | 100 |
| BA English | 39 | 38 | 03 | | 09 | 12 | | 14 | 97.44 |
| BA Communicative English | 32 | 32 | 13 | | 09 | 08 | | - | 100 |
| BA Malayalam | 46 | 41 | 06 | | 15 | 12 | | 08 | 89.13 |
| BA Hindi | 37 | 32 | 04 | | 10 | 12 | | 06 | 86.49 |
| BA History | 40 | 33 | 06 | | 12 | 15 | | 05 | 82.50 |

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

|  |
| --- |
| IQAC conducts periodic review and monitoring and makes suggestions for improvement. |

2.13 Initiatives undertaken towards faculty development: 49

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
| Refresher courses | 02 |
| UGC – Faculty Improvement Programme | 02 |
| HRD programmes | 07 |
| Orientation programmes | 03 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |
| Staff training conducted by other institutions | 02 |
| Summer / Winter schools, Workshops, etc. | 23 |
| Others | 10 |

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 | 41 | - | 03 | Nil |
| Technical Staff | 04 | - | Nil | Nil |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

|  |
| --- |
| Faculty members are encouraged to pursue research degrees through facilitating FDP or sanctioning leave. Supporting the faculty to take up externally funded research projects of social relevance and take the results to the market. Encouraging them to participate and present papers in international, national and state-level seminars, workshops & conferences. |

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 1 |  | - | - |  |
| Outlay in Rs. Lakhs | 4.0 |  | - | - |  |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 3 | 5 | 7 | 8 |
| Outlay in Rs. Lakhs | 2.1 | 11.15 | - | - |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 6 | 11 | - |
| Non-Peer Review Journals | - | - | 1 |
| e-Journals | 3 | - | - |
| Conference proceedings | - |  | 6 |

3.5 Details on Impact factor of publications:

--

--

--

20

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 | 2 years 2013 | KSCSTE | 4.00 Lakhs | 3.7 |
| Minor Projects | 1 ½ Years  2014-15 | UGC | 11.15 lakhs | 6.0 |
| Interdisciplinary Projects | - | - | - | -- |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects  *(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | 15.15 Lakhs | 9.70 |

05

Nil

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

05

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **–** NOT APPLICABLE

-

-

UGC-SAP CAS DST-FIST

-

-

-

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

-

-

-

NIL 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 | Nil | 2 | 1 | - | - |
| Sponsoring agencies |  | UGC, KSCSTE | Agri-Horti Exhibition | - | - |

21

10

3.12 No. of faculty served as experts, chairpersons or resource persons

Nil

Nil

Nil

3.13 No. of collaborations International National Any other

Nil

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

11.15 Lakhs

Nil

From funding agency From Management of University/College

Total

11.15 Lakhs

3.16 No. of patents received this year: NIL

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| - | - | 1 | - | - | 1 | - |

Of the institute in the year

3.18 No. of faculty from the Institution

23

who are Ph. D. Guides

and students registered under them

29

02

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)

-

15

-

7

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

100

10

University level State level

National level International level

-

-

3.22 No. of students participated in NCC events:

56

-

University level State level

-

05

National level International level

-

3.23 No. of Awards won in NSS: University level State level

-

3

National level International level

-

3.24 No. of Awards won in NCC:

02

University level State level

02

-

-

National level International level

3.25 No. of Extension activities organized

-

-

University forum College forum

9

49

-

NCC NSS Any other

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

• Anti-flex campaign was sustained. New schemes such as “Annam Sanatanam” providing free food to hospital patients were undertaken.

* Blood donation camps were organized in collaboration with the T. D Medical College, Alleppey.

• The library and laboratory facilities of the college were extended to the students/teachers of the neighbouring schools.

• NSS camps were conducted at various schools in the nearby areas to foster social responsibility amongst students. Similarly, NCC cadets were selected to be sent to various state level and national level camps.

• Infrastructural facilities of the college is extended to the local community/Alumni Associations etc for conducting programmes.

• Free consultancy service provide to the local community for aquatic weed management.

**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 | 46 acres | Nil | - | 46 acres |
| Class rooms | 56 | Nil | - | 56 |
| Laboratories | 13 | Nil | - | 13 |
| Seminar Halls | 02 | Nil | - | 02 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | - | - | - | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | - | - | - |
| Others | - | - | - | - |

4.2 Computerization of administration and library

|  |
| --- |
| A new reference section created  Barcode is generating through in-house works.  All the library computer lab systems became open source *ubuntu*  The library is computerised using Soul software |

4.3 Library services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books | 21674 | - | 548 | Rs. 122685 | 22222 | - |
| Reference Books | 32525 | - | 821 | Rs. 172636 | 33346 | - |
| e-Books | - | - | - | - | - |  |
| Journals | 59 | 60594 | - | - | 81 | 74683 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | 1 | 5000 | - | - | 1 | 5000 |
| CD & Video | 116 | - | - | - | 116 | - |
| Others (specify) | - | - | - | - | - | - |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet points | Browsing Centres | Computer Centres | Office | Departments | Others |
| Existing | 72 | 01 | 04 | 01 | 01 | 01 | 12 | - |
| Added | 08 | Nil | 04 | Nil | Nil | Nil | Nil | - |
| Total | 80 | 01 | 08 | 01 | 01 | 01 | 12 | - |

* 1. Computer, Internet access, training to teachers and students and any other programme for

technology up gradation (Networking, e-Governance etc.)

Students are given orientation on internet uses

Research methodology classes were arranged for research scholars

4.6 Amount spent on maintenance in lakhs :

10,01,248/-

i) ICT

10,57,589/-

ii) Campus Infrastructure and facilities

2,68,415/

iii) Equipments

-

iv) Others

23,27252/-

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

|  |
| --- |
| IQAC in its quest for constant improvement in quality had undertaken an induction programme for the students jointly with the College Level Monitoring Committee. Seeing the positive response for the programme in the previous year the IQAC carried out the induction programme for the academic year 2013-14 as well. Orientation programme for all first year degree students introduced them to the various student support services available to them at different stages of their academics. In addition to that, the students are provided with the College Calendar (a diary) with all details of the activities, course details, facilities available in the college, contact details of all teaching and non teaching staff etc.  It contains the College Anthem, Vision and Mission, the names of the Members of the Managing Board, College Council and the IQAC, Facets of History, Programmes of Study, details of research centres, the faculty and staff with their phone numbers, details of the departments, admission rules, extract of rules and regulations of CBCSS, fee rules and fee chart, scholarships and prizes, general discipline, UGC regulations on curbing ragging, grievance redress cell, library rules, career guidance and counselling, extra-curricular activities, PTA and Alumni Association etc. The handbook also includes the College Calendar with detailed year plan. This is a ready reference for students and they are advised to carry it with them to college every day.  Each department provided a detailed session on the various support services provided at their level and also at the college level in the respective departments. The career guidance and placement cell conducts an interactive session with the students of the final year degree classes and enables an active interaction with all students who are interested in the support of the cell through email. All placement opportunities and training details are shared to the students through the group email id and also through notices to various departments. The National Service Scheme conducted various personality development classes and encouraged the students to undertake leadership roles in CSR initiatives. NCC moulds the students to become more disciplined and responsible citizens to the society. Clubs like BHOOMITRASENA, Women’s Studies Cell, Literary Club, Planning Forum, Yoga and Counselling centre, Physical Education department etc help the students in their holistic development.  Besides this, the college website provides all details related to the college. The students are able to access 24x7 from anywhere in the world. |

5.2 Efforts made by the institution for tracking the progression

|  |
| --- |
| An effort was taken up for putting monthly attendance statements in the respective notice boards of the departments and a copy was sent to the discipline committee of the college. This was done for a constant monitoring of students. Regular feedback to students is given through PTA meetings as well as one to one interactions with the students. Class advisors keep a constant vigil on the students of their batches. Department level meetings provide a platform for sharing views about students who require special guidance and care and class advisors take necessary steps to motivate, counsel and guide the students in the proper direction.  After their academic stint with the college, the alumni take special care of them. Each department conducts alumni meets and sufficient support from the alma mater is offered to all the alumni. The career guidance and placement cell keeps track of its progression and any placement openings are informed to them through email. |

5.3 (a) Total Number of students

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 1885 | 313 | 18 | - |

(b) No. of students outside the state

05

(c) No. of international students

Nil

|  |  |
| --- | --- |
| No | % |
| 769 | 34.7 |

|  |  |
| --- | --- |
| No | % |
| 1447 | 65.3 |

Men Women

Demand ratio: 5.80 Dropout % 0.42

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | This Year | | | | | |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 711 | 240 | 4 | 1253 | - | 2126 | 738 | 286 | 11 | 1181 | - | 2216 |

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

|  |
| --- |
| NET coaching has been provided by English, Chemistry, Zoology and Mathematics department for its students. Overall 56 have participated in the department level NET coaching. Out of that, one student has cleared the examination from Chemistry department. |

No. of students beneficiaries

56

5.5 No. of students qualified in these examinations

-

-

-

NET SET/SLET GATE CAT

-

-

-

1

IAS/IPS etc State PSC UPSC Others

-

5.6 Details of student counselling and career guidance

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Report on Career Guidance Cell 2014-15**  Career Guidance Cell of Sanatana Dharma College has made commendable progress in the last few years. The cell has been formulated with the objective of giving guidance to the students in building their future academic or professional path. With this objective in mind, the cell conducts various training programmes for enabling the students to become better employees, employers or better students. The placement assistance provided by the Career guidance cell over the last two years has been well appreciated in the college by students.  Following are the main activities of the cell for the last two years   1. Conduct of Group discussion training separate for different batches of final year degree students 2. Conduct of Interview training for the different batches of students. 3. Conduct of various recruitment drives at our campus and outside for final year degree and PG students. 4. The cell has been successful in bringing prestigious banks like South Indian Bank and Federal Bank for campus recruitment. Federal bank conducted the drive at our campus for the first time. 5. This year Catholic Syrian Bank has agreed to conduct the campus recruitment at our campus. The online test will be conducted on 7th June 2015. 6. More than 15 students of various degree batches has been placed with different organisations in the year 2013-14. 7. In this academic year itself we have provided opportunity to students to attend interviews for placement of 20 companies in house as well as at other colleges.   On availability of funds the CGC plans to conduct the following programmes in the upcoming academic year 2015-16   1. Workshop of MS Word 2. Workshop on MS Excel 3. Workshop on MS Power point 4. Workshop on communication skills 5. Workshop on Research Methodology 6. An education fair 7. Placement oriented training sessions etc.   **The detailed list of companies whose drive our students have attended in the academic year 2014-15 are the following**   |  |  | | --- | --- | | **Sl. No** | **Name of the Company** | | 1 | Federal Bank-Manipal Programme | | 2 | WIPRO | | 3 | Infosys | | 4 | SYNTEL- MARIAN COLLEGE | | 5 | KPMG | | 6 | WIPRO-De Paul | | 7 | Sun Pharma | | 8 | Ven India Consulting | | 9 | First Source | | 10 | Tech Mahindra | | 11 | Kotak Mahindra | | 12 | ICICI Bank | | 13 | Catholic Syrian Bank | | 14 | Axis bank | | 15 | Infosys | | 16 | Team Ware Solutions for Accenture and ANZ | | 17 | KPMG- Kuttikanam Marian | | 18 | HCL | | 19 | TCS | | 20 | Geojit Securities |   **Name and details of training programmes conducted during 2014-15 Academic Year**   |  |  |  |  | | --- | --- | --- | --- | | **Sl. No** | **Area of Training** | **Target Audience** | **Resource Persons** | | 1 | Group Discussion, Interview skills and body language | Commerce students | Prof. Sampath Kumar,Happy Valley Business School | | 2 | Group Discussion and Interview skills | Economics and Commerce students | Mr. Nigel George, Educomp Raffles | | 3 | Group Discussion and Interview skills | Botany, Chemistry, Physics, Zoology | Prof. Elizabeth Dominic and Dr. Jacob George | |

246

No. of students benefitted from counselling and career guidance

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 |
| 3 | 246 | 22 | - |

5.8 Details of gender sensitization programmes

|  |
| --- |
| The Women’s Studies Cell of S.D.College, Alappuzha, has been functioning for many years now, as per the guidelines of the Centre for Women’s Studies of the University of Kerala. The Cell undertakes the responsibility of overseeing the welfare of female students, as well as ensuring gender equality and gender justice to them. Under the patronage of the Principal, an advisory body comprising the women faculty of the College undertake the responsibility of the Cell. The Cell is headed by a Co-ordinator, and Executive members from each teaching department. The term of a Co- ordinator is three years. All female students and all women faculty are members of the Women’s Sudies Cell, and participate in all its activities. A nominal fee is collected from girl students at the time of admission for the Women’s Cell, which is used for the conduct of programs. A number of girl students are enrolled as student functionaries of the Women’s Studies Cell every year, and they participate actively in the activities and welfare programs of the Cell under the guidance of the faculty.  The Women’s Studies Cell of the college began its activities for the year by conducting a special Induction Programme for girl students of the first year degree programme. The students were divided into two batches and the programme was conducted on two days (11/7/2014 and 14/7/2014). The Vice- Principal Dr.Usha Kumari and Dr. mariamma Panjikkaran spoke to the students on matters related to discipline, decorum, hygiene and personality development.  The Kerala State Women’s Commission conducted a session of their flagship programme “Kalalaya Jyothi” in the college on 19/9/2014. Dr. Prameela Devi, Memmber of the Commission addressed the students on various issues like gender discrimination, exploitation and violence against women, cyber crime, etc.  An interactive session on Transactional Analysis was conducted by Mrs. Lovely Vincent, (Trainer of TA) on 9/1 2015. The students were divided into groups and were given training on self motivation and personality development.  Women’s Day was celebrated in the college on 10/3/2015. Dr. Muse Mary was the Chief Guest. She spoke about the necessity of keeping the debate on women’s issues alive in society.  The Women’s Studies Cell works towards the welfare of the girl students of the college. A proposal for the renovation of the girl’s waiting shed and the installation of an incinerator was prepared and forwarded to the Manager. Steps are regularly taken to ensure the safety and dignity of the girl students of the college. |

5.9 Students Activities

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

-

-

61

State/ University level National level International level

No. of students participated in cultural events

-

05

-

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

-

06

14

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

-

-

03

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of students | Amount |
| Financial support from institution | 59 | 23600 |
| Financial support from government | 327 | 4678951 |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

18

-

-

Fairs : State/ University level National level International level

-

-

-

Exhibition: State/ University level National level International level

12

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Fees collection system was decentralised by making arrangements to collect it class wise and later deposit to the fee counter to avoid losing class time.

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

|  |
| --- |
| The objective of the college is to offer education that would liberate man from the darkness of ignorance and help him to understand the truth. The institution aims to impart an education which includes sound learning, building of character, the spread of truth and the knowledge of God to develop individuals of high calibre and integrity. |

6.2 Does the Institution has a management Information System

|  |
| --- |
| There is no formal MIS in place. The ICT facilities in the college has increased and automation of the office is in progress. It is the wish of the institution to form an MIS once the introduction of ICT application on the academic and administrative aspects gets completed. |

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

|  |
| --- |
| The curriculum is designed by the University of Kerala and the college follows it. |

6.3.2 Teaching and Learning

|  |
| --- |
| * The faculty makes use of every opportunity to enhance their knowledge by participating in seminars/symposia and through paper presentations. * Special sessions are given to students for seminar presentations. * Continued the previously implemented induction programmes and diagnostic tests. * Teachers attended Orientation courses /refresher courses /summer/winter schools etc. |

6.3.3 Examination and Evaluation

|  |
| --- |
| * The evaluation reforms introduced by the University on time to time are fully adopted by the college. * The CBCSS grading system developed by the university has been adopted in the college both at UG and PG levels. * At the college level two internal examinations are conducted per semester for both UG and PG. * Periodical assignments and Presentations are assigned to PG students. * Independent Reprographic and computer facility is provided exclusively for the Examination purpose. * End semester Model Examinations are conducted for both UG and PG programmes. * Centralisation of the model examination for UG programme. |

6.3.4 Research and Development

|  |
| --- |
| * Encouraged teachers to apply for more minor/major research projects funded by various national and state level funding agencies. * There are Four Research departments, viz. Botany, Zoology, Chemistry and Commerce. All together 29 Research Scholars are doing research in these departments. * Two more departments viz; Departments of Economics and Mathematics have initiated the procedures for upgradation to Research Departments. |

6.3.5 Library, ICT and physical infrastructure / instrumentation

|  |
| --- |
| * Library Automation works are almost finished. * Procured more new books and journals. * Internet connectivity to all existing systems and reprographic facility to students. * Printer and reprographic Facility to all departments. * The number of users of NLIST and other internet based reference materials increased compared to previous years. |

6.3.6 Human Resource Management

|  |
| --- |
| * Individual Computers were provided to all administrative office staff * The office automation works are completed. * Periodical trainings are given to the Non- teaching staff for operating the ‘SPARK’, Government of Kerala. |

6.3.7 Faculty and Staff recruitment

|  |
| --- |
| * Permanent vacancies are filled as per the guidelines of University of Kerala and Government of Kerala. * During this academic year 2 faculty and 3 non teaching appointments were made. |

6.3.8 Industry Interaction / Collaboration

|  |
| --- |
| * Industry/institutional linkages are established by various departments. * Maintaining collaborations with institutions like CUSAT, Kochi, Central Coir Research Institute, Kalavoor, Soil Testing lab, Alappuzha, CPCRI, Kayamkulam, Institute of English, Trivandrum etc. |

6.3.9 Admission of Students

|  |
| --- |
| Admissions to both undergraduate and post graduate programmes are done through the Centralised Allotment Process of University of Kerala. |

6.4 Welfare schemes for

|  |  |
| --- | --- |
| Teaching | Loan facility through the Staff Cooperative Society |
| Non teaching | Loan facility through the Staff Cooperative Society |
| Students | Counselling by experts. |

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 | NA | Yes | Management |
| Administrative | No | NA | Yes | Management |

6.8 Does the University/ Autonomous College declare results within 30 days? **Not Applicable**

NA

NA

For UG Programmes Yes No

NA

NA

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

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

NA

6.11 Activities and support from the Alumni Association

|  |
| --- |
| * Close association of alumni in all the activities of the college. * Alumni honours the meritorious students * Contributions to enhance the infrastructure facilities. |

6.12 Activities and support from the Parent – Teacher Association

|  |
| --- |
| * Funding for Academic activities such as seminars, symposia, workshops etc. * Salary to guest faculty appointed against leave vacancies of permanent staff. |

6.13 Development programmes for support staff

|  |
| --- |
| Skill development programmes for the support staff |

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

|  |
| --- |
| * Planted more trees including medicinal plants. * The ‘No flex’ campaigns are continuing to avoid the increased use of flex boards inside campus. * The activities of HARITHA SANATHANAM & BHOOMITHRASENA Club towards promoting ecological consciousness and eco-friendly practices among the students are continuing. |

**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.

|  |
| --- |
| * All teaching departments are making effective use of IT aided teaching and learning practices. Smart rooms are being utilized effectively. Virtual labs and simulated experiments are used in the science departments. * Coaching classes and remedial classes are arranged for students. Economic assistance is provided to economically weak students. “Each one teaches one“ program continues in the Mathematics dept. * The student mentoring programme Walk with the Scholar was launched .It is a comprehensive programme that provides academic and other mentoring support for the holistic growth of the students. * The Entrepreneurship Development Club conducted Food Fests and sales, and conducted a Soap Manufacturing workshop. * The Botany Department conducts Agri-Horticultural exhibitions every year in collaboration with the State Agricultural Dept and Agri-Horti Society, Alappuzha. The college provides professional assistance in this venture, and the student & staff participation creates awareness on scientific and traditional agricultural practices. * Students of the English department released a News Letter, and conducted a Theatre Workshop. They also enacted and produced a Shakespearean Play “Macbeth”, and produced a short film “*Katha*”. * Students joined the Organization ‘Winfred’ which is an all India student organization which supports Organ Donation. * The Malayalam department organized the Reading Week, to inculcate reading habits among students, and to promote cultural and literary activities in the mother tongue. Seminars and workshops on cultural and literary topics, and on journalism, were conducted. Book exhibitions and sales, reading sessions, lectures, competitions and visits were arranged as part of the event. * Memorial lectures and quiz programmes are organized by various departments in which students of the whole college participate. Science day was celebrated with quiz and debate competitions by the Physics department. The Zoology dept conducted exhibitions and essay competitions. Students are encouraged to take part in events and competitions organized by other colleges and Universities. * The various clubs and forums like the NSS, NCC, Career Guidance Cell and Women’s Studies Cell organize lectures, debate and discussion platforms to inculcate a pro-active attitude in students towards socially relevant issues and holistic growth. * ASAP and Skill Enhancement and Career Guidance programme was organized this year too. |

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

beginning of the year

|  |
| --- |
| * The student mentoring programme Walk with the Scholar was launched. Students were identified, and classes were arranged by internal and external resource persons. * The Malayalam department organized the Reading Week, to inculcate reading habits among students, and to promote cultural and literary activities in the mother tongue. Book exhibitions, seminars and workshops on cultural and literary topics were conducted. |

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

|  |
| --- |
| 1. WALK WITH SCHOLAR (WWS)  2. READING WEEK |

7.4 Contribution to environmental awareness / protection

|  |
| --- |
| * Many departments and clubs conducted seminars, film shows and invited talks on topics related to environmental awareness. Students and staff are encouraged to protect and preserve the natural environment of the college. * The Harithasanatham venture and Bhoomitrasena club continued to propagate environmental awareness and co-ordinate activities related to vegetable farming, maintaining the herbal garden etc. Talks and awareness campaigns were also conducted. * NSS, NCC and other forums celebrate environment day, and plant tree saplings on commemorative days. Campus cleaning drive and pruning of shrubs is also conducted in the first week of October. * The Botany Department conducts Agri-horticultural exhibitions every year in collaboration with the State Agricultural Dept and Agri-horti Society, Alappuzha. The college provides professional assistance in this venture, and the student & staff participation creates awareness on scientific and traditional agricultural practices. |

7.5 Whether environmental audit was conducted?

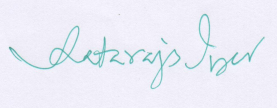
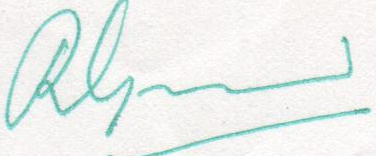
Nil

No

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

8. **Plans of institution for next year**

|  |
| --- |
| To expand the programmes of women’s cell including induction programmes  To conduct external academic audit in the college.  Construct a new and bigger Central Computing facility  To convert Economics and Mathematics departments as research centres |

**** ** Dr. S. Nataraja Iyer Prof. R. Geethakrishna Pai** *Coordinator, IQAC Principal & Chairperson, IQAC*

25.03.2016

**

**ANNEXURE**

**BEST PRACTICES: 2014-15**

**Best Practice I: Reading Week**

**1. Name of the Programme: Reading Week (Aksharayanam)**

**2. Goal of the Programme**

It is through the programme titled ***Aksharayanam*** or “the Journey of Letters”, that the Department of Malayalam launched the initiative of **Reading Week**. The project aims to honour the realm of words and those who love the world of words. It promotes the declining reading habits among the students, and also celebrates the culture and literature of the mother tongue.

**3. The Practice:**

**I Phase: Aksharayanam**

***Aksharayanam*** started off in 23 June 2012 by commemorating P. N. Panicker, a prominent Malayalam writer, and a legend in his own time, who sparked off a cultural upheaval through reading. Sri. Unni, librarian of Paravoor Public Library who had devoted his entire life to books and reading was honoured by a team of faculty and students from the college, including Prof. R. Ravikumar, Principal.

The team then paid a visit to P. K. Memorial Library, Ambalappuzha, the first library in Kerala. This phase of the programme was named *Aksharadakshina*. A discussion was held, led by Dr. Ambalappuzha Gopakumar, former faculty of this college, and prominent cultural leader. An *Aksharadakshina* (an offering of books) was offered to members of the public by the students. After the discussion, the students visited the shrine of *Karumadikkuttan*, which echoes of Kerala’s Buddhist tradition . Dr. Aju K. Narayan delivered a speech on the Buddhist lineage of Kerala. Towards the fag end of the programme, *Akshararchana* was conducted at the home of Takazhi Sivasankara Pillai, one of the most eminent writers of Kerala. As a tribute, the students read out his story *Vellapokkathil*. Dr. S. Krishnakumar, former Principal, Prof. Geetakrishna Pai, Prof. Nedumudi Harikumar and Kavalam Balachandran blessed the occasion with their presence.

**II Phase: The Reading Week and *Akshara Puja***

During the year 2014-2015, **Aksharayanam** was taken a step further, and **Reading Week** was launched on a grand scale. “Literature is beyond borders” was the slogan adopted for the event. The function was inaugurated by J. Krishnan, the Manager of S. D. College . Prof. Geetakrishna Pai and Prof. B. Sreekumar were present at the event. A book fest was organised in collaboration with National Books in June.

The students visited the home of Vayalar Ramavarma, the legendary lyricist of Kerala. . They also had the wonderful opportunity of visiting the house of Itti Achuthan , the author of the well-known historical account on the flora and fauna of Kerala- *Horticus Malabaricus*, and the house of Irayimman Thampi, the court poet of Maharaja Swathi Thirunal, who taught Keralites the rhythm of the lullaby “*Omanathinkalkidavo”.*

As part of the Reading Week, the Department organized a series of talks on world literature – “Viswadarsanaprakasham” (“The Vision of World Literature”). A discussion on *Bhagavad Geeta* was led by Swami Dhruva Chaitanya, a discussion on *Quran* was led by Sri S. Mohammed Bashir and a discussion on the *Holy Bible* was led by Fr. Geojose Thakidi. To encourage and promote the habits of reading and writing, the department announced a prize for the best analysis report on the Reading Week.

All the students, teachers and staff of the college take part in the various events organised during Reading Week. They thronged the book exhibitions and book sales were brisk. Book reading sessions, lectures, cultural and literary events and competitions, and visits to historical places have made this a much-awaited event in the college. It has contributed to the revival of the declining reading habits among students and to the recognition of the cultural and literary wealth of their mother tongue.

**Best Practice II: Walk With a Scholar**

**1. Title of the Programme:** Walk With a Scholar (WWS)

**2. Goal of the Programme**

Walk with a Scholar (WWS) scheme proposes to arrange specialized mentoring programmes for students in Undergraduate programmes in Arts, Science and Commerce and to provide guidance for their future. The scheme introduces the idea of mentoring and builds on the concept of mentor as a "guide" and "friend”. The programme aims at

1. Giving the students necessary guidance, motivation and necessary mental support to identify appropriate areas for higher studies
2. To help them explore and identify suitable employment opportunities.
3. To help them realize their full potential through a holistic approach towards personality development.

The mentoring scheme is open for all students entering the first year of the undergraduate programme of study, and this ensures that its benefits will continue through their academic programme.

**3. The practice**

The mentoring scheme is planned to identify the opportunities available for the scholars, the areas suitable for them, the manner in which the scholar should proceed, and evolve ways by which their goals can be achieved.

The College Council chooses a College level Co-ordinator for the WWS scheme from among the faculty of the college. The College Council acts as the monitoring committee for the implementation of the programme and the Co-ordinator functions in consultation with the Principal and the College Council. The students of First Year UG Programme alone are included in the scheme. Students selected for the programme should have secured at least 60% marks at the Higher Secondary/ Plus Two level. Applications were invited from willing candidates for enrolment. A "SWOT" analysis was done to identify their strengths and weaknesses.

For the purpose of mentoring, two categories of mentors were identified.

i) Internal mentors

ii) External mentors

The Internal Mentor is one of the faculty from the college. Each internal mentor was put in charge of six students. External mentors were identified from persons working in Industry, as well as from Professions like Engineering, Medicine, Architecture, Law, Hospitality Industry, Media, Business, Teaching, Administration or from any field as found necessary.

The schedule for the mentoring (internal/ external) was decided at the college level. Thirty students from different disciplines were selected for both the internal and external mentoring sessions during this academic year. An additional 15 students were also included in the external mentoring sessions. All the internal mentors actively involved in their role. Activities like Group discussion, power point presentation to improve the mentees’ confidence and presentation skill, vacation assignments etc were arranged. All the mentors engaged more than 15 hours of mentoring sessions. Proper records related to the attendance of students and mentors were maintained. The progress of the Scholar was evaluated at regular intervals by the mentors and necessary corrective measures are taken to meet the desired objectives.

The external mentoring sessions were handled by academics and other professionals, on various topics like Personality Development and Positive Thinking, Family Values and Education, Communication and the influence of Media, Mind Mastering and Personality Transformations, Time Management, Goal Setting, General Knowledge, Public speaking, Soft Skills, Emotional Quotient, Speed and Accuracy in Learning, Facing an Interview, Memory Skills, and many such relevant topics were dealt with.

All the programmes benefited the mentees as was reflected in the feedback of the concluding session of the WWS programme of 2014-15. The progression of these students is also monitored, and it has been observed that the mentoring programme has had a positive impact on their academic progress and overall holistic development.