**The Annual Quality Assurance Report (AQAR), 2013-2014**

**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 - 22667040477 - 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 | 2013-14 |
| 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 |
| 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 |  - |

 **2. IQAC Composition and Activities**

|  |  |  |
| --- | --- | --- |
| 2.1 | No. of Teachers | 15 |
| 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  | 3 |
| 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 | 2 |
| 2.9 | Total No. of members |  25 |
| 2.10 | No. of IQAC meetings held | 7 |
| 2.11 | No. of meetings with various stakeholders |
| Faculty | 2 |
| Students | - |
| Non-Teaching Staff | - |
| Alumni | 1 |
| Others | - |
| 2.12 | Has IQAC received any funding from UGC during the year? | No |
| If Yes, mention the amount | - |
| 2.13 | Seminars and Conferences (only quality related): |
| 1. No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC.

0100Total Nos. International National State 1Institution Level  |
| 1. Theme: Challenges and Opportunities in Accreditation and Assessment
 |
| 2.14 |  Significant Activities and contributions made by IQAC: |
| 1. Career Guidance and Placement Cell strengthened. CGC was asked to arrange training programmes for the students for attending interviews and group discussions
2. IQAC pointed out the significance of the active working of Entrepreneurship Development Club. The ED club was advised to undertake programmes in this regard.
3. More avenues for students to engage in community services
4. Organisation of faculty development programme every year.
 |
| 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 | To organise more research orientation seminars and courses.  | * Two-day Workshop on Statistical Analysis on 20-21 September 2014.
* National Seminar on Preparation and Presentation of Literature Review for Research Works in Social Sciences on 23rd May 2014.
 |
| b.  | To organise initiatives to motivate students and increase reading habits among them | * The various clubs in association with teaching departments took the initiative to conduct various activities like Science Day, lab visits, library visits, literary magazine, street plays, etc.
* Reading Week was inaugurated with book exhibitions and lecture series in order to inculcate the reading habit among youth.
 |
| c | Decided to introduce skill development programme for students. | * ASAP was organised in collaboration with Higher Education Department, Govt of Kerala. Career Guidance Cell introduced a comprehensive training programme and campus recruitment drive.
 |
| d. | To organise programmes to increase environmental awareness among students. | * National Environmental Awareness Campaign (NEAC), SD College Unit was set up and programmes chalked out. The amount sanctioned by the Government was utilized to procure plant and tree saplings, to produce a short film and to conduct a seminar.
 |
| 2.16 | Whether the AQAR was placed in statutory body |  Yes |
| Statutory Body | Management Committee |
| Provide the details of the action taken |
| * Management Committee suggested to arrange more faculty development programmes
* Decided to increase the number of computers and internet connectivity in the college.
* Decided to conduct external academic audit
 |

**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 | 1 | 0 | 0 |
| UG | 12 | 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** | 25 | 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. Revisions can be made only by the University. During 2013-14, UG syllabus was redesigned and PG syllabus was restructured.

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

|  |
| --- |
|  Post Graduation in Malayalam |

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 108 | 39 | 69 | - | - |

2.1 Total No. of permanent faculty

50

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 |
| 2 | 3 | 0 | 0 | - | - | - | - | 2 | 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

 3

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars Workshops | 8 | 29 | 09 |
| Presented papers | 11 | 45 | 05 |
| Resource Persons |  05 | 09  | 04 |
|  |  |  |  |

* 1. Innovative processes adopted by the institution in Teaching and Learning:
1. Demonstrated how to model crystal structures (Physics)
2. Outdoor classes (Botany)
3. Project works on contemporary topics (Botany ,Commerce)
4. Use of Virtual Lab (Chemistry)
5. Group Assignments
6. Outdoor classes (Botany)
7. Visual Graphics ,word games, simulation , role plays (English)
8. Hands on training (For e-commerce, Security Analysis – Commerce)

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

173

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

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

 Questions)

|  |
| --- |
| College Level Monitoring Committee has decided to conduct the internal examinations as per a common time table. The valuation was also done in a centralised way. A large Photostat machine for printing question paper was installed in Chief superintendent’s room. |

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 |
| 5 | 20 | 19 |

**85.67**

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 | 19 | 09 | 04 | 03 | 01 | 89 |
| MSc Physics | 10 | 10 | 01 | 07 | - | 02 | 100 |
| MSc Chemistry | 13 | 10 | - | 07 | 03 | - | 77 |
| MSc Zoology | 13 | 13 | 02 | 08 | 02 | 01 | 100 |
| MSc Botany | 16 | 16 | 01 | 13 | 2 | - | 100 |
| M Com | 20 | 19 | - | 13 | 02 | 04 | 95 |
| MA English | 17 | 16 | 03 | 09 | 02 | 02 | 94 |
| MA Economics | 16 | 14 | - | 07 | 05 | 02 | 88 |
| **UG Programmes Grade** |
|  |  |  | **A** | **B** | **C** | **D** | **Pass %** |
| BSc Mathematics | 44 | 36 | 05 | 18 | 10 | 03 | 82 |
| BSc Physics | 33 | 33 | 02 | 10 | 13 | - | 100 |
| BSc Chemistry | 37 | 23 | 03 | 14 | 06 | - | 62 |
| BSc Botany | 33 | 29 | 02 | 23 | 04 | - | 88 |
| BSc Zoology | 30 | 29 | 05 | 19 | 05 | - | 97 |
| BA Economics | 54 | 37 | - | 11 | 12 | 14 | 68 |
| B Com | 114 | 97 | 03 | 65 | 27 | 02 | 85 |
| BA English | 38 | 37 | 04 | 07 | 12 | 14 | 97 |
| BA Malayalam | 44 | 31 | 03 | 13 | 04 | 07 | 70 |
| BA Hindi | 26 | 26 | 04 | 10 | 12 | - | 100 |
| BA History | 38 | 30 | 02 | 08 | 13 | 07 | 79 |

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: 78

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses | 06 |
| UGC – Faculty Improvement Programme | 02 |
| HRD programmes | 12 |
| Orientation programmes | 02 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |
| Staff training conducted by other institutions | 03 |
| Summer / Winter schools, Workshops, etc. | 40 |
| Others | 13 |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff |  43 |  - |  Nil  |  Nil |
| Technical Staff |  14 |  - |  Nil |  Nil |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

|  |
| --- |
| Apply for SARD and FIST Schemes. Faculty members are encouraged to participate and present papers in international, national and state-level seminars, workshops, conferences and symposiums and pursue research degrees. Supporting the faculty to take up externally funded research projects of social relevance and take the results to the market.  |

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 | 2 | 5 | 3 | 3 |
| Outlay in Rs. Lakhs | 2.1 | 6.9 | - | - |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 5 | 15 | 3 |
| Non-Peer Review Journals | - | - | 2 |
| e-Journals | - | - | - |
| Conference proceedings | - | 4 | - |

3.5 Details on Impact factor of publications:

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23

 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 | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects | 2 years 2013 | KSCSTE | 4.00 Lakhs | 2.50 |
| Minor Projects | 1 ½ Years2013-14 | UGC | 5.00 lakhs | 3.3 |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects*(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | - | - | 9 Lakhs | 5.8 |

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

 Nil

1

 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)

-

-

-

Rs. 26, 000

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number | - | 3 | 1 | - | - |
| Sponsoring agencies | - | UGC | Agri-Horti Exhibition | - | - |

21

11

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 :

9 Lakhs

Nil

 From Funding agency From Management of University/College

 Total

9 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 |
| - | - | 2 | 2 | - | - | - |

 Of the institute in the year

3.18 No. of faculty from the Institution

22

 who are Ph. D. Guides

 and students registered under them

33

3.19 No. of Ph.D. awarded by faculty from the Institution

1

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:

50

75

 University level State level

 National level International level

-

10

3.22 No. of students participated in NCC events:

97

-

 University level State level

-

06

 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:

03

 University level State level

02

-

-

 National level International level

3.25 No. of Extension activities organized

 -

 -

 University forum College forum

6

54

-

 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 organized to sensitize the public about the hazards of flex boards.

• 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.

• 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 |  12 | 01 | UGC | 13 |
| Seminar Halls |  02 | Nil | - | 02 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. |  - | 01 (Trinocular Microscope) | University Grants Commission | 1,00,000 |
| Value of the equipment purchased during the year (Rs. in Lakhs) |  - | Rs. 8,15,000 | University Grants Commission | Rs.8,15,000 |
| Others | - | - | - | - |

4.2 Computerization of administration and library

The library has been extended with new stack rooms

A new computer lab has been established inside the library

The library is computerised using Soul software

Barcode is generating through in-house works

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Existing | Newly added | Total |
| No. | Value | No. | Value | No. | Value |
| Text Books | 21377 | - | 908 | Rs. 226350 | 22285 | - |
| Reference Books | 32525 | - | 606 | Rs. 84001 | 33131 | - |
| e-Books | - | - | - | - | - |  |
| Journals | 66 | 73729 | - | - | 59 | 60594 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | 1 | 5000 | - | - | 1 | 5000 |
| CD & Video | 112 | - | - | - | 112 | - |
| 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.)

* Two-day workshop on Statistical Analysis in Research.
* Orientation class on Microsoft Word and Excel to teachers by Academic and Research Forum.

4.6 Amount spent on maintenance in lakhs :

87,000

 i) ICT

 1, 89, 500

 ii) Campus Infrastructure and facilities

3, 76, 000

 iii) Equipments

 -

 iv) Others

6, 42, 500

 **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 counseling, 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 | total |
| 1822 | 286 | 17 | - | 2125 |

 (b) No. of students outside the state

Nil

Nil

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 709 | 33.67 |

|  |  |
| --- | --- |
| No | % |
| 1399 | 66.33 |

Men Women

Demand ratio: 51 Dropout % 0.42

|  |  |
| --- | --- |
| Last Year | This Year |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 463 | 101 | 13 | 733 | 03 | 1310 | 711 | 240 | 4 | 188 | 07 | 1143 |

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

|  |
| --- |
| NET coaching has been provided by English department for its students. 15 students attended the programme. One student from the department qualified and passed the test. Zoology department conducted NET coaching for 15 students. 20 students attended the NET coaching conducted by Mathematics department. Hindi department provided NET coaching for 15 students.  |

50

 No. of students beneficiaries

5.5 No. of students qualified in these examinations

-

-

-

1

 NET SET/SLET GATE CAT

-

-

-

-

 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Career Guidance Cell – Report for the year 2013-14**Based on the experiences of 2012-13 academic year, Career Guidance and Placement Cell decided to offer training programmes for the students for attending interviews and group discussions. Training programmes were separately given for students who got selected for the final stage of South Indian Bank.

|  |  |  |  |
| --- | --- | --- | --- |
|  Details of placement |  |  |  |
|  |  |  |  |  |
| Sl. No | Name of the Company | No of students attended the drive | No. of students shortlisted | No. of students selected |
| 1 | South Indian Bank | 125 | 105 | 7 |
| 2 | Federal Bank | 110 | 94 | 4 |
| 3 | SD Pharmacy Group Company | 15 | 0 | 0 |
| 4 | SD Pharmacy- Botanist | 3 | 1 | 1 |
| 5 | Foreign Company- Alumni | 3 |   |   |
| 6 | WIPRO | 20 | 1 | 1 |
| 7 | Sun Pharma | 3 | 0 | 0 |

The above list of companies had conducted recruitment drive either in SD campus or outside. The interested students had attended the drive and above details list shows the list of the recruiters and the results. One student got selected in SD Pharmacy as botanist from Botany department.  List of students selected who joined Federal Bank

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Reg. No | Name of the candidate | Department |
| 1 | 920006 | ANJALI V NAIR | Chemistry |
| 2 | 920041 | MANJUKRISHNA J | Commerce |
| 3 | 920048 | PARVATHI I | Commerce |
| 4 | 920049 | PARVATHI J | Commerce |

List of students who got selected and joined in South Indian Bank

|  |  |  |
| --- | --- | --- |
| Sl. No | Name of the student | Department |
| 1 | Stefi Thankachan | Mathematics |
| 2 | Devika R Nadh | Commerce |
| 3 | Sreenath M  | Commerce |
| 4 | Rakesh R Bhat | Commerce |
| 5 | Suraj S | Mathematics |
| 6 | Ajith D Prabhu | Commerce |
| 7 | Phebin James Mathew | Commerce |

 |

279

 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 |
| 7 | 279 | 13 |  - |

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 Studies 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.* Interactive session on Design your Destiny, program on personality development by JCI Trainer V.K Krishna Kumar.
* Class on Education and Human values by Lakshmi Kutty Amma.
* Women's Day\_talk by CI Prasanna Amboorath on Women's safety and Legal Awareness. Food and crafts fest, cultural activities.
* Water filter installed in ladies waiting room. Mike set purchased.
 |

5.9 Students Activities

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

-

-

15

 State/ University level National level International level

 No. of students participated in cultural events

-

03

-

 State/ University level National level International level

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

-

-

09

 Sports: State/ University level National level International level

 Cultural: State/ University level National level International level

-

-

03

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|   | Number ofstudents | Amount |
| Financial support from institution  | 59 | 41500 |
| Financial support from government | 218 | 6,76,000 |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

21

-

-

Fairs : State/ University level National level International level

-

-

-

Exhibition: State/ University level National level International level

6

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 and through paper presentations. They also encourage the students to do the same.
* Continued the previously implemented induction programmes.
* Teachers attend Orientation courses /refresher courses /summer/winter schools etc.
* Increased use of ICT based learning resources and teaching methods.
 |

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.
* Teachers are assigned examination duties on rotation basis, so that equal duty allotment can be achieved.
 |

 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 27 Research Scholars are working in these departments.
 |

 6.3.5 Library, ICT and physical infrastructure / instrumentation

|  |
| --- |
| * Library Automation works are in progress and procured more new books.
* Internet connectivity to all existing systems and reprographic facility to students.
* Printer and reprographic Facility to all departments.
* Efforts were taken to increase the use of NLIST and NPTEL materials
 |

 6.3.6 Human Resource Management

|  |
| --- |
| * Individual Computers were provided to all administrative office staff.
* Additional 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 6 faculty appointments were made.
 |

 6.3.8 Industry Interaction / Collaboration

|  |
| --- |
| Industry/institutional linkages are established by the departments like Botany, chemistry and physics. |

 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

|  |
| --- |
| Alumni honours the meritorious studentsContributed to enhance the infrastructure facilities |

6.12 Activities and support from the Parent – Teacher Association

|  |
| --- |
| Funding for seminars.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.
* To avoid the increased use of flex boards ‘No flex’ campaigns were conducted.
* 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.

|  |
| --- |
| * Technology aided innovative teaching has become a regular practice in all PG departments. Facilities like smart rooms, language labs, virtual labs and computer labs are being used extensively. Students of the science stream are encouraged to participate in seminars, group discussions, lab visits and study tours.
* Science day is celebrated y all science departments with lectures by eminent scientists and scholars. Students participated in essay competitions, quiz programmes and exhibitions.
* Research projects involving students and teachers were undertaken. The projects were entered in state-level competitions. The research project on the innovative use of aquatic weeds submitted by the team of Dr. Nagendra Prabhu and the students of the Zoology department won the *Mathrubhumi* Seed Spark Award in a competition for science projects.
* Many teaching department provide financial aid to economically weak students, and have instituted cash awards and endowment prizes to meritorious students.
* The Mathematics Department familiarises students with the latest software, and conducts a memorial debate competition. A novel programme of “Each One Help One” has been introduced whereby one PG student helps one UG student in his /her academic needs. This has helped build a sense of fraternity and responsibility among the students. The Zoology Department holds seminars and group discussions every last Friday of the month.
* The various clubs undertake innovative programmes and practices like food festivals, entrepreneur shows and fests, literary competitions, dramas etc. Students of the BA Communicative class are associated with an old age home, and they bagged the ”Vyomithra” award for their services there.
* Members of the Drama club won University level prizes in drama competitions. Two short films were produced by the students of the college.
* The Women’s Cell of the College organizes awareness programmes and lectures on the issues of gender discrimination, legal awareness and women’s empowerment. International Women’s Day is celebrated with awareness lectures, cultural events and food and craft fests.
* Reading Week was inaugurated by the Malayalam department, with lectures, book exhibitions and visits to cultural centres.
* Additional Skills Acquisition Programme (ASAP) was organised this year too in collaboration with Govt. Of Kerala. The residential programme was organised in the college campus for a period of three weeks. In addition, the Career Guidance Cell organised a comprehensive skill enhancement programme and campus recruitment drive, providing a complete training programme for students that will help them improve their career prospects.
* National Environment Awareness Campaign (NEAC) SD College Unit was inaugurated and various activities like lectures, awareness programmes, seminars, documentary films etc were undertaken to foster environmental consciousness in the campus.
 |

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

 beginning of the year

|  |
| --- |
| * The various clubs in association with departments took the initiative to conduct various activities like Science Day, lab visits, library visits, literary magazine, street plays, etc.
* Reading Week was inaugurated with book exhibitions and lecture series in order to inculcate the reading habit among youth.
* ASAP was organised in collaboration with Higher Education Department, Govt of Kerala. Career Guidance Cell introduced a comprehensive training programme and campus recruitment drive.
* NEAC, SD College Unit was set up and programmes chalked out. The amount sanctioned by the MOEF was utilized to procure plant and tree saplings, to produce a short film and to conduct a seminar.
 |

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

|  |
| --- |
| 1. NATIONAL ENVIRONMENTAL AWARENESS CAMPAIGN (NEAC)2. SKILL ENHANCEMENT AND CAREER GUIDANCE PROGRAMME |

7.4 Contribution to environmental awareness / protection

|  |
| --- |
| * The college takes all initiatives to preserve the green campus and its diversity of trees and plants. The major trees and plants are identified and labelled.
* Various clubs and forums initiated eco-friendly activities like planting saplings and maintaining the herbal garden.
* All students and staff take part in the campus cleaning drive on October 2.
* Environmental-friendly groups “Harithasanathanam” and “Bhoomitrasena” were initiated last year to spearhead environmental –friendly activities among students. Its activities were intensified and expanded.
* National Environment Awareness Campaign (NEAC), S.D. College Unit was set up. Its activities included awareness programmes, setting up and preservation of the herbal garden and vegetable garden, etc. A seminar was organised on ‘Biodiversity Conservation: Traditional Medicinal Practices and Health Care in the 20th Century’ was organised. A docu-fiction titled ‘URAVU’ was made, focussing on traditional medicinal practices and environment conservation.
* Awareness classes and campaigns organised by these forums and clubs promoted a pro-active culture among students towards environmental issues.
 |

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 programmesTo conduct external academic audit in the college.Construct a new and bigger Central Computing facilityTo 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 I: BEST PRACTICES: 2013-14**

**Best Practice I:**

**National Environment Awareness Campaign (NEAC)**

**Title of the Programme: National Environment Awareness Campaign (NEAC)**

**Goals:**

The National Environment Awareness Campaign **(**NEAC) is a project that works towards environmentally sustainable development, and comes under the Ministry of Environment, Forests and Climate Change (MOEF). NEAC, SD College Unit was set up during this academic year with the exalted aim of

1. promoting awareness about environmental conservation and preservation of biodiversity
2. to be a participatory learning platform for students, teachers and the local public about environmental issues
3. To create awareness about traditional medicinal plants and practices

**The Practice:**

NEAC, S.D. College unit was set up on 15th January 2014 with Smt. Devi. S (Assistant Professor, Dept of English) as co-ordinator and Dr. V. R Prabhakaran Nair (Asst. Prof. Dept of Economics), Smt. Radhika. K.S (Asst. Prof., Dept of English), and Sri. Rakesh Chandran.S.B (Asst. Prof. Dept of Physics) as assistant co-ordinators. An organizing committee consisting of a group of faculty members was formed on 7th February 2014. Regular meetings were held by the NEAC committee. Specific plans were chalked out to conserve and expand the herbal nursery. Plans are also under way to include the local population into the environment related activities. The NEAC S.D. College unit is also preparing for the project proposal for the year 2014-15.

 **Action Programme:**

A herbal nursery was set up utilizing the amount of Rs. 5000/- sanctioned by the MOEF along with individual contributions made by the members of the NEAC committee as well as other well wishers. The location to set up the herbal nursery was identified. 45 plant varieties were procured from Alungal farms, Vyttila, under the supervision and expert opinion of Dr. M. S Binoj Kumar, Eco club co-ordinator and Associate Professor, Department of Botany. The herbal nursery was set up with the participations of students and teachers of the college. The plants included medicinal plants, as well as fruit bearing tree saplings, which were planted both in flower pots and on the campus ground. The students were introduced to the local varieties of medicinal plants and were made aware about the importance of conserving and promoting the traditional medicinal plants.

**Awareness Programme I:**

A docu-fiction film was produced and screened utilizing the amount sanctioned as well as contributions by the team members. The docu-fiction titled ‘***Uravu***’ made under the banner ‘Sreepurna Productions’ was scripted by Dr. Syamlal G.S, Assistant Professor in Economics, NSS College, Nilamel. The film focused on traditional medicinal practices and environment conservation. It had a huge impact on the students with regard to awareness on Bio diversity issues.

**Awareness Programme II:**

A seminar on ‘Biodiversity Conservation: Traditional Medicinal Practices and Health Care in the 20th Century’ was organized on 14th February 2014. This was inaugurated by the College Manager Sri. J. Krishnan, and the keynote address was delivered by Sri. Purushothama Kammath, a popular environmentalist and recipient of Biodiversity Award, 2014. The representative from Centre for Environment and Development (CED), Sri. Baiju. P (Programme officer, CED) introduced the topic. The programme was a huge success with more than 250 participants from various disciplines, public, students and media, who interacted with the resource persons. Resource materials which were distributed popularized the theme of Biodiversity conservation with special emphasis on traditional medicinal plants.

**Benefits of the Programme:**

The activities of the NEAC, S.D. College unit, have been a learning platform for the students, teachers as well as the local population of Alappuzha with regard to Bio diversity conservation. The innovative visual medium used in the awareness programme had a positive influence on the student fraternity. The herbal garden set up as a part of the action plan saw active participation from students and teachers, which enhanced their knowledge and their interest regarding herbal medicinal plants of the region. This is the first time that NEAC programme was organized in SD college campus and the students were informed about the activities of the MoEF and CED related to environment conservation with special emphasis on biodiversity conservation and traditional medicinal practices.

**Best Practice II**

**SKILL ENHANCEMENT AND CAREER GUIDANCE PROGRAMME**

The college has been running the **Additional Skill Acquisition Programme (ASAP)** from the last year in a very successful manner. We are a recognised centre for the ASAP programme of the Government of Kerala, with five star status. In addition to this programme, the college has started a comprehensive **Skill Enhancement and Career-guidance Programme** under the leadership of the Career Guidance Cell.

**Goals of the Programme**

 Knowledge-based economies of the globalised world demand skilled manpower. Upgrading skill education is the only answer to this demand, and the programme helps

* to build a professional career by providing skill development sessions in order to equip students to help them succeed in the highly competitive job market and to make them job-ready personnel
* regular career counselling sessions provide students with information about the job market, and helps them to plan their careers
* placement drives provide students with opportunities to secure jobs in a comfortable setting
* To develop soft skills like intra-personal skills, communication skills, presentation skills, management skills, team work, problem solving, leadership skills, public speaking, etc
* Fostering the learning of Core Skills - IT skills, job specific skills, awareness about the global requirements and standards of industry, etc.
* Promoting the student’s holistic growth by imparting values of work ethics, social consciousness, proactive leadership, good manners and personality development

**CONTEXT:**

The changing global scenario demands a shift in perspective regarding the context and quality of knowledge imparted in universities. Skill-based knowledge is the need of the day. The increased use of technology in all aspects of learning has necessitated additional skill-based training as part of education. Lack of skill-based training has resulted in a marked decrease in the employability of the youth in Kerala, thereby causing deterioration in the general living standards in the state. Most of the students come from a semi rural background, with limited opportunities for skill acquisition. They possess very little awareness about the global employment scene, and are quite intimidated by the skills required to succeed in the highly competitive job market. It is in this context that the college introduced the ASAP programme and a comprehensive skill enhancement and career guidance programme.

**THE PRACTICE**

* To address this challenge, the State Government along with the Department of Higher Education and General Education launched a project named ASAP (Additional Skills Acquisition Programme) in 2012. The aim of the project is to increase skills in various fields including Communicative English, Soft Skills and IT skills. S.D. College, which is a training partner in this programme, conducts training programmes for selected graduates equipping them to be self-sufficient and employable.
* The first ASAP programme was held from April 26 to May 16, 2013. A group of students up to thirty in number were selected, based on their marks and an interview. They were then given a twenty one- day residential training by three Master Trainers of ASAP, who belong to the Department of English of the College.
* The training programme spotlights each student as a prospective Skill Development Executive (SDE) who in turn will train students of the Higher Secondary Level in various schools. The students were given training in Communication Skills in English, Confidence Building, Team Work, Public Speaking, Creative Thinking, Inter personal and Intra personal Skills /Soft Skills, IT Skills.
* The second ASAP programme was held from July 1 to July 21, 2013. This time too, the practice described above was followed.
* The Career Guidance and Placement Cell has been providing coaching classes for the past few years now. The areas covered included information on career awareness and job opportunities, banking and management, IT, communicative skills and body language, group discussions and interviews. Members of the faculty as well as resource persons from other institutions provided training for the students.
* CGPC also took the initiative to hold campus recruitment drives. Many nationalised banks and other companies came to the campus for recruitment and as many as twelve students got placements.