

Annual Quality Assurance Report (AQAR)

2017~2018

Submitted to



National Assessment and Accreditation Council

(NAAC)

By



Sree Vidyadhi Raja N.S.S. College

Vazhoor, T. P. Puram P O, Kottayam, Kerala- 686505

(Affiliated to Mahatma Gandhi University, Kottayam)

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The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1	Name of the Institution	: SVR NSS College [Sree Vidyadhi Raja N.S.S College]
1.2	Address Line 1	: Theerthapadapuram P O
	Address Line 2	: Vazhoor
	City/Town	: Kottayam
	State	: Kerala
	Pin Code	: 686505
	Institution e-mail address	: info@svrnsscollege.com
	Contact Numbers	: 0481 2456227
	Name of the Head of the Institution	: Dr. G. Pramod
	Tel. No. with STD Code	: 0481 2458577
	Mobile	: +91 9447357250
	Name of the IQAC Co-ordinator	: Smt. Preethi K N
	Mobile	: +91 9446311240
	IQAC e-mail address	: iqac.svr@gmail.com
1.3	NAAC Track ID	: KLCOGN10395
1.4	NAAC Executive Committee No. & Date:	: EC(SC)/15/A&A/10.2 dated 25.05.2016
1.5	Website address	: www.svrnsscollege.com
	Web-link of the AQAR	: www.svrnsscollege.com/iqac

1.6 Accreditation details

Cycle	:	1 st Cycle	2 nd Cycle
Grade	:	B++	B
CGPA	:	82.65%	2.68
Year of Accreditation	:	2003	2016
Validity Period	:	2008	2021

1.7 Date of Establishment of IQAC : 01-10-2003

1.8 AQAR for the year : **2017-18**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC : AQAR 2016-17 submitted to NAAC on February 5, 2018 at 3:08 PM

1.10 Institutional Status

University : State Central Deemed Private

Affiliated College : Yes No

Constituent College : Yes No

Autonomous college of UGC : Yes No

Regulatory Agency approved Institution : Yes No

Type of Institution : Co-education Men Women
Urban Rural Tribal

Financial Status : Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI(PhysEdu)
 TEI(Edu) Engineering Health Science Management

1.12 Name of the Affiliating University : **Mahatma Gandhi University, Kottayam**

1.13 Special status conferred by Central/
State Government-- : **Nil**
UGC/CSIR/DST/DBT/ICMR etc

2. IQAC Composition and Activities

2.1 No. of Teachers : **7**

2.2 No. of Administrative/Technical Staff : **1**

2.3 No. of Students : **0**

2.4 No. of Management representatives : **1**

2.5 No. of Alumni : **0**

2.6 No. of any other stakeholder and
community representatives : **3**

2.7 No. of Employers/ Industrialists : **0**

2.8 No. of other External Experts : **0**

2.9 Total No. of Members : **12**

2.10 No. of IQAC meetings held : **4**

2.11 No. of meetings with various stakeholders :

Faculty Non-Teaching Staff/ Students Alumni Others

2.12 Has IQAC received any funding from UGC : **No**
during the year?

If yes, mention the amount : **NA**

2.13 Seminars and Conferences (only quality related)

i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	International	National	State	Institutional Level
6	0	2	2	2

ii) Themes : 1. Workshop on API Scoring
2. Innovative lecturing

2.14 Significant Activities and contributions made by IQAC

- NCC unit started in the college during the academic year 2017-18 and the in-charge faculty member is going to attend defence training camp soon.
- Providing awareness and assistance to the assistant professors in improving their API scores through workshops and seminars
- Two teachers selected for 'FLAIR'-UGC training programme for empowering Assistant Professors less than 5 years
- Encouraging the assistant professors to participate in various training programmes including orientation and refresher courses and some of them were getting HR related training from NGOs.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Motivated the assistant professors to get involved in qualitative training sessions. 2. Provided awareness in improving the API scores of the teaching faculty. 	<ol style="list-style-type: none"> 1. Eight assistant professors attended orientation/ refresher courses. 2. Ten faculty members submitted their documents for promotion. 3. Two Assistant Professors selected for 'FLAIR'.

2.16 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body

Details of the action taken

- | |
|--|
| <ol style="list-style-type: none"> 1. AQAR was placed before the College Council and got the ratification after detailed discussions on the vii criterions. 2. The AQAR was ratified by the IQAC. 3. The AQAR was ratified by the management. |
|--|

Part – B

Criterion – I

Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	5	0	0	0
UG	7	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate		0	0	0
Others	0	0	0	0
Total	12	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	0
Annual	0

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

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

**An analysis of the feedback is provided as Annexure-II*

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

No

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

No

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	56	46	9	0	1

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	3	7	0	0	0	0	0	0	3	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	12	6	2
Presented papers	3	2	0
Resource Persons	0	0	0

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

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

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

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

3

2.10 Average percentage of attendance of students

91 %

2.11 Course/Programme wise distribution of pass percentage : (2017-18)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I (A+ & A)	II (B + & B)	III (C+ & C)	Pass %
BSc. Maths	51	NA	4	36	0	78%
BSc Physics	30	NA	9	7	1	56.67%
BSc Chemistry	30	NA	3	9	2	66%
BSc Botany	33	NA	10	10	2	66.7%
BA Economics	58	NA	4	17	37	72%
BA English	24	NA	1	6	4	45%
BCom	57	NA	36	14	3	91.22%
MSc Maths	19	NA	12	3	0	79%
MSc Botany	13	NA	1	8	0	69.2%
MA Economics	15	NA	1	5	5	73%
MCom	17	NA	7	7	0	82.35
MA English	15	NA	1	1	1	20%

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

- NET and PSC coaching sessions were conducted by various departments for the final year students of UG and PG courses.
- Teacher/ Student evaluation processes were done at the end of every academic semester.
- To help the students achieve higher grades in their external examinations, the number of internal tests was increased and model tests were considered mandatory.
- Associations in department level and clubs in college level joined hands to motivate the students engage in qualitative curricular/ co- curricular activities.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	1
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	6
Others	3

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	9	0	0
Technical Staff	2	0	0	0

Criterion – III

Research, Consultancy and Extension

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

IQAC conducted various awareness seminars and workshops along with invited talks about research methodology. IQAC also motivates the Assistant Professors for minor and major projects financially aided by various agencies. As of now, fifteen MRPs are completed. IQAC join hands with the Research Promotion Council for promoting Research Climate in the institution.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Applied
Number	16	0	0	7
Outlay in Rs. Lakhs	26,10000	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	1	0
Non-Peer Review Journals	0	1	0
e-Journals	1	2	0
Conference proceedings	1	1	3

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	0		0	0
Minor Projects	0		2610000	0
Interdisciplinary Projects	0		0	0
Industry sponsored	0		0	0
Projects sponsored by the University/ College	0		0	0
Students research projects(<i>other than compulsory by the University</i>)	4	KSCSTE	31000	0
Any other(Specify)	0	0	0	0
Total	2			

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number			1		1
	Sponsoring agency			PTA		PTA

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC event

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="7"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="5"/>	Any other	<input type="text" value="0"/>

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

- Planting saplings
- Social survey
- Spoken classes for the public
- Jaivam programme
- 'Snehapoorvam'-Food and dress distribution

Criterion – IV

Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	35 acres	0	0	35 acres
Class rooms	33	0	0	33
Laboratories	8	0	0	8
Seminar Halls	2	0	0	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		CCTV Camera in Campus	PTA	
Value of the equipment purchased during the year (Rs. in Lakhs)		110431/-	PD and PTA	
Others	OFC High-speed Internet		PTA	

4.2 Computerization of administration and library

YES

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books*	25000	5562331	1260	644492	26260	6206823
Reference Books						
e-Books	0	0	0	0	0	0
Journals	1480	103564	0	0	1480	103564
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

*Note: Including 700 reference books.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	82	01	4	4	12	11	25	0
Added	0	0	0	0	0	0	0	0
Total	82	01	4	4	12	11	25	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

All the students and staff of the college are given IT training in the computer lab. (Advanced & Basic)
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4.6 Amount spent on maintenance in lakhs :

i) ICT	12000
ii) Campus Infrastructure and facilities	22700
iii) Equipments	110431
iv) Others	1400
Total :	146531

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC conducted a few awareness programme on Walk with a Scholar Programme, Student Support Programme and induction programme for first semester UG and PG students
2. Analysis of Student Evaluation is done.

5.2 Efforts made by the institution for tracking the progression

Students Track Record, Department Activities Register, Teacher's Diary, feedback data and other records of progression are maintained.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
880	158	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%
	352	34.65

Women	No	%
	664	65.35%

LAST YEAR						THIS YEAR					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
647	119	15	254	3	1038	631	117	15	246	7	1016

Demand ratio : **CAP**

Dropout % : 0.01%

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

1. NET coaching.
2. Public Service Commission (PSC) coaching in some departments
3. Programmes of Career guidance cell
4. Preparation for GD and interviews
5. Additional Skill acquisition programme (ASAP), DTP Centre

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="5"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="1"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="4"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="2"/>

5.6 Details of student counseling and career guidance

Career guidance seminar: 1
Counseling: 2
Tutorials on 15th of every month

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	70	0	0

5.8 Details of gender sensitization programmes

1. Two seminars
2. Awareness class by ex-member of State Women's Commission
3. Self-defence programme for women.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	16	15000
Financial support from government	885 (Fees concession)	2100000
Financial support from other sources	15	28000
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition: State/ University level	<input type="text" value="2"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the students 5.13 Major grievances of students (if any) redressed:

Criterion – VI

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision

Uthishtatha, Jagratha, Prapyavarannibodhatha : The vision of the college is to encourage the students “to arise, to awake, and stop not till the goal is reached”(Kadopanishad). The vision aims to awaken the sleeping soul, awakening of one’s real nature and the consequent ushering in of prosperity.

Our Mission

- Providing quality education to all, especially to economically challenged students.
- To make them aware about their rights to lead a better life.
- To enlighten the world and life of the rural people.
- To free backward people from different types of exploitation.
- To educate the youth to build up a strong and progressive nation.
- To help, prepare outstanding educators, scholars and researchers.
- To provide value based education for moral upliftment and to arouse social commitment.

6.2 Does the Institution has a management Information System

Yes. Apart from the public information system of the corporate management, one of the faculty members is acting as the college PRO.

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

6.3.1 Curriculum Development

Curriculum Development is decided by the University. In the college it is decided by college council and the departments concerned

6.3.2 Teaching and Learning

It is mainly decided by the departments concerned in tune with the general time-table.

6.3.3 Examination and Evaluation

External examination and Continuous Internal Evaluation of Students are conducted as per the University rules.

6.3.4 Research and Development

Research Promotion Council in the college is working promptly and 16 MRP are completed.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a library containing 25000 books with a separate reading room and reference section.

Teaching often depend on ICT and the college has a few white boards, 5 LCD Projectors and one OHP.

6.3.6 Human Resource Management

With the help of the HRD Cell in the management as well as in the college, appointments, promotions and other related affairs are done on a purely merit basis and in concurrence with the University, Government rules and UGC, 2016 resolution.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitments are fully as per the government, University rules and UGC statute.

3 new Assistant professors were appointed in the current year.

6.3.8 Industry Interaction / Collaboration

An industrial visit to '*Bench Mark*' Tea Factory, Ooty.

6.3.9 Admission of Students

All student admissions are done through Centralized Admission Process (CAP) of the university and is online. As per the Govt/University rules 50% seat are on merit basis, 20% for SC/St, 20% Management quota and 10% community quota.

6.4 Welfare schemes for students and staff.

All the staff enjoys privileges as per the govt. service rules and regulations. The college has a canteen, co-operative society, play ground, parking facility, drinking water facilities, rest rooms etc for the benefit of the students and staff. There are some scholarships and endowments for the students. Further the staff of the college is dedicated for the welfare of the student community.

6.5 Total corpus fund generated

Total Salary (Teaching and non-teaching)	No of Students	Corpus fund
42197141	1016	41533

6.6 Whether annual financial audit has been done Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	Corporate Management	Yes	Internal Audit Cell
Administrative	yes	DD, DCE & AG Audit	yes	Corporate Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No no

For PG Programmes Yes No no

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

Being an affiliated college, the college follows the university reforms and also as per the University Examination calendar.

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

Autonomy of colleges is a policy matter of the Government.

6.11 Activities and support from the Alumni Association

Alumni Association conducts annual meetings, programmes and supports the college with their esteemed evaluation process and provides financial support for the students, giving aid to the infrastructure as well. They also help in the students' academics by awarding them with scholarships and endowments.

6.12 Activities and support from the Parent – Teacher Association

The college PTA supports the all-round development of the college and gives financial support whenever it is needed. It is from the PTA fund that the remuneration of the guest faculty is paid.

6.13 Development programmes for support staff

The support staff is given computer training in the computer lab. They also have their platforms and recreation spaces for their welfare.

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

As part of its eco-friendly activities, the institution has taken a big initiative to green its surroundings with explosive ideas of seed bombing and making seed pencils/ pen. A botanical garden is maintained by the students in the campus premise. The Students union, PTA, the NSS units and various departments of the college join hands to run Bio-farming in the college campus. They also keep it as plastic free. Biogas plant is maintained in the canteen. Principal is a lead auditor in EMS, IOS 14001-04

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.

Peer teaching, invited lectures and value added/ certificate courses.

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

Proper recording & documentation has been initiated for the next accreditation as per the revised guidelines

7.3 Give two Best Practices of the institution

1. An effective Health club for the faculty and the students.
2. Bio-farming.
3. Girls friendly campus –Yoga Practices for girls to empower physically & mentally
4. Elementary home making, Snehapoorvam and Hands together.

**Provided the details in annexure 3*

7.4 Contribution to environmental awareness / protection

The college celebrates environmental day every year by planting saplings and effectively maintaining its growth. As part of its eco-friendly activities, the institution has taken a big initiative to green its surroundings with explosive ideas of seed bombing and making seed pencils/ pen. A botanical garden is maintained by the students in the campus premise. The Students union, PTA, the NSS units and various departments of the college join hands to run Bio-farming in the college campus. They also keep it as plastic free. Biogas plant is maintained in the canteen

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add.

SWOC Analysis

Strength

- Hardworking and energetic student community
- Faculties serving as resource person in various seminars.
- Energetic faculty team dedicated to the motto “*Uthishtatha Jagratha Prapya Varan Nibodatha.*”
- Good level of coordination among senior and young faculty.
- The pass percentage of various departments is above the university average.
- Research oriented teaching faculty
- Training for the neighbouring High School/ Higher Secondary Students by the students and teachers of the institution.
- Significant representation of Tribal students in the campus.

Weakness

- No hostel facility for students and faculty.
- College does not provide transportation facility to the students.
- Lack of communication skill in English among students.
- Poor financial and family background of students.
- Low mark in entry level.
- There is no PG course for Physics and Chemistry

Opportunities

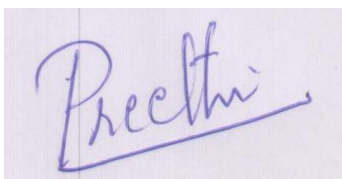
- Since the college is situated in a remote area there is enough scope for implementation of extension activities to help the economically backward people.
- Students get an exposure to a wide range of social work activities.
- For the women in the weaker sections, who are part of community development centres, there is enough opportunity to conduct health related classes

Challenges

- Make the students to pass competitive examinations.
- An over-burdened syllabus together with continuous internal evaluations, seminars and projects make the programmes in semester system highly hectic and fail some of the sublime objectives of education.

7.8 Plans of institution for next year

1. To develop more digital presentations to enhance effective teaching.
2. To conduct extension activities in panchayat in high school and higher secondary levels where it is needed.
3. To conduct more state/ national seminars and workshops with talks and activities in collaboration with university departments and cluster colleges.
4. Equip the students to face competitive examinations and Interviews, viz: mock interviews, group discussions, personality developments, communication skill etc.
5. To start enrichment programme for local people by focussing on the improvement of agricultural crops specifically organic agricultural practice.
6. To bring the attention of more young faculty members to apply for major and minor research projects under various funding agencies of in India and Abroad.



Name: Preethi K N

Signature of the Coordinator, IQAC



Name : Dr. G Pramod

Signature of the Chairperson, IQAC

Annexure 1: Academic Calendar 2017-18

01/06/2017	Reopening after summer vacation 3 rd and 5 th sem starting
05/06/2017	Environment day celebration. Planting tree in Camus
29/06/2017	1 st semester UG Starting
2-3/07/2017	Induction programme for first semester UG organised by IQAC
2-6/07/2017	Model exam for 2 nd semester PG
11-20/07/2017	University exam for 2 nd semester G
23/07/2017	3 rd semester PG starting
08/08/2017	Career Guidance class
10/08/2017	IQAC organized seminar on API Scoring
16/08/2017	1 st semester PG starts
17/08/2017	Induction programme for first semester PG organised by IQAC
24-30/08/2017	3 rd & 5 th semester UG first internal exam
31/08/2017	Onam Celebration
1-10/09/2017	Onam Vacation
21/09/2017	Seminar on Innovative lecturing organized by IQAC
1-5/10/2017	Model Exam for 3 rd & 5 th sem UG
12-26/10/2017	University Exam for 3 rd & 5 th sem UG Internal Exam for 1 st & 3 rd sem PG
01/11/2017	4 th & 6 th semester UG starts
1-7/11/2017	Model Exam for 1 st sem UG
12-25/11/2017	University Exam for 1 st sem UG Model Exam for 1 st sem UG
27/11/2017	2 nd sem UG starts
29/11-06/12	University examination for 1 st & 3 rd semester PG

07/12/2017	2 nd & 4 th semester PG starts
15/12/2017	Motivational seminar on Goal setting
22/12/2017	Christmas Celebration
23/12/2017- 01/01/2018	Christmas vacation
08/01-15/01/2017	Internal exam for 2 nd , 4 th & 6 th semester UG Internal exam for 2 nd & 4 th semester PG
05/03-09/03	Model exam for 2 nd , 4 th & 6 th semester UG
12/03-21/03	University exam for 2 nd , 4 th & 6 th semester UG

Annexure 2: Feedback

The departments of the college conducted evaluation in three levels- institution, department and faculty. The feedback was conducted to understand about how the teachers and institution influence the students for their overall growth of personality, and improvement of their curricular and extra- curricular activities. The feedback aimed at realising and rectifying the weaker areas and at giving more stress to their strong areas. The feedback was done on the basis of three kinds of feedback forms distributed to four categories- Faculty, Students, Alumni and other Stake holders.

The first form, teacher evaluation, consisted of ten questions of which the answers graded with five point scale. The Departmental feedback form consisted of twelve questions and the institutional feedback form consisted of 20 questions and each answers graded with five point scale.

The received values were graded:

- 3.5 to 4 A
- 2.5 to 3.49 B
- 1.5 to 2.49 C
- 0.5 to 1.49 D
- 0 to 0.5 E

REPORT ON FEEDBACKS

The feedback focused on various areas including the general academics, the attitude of the teaching and the administrative staff, the accessibility of the library, add-on facilities and basic facilities. The feedback helped to realise the strong and weak areas. The students seemed to be satisfied with the attitude and helping mentality of their teachers, whereas they were dissatisfied with the accessibility of the add- on facilities. The students hailed the teachers' support and individual attention they had granted, but they were dissatisfied with the less number of academic talks and sessions by experts of various disciplines. Further, it was found out that the girls considered the rest room facilities as poor.

Annexure 3: Other Relevant Details

Due to the poor economic back ground of the locality where the institution stands, the staff and the students genuinely extend their hands of help and support to the deserved people and families. As part of the initiatives, a charity box is placed in the class rooms by which the staff and students collect money to be given to the deserved hands. '*Hands together*' is such a proud practice in the institution. There are also occasional contributions of food, money and cloths by the students and staff to rehabilitation centers and orphanages of the locality. '*Snehapoorvam*', to cite, is such an initiative.

Various departments of the institution conduct Public Service Commission (PSC) and/or National Eligibility Test (NET) coaching simultaneously for the students, along with career guidance sessions to help them achieve their goals. Cash awards and scholarships are given to the students of excellence in UG and PG levels to encourage and empower them more competent. The institution often conducts awareness seminars, debates, quizzes and workshops on the topic relevant to the ever changing scenario Internationally, Nationally and Locally. The Literary Club, Entrepreneurship development club, debate club, career guidance and placement cell, Quiz club etc. join hands-in-hands for discussing the issues related to our day-to-day lives. Some of our departments, viz, Physics, Chemistry, Commerce and Economics also conduct industrial visits, which give a new insight into the students of industrial interests. Students were informed about various campus recruitments and were encouraged to take part actively.

The skills of the students nourished by the departments and the clubs in the institution and are developed in the best ways. '*Elementary Home Making*' a regular training session for making soaps and liquid wash, jewellery making and cooking classes is such a proud initiative of the institution. All departments publish their manuscript magazines and newsletters on a regular basis. A Talent pool is held annually for promoting the curricular and extra-curricular activities by selecting and moulding such students who have any kind of special skills like literary and performing arts, martial arts, yoga, painting, ornament making etc.

On the whole, the institution always take steps forward to help the students, break their shells of fear and lack of confidence and help them emerge as better persons in all ways to contribute towards "making the world a better place".

Best Practices

Titles

- Snehapoorvam
- Hands Together
- Elementary Home Making
- Bio-farming
- Yoga Practice

Goal

- To identify and uplift the economically backward people of the neighbouring locality.
- To extend hands of academic and financial support to the deserved students in the institution.
- To inject awareness about the importance of maintaining the environment in its natural growth and greenery.
- To help the students become conscious about their healthy well being for a long and active life.
- To nourish the skills of the students helping them in effective home management.

Context

Being an institution in an economically backward area, it is not wished to confine its strength merely to the campus premises. Instead, it was analysed that the institution could extend its hands of support to the locality to uplift them economically and socially. Snehapoorvam & Hands Together were started as a result of such a thought. As a result of another finding that the humanity faces the threat of ill-health due to unclean surroundings, unhealthy intake of food and lack of exercises, two initiatives – bio farming and yoga practice – were started in focus of a practice of healthy living. As the institution is privileged to have students owning various kinds of skills, a unique initiative namely '*Elementary Home Making*' was started to identify and nourish the home management skills.

Practice

- ‘*Snehapoorvam*’ and ‘*Hands Together*’ are the initiatives of the institution in department levels to collect money from the students and staff and donating them to the deserved people of various sects.
- Bio farming is an initiative by the departments in association with the National Service Scheme to plant the saplings, growing and maintaining a vegetable garden with green chilly, ladies finger, curry leaf, aubergine plants etc. and also beautifying the nature with a floral garden of which the highlight is jungle flame.
- For physical and mental fitness, Yoga sessions are conducted in the institution as a certificate course.
- Elementary home Making was initiated as a result of the thought to make students better in home management. Under this initiative, both soaps are made by using natural materials such as coconut oil, Tulsi, Ramacham, Curcumin, Neem etc. Similarly, liquid wash is also made in large numbers and are sold to staff and students of the college, handing over the money to ‘*Hands together*’. Jewellery making and cooking classes are also organized under the initiative effectively.

Evidence of Success

- With the help of ‘*Snehapoorvam*’ and ‘*Hands Together*’, the institution could distribute money, food and clothes to various rehabilitation centres including *Lourdh Bhavan, Pallickathod; Nasrath Asramam, Ponkunnam; Punyam Balabhavanam, Vazhoor* etc.
- By *Elementary Home Making*, around 2000 soaps and 500 bottles of liquid wash were made which were sold, handing over the profit to the *Hands Together* initiative.
- With the help of Bio-farming, vegetables were grown which were sold among the staff and students. The money generated was recycled for production in farm and a part of the money was contributed to ‘*Snehapoorvam*’ initiative.
- The Yoga sessions benefitted around 500 girl students of the college. They marked it as having a mental reawakening power and more sessions were scheduled at their request.

Problems Encountered and Resources Required.

- Finding adequate money for the initiatives as always collecting money from students is not a good way owing to a large number of students of BPL category. This was overcome by collecting money from staff and less from the students who could donate it voluntarily.
- Planning bio-farming in the analysis of land, money and [plant availability. Climate was also an additional concern. Land was occupied from institution and campus premises were effectively converted to bio farming areas. The climate sensitive plantations were carefully secured in a specific area where as others were spread all over the premises.
- Lack of awareness about Yoga was a major challenge which was overcome by a mandatory Yoga awareness class, after which the students volunteered their presence in the later sessions.