

# The Annual Quality Assurance Report (AQAR), 2016-2017

## 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	Dr. S. Nataraja Iyer			
	Tel. No. with STD Code	0477 - 2266704			
	Name of the IQAC Co-ordinator	Dr. V.R Prabhakaran Nair V.R			
	Mobile	9447583057			
	IQAC e-mail address	sdcollegeiqacteam@gmail.com			
1.3	NAAC Track ID ( <i>For ex. MHCOGN 18879</i> )	-			
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	1 <sup>st</sup> Cycle	Four Star Level	June, 2000	5 Years
	2	2 <sup>nd</sup> Cycle	A 3.14	March, 2011	5 Years
1.7	Date of Establishment of IQAC	01.03.2005			
1.8	AQAR for the year	2016-17			
1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ( <i>for example AQAR 2010-</i>				

	<i>It submitted to NAAC on 12-10-2011)</i>		
	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
	4	2014-15	28.03.2016
	5	2015-16	07.10.2016
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	9
2.2	No. of Administrative/Technical staff	2
2.3	No. of students	1
2.4	No. of Management representatives	3
2.5	No. of Alumni	2
2.6	No. of any other stakeholder and community representatives	2
2.7	No. of Employers/ Industrialists	1
2.8	No. of other External Experts	1
2.9	Total No. of members	20
2.10	No. of IQAC meetings held	7
2.11	No. of meetings with various stakeholders	
	Faculty	2
	Students	-
	Non-Teaching Staff	1
	Alumni	1
	Others	4
2.12	Has IQAC received any funding from UGC during the year?	Yes
	If Yes, mention the amount	Rs. 3 lakhs for the entire 12 <sup>th</sup> plan period (2012-17)
2.13	Seminars and Conferences (only quality related):	

	<p>(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC.</p> <p>Total Nos. <input type="text" value="1"/> International <input type="text" value="0"/> National <input type="text" value="0"/> State <input type="text" value="0"/></p> <p>Institution Level <input type="text" value="1"/></p>	
	<p>(ii) a) IQAC SEMINAR, March 16, 2017  RESOURCE PERSONS : DR. JAI KIRAN K.P and DR. K.V. DINESH BABU  “ROAD MAP TO HIGHER EDUCATIONAL INSTITUTIONS IN THE 21<sup>st</sup> CENTURY”</p>	
2.14	<p>Significant Activities and contributions made by IQAC:</p> <p>I. Training sessions on MOODLE learning software have been arranged.</p> <p>II. Under the direction of IQAC Civil Service Club has been constituted which acts as a common platform to coordinate and organize orientation and training classes for civil service competitive examination classes.</p> <p>III. Introduced best practices called “coordinators’ forum” and “Sanatanam Welfare Association”</p> <p>IV. Research Consultancy Service Cell (RCSC) is constituted to act as common platform to coordinate the research consultancy activities.</p> <p>V. All documentary formats have been revised and supplied by the IQAC</p> <p>VI. Research Journal “SANATANAM ACADEMIC REVIEW” has been launched.</p> <p>VII. Seminar on Higher Education was conducted</p> <p>VIII. External Academic Audit on all departments has been carried out.</p>	
2.15	<p>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.</p>	
	Plan of Action	Achievements
a	Seminar on Higher Education	➤ Organised a One-day Seminar
c	Recommended constitution of Civil Service Club.	➤ Civil Service Club Constituted and Inaugurated
d.	Decided to implement MOODLE	➤ MOODLE learning software was installed

e.	Decided to give MOODLE Training to Teachers	➤ Training Sessions were organised for teachers
f.	External Academic Audit of departments was decided	➤ External academic audit for the year 2015-16 was conducted by IQAC
2.16	Whether the AQAR was placed in statutory body	Yes
	Statutory Body	College Council
	Provide the details of the action taken	
	Council recommended continuing the entire quality enhancement programmes introduced by IQAC for the coming academic year also. Further individual academic audit for teachers is also recommended. IQAC is directed to evolve format for this purpose.	

## 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	6	0	0	0
PG	9	0	0	0
UG	13	0	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
<b>Total</b>	28	0	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	22
	Tri semester	0
	Annual	6 PhD programmes

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

Research Centre in Mathematics
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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	98	50	48	-	-

2.2 No. of permanent faculty with Ph.D.

59

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	5	0	0	-	-	-	-	1	5

2.4 No. of Guest and Visiting faculty and Temporary faculty 17 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	4	10	22
Presented papers	08	30	61
Resource Persons	02	04	12

2.6 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, MOODLE learning software, virtual lab facility.

2.7 Total No. of actual teaching days during this academic year 183

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.
- Independent Reprographic and computer facility is provided exclusively for the Examination purpose.
- The system of assigning numbers on desks during examinations was abandoned and converted to the display of computer based print outs.

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
3	5	7

2.10 Average percentage of attendance of students 89.8

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 %
<b>PG Programmes</b>							
MSc Mathematics	20	17	16	-	-	80.00	20
MSc Physics	20	16	16			76.92	20
MSc Chemistry	13	10	10	-	-	76.92	13
MSc Zoology	16	15	15	-	-	93.75	16
MSc Botany	18	18	18	-	-	100	18
M Com	19	17	16	1	-	85.00	19
MA English	19	18	12	6	-	94.73	19
MA Economics	20	12	8	4	-	60	20
MA Malayalam	20	16	16	-	-	80.00	20

UG Programmes			Grade							
	Total no. of students appeared	Total no. of students Passed	A+	A	B	C	D	E	F	Pass %
BSc Mathematics	51	20	0	5	14	1	0	0	31	39.22
BSc Physics	41	9	0	4	4	1	0	0	32	21.95
BSc Chemistry	37	16	0	5	8	3	0	0	21	43.24
BSc Botany	37	14	0	4	10	0	0	0	23	37.84
BSc Zoology	37	19	0	4	15	0	0	0	18	51.35
BA Economics										
B Com	124	87	0	8	50	28	1	0	37	70.16
BA English	46	18	0	7	10	1	0	0	28	39.13
BA Communicative English	29	14	0	0	3	11	0	0	15	48.28
BA Malayalam	35	1	0	1	0	0	0	0	34	2.86
BA Hindi	27	14	5	8	1	0	0	0	13	51.85
BA History	30	3	0	0	3	0	0	0	27	10.00

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

<p>IQAC conducts periodic review and monitoring and makes suggestions for improvement.                      IQAC conducts internal and external academic audit in the college</p>
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2.13 Initiatives undertaken towards faculty development: 66

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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Refresher courses	06
UGC – Faculty Improvement Programme	01
HRD programmes	08
Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	01
FDP organised by the College	80

#### 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	39	-	-	-
Technical Staff	04	-	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

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. Research Journal named SANATANAM ACADEMIC REVIEW published. Research consultancy Service Cell was launched. Research centre in mathematics started.

##### 3.2 Details regarding major projects: Nil

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	11	-	-
Outlay in Rs. Lakhs	2.6	21.85	-	-

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	12	4
Non-Peer Review Journals	-	-	3
e-Journals	2	-	-

Conference proceedings	-	-	4
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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: NIL

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 – **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	4	1	-	14
Sponsoring agencies	--	UGC, KSCSTE, ICSSR	KSCSTE	-	-

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: 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 of the institute in the year

Total	International	National	State	University	Dist	College
-	1	2	4	1	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

12

29

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

02

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

JRF 12 SRF - Project Fellows - Any other 6

3.21 No. of students Participated in NSS events:

University level 121 State level 15  
National level 6 International level -

3.22 No. of students participated in NCC events:

University level 45 State level 130  
National level 05 International level -

3.23 No. of Awards won in NSS: University level 3 State level -  
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level 02  
National level 1 International level -

3.25 No. of Extension activities organized

University forum - College forum 40  
NCC 15 NSS 60 Any other -

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

- Annam Sanatanam - Distribution of Food packets continued
- Cancer Awareness Classes were arranged.
- Training for girl students on self protection was given.
- College initiated to conduct marriage of 2 poor girls by donating money.
- An idea is being mooted to create Sanatanam Welfare Association to social responsibility programmes more effectively.
- Programmes on health were organised
- Published a book on health and food habits by academic and research forum.
- Free consultancy service provide to the local community for aquatic weed management.
- Training was given to Kudumbasree units on making value added products from aquatic weeds.
- Soil testing programmes were conducted.

### Criterion – IV

## 4. Infrastructure and Learning Resources

### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	46 acres	Nil	-	46 acres
Class rooms	56	Nil	-	56
Laboratories	13	Nil	-	13
Seminar Halls	02	01	Management	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	02			
Value of the equipment purchased during the year (Rs. in Lakhs)	4 Lakhs			
Others	-	-	-	-

### 4.2 Computerization of administration and library

- We have made our catalogue available in the Internet. We purchased a public IP for our locally hosted web-server and connected to the domain: [www.sdclibrary.in](http://www.sdclibrary.in)
- We have extended our wi-fi facility in entrance area also.
- We have got a leased-line in the library with the speed of 2mbps.
- Started a ticket printing facility for library issue/return for better security.
- Installed exhaust fans in all areas of the library (Stack room and reading area)
- A separated reference section created for individual subjects and all departments.
- A WhatsApp group for the library was created.

### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22480	-	520	210212	22304	-
Reference Books	33852	-	940	15958	33425	-
e-Books	-		-	-	-	-
Journals	32	38685				
Digital Database	1	5000	-	-	1	5000
CD & Video	116	-	-	-		
Others (specify)	-	-	-	-		

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet points	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	127	01	08	01	--	01	12	-
Added	20	--	02	-	01	-	-	-
Total	147	01	10	01	01	01	12	-

#### 4.6 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
- Training sessions on MOODLE learning software to teachers and students
- Student orientation programme for all batches organized in June, 2016.
- Hands on training for electronic access of journals were given to registered students.
- Information literacy programme for students.
- “Accessing e-resources”- a one day workshop for researchers.
- A book exhibition of different publishers.
- Celebration of Annual Library Week.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

6,50,000/-

ii) Campus Infrastructure and facilities

2, 12, 50,000/-

iii) Equipments

76, 89,000/-

iv) Others

28, 48,229/-

**Total :**

3, 24, 37, 229/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Counselling cell was established and is working in women's cell room. A civil service club was constituted to give orientation classes and training programmes on civil service examinations. MOODLE learning software was established to enhance the interaction of teachers and students outside class room teaching.

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 2016-17 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.

In library books exhibitions were organised and orientation classes were given to students on library services and its usage. 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

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. The General Alumni was registered and a general meet was conducted during the year. A web link is being created to enable the alumni to register their details online.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2024	313	35	-

(b) No. of students outside the state

1

(c) No. of international students

Men	No	%	Women	No	%
	755	32.31		1582	67.69

Demand ratio: 8:1      Dropout % 1.33

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
757	293	09	1223	2	2284	1174	389	10	764	0	2337

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

Civil Service Club has been inaugurated and started giving awareness classes on civil service examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET       SET/SLET       GATE       CAT   
 IAS/IPS etc       State PSC       UPSC       Others

5.6 Details of student counselling and career guidance

1. Conduct of various recruitment drives at our campus and outside for final year degree and PG students.
2. More than 20 students of various degree batches has been placed with different organisations in the year 2015-16
3. In this academic year itself we have provided opportunity to students to attend interviews for placement of many companies in house as well as at other colleges.
4. Conducted workshops on MS Word, MS Excel, MS Power Point etc.
5. Workshop on skill acquisition was conducted in association with the Department of English.
6. Recruitment drives were undertaken in association with Employment Exchange Bureau, Alappuzha.

- ✓ The career guidance and placement cell of Sanatana Dharma College has decided to conduct a mega placement drive for the year 2016-17. Accordingly the drive was planned and carried out in association with District Employability Centre a wing of State Employability Centre.
- ✓ On 28<sup>th</sup> May 2016, SD College in association with District Employability centre, Alappuzha, organised a mega job fair where in 21 companies participated and nearly 1750 candidates attended the drive. More than 700 candidates were given offer letters and there was wide appreciation for the effort of the college and management across all print media. All students of SD College had free registration and could attend the drive of any companies of their choice out of the 21 companies. The drive was made open to general

public as part of our Social Responsibility. The event day saw a flow of job aspirants from even different districts of the state and the same was widely covered by print and visual media. The students of the junior batch joined the employability centre team for a smooth conduct of the programme. The effort of the institution was highly appreciated. Nearly 421 candidates were shortlisted for final interview for various organisations. This has been a historic moment for our college. The management and the PTA of the college gave its full support for the conduct of the drive.

- ✓ CGC organised MS Excel workshop in association with Saintgits College of Engineering, Kottayam. Prof. Cyriac Jose and Prof. Nisa James both faculty members of Saintgits College of Engineering conducted a one day workshop on MS Excel for 34 students.
- ✓ Group Discussion and Interview Skills were taught to students who were shortlisted for IRock and ICICI interviews by Mr.Krishnan M, Assistant Professor, Sanatana Dharma College, Alappuzha.
- ✓ Pooled recruitment drive of I Rock, a company based in Chennai was organised at Naipunny College, Cherthala. 36 students of various degree courses from Sanatana Dharma College attended the drive. 4 candidates who attended the drive from Sanatana Dharma College got selected for iRock.
- ✓ Pooled recruitment drive of Sarada International School, Erode was conducted by Naipunya College, Cherthala. 36 students of our college attended the drive. 7 students who participated in the drive got selected as teachers and trainers.
- ✓ An overseas education seminar was conducted in association with Edwise International, Cochin. Edwise is a consultant firm who enables students to go and abroad for higher studies. Students were given orientation on which all countries they can go and do higher education and in which all courses they could undertake overseas education. 72 students attended the programme and all students were given free materials and brochures related to overseas education.
- ✓ Career Guidance and Placement Cell organised a pooled recruitment drive of ICICI bank in association with TVS training & Services at our campus on 23/01/2017. 86 students attended the drive from within and outside the campus. 21 students got selected into the bank and will be joining by May 2017.

No. of students benefitted from counselling and career guidance

437

## 5.7 Details of campus placement

### **List of candidates recruited for the academic year 2016-17 as on 01-02-2017**

S.No.	Name of the Candidate	Name of the Department	Name of the Organization
1	Roshni G Pai	Department of Mathematics	Tata Consultancy Services
2.	J Anjali Shenoy	Department of Mathematics	Tata Consultancy Services
3	Roshni G Pai	Department of Mathematics	Infosys

4	Sneha Thankachan	Department of Mathematics	Infosys
5	Karthika Suresh	Department of Commerce	Sarada International School
6	Malavika Venugopal	Department of Commerce	Sarada International School
7	Roshin Mathew	Department of Commerce	Sarada International School
8	Rakhi R Nair	Department of English	Sarada International School
9	Bhagavathi J S	Department of Commerce	Sarada International School
10	Anila K Anil	Department of Commerce	Sarada International School
11	Gayathry Venugopal	Department of English	Sarada International School
12	Krishnendu Rajendran	Department of Commerce	IRock -Chennai– Trainer
13	Karthika Suresh	Department of Commerce	IRock -Chennai– Trainer
14	Bhagavathi J S	Department of Commerce	IRock -Chennai– Trainer
15	Roshin Mathew	Department of Commerce	IRock -Chennai– Trainer
13	Anandu G babu	Department of Commerce	ICICI Bank
14	Aswin M nair	Department of Commerce	ICICI Bank
15	Rophit paul	Department of Commerce	ICICI Bank
16	Vidhukrishnan M	Department of Commerce	ICICI Bank
17	Subin suresh babu	Department of Commerce	ICICI Bank
18	Aparna A	Department of Commerce	ICICI Bank
19	H Kashyap Seshadri	Department of Commerce	ICICI Bank
20	Binoy francis	Department of Commerce	ICICI Bank
21	Abhijith Krishna Sarma R	Department of Commerce	ICICI Bank
22	Reshma G.R	B.A.Communicative English	ICICI Bank
23	Reshma.S	Department of Mathematics	ICICI Bank
24	Sai Krishnan	Department of Commerce	ICICI Bank
25	Revathy N	Department of Mathematics	ICICI Bank
26	Anjali Ajith	Department of Mathematics	ICICI Bank
27	Deepthi Vasudevan	Department of Mathematics	ICICI Bank
28	Rejoy John	Department of Mathematics	ICICI Bank
29	Hansa A	Department of Mathematics	ICICI Bank
30	Roshni.G.Pai	Department of Mathematics	ICICI Bank
31	Vishnu Sankar P	Department of Mathematics	ICICI Bank
32	J.Anjali Shenoy	Department of Mathematics	ICICI Bank

33	Anakha Parvathy	Department of Mathematics	ICICI Bank
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<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
30	600	33	08

#### 5.8 Details of gender sensitization programmes

The Women's Studies Cell works towards the welfare and empowerment of the girl students of the college. Steps are regularly taken to impart awareness on gender related issues, women's empowerment, and to ensure the safety and dignity of the girl students of the college. Many activities and awareness classes are conducted for girl students under the leadership of the Principal, the Co-ordinator and the women faculty of the college.

- ✓ **“Aerobics for Health”**- Lecture-demonstration on 21 Feb 2017 by Dr.Usha Sujith Nair, Associate Professor, Laxmibai National College for Physical Education, Trivandrum.
- ✓ **International Women's Day , March 8, 2017** – inaugurated by Dr.Nimmy Alexander, President of Alleppey District Sports Council, followed by various cultural programmes and a talent show by students.
- ✓ **SELF DEFENCE TECHNIQUES – NIRBHAYA**- A four –day training programme for sixty girl students from Womens' Cell, NSS and NCC by the Women's Wing of the Janamaithri Police under the name NIRBHAYA.
- ✓ **International Women's Day, March 10, 2016- Vaikom Vijayalakshmi** was honoured on the occasion.
- ✓ The Manager, **Sri.J. Krishnan**, gave away awards to meritorious students and staff.
- ✓ Celebrating International Women's Day
- ✓ **SANATHANAM CAN CARE**- Dr.V.P.Gangadharan, the renowned Oncologist, speaking on “Cancer Awareness” on 11/2/2016. He spoke about the causes, treatment and prevention of cancer. He also advised the youth to avoid tobacco and alcohol, and to adopt healthy eating habits and clean living.
- ✓ A novel initiative “Sanatanam Can Care” was launched to promote cancer awareness.
- ✓ A class on “**Mental Health Among Youth**” was conducted by **Ms.Ganga Kailas**, Consultant Psychologist, Govt. Homeo Hospital, Alappuzha on 30/9/2015.
- ✓ A motivational interactive session “**Design your Destiny**” was held conducted by Mr. V.K. Krishna Kumar, JCI.
- ✓ A talk on the importance of values in education was conducted by Smt. Lakshmikutty Amma. Mrs. Prasanna Amboorath, Circle Inspector of the Police Women's Cell gave a talk on the threat to women's safety and the provisions in the law for their protection on International Women's Day. A **food and craft festival** was also held on that day.
- ✓ Adv Sindhu Gopalakrishnan gave a lecture on **Legal Awareness**
- ✓ Dr.Mariamamma Panjikkaran gave a talk on **Youth and Values**. A food and craft fest was held in the afternoon in which the whole college participated. A blood donation camp was also held on this day in collaboration with the NSS and Aids Control Society.

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	68	33,600/-
Financial support from government	1556	Rs. 85,55,345/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	1	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Created a common computer centre that can accommodate 60 computers at a 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.
- MOODLE Learning software has been implemented for facilitating efficient

#### 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.
- The seating arrangement of students was replaced with displaying computer prints shown in each examination room instead of writing on the desks using chalk.
- Cameras were installed in examination hall

#### 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 been upgraded to the status of 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.
- Central server and LAN has been installed.

#### 6.3.6 Human Resource Management

- Individual Computers were provided to all administrative office staff
- The office automation works are completed.
- Training was 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 1 new faculty appointment was 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, Sanatanam Welfare Association has been created.
Non teaching	Loan facility through the Staff Cooperative Society. Sanatanam Welfare Association has been created.
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	Yes	Experts	Yes	IQAC
Administrative	No	NA	Yes	Management

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

6.11 Activities and support from the Alumni Association

- Close association of alumni in all the activities of the college.
- Alumni Association was re registered and renamed as SD College Alumni Association (SDCCA).
- A mega meet of SDCCA was organised.
- Alumni honours the meritorious students
- Contributions to enhance the infrastructure facilities.
- Mighty Commerce 2016
- Classes by experts
- Merit Award Distribution by Alumni Association

6.12 Activities and support from the Parent – Teacher Association

- PTA Merit Award Distribution
- 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

- Awareness programmes
- Cleaning by NSS volunteers
- Planted more trees including medicinal plants.
- The activities of HARITHA SANATHANAM & BHOOMITHRASENA Club towards promoting ecological consciousness and eco-friendly practices among the students are continuing.
- Green auditing has been conducted by the Botany Department.
- Environment day celebrations
- Talk by experts

## 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 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.
- Civil Service Club has been constituted to provide awareness classes for civil service aspirants.

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 Annexure for details*)

1. Sanatanam welfare Association (SWASTI)
2. Coordinators' Forum

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.
- NSS and NCC organised various awareness classes on environment.

7.5 Whether environmental audit was conducted?

No

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

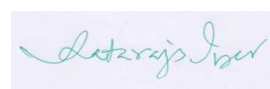
Nil

## 8. Plans of institution for next year

To conduct awareness classes on MOODLE learning system to all teachers.  
To conduct research methodology workshops to teachers  
To undertake faculty development programmes in collaboration with outside institutions.  
To organise NAAC sponsored seminar by IQAC.  
To strengthen the Research and Consultancy Centre to coordinate all research and consultancy activities of the college.  
To organise an international seminars.



**Dr. Prabhakaran Nair V.R**  
*Coordinator, IQAC*



**Dr. S. Nataraja Iyer**  
*Principal & Chairperson, IQAC*

10.06.2017



## ANNEXURE

### BEST PRACTICES: 2016-17

#### *Best Practice I:* SANATANAM SOCIAL WELFARE ASSOCIATION

#### 1. Title of the Programme: Sanatanam welfare Association (SWASTI)

#### 2. The Context

“Swasti” is an ancient word of Sanskrit origin, which means the source of all auspiciousness, with associations of welfare, blessing, good fortune and prosperity. The Sanatana Dharma Vidyasala group of institutions has always followed the humanitarian path, providing support and sustenance to the needy and deserving, irrespective of caste and creed. Over the years, there have been many successful efforts in this college to provide timely and appropriate help to those among the students, staff and public who have faced the urgent need of financial support in their emergency needs by way of medical expenses, educational expenses and other social needs. Although these efforts have been successful, it was felt that a more organised and sustained system could be put in place to make the welfare efforts more effective and timely. “Swasti”, the “Sanatanam Social Welfare Association”, was born out of this noble intention.

#### 3. Goal of the Programme

- To foster a feeling of humaneness, compassion, fellowship and secularism among the college community.
- To establish a readily available fund for emergency medical, educational and social needs through donations, endowments, subscriptions, sponsorships, gifts and any other forms of assistance to fulfil the objectives of “Swasti”.
- To organise and conduct social, educational and health -related activities that would foster awareness and good principles and habits.
- To associate with Government, quasi-government agencies or charitable agencies for promoting social, scientific and developmental projects and activities.
- To give disadvantaged people confidence, hope, dignity and strength, and to promote principles of participation, sustainability and empowerment, by extending the activities of “Swasti” to the larger public.

#### 3. The practice

There were many occasions when the staff of the college had made concerted and very successful efforts to mobilize funds for the emergency medical expenses of fellow members of

the staff, both teaching and non-teaching, and the students. The faculty of almost all departments regularly contribute towards the educational, medical and social needs of students. In view of this situation, it was felt that a more sustained and systematic effort could produce better results in terms of greater funds and more beneficiaries. The Sanatanam Social Welfare Association, “Swasti” was created through a consensus among the stakeholders, and has been operating very successfully. “Swasti” has a well drafted motto, constitution and by-law, which facilitates its smooth operation. In the past few years, generous amounts of money (around Rs.30,00,000/-) has been collected and donated towards the medical expenses of members of the teaching and non-teaching staff, students of various departments and occasionally, members of their family. “Annam Sanatanam” is another of our best practices that ensures a regular supply of food to the needy in the community, and in which the staff and students contribute regularly. The clubs and forums in the college also initiate many humanitarian efforts. The NSS unit of the college recently arranged a community wedding for orphan girls, a commendable effort in which almost all members of the staff and students contributed generously. Such welfare oriented events have been made possible through the initiative of “Swasti”.

All teaching and non-teaching staff become members of “Swasti”, by paying a membership fee. Members are expected to regularly attend and participate in the activities of “Swasti”. The Executive Committee should fulfil its duties, as detailed in the constitution and by-law, and shall be responsible for the proper and effective functioning of “Swasti” by supervising and co-ordinating all its activities, and taking steps to achieve its objectives. It should also ensure the proper budgeting, utilization, accounting and auditing of all its monetary transactions.

“Swasti” has led to an effective and smooth mechanism in the mobilization and dispensation of funds in the emergency humanitarian needs of the college community. It has generated and fostered a sense of fellowship and compassion among the members, and has boosted confidence and hope in humanitarian principles and traditions.

## *Best Practice II: CO-ORDINATOR'S FORUM*

### 1. Title of the Practice: CO-ORDINATOR'S FORUM

### 2. Context

There are various clubs and forums in this college that initiate and co-ordinate the extension activities of the students. The National Cadet Corps (NCC), the National Service Scheme (NSS), and the Women's Studies Cell (WSC) are the core forums that lead the extension activities. Apart from this there are 18 clubs that undertake various activities, which are listed below. As all these clubs conduct programmes throughout the year, and it was observed that many programmes overlapped in timings and contents. Although many of the forums like the NSS, NCC and the Women's Studies Cell have sufficient funds, most of the clubs find difficulty raising funds, and therefore have to curb their activities. Many of the clubs had slowed down in their activities because of this, and the students thereby lost opportunities for extension activities. The IQAC of the college, in its deliberations, put forward the suggestion that a Forum of the Co-ordinators of the clubs and forums be constituted, to ensure equal opportunities for conduct of programmes and ensure availability of funds for all activities.

IQAC Coordinator	DR. V.R PRABHAKARAN NAIR
NCC	Lt. V. ANUPAMA Lt. (DR). K. NARAYANAN
NSS	DR. J. VEENA SRI. VINEETH CHANDRA K.S
Women Studies Cell (WSC)	DR. BINDU NAIR
Counselling Centre	Capt. (Dr.). ASSALATHA
Academic and Research Forum	DR. V.R PRABHAKARAN NAIR
Civil Service Club	KARTHIKA R
Film Club	DR. TOMMY JOHN
Eco Club	DR. T.SUNILKUMAR
Human Rights Forum	DR. M. P. AJITH KUMAR
Literary Club	PARVATHY. R
Entrepreneurship-Development Club	DR. T.R. ANILKUMAR PRIYA R.
Antiquarian	M. P. AJITH KUMAR
Mathematics Club	DR.R. SREEKUMAR
Science Club	SRI. N.JAYACHANDRAN
Folklore club	DR. S. AJAYAKUMAR
Health Club	Mrs. LAKSHMI S.
Haritha Sanatanam and Bhoomitrasena	DR. P.R. UNNIKRISHNA PILLAI
Tourism Club	DR. C. DILEEP
Planning Forum	ASOKAN V.C
Drama Club	R. SURESH
Debate and Quiz Club	DR. SAJITH KUMAR S

## 2. Goals

- To increase student participation in humanitarian, social, cultural, gender and environmental sensitive extension activities.
- To overcome difficulties in conduct of extension programmes through collective responsibility
- To accelerate and rejuvenate the functioning of clubs, and thereby increase student's extension activities
- To promote inter-linkages of club activities to benefit the maximum number of students
- To mobilize funds through sharing resources
- To generate more funds by involving Alumni, PTA, Management etc.

## 3. The Practice

Many of the club Co-ordinators expressed their difficulty in conducting programmes due to lack of funds. The IQAC of the college suggested the formation of a new platform, the "Coordinator's Forum", which could make a positive impact on the running of the various clubs and forums. Accordingly, a meeting was held, and the following suggestions were made:

- All clubs should conduct some activity during the academic year.
- Inter-linkages of activities could be done by sharing platforms and funds.
- The IQAC could initiate and support clubs in their activities
- Funding would be provided by Forums with funds, the IQAC, PTA, Alumni etc.

The forums like NCC, NSS and Women's Studies Cell conducted many programmes jointly, like the session on Mental Health and a training programme in Self-defence Techniques for Women under the *Nirbhaya* programme of the State Police Department. The Civil Service Club was given funding and other support by the IQAC to conduct training programmes. Students of the Civil Service Club participated in the Personality Development Training Programme organized by the Women's Cell. All clubs, forums and the staff participated in the marriage of orphan girls, organized by the NSS Unit of the college. Many clubs like the Antiquarian, Human Rights Forum received support, and therefore could perform in a more creative and beneficial way for student's extension activities. The students' involvement in such activities nurtures their interest and participation in humanitarian activities, socially relevant practices, and cultural activities.

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