



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

| | |
|--|--|
| 1.Name of the Institution | SANATANA DHARMA COLLEGE |
| • Name of the Head of the institution | Dr. P. R. Unnikrishna Pillai |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 04772266704 |
| • Mobile no | 9446005200 |
| • Registered e-mail | sanatanamalp@gmail.com |
| • Alternate e-mail | principal@sdcollege.in |
| • Address | Sanatanapuram (PO), Kalarcode , Alappuzha |
| • City/Town | Alappuzha |
| • State/UT | KERALA |
| • Pin Code | 688003 |
| 2.Institutional status | |
| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Semi-Urban |

- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of Kerala**
- Name of the IQAC Coordinator **Dr. P.S.Parameswaran**
- Phone No. **04772269350**
- Alternate phone No. **04772269350**
- Mobile **9495738778**
- IQAC e-mail address **iqac@sdcollege.in**
- Alternate Email address

3.Website address (Web link of the AQAR (Previous Academic Year)) <http://sdcollege.in/ssr-2.html>

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://sdcollege.in/wp-content/uploads/2023/06/AQAR-Report-2019-2020-1.pdf>

5.Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|------------------|-------------|-----------------------|-------------------|-------------------|
| Cycle 1 | Four Star | 74 | 2000 | 20/09/2000 | 19/09/2005 |
| Cycle 2 | A | 3.14 | 2011 | 27/03/2011 | 26/03/2016 |
| Cycle 3 | A+ | 3.53 | 2017 | 19/07/2017 | 18/07/2022 |

6.Date of Establishment of IQAC **01/03/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|--|--|-----------------------------|------------|
| Dr. Jose Mathew | Setting up of Medicinal Plant Garden for Demonstration | NMPB, Government of India | 2020, 2 Years | 2.2 Lakh |
| Dr. Jose Mathew | Studies on effect of climate change on the morphology, phenology and reproductive biology of some endemic ephemerals of south western Ghats, | DOEACC, Govt. of Kerala | 2020, 2 Years | 9.372 Lakh |
| Dr. G. Nagendra Prabhu | Multi-modal data analysis for monitoring invasive aquatic weeds in India | Royal Academy of Engineers, United Kingdom | 2020, 3 Years | 7.5 Lakh |
| Dr. G. Nagendra Prabhu | Value added products from Water Hyacinth | KSCSTE | 2020, 2 Years | 3.0 Lakh |
| Institution | PD Account | Govt of Kerala | 2020-2021 | 9.20 Lakh |

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 9

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

* Reconstituted IQAC on 9th July 2020 and subsequently on 30th September as per the NAAC guidelines by including external experts.
* Implementation Microsoft Teams and similar platforms for efficient online classes during the Covid-19 pandemic time. * Implemented dedicated G-Suite account for the college. * Launched student startup and TBI. * Certificate Programme on GST(NSQF Approved) * Induction Programme for Guest faculty and Induction Programme for Ist Year UG students * Initiated the implementation of Management Information System (MIS) * Participation in Atal Ranking of Institutions on Innovation Achievements (ARIIA) *

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements/Outcomes |
|--|---|
| Proposed to reconstitute IQAC | Reconstituted IQAC with 5 external expert members |
| Discussed with Google for a dedicated G-Suite Account | Received permission from Google and provided email id with sdcollege.in domain name to officials and all staff |
| Motivated staff to seek international collaborations & research project. | One collaborative international research project was sanctioned |
| Encouraged students and research scholars to innovate and translate research ideas | Student teams participated in Young Innovators Programme and two teams got selected for mentoring and financial support. TBI concept was launched and a student startup |
| Suggested departments to launch add-on/certificate courses | Commerce department launched GST Certificate course (NSQF approved) |
| Improve the internet infrastructure in view of online classes | Installed Wifi routers in all departments |
| Upgrade the college website and migrate to ac.in domain | Revamping the college website and migrated to ac.in |
| Suggested to organize online webinars, faculty development programmes and short term courses | All departments organised national and international webinars. Ample number of FDPs were organised at college, state and national level |
| Decided to seek suggestions from all departments for the conduct of the Platinum Jubilee Celebrations of the College | Collected and compiled the proposals and submitted to the Management |
| Adopt a suitable MIS platform for administrative and academic purposes | Presentations and quotations from various service providers were called for. Selected EZ Genie Solutions Pvt Ltd and started trial run from the month of May 2021. |

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

| Name | Date of meeting(s) |
|-------------|--------------------|
| IQAC | 25/04/2023 |

14. Whether institutional data submitted to AISHE

| Part A | |
|--|--|
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| | | | | | |
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| | |
|--|--------------------|
| Name | Date of meeting(s) |
| IQAC | 25/04/2023 |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020-2021 | 29/03/2022 |
| 15. Multidisciplinary / interdisciplinary | |
| <p>As an affiliated college, institution has limited flexibility in designing multi/inter disciplinary courses. However the existing syllabi of all the UG Programmes have provision for Core, Complimentary, Foundation, Language and Opencourses. During the fifth semester all students have to choose an interdisciplinary course offer by any other department other than their parent department.</p> | |
| 16. Academic bank of credits (ABC): | |
| Not implimented in the University of Kerala during the academic year 2020-2021 | |
| 17. Skill development: | |
| <p>The institution provides adequate oppotunities for the skill developement of students. The curriculum designed by the University included compusory internship for commerce students, industry visits for chemistry students, field trips, experimental learning throgh project work . All the UG students have to participate in the club activities/social activities in the 3rd and 4th semesters. This gets ample opporutunity for socialisation and personality development. In addition, the Career Guidance and Placement Cell arranges soft skill programmes mainly focusing the pass out batches. final year students.</p> | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| <p>The institution offers Sanskrit as a Additional Language course for all UG students and compusory complelementary course for BA Malayalam and Core Course for MA Malayalam. Sessions on value based education, Yoga and Meditatin also through various clubs and forums</p> | |
| 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE): | |

The Syllabi for all courses are designed by the Board of Studies of University of Kerala. The recently revised syllabi are in the OBE mode and others are being revised.

20.Distance education/online education:

As an affiliated college the institution is not authorised to offer any distance/online education

Extended Profile

1.Programme

1.1 540

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1 2397

Number of students during the year

| File Description | Documents |
|---|---------------------------|
| Institutional Data in Prescribed Format | View File |

2.2 939

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3 796

Number of outgoing/ final year students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

| | |
|---|---------------------------|
| 3.1 | 88 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 88 |
| Number of sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 83 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 57.24 Lakhs |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 164 |
| Total number of computers on campus for academic purposes | |
| Part B | |
| CURRICULAR ASPECTS | |
| 1.1 - Curricular Planning and Implementation | |
| 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process | |
| <p>In the beginning of odd and even semesters, the class commencement notice is circulated by the Principal in accordance with the academic calendar and university notifications. Heads of the department convene departmental meeting to chalk out the academic plan. Teachers prepare their lesson plans based on the number of lectures allotted to each topic in the university curriculum. Students are informed about the lesson plan, course curriculum, course outcome and mode of curriculum delivery through orientation programmes. Teaching modes include chalk and talk, student seminar, interactive learning, group discussions, assignments etc.</p> | |

Continuous assessments are carried out to identify the learning levels of students. In the academic session 2020-21, due to the pandemic situation, the college was closed during the entire academic session. The curriculum delivery was conducted entirely through the online mode using MOODLE LMS, Google Classroom and Google Meet, Microsoft teams, Youtube, etc. The practical Classes, Field work and Project Work were conducted only for the final year students in small numbers at a time as per the then government instruction. The practical classes of other students were done by delivering the theory part of the practicals.

| File Description | Documents |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college is affiliated to the University of Kerala and follows the curriculums established by the university. The college has a structured plan of implementing the curriculum. As an affiliated college the institution follows the academic calendar scheduled by the university. A study plan including timetable, semester calendar, and syllabus will be provided to all students. Faculty members formulate semester lesson plans based on the academic calendar scheduled by the university. Based on the academic calendar and the university notifications, departments prepare the schedule of internal assessment of each course and notify the dates and time of the internal assessments to the students. The evaluative internal assessments have defined weightage in the semester results under the university evaluation scheme, while the non-evaluative ones are done to improve the critical thinking, subject understanding and problem solving skills etc of the students. Each department maintains proper documentation of the continuous internal evaluation.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

| <p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p> | <p>B. Any 3 of the above</p> | | | | | | | | |
|--|-------------------------------------|-----------|--|---------------------------|--|-------------------------|---|---------------------------|--|
| <table border="1"> <thead> <tr> <th data-bbox="133 598 570 674">File Description</th> <th data-bbox="570 598 1421 674">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="133 674 570 842">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="570 674 1421 842" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="133 842 570 905">Any additional information</td> <td data-bbox="570 842 1421 905" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table> | File Description | Documents | Details of participation of teachers in various bodies/activities provided as a response to the metric | View File | Any additional information | No File Uploaded | | | |
| File Description | Documents | | | | | | | | |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File | | | | | | | | |
| Any additional information | No File Uploaded | | | | | | | | |
| <p>1.2 - Academic Flexibility</p> | | | | | | | | | |
| <p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> | | | | | | | | | |
| <p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p> | | | | | | | | | |
| <p>22</p> | | | | | | | | | |
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| File Description | Documents | | | | | | | | |
| Any additional information | View File | | | | | | | | |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded | | | | | | | | |
| Institutional data in prescribed format (Data Template) | View File | | | | | | | | |
| <p>1.2.2 - Number of Add on /Certificate programs offered during the year</p> | | | | | | | | | |
| <p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p> | | | | | | | | | |
| <p>1</p> | | | | | | | | | |
| | | | | | | | | | |

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

23

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Educational institution plays an important role to educate the generations about the global concerns like honesty and integrity, environment and sustainability, human values etc. Institution provides this through the inbuilt content of core courses, common language courses and open courses. It is offered to all students of undergraduate programs and to a few postgraduate programmes. The curriculum in Arts Programmes have inbuilt component on gender sensitization and human values. The institute also provides general awareness in this area through seminars, club activities etc.

Content of following courses are related to the crosscutting issues relevant to Professional Ethics, Gender, Human values, Environment and Sustainability etc.

- EN 1211.1: Environmental Studies and Disaster Management. (Compulsory to all BSc and BA programmes)
- CG 1271 : Narratives of Social Justice and Restitution for BA Communicative English Programme.
- CG 1641 & EN 1641: Gender Studies for BA Communicative English Programme & BA English Programme.

- EL 233.5: Women's Writing for MA English Programme
- CO 1141: Environmental Studies for BCom Programme
- CO 211: Business Ethics and Corporate Governance for Programme
- PY 1542: Statistical Mechanics, Research Methodology and Disaster Management for BSc Physics Programme
- EC 1644: Environment Economics and Disaster Management for BA Economics Programme
- CH 1551.3: Environmental Chemistry: Open course for all UG Programmes.
- BO 1542: Environmental Studies and Phytogeography for MSc Botany Programme

Institution also facilitates to discuss and awareness of these crosscutting issues through the club activities of Bhoomithra Sena, Ecoclub activities, NSS etc.

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

22

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

| 1.3.3 - Number of students undertaking project work/field work/ internships | |
|---|---|
| 796 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |
| 1.4 - Feedback System | |
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | C. Any 2 of the above |
| File Description | Documents |
| URL for stakeholder feedback report | https://sdcollege.in/wp-content/uploads/2023/06/Feedback-of-stakeholders-2020-21.pdf |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded |
| Any additional information | View File |
| 1.4.2 - Feedback process of the Institution may be classified as follows | A. Feedback collected, analyzed and action taken and feedback available on website |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://sdcollege.in/wp-content/uploads/2023/06/Feedback-of-stakeholders-2020-21.pdf |
| TEACHING-LEARNING AND EVALUATION | |
| 2.1 - Student Enrollment and Profile | |

| 2.1.1 - Enrolment Number Number of students admitted during the year | |
|--|---------------------------|
| 2.1.1.1 - Number of students admitted during the year | |
| 2397 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |
| 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats) | |
| 2.1.2.1 - Number of actual students admitted from the reserved categories during the year | |
| 733 | |
| File Description | Documents |
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |
| 2.2 - Catering to Student Diversity | |
| 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners | |
| <p>Students enrolled to the institution are diverse in terms of aptitude, skill levels and academic achievement. We ensure that the teaching-learning process caters to the requirements of diverse learners. The faculty of S.D.College work to identify the strengths and weaknesses of individual students, and address their specific needs. Diagnostic testing is used to identify the academic levels of freshly enrolled students. They are classified into above average, average and below average learners. Class tutors are entrusted with this responsibility. Special programmes are designed for below average and gifted students. Remedial classes on complex topics are given to below average students. Class tutors ensure that they are given regular tutoring and mentoring sessions. Their improvement is monitored through internal tests. Faculty members take utmost care to improve their skill levels. Gifted students are offered opportunities for acquiring advanced knowledge and skills through expert sessions, value added classes, seminars, workshops, hands on training and</p> | |

project work. They are given more opportunities for experiential and participative learning. They take up lead roles in organizing academic activities and represent the institution in competitions, workshops, presentations and conferences. They are encouraged to take up group projects and are given orientation for higher studies and research.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2397 | 88 |

| File Description | Documents |
|----------------------------|------------------|
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2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The teaching learning process at S.D. College is student centric to its core. Besides imparting knowledge, emphasis is given to personal and professional skill development. Classroom teaching is supplemented with activities which enable experiential and collaborative learning. Industrial visits, field trips and internships are organized to provide opportunities for first hand observation, analytical thinking, problem solving and hands on training. Departments of Chemistry, Zoology, Botany and Commerce conduct industrial visits and field trips on a regular basis. Students of Commerce undertake internships at financial firms as part of their curriculum. Group projects are another strategy for experiential learning. All undergraduate programmes prescribe a guided group project. Student groups work on problems or research questions from the discipline and submit reports as per the norms of research publication. They are subject to external evaluation. Everyday classroom transactions encompass student participation through seminar presentations, group discussions, debates and quizzes. Assignments ensure the effective use of library and e-

resources. Besides, students play the lead role in planning and organizing academic and extracurricular activities like seminars, exhibitions, contests, campaigns and arts festivals. This enhances their skill in planning, time management, communication, leadership, teamwork, problem solving and public speaking. The curriculum ensures all-round personality development.

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT based approach to teaching-learning is promoted in the institution. Information technology is used for communicating with students, engaging online classes and also for providing multisensory input during offline classes. E-mail and WhatsApp groups are used for communication with students. Facilities for online and ICT-based teaching are available in all departments. They include computers, laptops, LCD projectors, speakers, scanners and e-reference materials. Internet connectivity is ensured in all departments, seminar halls, offices and at the General Library. Live online classes are engaged through software like Google Meet and Microsoft Teams. Submission of assignments through LMS is also enabled. In offline classes, teachers use PowerPoint slides, audios and videos for enhancing the learning experience. Visual input is used in Science for demonstration purposes. In the Arts classrooms, film adaptations of literary works and movies prescribed for study are screened. Students are given access to e-resources through INFLIBNET facility at the General Library. Reference materials include journals, e-books, audio books, videos, research theses etc. A computer lab with 60 desktop computers is also available on campus. It is utilized for practical sessions, training programmes and for preparation of students' project reports. Students are trained in using ICT for multiple purposes.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

87

| File Description | Documents |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | View File |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| Mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

88

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

| 53 | |
|---|---------------------------|
| File Description | Documents |
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | View File |
| 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year) | |
| 2.4.3.1 - Total experience of full-time teachers | |
| 12 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |
| 2.5 - Evaluation Process and Reforms | |
| 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words. | |
| <p>Internal Assessment is given much importance in the institution. The conduct and evaluation of internal examinations is monitored by the College Level Monitoring Committee (CLMC), which ensures transparency through strict guidelines. 20 percent marks per course for UG programmes and 25 percent marks per course for PG programmes are awarded through internal evaluation. The criteria for evaluation are attendance, class room performance, internal tests and assignments/seminars. Students are briefed on the criteria for Internal Assessment immediately after their enrolment to a UG/PG programme. In a semester, two sets of internal tests are conducted from which the better score is taken. Students hence get an opportunity to improve their test scores based on teacher feedback. Question papers are prepared as per the stipulations of CLMC. Tests are administered and evaluated by the faculty members concerned. Apart from written tests, classroom discussions and quizzes are also conducted for assessing students. Assignments are</p> | |

evaluated based on content, timely submission, neatness and citation of external resources. Participation in extension activities (club activities/NCC etc.) is also a criterion for the award of IA marks in the fifth semester of UG. Mark lists are published and student grievances promptly addressed before final submission to the University.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The mechanism for Internal Assessment in the institution is coordinated, transparent and effective. Internal evaluation is student friendly and aims to offer constructive feedback in terms of their performance. Faculty members, Class Tutors, Heads of Departments and the College Level Monitoring Committee (CLMC) take utmost care to avoid pitfalls in internal evaluation. At the onset of a UG/PG programme, students are briefed on the criteria for internal evaluation and their queries are answered. Attendance percentage is published every month. Assignments and tests are evaluated strictly. Mark lists are published at the end of each semester before submission to the University. Queries from students are promptly addressed by individual teachers. Students are free to point out clerical errors or to express concerns regarding marks allotted for attendance, assignments and/or test papers. Most grievances are cleared at the teacher level. Others are addressed by the Head of the Department. Only those issues that can't be solved at the HOD level are forwarded to the CLMC. They are addressed by the committee headed by the CLMC coordinator. Grievances are redressed within a maximum of 2 days. During the academic year 2020-21, no grievances had to be forwarded to the CLMC.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

As a college affiliated to the University of Kerala, we adhere to the Programme and Course Outcomes prescribed by the University. Course Outcomes cover the most relevant Graduate Attributes including in-depth disciplinary knowledge, critical thinking, research related awareness and skills, scientific reasoning, communication skills, practical skills, self-directed learning and ethical awareness. The institution has a definite system for communicating Programme and Course Outcomes to faculty and students. Institutional bodies like CLMC and IQAC work in coordination with the departments to serve this end. Syllabus discussion sessions are conducted at the department level as per the directives of CLMC and IQAC, so that faculty members can generate a shared understanding of curricular outcomes and plan strategies for achieving these. Faculty members who are part of University level academic bodies like Boards of Studies take the lead in these discussions. Students receive a general briefing on Programme Outcomes through induction sessions conducted post enrolment at the institutional and department levels. Faculty members explain curricular outcomes to their students, specifying the learning behaviour expected of them. While orienting students toward Internal Assessment, the expected outcomes are clearly defined. Internal assessment methods are also fine tuned to test the achievement of curricular outcomes.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://sdcollege.in/wp-content/uploads/2023/06/All-courses-Outcome-1_compressed_compressed.pdf |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme Outcomes and Course Outcomes set down by the University of Kerala are followed in the institution. Faculty and students are familiarized with the outcomes for each course and curriculum transaction is modulated to attain these. The achievement of outcomes is assessed through student evaluation (internal and external). End semester evaluation is conducted by the University.

The performance of students in end semester exams is analyzed (result analysis) to gauge the attainment of outcomes. Internal tests are conducted with due weightage to programme and course outcomes. Question papers for internal examinations cover all important knowledge and skill areas. Viva voce, class room quizzes, assignments/seminars and practical work conducted as part of internal assessment also shed light on the achievement of outcomes. Another strategy used for this purpose is collection of feedback. Student feedback on all aspects of curriculum transaction is collected to assess their level of satisfaction. Feedback on curriculum from parents and teachers is compiled to gauge the suitability of programme outcomes and to assess their attainment. Finally, performance of students in projects, internships and placement drives; and their progression after course completion act as evidence for the achievement of programme/course outcomes.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

488

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | https://sdcollege.in/wp-content/uploads/2023/06/Annual-report.pdf |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://sdcollege.in/wp-content/uploads/2023/06/2.7.1-1.4.2-Proof-Feedback_of_stakeholders_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

22.072 Lakhs

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

20

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

4

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | Nil |

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College not only promotes R&D and Innovation, but provides opportunities for translation of the knowledge and technologies developed, for common benefit. The initiatives in these areas:

- The award of the first patent for A Process of Preparing Metal Nano Particles Dr.Prema and team.
- The establishment of TBI, a unique initiative for Arts and Sciences colleges in the State.
- The creation of large number of Student Teams and submission of ideas for various schemes such as the Young Innovators Programme of KDISC, followed by the selection of two teams during 2020 as the winners of YIP.
- The formal launch of the first student start-up EichhoTech on World Environment Day 2020.
- The continued functioning of Community Training Centre at the interdisciplinary Centre for Research on Aquatic Resources.
- The participation of faculty in providing suggestions and solutions to local and regional issues, like biodiversity, environment and social life.
- The publication of research findings in journals and popular articles by faculty members and research scholars enable the transfer of knowledge to the academic, scientific community and public.
- The college ED club promotes entrepreneurship among students.
- Popular lectures, workshops, seminars and exhibitions promote the creativity and knowledge sharing platforms among students and teachers

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

36

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

54

| File Description | Documents |
|--|---|
| URL to the research page on HEI website | https://sdcollege.in/wp-content/uploads/2023/06/Guides-Students-Thesis-title-1.pdf |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | No File Uploaded |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

| 19 | |
|---|---------------------------|
| File Description | Documents |
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |
| 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year | |
| 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year | |
| 11 | |
| File Description | Documents |
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |
| 3.4 - Extension Activities | |
| 3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year | |
| <p>The College has a long standing tradition of serving the community through its activities with the active involvement of the students and staff, which continued during the year as well. The major extension and outreach activities of the College included the programmes carried out by two NSS Units, two NCC battalions as well as through the various clubs and forums of the college. Further the interdisciplinary Centre for Research on Aquatic Resources has carried out numerous training programmes on value addition of aquatic weeds through online and offline mode due to the COVID 19 pandemic induced lockdowns and travel restrictions in the State and the Country as a whole at various times during the year.</p> <p>Some of the specific programmes carried out included:</p> <ul style="list-style-type: none"> • Support for COVID 19 pandemic control initiatives in the form of supply and training for preparation of sanitizer | |

during the early stages of the pandemic.

- Awareness generation programmes on the use of social distancing, face masks and hand sanitizer through social media campaigns, posters and flash mobs/street plays.
- Stitching and supply of face masks to the students, staff and public.
- Supply of food and essential kits to COVID patients.
- Providing assistance in COVID care centres
- Donating masks, gloves, face shields and disposable gowns for healthcare workers of nearby hospitals and primary health centres.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

| 81 | |
|--|---------------------------|
| File Description | Documents |
| Reports of the event organized | View File |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |
| 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year | |
| 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year | |
| 5391 | |
| File Description | Documents |
| Report of the event | View File |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |
| 3.5 - Collaboration | |
| 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year | |
| 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year | |
| 28 | |
| File Description | Documents |
| e-copies of related Document | No File Uploaded |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

6

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Having adequate infrastructure and physical facilities is crucial for creating an effective teaching and learning environment in an institution. The institution has well-designed and spacious classrooms that can accommodate students comfortably. Classrooms are equipped with suitable furniture, such as desks and chairs, and have proper lighting and ventilation to create a conducive learning atmosphere. Specialized laboratories enable practical training, research and experimentation. The institution provides adequate computer systems with necessary software and internet connectivity. These resources enable students to acquire computer skills, conduct research, and access online educational materials. Our library offers a wide range of books, journals, periodicals, and reference materials that cover the curriculum and support students' research needs. Additionally, the library provides comfortable seating areas and a quiet environment conducive to studying. To enhance the teaching-learning process, the institution has audio-visual facilities like projectors, screens, smart boards, video conferencing systems and audio systems. These tools enable instructors to present multimedia content, educational videos, and interactive learning materials, fostering engagement and comprehension among students.

Having sports fields, outdoor courts, gymnasiums, or recreational spaces encourages students to participate in physical activities and develop their overall personality. The institution ensures that all facilities are accessible to students with disabilities.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Yes, the Institution has adequate facilities for cultural activities, sports, games (indoor and outdoor), and a gymnasium. These facilities are designed to cater to the diverse interests and well-being of the students and staff. The Institution recognizes the importance of cultural activities in promoting creativity, expression, and diversity. It offers dedicated spaces such as auditoriums or multipurpose halls where students can participate in and organize various cultural events such as music concerts, dance performances, drama, debates, and other artistic activities. The Institution provides a range of sports and games facilities to promote physical fitness and a spirit of healthy competition.

Outdoor facilities include a sports field for soccer, courts for volleyball and basketball. State-of-the-art Cricket stadium maintained by Kerala Cricket Association is fully functional. The Institution has a well-equipped gymnasium with modern exercise machines, weights, and other fitness equipment. The gymnasium allows students and staff to engage in regular workouts and maintain their physical well-being. The excellent facilities have enabled our students to perform well in competitions and bring laurels to the college.

Overall, the Institution's facilities for cultural activities, sports, games and gymnasium, aim to promote a well-rounded education and a healthy lifestyle among its students and staff.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

24

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://sdcollege.in/wp-content/uploads/2023/06/ICT-Master-TT-1.pdf |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19.95

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library of Sanatana Dharma College is using open source Software-

Koha for its library operations. Koha is an Integrated Library Management System. The library holds 58552 as its main collection. All books are available in the database. Issue and return of books are being carried out and maintained using barcode-technologies. All the barcodes are generated in-house using a software called 'Barcode-Magic'. The library users are also given bar-coded library cards. The open source software Koha is configured in-house and it is installed in a local server. The Online Public Access Catalogue of the library is hosted inside. It is available through the Internet also using 'static IP' technology. (library.sdcollege.in). The library is using international Dewey Decimal Classification Scheme for its arrangements of books. The data entry of the software is done using Anglo American Cataloguing Rules II. The stack room and reading area are under CCTV cameras.

ILMS Version: KOHA 16.1 Status of Automation : Full

| File Description | Documents |
|---------------------------------------|--|
| Upload any additional information | View File |
| Paste link for Additional Information | library.sdcollege.in |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.57

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1795

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has always given high priority to the ICT enabled teaching facilities and internet connectivity on the campus. With COVID affecting the normal functioning of the college, the teaching learning process shifted to online mode. The management has provided sufficient internet leased line facility with 10 MBPS (1:1) connectivity of Reliance Jio. All departments were provided with portable internet devices (Wi-Fi devices) to enable parallel learning sessions for all classes. Teachers were given the opportunity to use the computer and internet facilities of the college for effectively engaging in online classes. Vacom Digital boards were provided for faculty to handle quantitative subjects with more effectiveness and enable a classroom environment. All departments were provided with Jio Wi-Fi units and access of leased line internet connection through these units was enabled. Regular upgradation of computers and laptops for each department was carried out and a system engineer was made available on call.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers**164**

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution**D. 10 - 5MBPS**

| File Description | Documents |
|--|-------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | No File Uploaded |

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****18.31**

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Established systems and procedures for maintaining and utilizing physical, academic, and support facilities are in place at our Institution.

1. Facility Maintenance

- Conduct routine inspections to identify any maintenance or repair needs and provide preventive maintenance wherever necessary
- Address any reported issues or damage promptly to prevent further deterioration.
- Efficiently allocated spaces for different purposes, such as classrooms, laboratories, libraries, sports complexes, and computer labs and we have implemented a system for scheduling facility usage to avoid conflicts and maximize utilization.
 - Establish a process for individuals or groups to reserve specific facilities for their needs in the case of common facilities
 - Communicate guidelines for facility usage, including rules, regulations, and expected behavior.

2. Laboratory Management:

- Establish procedures for maintaining and calibrating laboratory equipment to ensure accurate results.
- Develop and enforce safety protocols, including proper handling of chemicals, waste disposal, and emergency procedures.
- Implement an inventory system to track and manage laboratory supplies, chemicals, and equipment.
- Provide training to lab users on equipment operation, safety protocols, and good laboratory practices

3. Computer Lab Management:

- Regularly maintain and upgrade computer hardware to ensure optimal performance.
- Install and update necessary software, operating systems, and security programs. Provide technical

assistance and troubleshooting services to computer lab users.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

1504

| File Description | Documents |
|---|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | No File Uploaded |
| Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

19

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

| File Description | Documents |
|---|---|
| Link to Institutional website | https://sdcollege.in/wp-content/uploads/2023/06/5.1.3_Capacity_building_and_skills_enhancement-Proof.pdf |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

16

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

16

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

| | |
|--|-----------------------------------|
| <p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p> | <p>A. All of the above</p> |
|--|-----------------------------------|

| File Description | Documents |
|--|-------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

29

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

178

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | View File |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

3

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | No File Uploaded |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

34

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Sanatana Dharma College is a prominent higher education, financially aided by the Government of Kerala. The College is affiliated to the University of Kerala. Consequent to this, the College conforms to the regulations and guidelines of the University from the Admission of students, Academic and Administrative functioning to the conduct of examinations. Concurrent to this the College also adheres to the orders issued by the Government of Kerala. The College provides student-friendly atmosphere and facilitates easy teacher-student interactions, without any hierarchical impediments. The teaching - learning process gives adequate weightage to academic and non-academic exchanges between the teachers and students thereby fostering symbiotic growth. Feedbacks are collected from the students by the teachers frequently in order to render scope for more effective knowledge sharing. Students participate in the decision - making process of the college and the various activities undertaken centered on the improvement of learning and development of institution. The institution denounces all forms of discrimination and has been sustaining such a culture since inception.

Student elections are held every year on the date issued by the University. For the year 2020-21, elections could not be held on account of COVID-19. However, the College took a common policy to select students from all classes to take up all kinds of initiatives and raise concerns pertaining to course delivery and other matters.

Students participated in the curricular, co-curricular, extra-curricular activities and social services. For the year 2020-21, most of the activities of the clubs and forums were held via

online.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

12

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | View File |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Sanatana Dharma College has a registered Alumni Association since 1986. "Sanathana Dharma College Alumni Association" (SDCAA) was created and subsequently registered in the year 2016. SDCAA is a corollary to the previous "S.D. College Old Students' Association". The registration number of the Association is ALP/TC/142/2016. There are in total 13 alumni associations - 11 for each department (sans Physical Education and Microbiology Departments) and 1 each for National Cadets Corp (NCC) and National Service Scheme (NSS) - coming under the umbrella of SDCAA. Nonetheless, the associations function in a de-centralized manner and working commonly for the upliftment of students and welfare of the society. SDCAA has a President, Secretary and other Office Bearers. SDCAA and the subsidiary alumni associations hold

meetings to discuss, and plan activities intended for the betterment of the college and society.

For the year 2020-21, the alumni associations could not carry out any activity due to COVID - 19 restrictions imposed by the government. Except for the donations and charity done voluntarily by the associations, no activities could be undertaken.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

| | |
|---|--------------------|
| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | A. ? 5Lakhs |
|---|--------------------|

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the institution is to lead young minds from the darkness of ignorance to the path of truth, wisdom and positive action, through quality education that combines knowledge, skills and human values. The ideals of truth, godliness and beauty, enshrined in the motto of the institution, "Satyam, Shivam, Sundaram", are inculcated in a holistic educational vision and practice leading to the realisation of a fuller human life and to nation building.

The Institution aims for progressive improvement in all processes and tries to provide an environment conducive to the pursuit of knowledge and overall development of the students in tune with its vision. The College strictly holds the highest ethical standards and professional integrity to enhance the satisfaction level of all stakeholders. The proactive Sanatana Dharma Vidyasala Managing committee ensures and provides adequate physical and academic infrastructure. Participation of faculty, staff and

students at various levels in the governance makes smooth functioning of the institution. The various bodies and cells of the institution effectively implement policies and ensures quality. By framing the perspective plan and setting up of targets, responsibilities and feedback mechanisms, the Principal leads the Institution towards fulfilment of the vision. Responsibilities in Academics, Examination, Admission, Research, Placement, Industry Institution Interaction and Technology Business Incubation are entrusted to senior teachers for smooth functioning. The institution encourages active participation of all faculty in the decision making bodies of the College and other statutory bodies and committees at the University level.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution follows a participatory mode of governance with all stake holders. The Management Committee entrusts one of its members as the Manger of the college who leads discussions in all policy decisions relating the institution. Principal of the college implements all policy decisions and monitoring day to day affairs in the college with the support of Vice Principal. The College Council which comprises of Principal, HoDs, elected members, Librarian and Senior Superintendent takes the final decision in any matter, academic or otherwise associated with the institution. Faculty members are assigned duties as coordinators/member of clubs, cells, in addition to the duties as tutors and mentors of the respective disciplines. All the club activities are carried out under the guidance of faculty members. Senior students are given responsibility for coordinating the club activities. The statutory cells are constituted as per the government norms with faculty, non-teaching staff and student representatives. College and Department Level Monitoring Committees of the college, comprising of all faculty members, responsible for the effective implementation of the curriculum and it functions as a key indicator of the participative and decentralized management of the institution. An elected student council coordinates the student related activities at the institutional and departmental levels. Girl students are given

adequate representation in all committees. An effective Parent Teacher Association actively involves in the overall development of the college. The Alumni associations in the departmental and college levels provides support for all the activities through various initiatives.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective Plan:

Maintain excellence in academic performance leading to 0% failure

An effective system for student mentoring, support and evaluation.

Provide state-of-the-art infrastructure for effective teaching learning process.

Upgrade all PG departments to research centers and elevate the institution as a Research Hub in the District

Encourage interdisciplinary research culture among faculty and students

Establish Technology Business Incubator for encouraging students towards innovation and self-employment.

Strategic Plan

Develop and execute effective teaching- learning process through Strategic plan to deliver the course content in time using ICT and other AV facilities. Implement effective mentoring for all students. Provide Remedial Coaching to Slow Learners. Continuous monitoring of attendance of the students. Timely evaluation and publication of results and provide corrective measures to students.

Provide adequate library facilities and promoting the process of self-learning through seminars, assignments, group discussions

etc.. Exposing the students to the new vistas of knowledge through interacting with eminent academicians and industrialists. Make the students to explore data bases, inculcate scientific temper and team work through project work, club activities and organising seminars and conferences.

Motivate teachers to participate and present research papers in seminars and conferences. Organize Seminars and Conferences in current topics to promote research culture. Encourage faculty to undertake research projects of external funding agencies.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

College Council: The governing council of the college chaired by the Principal includes all the HODs, Librarian, Office Administrative Assistant and 3 elected members from among the faculty. All important decisions are made here including academics to even discipline related issues. The Principal who is vested with the day to day running of the college is well supported by the College Council which is the upper body, the IQAC which constantly and keenly observes and assures the quality management system, the CLMC which is a statutory body to monitor college level academic matters in the examination related and other university level issues, admission committee, discipline committee, anti-ragging cell, grievance redressal cell, equal opportunity cell, women studies cell etc.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | https://sdcollege.in/wp-content/uploads/2023/06/Organogramm-SDCollege-Alappuzha.jpg |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user inter faces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

All permanent staff members enjoy Government schemes such as

- Employee Provident Fund (EPF) and Loans from EPF/Contributory Pension Schemes
- Medical reimbursement
- General & State Life Insurance (SLI)
- Pension and Gratuity
- Maternity leave (6 months) for female employees and paternity leave (15 days) for male employees
- Medical & Earned leave

The College has developed the following own welfare measures for the staff members:

- Establishment of Day Care Centre for children of staff and adult students.
- SWASTI – Sanatanam Social Welfare Association, which provides immediate financial support for medical or other emergencies.
- The Staff Co-operative Society caters to the financial needs of its members through chitties, loans etc. It also provides scholarships/prizes to members and

children of staff members for their creditable achievements. • The Staff club, managed by a committee of selected members, provides a common platform to enhance co-operation and sharing. It recognizes the meritorious staff and students, organizes send-off meetings, conducts staff tours, celebrate festive occasions like ONAM, Christmas, New Year and staff day. • The wards of the staff are given admission to the various courses based on merit from the Management Quota. • Canteen and Co-operative store are available in the campus to provide food and snacks as well as books and stationery at reasonable price to the staff and students. • The College Auditorium and other facilities are made available for the functions of the staff conducted during holidays and outside office hours.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

7

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | View File |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A self-appraisal format is developed by the IQAC as per UGC guidelines for evaluating the performance of teachers - viz. Performance Based Appraisal System (PBAS). All the faculty members submit their appraisal form at the end of each academic year. The

assessments made by the Principal and the Management are returned to the Heads of the Departments to provide feedback to the teachers. Based on the feedback, teachers are encouraged to attend professional development programmes and adopt innovative teaching techniques. The Academic Performance Indices (API) of each academic year, are collected from each faculty member. These scores are used for the award of career advancements to faculty members and for promotion/placement to next higher position.

The student appraisal of teacher performance is practiced for the last few years in which students provide their views on the teachers' performance. The Heads of the Departments consolidate the data which is submitted to the Principal. The student appraisals are discussed privately and confidentially with the teachers and improvements are suggested. The performance of the non-teaching staff is monitored and informally evaluated by the Principal. The office, under the direction of the Principal, maintains service books and personal files of all staff.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Every year, State Government audit takes care of utilization of the Funds received by the College. Officials of the Deputy Directorate of College Education, Ernakulam scrutinize the funds received from the Government. The Funds are also subjected to verification by the officials of Accountant General Office, Trivandrum. Utilization certificate received from certified auditors is submitted for funds received from central and state bodies.

Utilization of Alumni Association and PTA funds are scrutinized internally by a committee of senior faculty members. The Purchase Committee takes care that purchases are done properly and in accordance with the rules. The HoD Meetings reviews the mobilization & utilization of funds periodically. The Library Advisory Committee takes care that the resources in library are

utilized optimally.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10.46 Lakhs

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institute has well-defined mechanism to utilize the available resources for the development of the academic processes and infrastructure.

The tuition fee and special fee collected from the students are deposited at Treasury as the institution is aided and affiliated college.

The PDfund from the Government is used to purchase Chemicals, Glasswares, Instruments and Library books. The requirements are submitted by the departments in advance. A part of the PDfund is also allocated to Student Union Activities - Youth festival, Publication of College Magazine, Sports Activities

The utilisation of research project funds and facilities are monitored by the Research Monitoring Committee for its optimal use.

The daily expenses, electricity & telephone charges, salary for security personnels and sweepers, operation expenses of Student Hostel are met by the Management. The department level infrastructure improvements and maintenance are carried out on the basis of the request from HoDs. The requests are verified by the Principal and on the basis of the recommendation, Management sanctions the fund and execute the work.

The PTA funds are utilised to upgrade the facilities and amenities to the students and towards the expenses for the internal exams.

The Alumni Associations raise funds through contributions from alumni, which are utilised for academic and non-academic activities.

The interest from the philanthropic contributions as Endowments are given to the meritorious students for rewarding and encouraging them to strive for academic excellence.

The college has provided spaces Cooperative Store and Canteen for the benefit of the students and teachers.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC of S.D. College works towards overall quality maintenance and enhancement in the institution. Teaching-learning, student and teacher training, research, infrastructure development and administration come under the purview of IQAC's quality assurance initiatives. The IQAC meets regularly to plan and evaluate the teaching and research activities in the College. The internal committees dealing with various activities and departments chalk out plans for implementing the IQAC guidelines. The suggestions of IQAC are placed before the College Council which is the prime governing body of the institution. The council, headed by the Principal, takes decisions with regard to the implementation of the IQAC guidelines. During the academic year 2020-21, the IQAC of S.D. College offered guidelines for: 1. Implementation of a

unified and effective teaching-learning process through the digital platform. 2. Conducting seminars, training programmes and research discussions in the online mode. 3. Implementation of an integrated MIS and LMS platform for systematic teaching and administration. 4. Systematic implementation of research projects and student startups. 5. Provision of induction programmes to 1 st year students with a focus on values and ethics. The IQAC brought into place a system of academic and administrative audit in various departments and bodies to ensure their effective functioning, filing of documents and preparedness for accreditation processes. The cell also constituted separate committees to prepare for the NIRF and ARIIA ranking of the institution.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC (Internal Quality Assurance Cell) of the college plays a central role in setting up quality criteria for the institution and monitoring the fulfillment of the criteria. Teaching learning process, structures and methodologies of operations are reviewed by IQAC periodically. At the beginning of each academic year, an academic calendar is prepared under the leadership of the CLMC and the IQAC. A general timetable is published every academic year. Departments prepare their individual teaching timetable for both theory and practical lab hours. Besides, departments plan skill enhancement courses, lectures, fieldwork and project work. Teaching- learning activities are reviewed at the department level by heads of departments who maintain records and report to the IQAC. The IQAC encourages and monitors the use of ICT in day-to-day teaching learning activities. Experiential learning and student participation in classroom activities is ensured by the IQAC through the provision of guidelines and collection of feedback. The conduct of value added classes, soft-skill development programmes and workshops are monitored by the IQAC through its regular meetings with the department level stakeholders. The attainment of learning outcomes is reviewed through internal assessment which is conducted on a regular basis.

Internal assessment encompasses internal test papers as well as assignments and seminars. Participation of students in class room activities and their engagement in extracurricular activities are also considered for the evaluation of learning outcomes. Result analysis is conducted on a regular basis as per the directives of the IQAC to monitor the achievement of outcomes.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://sdcollege.in/wp-content/uploads/2023/06/Annual-report.pdf |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender is a socially constructed socio-cultural description of women and men. Women are viewed as vulnerable and caring, whilst men are viewed as strong and courageous. Women are subjected to

social expectations that govern how they should think, act, and wear. As a result of family and community standards, men become the privileged group. Our gender sensitization strategy is built on changing the behaviour of the student community in response to such prejudice through webinars, workshops, and training programmes.

Sanatana Dharma College, Alappuzha supports a safe and violence-free learning environment for all students, as well as an equal opportunity environment for all, regardless of their circumstances. Our college's Women Studies Cell (WSC) aims to ensure that all students, regardless of gender are treated equally. The College gives academic and personal counselling and guidance to male and female students, regarding their issues and is also regularly monitored by the parents-teachers association. The College provides separate common rooms and washrooms for girls. First Aid Box, Sanitary Napkins etc are provided in the exclusive facility for the girls.

Students, faculty, administrative employees, and others on campus will participate in the gender sensitization programmes organised by various departments and clubs of the college

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://sdcollege.in/wp-content/uploads/2023/06/7.1.1-Action-plan-for-gender-sensitization-upload-to-website.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://sdcollege.in/wp-content/uploads/2023/06/7.1.1-Safety-hostetelec.pdf |

| | |
|--|---------------------------------|
| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | A. 4 or All of the above |
|--|---------------------------------|

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | No File Uploaded |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college facilitates several methods for the management of degradable and non degradable waste. The main focus being on three Rs- Reduce, Recycle, Reuse and incorporating " No Plastic Zone".

Solid waste management

Separate waste bins for collecting degradable and non-degradable solid waste are placed at different locations inside the campus. The segregated waste are collected by local governing authorities in a regular manner. Special incinerator is installed for managing sanitary waste disposal.

Liquid waste management

Liquid waste from different sources are properly disposed off by an efficient drainage system.

Biomedical waste management : No biomedical waste in the campus

E-waste management

E-waste is minimised with proper maintenance and repairing of equipment and appliances.

Waste recycling system

Water outlet of distillation unit is collected in separate tanks and used for laboratory purpose.

Hazardous chemicals and radioactive waste management.

Chemicals are recycled and reused for various purposes in chemistry lab. No radio active chemical waste is produced. . Concentrated acids and bases from college labs are segregated in different containers identified and disposed off collectively.

| File Description | Documents |
|---|-------------------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | No File Uploaded |
| 7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | A. Any 4 or all of the above |
| File Description | Documents |
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | No File Uploaded |
| 7.1.5 - Green campus initiatives include | |
| 7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping | A. Any 4 or All of the above |
| File Description | Documents |
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | No File Uploaded |
| Any other relevant documents | No File Uploaded |
| 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution | |
| 7.1.6.1 - The institutional environment and | C. Any 2 of the above |

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | View File |
| Any other relevant information | No File Uploaded |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Sanatana Dharma College upholds the ideals of tolerance and harmony with regard to the cultural, regional, linguistic and other diversities by providing an inclusive environment where teaching-learning happens. No bias in terms of religious or regional identities are promoted either in the students' circle or in the teachers' circle. All teachers of the college work under the principle of giving equal space for all students to voice their concerns and opinions irrespective of any discrimination. Hence the college can boast of no cases reported under the category of discrimination in any respect. All the national festivals are celebrated in the college, both by the faculty and by the students. Hence Festivals like Onam, Holi, Christmas, Eid and so on are treated with equal importance and celebrated in equal vigour. Competitions for students on the theme of "national unity" are organized every year by the National Service Scheme as well as by the language departments. The college also promotes gender diversity in its admission and administrative policy and thereby adheres to the guidelines promulgated by the Government of India regarding gender non-discrimination. Seminars and talks are organized by various departments of the college that focus on themes related to the construction and maintenance of an inclusive, tolerant society.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sanatana Dharma College gives utmost importance to ensure constitutional obligations are well-maintained and carried out by the students and employees of the college. The constitution Day (26 November) is observed every year in the college through many activities like seminars, talks , student activities and so on. On this day in the year 2020, the National Service Scheme has conducted the preamble reading by the volunteers to commemorate the creation of the Indian constitution. The NSS and NCC units of the college celebrated the Independence Day and the Republic Day to honour the nation. Live interactive session was organized by the NSS where the students had a fruitful interaction with Colonel

S Dinny (Retd) who was an officer with the Indian Army Infantry for more than 20 years. Air Force Day was celebrated on 8/10/2020 under the auspices of SDC NSS unit where Air Force Officer Vishnu J. Pillai delivered the keynote address. These interactions have opened the eyes of the students to the vistas regarding the obligations and duties they owe to the nation as responsible citizens. The students are encouraged to participate in social outreach programmes organised by various government institutions and NGOs. The students of the college have actively offered their support for the conduct of Kerala Legislative Assembly election 2020 by working as volunteers.

| File Description | Documents |
|--|-----------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | Nil |
| Any other relevant information | Nil |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Sanatana Dharma College, in view of providing a holistic exposure to the students organizes and celebrates all major national and international commemorative days, events and festivals every year. On Independence Day and Republic Day, the national flag is hoisted with full honour by the Principal of the college and national anthem is sung by all the attendees. Through the student bodies like NSS and NCC various programmes are organized in the year 2020 to observe all days of national importance like the Indian Army Day, the Air force Day and the Navy Day. In 2020, the NSS unit of the college observed World Environment Day, Yoga Day, Nelson Mandela Day, International Peace Day, World Students Day, Girl Child Day, World Food Day, World Human Rights Day, Postal Day, World Excise Day, National Anti Drug Day, Teachers Day and so on. A short story writing competition was organized on Nagasaki Day and an online training programme was conducted on Girl Child Day. Some of the regularly conducted activities are Vigilance Awareness Week, Anti- terrorism Day Oath taking etc. Awareness Campaigns, providing food supplies to old age homes, webinars, online quiz programmes, environmental cleaning, interaction with eminent personalities from associated fields etc were the major events organized as part of commemorating these days. Also, all the national and regional festivals are celebrated in the campus by the faculty and the students without hampering the internal discipline of the college.

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1. Online Data collection

Objectives

To collect data about various activities of departments as part of AQAR filing and to collect student details regarding enrolment, university registration and other activities.

1. Context

Data about students, teachers and office related matters are required to be collected every year for filling AQAR, NIRF and several other programmes.

1. Practice

G-Suite id was purchased from Google and Ids were given to teachers at the implementation stage. Google forms were created as per the requirement of AQAR filing form. Compilation of data was done effectively through the excel sheet generated using the Google form.

1. Evidence of Success

Data collection for AQAR submission for the academic year 2019-20 and 2020-21 is done successfully using the google form in the COVIC-19 Pandemic time.

Best Practice 2. Innovative teaching

1. Objectives

To conduct online teaching and evaluation during the Covid induced lock down period.

1. Context

Sudden outbreak of the pandemic COVID-19 adversely affected the direct class room teaching and evaluation. A sudden switching over to online teaching mode became mandatory in this situation.

1. Practice

Microsoft Teams was the online teaching platform adopted by the college during the lockdown period. Students of a class were added to the teams as a bulk using 'csv' files or were added individually. Webinars were conducted through Microsoft teams platform. Staff meetings and parent-teacher meetings are regularly conducted through Teams.

1. Evidence of Success

- Minimum use of data for online classes via teams.
- Students can access it using laptop/tablet/smart phone.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://sdcollege.in/wp-content/uploads/2023/06/Best-practices-final.pdf |
| Any other relevant information | Nil |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Sanatana Dharma College is an Arts and Science College, situated in the coast of Arabian Sea, prioritizes the empowerment of youngsters beyond the social and economical status. Being a backward district, the college provides education to major categories of under privileged communities such as farmers, fishermen, coir workers etc. The college has a long history of fostering values, culture, ethics and empowerment irrespective of gender, caste and creed. All students are nurtured to realise their full potential and develop multiple skills required for the modern era. The cocurricular and extracurricular activities encourage students to adopt gender neutral attitudes, teamwork and being sensitive towards social challenges. Students have the opportunity for vertical growth from graduation to doctoral degree as 70% of the departments are Research Centers approved by the University of Kerala. The campus spread over an area of over 40 acres have ample open spaces for garden, biodiversity and sports & games facilities provides serene and conducive environment for overall development of the students.

The current pandemic has affected education, especially those from poor backgrounds. The college provided financial assistance and electronic gadgets to those who faced financial difficulties. To develop civic responsibility and compassion towards fellow human-beings and nature, the college has extensive programs through NSS, NCC, Eco club, Bhoomithra sena, SWASTI, etc.

| File Description | Documents |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

Implementation of Management Information System (MIS) for academic and administrative process is essential for proper documentation of teaching, learning, evaluation and data base of faculty and students details. It is decided to implement the MIS from 2021-2022 academic year in the 'SDC CAMPUS GENIE'.

In order to tap the potentials of the faculty and alumni, It is decided to establish "SANATANAM TEACHING LEARNING CENTRE" for organizing orientation programmes and workshops for faculty and staff, research scholars and students.

Proposed to concentrate on asset generation activities during the Platinum Jubilee Year.

Encourage departments to enter into MoU with other institutions, NGOs, Industries in areas of mutual interest

Direct the faculty members and research scholars to publish in high impact factor journals which are included in Scopus, Web of Science and UGC Care list only

Follow up on the proposal submitted by Kerala State Construction Corporation for establishing special facility for women

Follow up on the proposal to elevate the PG departments of English and Malayalam as Research Centers.

Apply for financial support from under DBT Star College Scheme and DST FIST Programme.

Add more facilities and increase intake capacity in Women's Hostel.

Upgrade the existing internet service to a high speed net work to facilitate the migration from conventional teaching to ICT enabled teaching.

Initiate steps to improve the entrepreneurship among staff and

students.

Request the management and PTA to allocate more funds to improving and sports facilities and encourage students to participate in university level,national and international level.