

Annual Quality Assurance Report 2012-13



SREE SANKARA VIDYAPEETOM COLLEGE

VALAYANCHIRANGARA (PO), PERUMBAVOOR, KERALA

Affiliated to Mahatma Gandhi University, Kottayam



Submitted online to
National Assessment & Accreditation Council
Bangalore

**The Annual Quality Assurance Report (AQAR) of the IQAC
2012-13**

Part – A

I. Details of the Institution

1.1 Name of the Institution

Sree Sankara Vidyapeetom

1.2 Address Line 1

Sree Sankarapuram

Address Line 2

Valayanchirangara (PO)

City/Town

Perumbavoor

State

Kerala

Pin Code

683 556

Institution e-mail address

ssvidyapeetom@gmail.com

Contact Nos.

0484 2657038, 0484 2657938

Name of the Head of the Institution:

A.K. Narayanan Nambuthiri

Tel. No. with STD Code:

0484 2657295

Mobile:

09446477295

Name of the IQAC Co-ordinator:

Jayan. P

Mobile:

09447125504

IQAC e-mail address:

iqac@ssvcollege.ac.in

1.3 NAAC Track ID (For ex. MHCogn 18879) EC/41/53, dated 10-02-2007

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/41/53, dated 10-02-2007

1.5 Website address:

www.ssvcollege.ac.in

Web-link of the AQAR:

www.ssvcollege.ac.in/iqac/aqar

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	72.14	2007	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

03-07-2007

1.8 AQAR for the year (for example 2010-11)

2012-13

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2007-08 submitted to NAAC on 10-06-2011
- ii. AQAR 2008-09 submitted to NAAC on 10-06-2011
- iii. AQAR 2009-10 submitted to NAAC on 10-06-2011

iv. AQAR 2010-11 submitted to NAAC on 11-11-2014

v. AQAR 2011-12 submitted to NAAC on 11-11-2014

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NA

1.12 Name of the Affiliating University (for the Colleges)

Mahatma Gandhi University,
Kottayam, Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="Nil"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	4
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="4"/>
Non-Teaching Staff Students	<input type="text" value="3"/> Alumni <input type="text" value="Nil"/> Others <input type="text" value="3"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	International	National	State	Institution Level
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	4

(ii) Themes

- Conducted a one-day seminar for the teachers to prepare proposals to be submitted to the UGC.
- A one day orientation programme for the parents of the first year students.
- One day class on reaccreditation
- One day seminar on ICT enabled teaching for faculty

2.14 Significant Activities and contributions made by IQAC

1. Conducted a National workshop with UGC assistance (Perspectives on Kerala Music)
2. Conducted 2 State level seminars
3. Conducted 2 State level workshops
4. Assisted the Principal in nominating staffs in charge for all statutory and other organisations.
4. Monitoring the working of tutorial system by nominating a tutorial coordinator for its effective functioning.
5. Convened a staff meeting to inform the ways and means of preparing for reaccreditation
6. Work on Gymnasium building completed.
7. Laid a BSNL, dedicated OFC cable solely for the institution for fast Internet access (10mbps) and all departments networked.
8. A car porch in front of the main building and a room of about 400 square feet completed on top of the porch which we propose to use as a mini conference hall.
9. A second power generator with 20 KW capacity commissioned for power back up which will cover the entire college and the ladies hostel

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Instructed all HODs to prepare Academic Calendar for the year 2012-13 before 15 th of June.	1. All departments prepared academic calendar and all activities of the department were conducted accordingly.
2. To ask all teachers to submit their semester	2. All teachers prepared and submitted semester wise

<p>wise teaching plan for this year.</p> <p>3. Get prepared for as many Seminars and Conferences as possible.</p> <p>4. It was decided to take feedback from the students and alumni on curriculum.</p> <p>5. Get prepared with suggestions to be sent to the University regarding curriculum design and Examination reforms.</p> <p>6. It was decided to request all HoDs to submit a comprehensive action plan of their Department before 15th of June</p> <p>7. It was decided to renew the applications pending with the University for starting the following new courses.</p> <p>Aided Courses - Post Graduate</p> <ol style="list-style-type: none"> 1. M Sc Chemistry 2. M Sc Mathematics 3. M A English <p>Aided Courses – Under Graduate</p> <ol style="list-style-type: none"> 1. B A Sanskrit 2. B Com Computer Application 3. B.Sc. Biotechnology 4. B Sc Biochemistry 5. B C A <p>9. It was decided to constitute the Admission Committee so that they can formulate the regulations regarding admission and conduct the admission process according to University and college regulations.</p> <p>10. It was decided to form the following statutory bodies.</p> <ol style="list-style-type: none"> a) Library advisory committee b) Anti ragging Committee c) Surprise Inspection Squad d) Students grievance Redressal forum e) SC/ST Monitoring committee f) Disciplinary committee 	<p>teaching plan</p> <p>3. 1 National level seminar was conducted and teachers attended 6 international seminars and 69 National seminars in all. 24 papers were presented in National seminars and 4 papers in International seminars. 1 paper was published in International journals and 10 in National journals. 1 book with ISBN number was published.</p> <p>4. Feedbacks were taken and analysed</p> <p>5. Many teachers sent their suggestions to the University on curriculum after analysing the feedback.</p> <p>6. Comprehensive action plan was submitted by the HoDs.</p> <p>7. Commission appointed by the University visited our College for inspection before sanctioning new courses Applications for the following new courses were renewed.</p> <p>Unaided Courses - Post Graduate</p> <ol style="list-style-type: none"> 1. M Sc Computer Science <p>Unaided Courses Under Graduate</p> <ol style="list-style-type: none"> 1. B L i.Sc. 2. B A Animation and Graphic Designing <p>Aided Courses - Post Graduate</p> <ol style="list-style-type: none"> 1. M Sc Chemistry 2. M Sc Mathematics 3. M A English <p>Aided Course - Under Graduate</p> <ol style="list-style-type: none"> 1. B Sc Biotechnology 2. B Sc Biochemistry <p>10. Admission committee was formed and they conducted the process of admissions without any grievances and complying with all Government, University and College regulations. Regulations regarding reservations were fully followed.</p> <p>10. All the committees were formed and they functioned effectively.</p>
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<p>11. The Head of the Departments were advised to form the respective Department Associations and start their activities as early as possible. IQAC directed all HODs to give their plan of action for the year 2012-13.</p> <p>12. It was decided to request the Management to move Court for banning student politics inside the campus and ban the conduct of elections to the College Union in the Presidential system which leads to unrest inside the campus.</p> <p>13. IQAC decided to direct the HOD of Physical Education to submit an annual plan of action of the Department. IQAC directed the Department to send College teams to as many tournaments as possible thereby allowing as many students to participate in sports activities</p> <p>14. The teaching staff in charge of different clubs and forums was also finalized in the IQAC.</p> <p>16. The teaching staff in charge of all organizations was asked to submit their master plan for the year in 2 weeks' time. Clubs and Associations were also asked to do the same.</p>	<p>11. All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.</p> <p>12. The request was put in Management Committee and the Management moved court and received the order banning student politics inside the campus.</p> <p>13. HoD Physical Education submitted their plan of action and the Department conducted their activities accordingly. Our College participated in inter collegiate tournaments of MG University in Cricket, Football, Ball badminton, Kabaddi, Volleyball, Chess, Athletics and Body building.</p> <p>14. All clubs and forums were formed and their teachers in charge were finalised.</p> <p>16. All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities</p>
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* Attach the Academic Calendar of the year as Annexure.

ACADEMIC CALENDAR FOR THE YEAR 2012-13 GIVEN AS Annexure I

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The action plan was placed in the Management Committee and the other statutory bodies and permission was given by them to implement it.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	4	Nil	3	4

UG	9	Nil	Nil	2
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	13		3	6

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCSS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	
Annual	

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

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

*Please provide an analysis of the feedback in the Annexure

Analysis of student feedback given as Annexure III

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

As the college is under affiliated system, revision of syllabi is done by the University

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

	Total	Asst. Professors	Associate Professors	Professors	Others
Aided	45	13	22		10
Unaided	9	9			

2.2 No. of permanent faculty with Ph.D.

9

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
11	8							11	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

8	1	Nil
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2.5 Faculty participation in seminars, conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	69	
Presented papers	1	24	
Resource Persons			

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

Introduction of ICT enabled teaching. All departments started to conduct classes with the use of smart class room.

Effective implementation of tutorial system.

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

180

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

Examinations conducted as per University rules

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

1		1
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2.10 Average percentage of attendance of students

88

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grade				
		A	B	C	D	Pass %
BA History	34		6	21	5	94
BA English	25		13	9	2	96
BA Hindi	23		6	9		65
BA Economics	28		8	11		68
BCom	45	1	37	6		97
BSc Physics	13		6	4		77
BSc Maths	14		5	6	3	79
BSc Chemistry	23	1	11	7		83
BSc Computer	12		7	4	1	91
MCom	34	3	16	3		65
MSc Bio Scienc	2					100
MA History	11	7	1			63

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

IQAC always monitor and evaluate the effectiveness of the Teaching Learning process by conducting class tests, question answer sessions etc. and by taking feedbacks from the students.

IQAC sees to it that the tutorial system is effectively implemented. A Tutorial Coordinator is appointed every year and he is responsible for the Tutorial function of the College. This is a welfare system, probably second to none. At the start of their programme, all students will be assigned a Personal Tutor, who is a member of faculty, by their Department

So every student has a personal Tutor, a member of the respective faculty, who is available for advice with problems, be personal or academic. These Tutors, together with the HODs and the coordinator himself, ensure that all students have lots of help available - should they need it.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	

Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	3		
Technical Staff	2			

Criterion – III

3. Research, Consultancy and Extension

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

IQAC conducted a class on research methodology at the beginning of the year for the faculty. IQAC inform the faculty about the research projects available and helps the faculty in applying for them. Permission and leave is granted to teachers to present papers in international, national and state level seminars and conferences.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1		
Outlay in Rs. Lakhs	1.4	.9		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	24	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		2	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				

Minor Projects	2	UGC	2.3	2.3
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of seminars/workshops

organized by the Institution

Level	International	National	State	University	College
Number		1	1		15
Sponsoring agencies		UGC			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	

3.16 No. of patents received this year

	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

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

Nil

NA

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

Nil

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- Overall 6 extension activities were conducted
-

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	18 acres			18 acres
Class rooms	53			53
Laboratories	4			4
Seminar Halls	2			2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others (Ladies hostel)	1			1

4.2 Computerization of administration and library

The administration and Library are already computerised. Administration procedure is computerised other than those which are mandatory to be recorded manually by the Government. For example accounting cannot be computerised because the Government stipulations are such that accounting must be done manually. Salary bills are prepared computer. Library is fully computerised.

4.3 Library services:

i) New books/journals subscribed and their value

324 books for Rs. 1,38,808/

INFLIBNET subscribed

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	59	2 2	5	3		5	20	4
Added	12	4	4			1		3
Total	7 1	2 6	9	3		6	20	7

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

Computer awareness class was conducted for Teaching and nonteaching staff by the Department of Computer Science. All Departments have internet facility and Library has internet facility for students free of cost. The whole college is fully networked and connected

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.7
ii) Campus Infrastructure and facilities	2.2
iii) Equipments	0.32
iv) Others	0.76
Total :	3.98

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC instructs the tutors to inform the students about the student support services available to them.

5.2 Efforts made by the institution for tracking the progression

Progression of the students is tracked by taking feedback from students on student's career progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
698	97		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	358	45		437	55

		Last Year					This Year						
General	SC	ST	OBC	KPCR	Physically Challenged	Total	General	SC	ST	OBC	KPCR*	Physically Challenged	Total
237	127	6	221	234	2	825	218	116	13	215	232	2	795

*KPCR: Fee waiver given to lower income students

Demand ratio

Dropout % **4.3**

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

We regularly conduct coaching classes for competitive examinations.

No. of students beneficiaries

128

5.5 No. of students qualified in these examinations

NET	<input type="text" value="5"/>	SET/SLET	<input type="text" value="14"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

A professional counsellor visits our College twice a week. We have a three tier system for student counselling in our institution. It is the duty of the respective tutors to identify students having problems. If the problem is not solved he/she will be taken to the counselling coordinator who is trained for this. Finally if the problem persists, he/she will be referred to the Professional Counsellor. Our mission is to help students manage academic and personal demands more effectively. Career Guidance of our College is being managed by Career Guidance and Placement Cell. This Cell conducts classes and talks by eminent persons on Career opportunities, personality development, communicative skills etc.

No. of students benefitted from student counselling

23

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	122	27	

5.8 Details of gender sensitization programmes

We have an active Women’s Forum functioning in our campus. They conduct lectures and seminars as gender sensitisation programmes.

5.9 Students Activities

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

State/ University level	<input type="text" value="107"/>	National level	<input type="text"/>	International level	<input type="text"/>
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No. of students participated in cultural events

<input type="text" value="52"/>	<input type="text" value="Nil"/>	<input type="text" value="Nil"/>
State/ University level	National level	International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		9500
Financial support from government		1542463
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Motto:

The Upanishad Mantra (in Sanskrit) (Thamaso ma jyothir gamaya -Lead me from the darkness of ignorance to the Light of knowledge) is the motto of our College.

Vision:

Our Vision is to provide quality education that raises the aspirations of our learners and enable them to achieve their goals.

Mission:

- To propagate Value Education based on Vedic culture and to inculcate National Heritage to the student community and ultimately to the society as a whole.
- To update society with modern technological innovations and provide knowledge and personnel for developmental needs.
- To cater to the educational needs of a wide variety of students coming from various streams of the society especially downtrodden.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

We take feedback on curriculum from students and alumni and we send suggestions to the University.

6.3.2 Teaching and Learning

We have an effectively functioning tutorial system in which every individual student is taken care of by a tutor. A Tutorial Coordinator is appointed every year and he is responsible for the Tutorial function of the College. This is a welfare system, probably second to none. At the start of their programme, all students will be assigned a Personal Tutor, who is a member of faculty, by their Department. These Tutors, together with the HODs and the coordinator himself, ensure that all students have lots of help available - should they need it.

6.3.3 Examination and Evaluation

Examination and evaluation is done by the affiliating University. Many of our faculty members work as external examiners and evaluators.

20% of the marks are given for Internal Assessment, which is done by the respective Department and for that the University has formulated a clear set of parameters which is firmly adhered to.

6.3.4 Research and Development

Teachers are encouraged to do research and are given permission and leave for doing research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Subscribed to infibnet and students can now access the journals from even their homes.

In the Library we have a separate section for studies on Sree Sankaracharya called Sreesankara samskarika patanakendram (Sree Sankara Cultural Study Centre) where a large collection of books and manuscripts are maintained on Vedanta and other subjects.

6.3.6 Human Resource Management

A tutor appointed for a 1st semester class is continued till the end of the course. Teachers are given additional charges for various extra-curricular and co-curricular activities.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitments are done as per the University and Government norms

6.3.8 Industry Interaction / Collaboration



6.3.9 Admission of Students

Admission conducted as per the University norms and government orders. Admission for both UG and PG is done by the University. (Online registration). Admission to Management and Community seats are also done as per the University norms.

An admission committee is constituted to oversee the process of admissions. Strict transparency and admission rules are adhered to by the College.

6.4 Welfare schemes for

Teaching and Non teaching	Provident fund benefit. Gratuity scheme. Maternity leave with pay. Need based flexible working hours for teaching staff.
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	AG Office	Yes	Management

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

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

6.11 Activities and support from the Alumni Association

We have Alumni associations for all Departments, They meet every year at least once and spend a day in the college planning their activities and having fun. Apart from that our College has an Alumni association which meets every year once. The amount collected as membership fees and contributions are spent towards many good things for the benefit of the College.

6.12 Activities and support from the Parent – Teacher Association

Our College has a very active and vibrant PTA. They meet at least once in a year and select an executive committee which decides the activities of the association.

Expenses borne by PTA

car shed side wall construction	70000
cash prize to 1st rank holder	5000
arts festival	10000
auto/hospital/medicine	1050
contribution to seminar	2000

6.13 Development programmes for support staff

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

We have a nature club called Bhoumika. Bhoumika believes that environmental education is a lifelong process that encourages exploring, raise questions, investigate issues and seek solutions to environmental and social problems.

This Club seeks to create awareness on environmental issues through its activities. Students are encouraged to take membership in the Nature Club. They are provided opportunities to study and admire the environment and thereby understand the need to conserve nature's bounty.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Banning student politics which led to the complete stoppage of unnecessary student unrest and strikes and created a peaceful atmosphere for academic pursuit and prevented classes being suspended.
- Purchase of 2 power generators, covering the entire College with power back up

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

All departments prepared academic calendar and all activities of the department were conducted accordingly.

All teachers prepared and submitted semester wise teaching plan

1 National level seminar was conducted and teachers attended 7 international seminars and 40 National seminars in all. 3 papers were presented in National seminars and 3 papers in International seminars. 10 papers were published in International journals and 9 in National journals.

Feedbacks were taken and analysed

Many teachers sent their suggestions to the University on curriculum after analysing the feedback. Comprehensive action plan was submitted by the HoDs.

Commission appointed by the University visited our College for inspection before sanctioning new courses

Applications for the following new courses were renewed.

Unaided Courses - Post Graduate

1. M Sc Computer Science

Unaided Courses Under Graduate

1. B L i.Sc.
2. B A Animation and Graphic Designing

Aided Courses - Post Graduate

1. M Sc Chemistry
2. M Sc Mathematics
3. M A English

Aided Course - Under Graduate

1. B Sc Biotechnology
2. B Sc Biochemistry

Admission committee was formed and they conducted the process of admissions without any grievances and complying with all Government, University and College regulations.

Regulations regarding reservations were fully followed.

All the committees were formed and they functioned effectively.

. All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.

All Departments formed their Associations and the HoDs submitted their plan of action. All Associations functioned according to the schedule.

The request was put in Management Committee and the Management moved court and received the order banning student politics inside the campus.

HoD Physical Education submitted their plan of action and the Department conducted their activities accordingly. Our College participated in inter collegiate tournaments of MG University in Cricket, Football, Ball badminton, Kabaddi, Volleyball, Chess, Athletics and Body building.

All clubs and forums were formed and their teachers in charge were finalised.

All the teaching staff in charge submitted their action plans of their respective clubs and associations and conducted their activities
teachers in charge were finalised.

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

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

Our College is having a very dynamic nature club called “Bhoumika” which conducts many activities for environmental awareness/Protection like planting saplings, conducting nature camps etc.

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

Name: P. Jayan

Name: A.K. Narayanan Nambuthiri

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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ACADEMIC CALENDAR 2012-13



SSV COLLEGE, VALAYANCHIRANGARA

Perumbavoor, Kerala

Sl NO	Tentative Dates	Activity
1	04-06-2012	College re-opens after summer vacation
2	05-06-2012	Elections to College Council
3	05-06-2012	Environment day
4	06-06-2012	Tutorial coordinator appointed
5	08-06-2012	Preparation of timetables completed
6	11-06-2012	Tutors appointed
7	19-06-2012	Vayana Dinam
8	15-08-2012	Independence day
9	23-08-2012	Onam Celebrations
10	05-09-2012	Teachers day
11	24-09-2012	NSS day
12	02-10-2012	Gandhi jayanti
13	01-11-2012	Kerala piravi
14	30-11-2010	Economics Department Alumni meet
15	02-12-2010	Alumni of Computer Science, Commerce and Chemistry Departments
16	21-12-2012	Christmas celebrations
17	26-01-2013	Republic day
18	08-03-2013	Women's day
	Minimum once in a Quarter	Staff meetings (with non-teaching & without)
	At least once in every term	IQAC meeting
	Once in every month	Department meetings
	Once in every month	Staff Council meetings
	Twice in a term	Counseling cell activities
	July last Week	1 st Internal (1,3,& 5 Semester)
	October 1 st Week	2 nd Internal (3,& 5 Semester)
	January 1 st Week	1 st Internal (2, 4, & 6 Semester)
	February 3 rd Week	2 nd Internal (4, & 6 Semester)
	Sept 2 nd Week & Jan 3 rd Week	Assignment dates
	Sept last & Feb 1 st Week	Seminar dates
	July 2 nd week	Club inaugurations

	August last week	Class PTA
	August last week	General PTA
	August 1 st Week	Elections to Department Associations
	August 2 nd & 3 rd week	Department association inaugurations
	All round the year	Sports activities
		Alumni meetings
	December 1 st week	Arts festival
	March 1 st Week	Feed backs taken
	One day program – Once in every month III Day camp – 7 days camp – Christmas vacation	NSS activities
	As per University instructions	Admission process starts (Admission committee meeting)
	As per University instructions	Interview for 1 st Sem students
	The opening day of 1 st Year	Orientation class for 1 st Sem students
	in the third Week	Aptitude tests
	in the fourth Week	Bridge & Remedial courses
	As per University instructions	Union election
	As per University instructions	Union inauguration

Sample format of student feedback on Teacher:

ANNEXURE II

	Score	5	4	3	2	1	
Sl No	Question	Excellent	Very good	Good	Satisfactory	Poor	Score
1	Knowledge base of the Teacher in the subject						
2	Communication skills						
3	Interest generated by the Teacher in the subject						
4	Ability to integrate course material						
5	Ability to design and conduct exams & assignments						
6	Coverage of portions as per time schedule						
7	Preparedness of the Teacher to take class						
8	Accessibility of the Teacher in and out of the class						
9	Punctuality of the Teacher						
10	Overall effectiveness of teaching						
					Total		

Final Analysis of student feedback on Teacher- SSV College-2012-13

Sl No	Question	Points
1	Knowledge base of the Teacher in the subject	4.3
2	Communication skills	3.8
3	Interest generated by the Teacher in the subject	3.6
4	Ability to integrate course material	3.2
5	Ability to design and conduct exams & assignments	3.9
6	Coverage of portions as per time schedule	4.5
7	Preparedness of the Teacher to take class	4
8	Accessibility of the Teacher in and out of the class	4.7
9	Punctuality of the Teacher	4.3
10	Overall effectiveness of teaching	4.6