The Annual Quality Assurance Report (AQAR), 2012-2013

INTERNAL QUALITY ASSURANCE CELL

SANATANA DHARMA COLLEGE, ALAPPUZHA, KERALA

PART A: GENERAL REPORT

1. DETAILS OF THE INSTITUTION

1.1	Name of the Institution	SANATANA DHARMA COLLEGE, ALAPPUZHA, KERALA
1.2	Address of the Institution	
	Address Line 1	SANATANAPURAM (P.O)
	Address Line 2	ALAPPUZHA
	City/Town	ALAPPUZHA
		KERALA
		688 011
	Institution e-mail address	sanatanamalp@dataone.in
	Contact Nos.	0477-2269350
	Fax No.	-
	Name of the Head of the Institution	Prof. R. Geethakrishna Pai
	Tel. No. with STD Code	0477-2269350
	Name of the IQAC Co-ordinator	Dr. S. Nataraja Iyer
	Mobile	9447252591
	IQAC e-mail address	sdcollegeiqacteam@gmail.com
1.3	NAAC Track ID *(For ex. MHCOGN 18879)*	-
	OR	
1.4	NAAC Executive Committee No. and date	EC/55/RAR/098 March 27, 2011
1.5	Website address	www.sdcollege.in
	Web-link of the AQAR	www.sdcollege.in/AQAR
1.6	Accreditation Details	

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++		2000	July 2005
2	2nd Cycle	A	3.14	2011	Up to 27.03.2011

1.7	Date of Establishment of IQAC	14.01.2008
1.8	AQAR for the year	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 2010-11submitted to NAAC on 12-10-2011)*		
	Sl. No.	AQAR	Submitted to NAAC on
	1	2011-12	05.07.2012
1.10	Institutional Status		
	Nature of Institution	AFFILIATED COLLEGE	
	Type of Institution	CO-EDUCATION	
	Financial Status	GRANT –IN-AID 2(F) AND 12(B)	
1.11	Type of Faculty/Programme	ARTS, SCIENCE AND COMMERCE	
1.12	Name of the Affiliating University	UNIVERSITY OF KERALA, THIRUVANANTHAPURAM	
1.13	Special status conferred by Central/ State Government	DST-FIST	

2. IQAC Composition and Activities

2.1	No. of Teachers	14
2.2	No. of Administrative/Technical staff	2
2.3	No. of students	1
2.4	No. of Management representatives	2
2.5	No. of Alumni	2
2.6	No. of any other stakeholder and community representatives	1
2.7	No. of Employers/ Industrialists	1
2.8	No. of other External Experts	1
2.9	Total No. of members	24
2.10	No. of IQAC meetings held	7
2.11	No. of meetings with various stakeholders	
	Faculty	1
	Students	-
	Non-Teaching Staff	1
	Alumni	-
	Others	2
2.12	Has IQAC received any funding from UGC during the year?	No

2.13	**Seminars and Conferences (only quality related):**	

	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC.
	Total Nos [1] International [0] National [0] State [0]
	Institution Level [1]
	(ii) Themes: ***Promoting Quality Education Through Students' Participation***

2.14	Significant Activities and contributions made by IQAC:
	I. Workshop on Research Writing and Publication II. Post-NAAC Re accreditation Initiatives 1. Reconstituted all forums/committees/clubs in the college 2. Conducted all staff meeting and discussed the future plans of the college.

2.15	Plan of Action by IQAC/Outcome: The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year	
	Plan of Action	Achievements
a	Orientation was given to the non-research departments to equip themselves to apply for research centre in their respective subjects	Department of Commerce and Department of Chemistry became approved research centres affiliated to University of Kerala.
b	To equip the faculty with more research oriented programmes	Conducted a Workshop on Research Writing and Publication during 21-23 Aug 2012.

2.16	Whether the AQAR was placed in statutory body	Yes
	Statutory Body	Management Committee
	Provide the details of the action taken	
	Management Committee decided to collect the individual profiles from all teachers to create database of teachers in respect of teaching and research.	

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	4	2	0	0
PG	8	0	0	0
UG	11	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	23	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2   Flexibility of the Curriculum

(i)	Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
	Choice Based Credit and Semester System with Core Course, Elective Courses and Open Courses. There is only limited flexibility since the curriculum is designed by the University of Kerala.

(ii)	Pattern of programmes:	
	Patterns	Number of Programmes
	Semester	23
	Tri semester	0
	Annual	0

1.3 Feedback from Stakeholders

1	Stakeholders:			
	Alumni	Parents	Employers	Students
	✓	✓	-	✓

2	Mode:			
	Online	Manual	Co-operating Schools (for PEI)	Others
	-	✓	-	-

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

Revisions can be made only by the University. During 2012-13 no syllabi revision was made by the University.

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

1. Research Centre in Commerce. Affiliated to University of Kerala as per approval order No. Ac. E1. A/031217/2011 dated 1.08.2012
2. Research Centre in Chemistry. Affiliated to University of Kerala as per approval order No.Ac.E1.A/19624/2012 dated 13.01.2013

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
102	31	71	-	-

2.2 No. of permanent faculty with Ph.D.   48

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
5	7	0	0	-	-	-	-	5	7

2.4 No. of Guest and Visiting faculty and Temporary faculty   8   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	25	10
Presented papers	14	20	5
Resource Persons	2	6	3

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

1. Outdoor classes (Botany)
2. Project works on contemporary topics (Botany ,Commerce)
3. Use of Virtual Lab (Chemistry)
4. Group Assignments
5. Visual Graphics ,word games, simulation , role plays (English)
6. Hands on training (For e-commerce , Security Analysis – Commerce)

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

| 153 |

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

| Internal examinations are conducted in a centralised manner |

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

Curriculum Restructuring	Revision	Syllabus Development
7	15	15

2.10 Average percentage of attendance of students

| 92.80 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	**I %**	**II %**	**III %**	**Pass %**
PG Programmes							
MSc Mathematics	20	15	08	03	03	01	75
MSc Physics	11	09	-	07	-	02	81
MSc Chemistry	11	07	-	07	-	-	63
MSc Zoology	15	14	05	06	02	01	93
MSc Botany	16	16	-	14	2	-	100
M Com	20	20	-	13	02	05	100
MA English	17	16	02	10	02	02	94
MA Economics	20	18	-	09	09	-	90
UG Programmes			**Grade**				
			A	**B**	**C**	**D**	**Pass %**
BSc Mathematics	51	46	12	22	08	04	90.19
BSc Physics	27	25	02	10	13	-	92.59
BSc Chemistry	36	35	05	23	07	-	97.22
BSc Botany	36	31	-	28	03	-	86.11
BSc Zoology	35	26	06	29	-	-	74.29
BA Economics	59	49	-	13	14	22	83.05
B Com	111	95	01	68	24	04	85.59
BA English	26	26	-	07	06	13	100
BA Malayalam	47	20	02	08	06	04	42.55
BA Hindi	33	28	-	10	18	-	84.85

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

> IQAC conducts periodic review and monitoring and makes suggestions for improvement.

2.13 Initiatives undertaken towards faculty development: **70**

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	08
UGC – Faculty Improvement Programme	01
HRD programmes	15
Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	28
Others	10

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	15	2	Nil	Nil
Technical Staff	13	2	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

> Faculty members are encouraged to presented papers in international, national and state-level seminars, workshops, conferences and symposiums. They are encouraged to pursue research degrees through facilitating FDP or sanctioning leave. Directing the Research Forum in carrying out awareness programmes for staff members to take up externally funded research projects.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	1
Outlay in Rs. Lakhs	-	-	-	4.0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	5	3	3
Outlay in Rs. Lakhs	2.1	6.9	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	5	9	
Non-Peer Review Journals	-	-	2
e-Journals	-	-	
Conference proceedings	-	3	

3.5 Details on Impact factor of publications:

Range [--]   Average [--]   h-index [--]   Nos. in SCOPUS [14]

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	2 years 2012	KSCSTE	4.00 Lakhs	Nil
Minor Projects	1 ½ Years 2012-13	UGC	9.00 lakhs	6.9
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total			13 Lakhs	6.9

3.7 No. of books published   i) With ISBN No.   [12]   Chapters in Edited Books   [1]

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

Nil

3.11 No. of conferences or organized by the   Institution

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

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

3.13 No. of collaborations   International Nil   National Nil   Any other Nil

3.14 No. of linkages created during this year   Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency 14 Lakhs   From Management of University/College Nil

Total   14 Lakhs

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	3	-	-	-	-

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

22

14

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 6   SRF -   Project Fellows -   Any other 4

3.21 No. of students Participated in NSS events:

University level -   State level 970
National level 118   International level -

3.22 No. of students participated in NCC events:

University level	-	State level	23
National level	11	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	121	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	-
NCC	6	NSS	54	Any other	-

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

- Blood donation camps were organized in collaboration with the T. D Medical College, Alleppey.
- The library and laboratory facilities of the college were extended to the students/teachers of the neighbouring schools.
- NSS camps were conducted at various schools in the nearby areas to foster social responsibility amongst students.
- NCC cadets were selected to be sent to various state level and national level camps.
- Infrastructural facilities of the college is extended to the local community/Alumni Associations etc for conducting programmes.
- Free consultancy service provide to the local community for aquatic weed management.
- The Women's Studies Cell conducted awareness campaigns and lectures about gender discrimination and women's empowerment.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	46 acres	Nil	-	46 acres
Class rooms	65	Nil	-	65

Laboratories	12	-	-	12
Seminar Halls	02	-	-	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	na	nil	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others	-	-	-	-

4.2 Computerization of administration and library

> The library is computerised using software
>
> Barcode is generating through in-house works

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20766	-	611	Rs. 24365	21377	-
Reference Books	31609	-	916	Rs. 33268	31609	-
e-Books	-	-	-	-	-	-
Journals	62	-	04	Rs. 3276	66	-
e-Journals	-	-	-	-	-	-
Digital Database	1	5000	-	-	1	5000
CD & Video	110	-	Nil	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet points	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	52	01	02	01	01	01	12	-
Added	11	Nil	02	Nil	Nil	Nil	Nil	-
Total	63	01	04	01	01		12	-

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

> - One Day work shop on Effective Browsing techniques, organised by IQAC
> - National Workshop of Research Writing & Publication, Financial Education Cell, SD College.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   1,74,500

ii) Campus Infrastructure and facilities	3, 54,000
iii) Equipments	4, 52, 638
iv) Others	-

Total : 9,81, 135

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC in association with the College Level Monitoring Committee conducted an orientation programme for all first year degree students introducing them to the various student support services available to them at different stages of their academics. In addition to that, the students are provided with the College Calendar (a diary) with all details of the activities, course details, facilities available in the college, contact details of all teaching and non teaching staff etc.

5.2 Efforts made by the institution for tracking the progression

Regular feedback to students is given through PTA meetings as well as one to one interactions with the students. Class advisors keep a constant vigil on the students of their batches. Department level meetings provide a platform for sharing views about students who require special guidance and care and class advisors take necessary steps to motivate, counsel and guide the students in the proper direction.

5.3 (a) Total Number of students

   (b) No. of students outside the state   Nil

   (c) No. of international students   Nil

No	%	
667	33.57	Men

No	%	
1320	66.43	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
448	121	08	753	03	1333	463	101	13	733	-	1310

Demand ratio   45   Dropout %   0.56

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

NET coaching has been provided by English department for its students. 18 students attended the programme. One student from the department qualified and passed the test. Zoology department conducted NET coaching for 15 students. Out of the 10 students who attended the NET coaching conducted by Mathematics department, two students qualified. Hindi department provided NET coaching for 15 students.

No. of students beneficiaries   68

5.5 No. of students qualified in these examinations

NET   3   SET/SLET   -   GATE   -   CAT   -

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance

Career Guidance Cell conducted special training programmes during the year 2012-13 for guiding the students on how to handle interviews as well as Group Discussions. Mr. Krishnan M took over the charge of coordinator of Career Guidance and Placement Cell. Several measures were initiated to develop the campus recruitment drive. The same saw the culmination of South Indian Bank agreeing to conduct campus recruitment for their clerical cadre.

Out of more than 100 students applied, short listing was done by South Indian Bank and a final list of 94 students was informed to us for the final Group Discussion and Personal Interview. As it was the first year the group discussion was conducted in the college and the final interview was conducted at the Head Office of South Indian, i.e., Thrissur. Out of the 94 students attended the 6 candidates were selected after the final interview and offer letters were issued to them by the bank.

Prior to the final GD and interview, a team of three faculty members gave specific inputs on GD and interview tips. The team consisted of

Dr. K P Ramachandran Pillai , Associate Professor, Department of Commerce
D Ramachandran , Assistant Professor, Dept of English
Krishnan M, Assistant Professor, Department of Commerce

Dr. K P Ramachandran Pillai , Associate Professor, Department of Commerce and Krishnan M, Assistant Professor, Department of Commerce gave a detailed session on banking and related areas. As there were many students from non commerce background this was found to be very useful for the students.

D. Ramachandran of English department gave valuable tips on professional etiquettes, body language etc .

No. of students benefitted

| 94 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1-South Indian Bank	94	6	

5.8 Details of gender sensitization programmes

The **Women's Studies Cell** of S.D.College, Alappuzha, has been functioning for many years now, as per the guidelines of the Centre for Women's Studies of the University of Kerala. The Cell undertakes the responsibility of overseeing the **welfare** of female students, as well as ensuring **gender equality and gender justice** to them. Under the **patronage of the Principal**, an advisory body comprising the women faculty of the College undertake the responsibility of the Cell. The Cell is headed by a **Co-ordinator,** and **Executive members** from each teaching department. The term of a Co- ordinator is three years. All female students and all women faculty are members of the Women's Sudies Cell, and participate in all its activities. A nominal fee is collected from girl students at the time of admission for the Women's Cell, which is used for the conduct of programs. A number of girl students are enrolled as **student functionaries** of the Women's Studies Cell every year, and they participate actively in the **activities and welfare programs** of the Cell under the guidance of the faculty.

1. 17/8/2012_ Session on personality development for women and challenges faced by women in the modern age. RP Mrs Grace Lal, professional counselor.
2. 21/1/12   Session by Dr Asha Susan Jacob on defining women's space both in society and home.
3. Silent rally in protest against New Delhi rape case.
4. Workshop on fabric and glass painting.
5. Women's Day_ talk on women's empowerment, food and crafts fest, cultural Programs.

5.9 Students Activities

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

State/ University level | 5 | National level | 10 | International level | - |

No. of students participated in cultural events

State/ University level | 46 | National level | - | International level | - |

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

Sports : State/ University level | 8 | National level | 21 | International level | - |

Cultural: State/ University level | 5 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	19	28000
Financial support from government	137	5, 56,500
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | 18 | National level | | International level | |

Exhibition: State/ University level | | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 5 |

5.13 Major grievances of students (if any) redressed:
Lack of purified drinking water facility was raised by the students. Management has provided common RO water facility in hostel and most of the departments.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> The objective of the college is to offer education that would liberate man from the darkness of ignorance and help him to understand the truth. The institution aims to impart an education which includes sound learning, building of character, the spread of truth and the knowledge of God to develop individuals of high calibre and integrity.

6.2 Does the Institution has a management Information System

> There is no formal MIS in place. The ICT facilities in the college has increased and automation of the office is in progress. It is the wish of the institution to form an MIS once the introduction of ICT application on the academic and administrative aspects gets completed.

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

6.3.1 Curriculum Development

> There is only limited flexibility since the curriculum is designed by the University of Kerala, even though many teachers are members of Board of Studies/academic council/faculty of various disciplines.

6.3.2 Teaching and Learning

> Conducted invited talks and seminars of contemporary relevance.
> The faculty makes use of every opportunity to enhance their knowledge by participating in seminars and through paper presentations. They also encourage the students to do the same.
> Induction programmes were implemented.
> Teachers attend Orientation courses /refresher courses /summer/winter schools etc.
> Increased use of ICT based learning resources and teaching methods.

6.3.3 Examination and Evaluation

> All the evaluation reforms of the University are adopted by the college in Toto.
> The new CBCSS grading system developed by the university has been adopted in the college both at UG and PG levels.
> At the college level two internal examinations are conducted every semester.
> Independent Reprographic and computer facility is provided exclusively for the Examination purpose.
> Teachers are assigned examination duties on rotation basis.
> Centralisation of the model examination

6.3.4 Research and Development

Encouraged teachers to apply for more minor/major research projects funded by various national and state level funding agencies.

Decided to publish an inter disciplinary research journal under the auspices of Research Forum

In addition to the existing three Research departments, viz. Botany, Zoology and Chemistry, the department of Commerce also recognised as Research department.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Decided to speed up the library Automation works and procurement of new books.

Internet connectivity to all existing systems and reprography facility to students.

Efforts were taken to increase the use of NLIST and NPTEL

6.3.6 Human Resource Management

Individual Computers were provided to all administrative office staff.

Special training was given to the Non- teaching staff for operating the 'SPARK', Government of Kerala.

6.3.7 Faculty and Staff recruitment

Permanent vacancies are filled as per the guidelines of University of Kerala and of the Government of Kerala. During the year under review 2012-13, 5 new appointments were made.

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

Admissions to both undergraduate and post graduate programmes are done through the Centralised Allotment Process of University of Kerala University.

6.4 Welfare Schemes for

Teaching	Loan facility through the Staff Cooperative Society
Non teaching	Loan facility through the Staff Cooperative Society
Students	Counselling by experts.

6.5 Total corpus fund generated | - |

6.6 Whether annual financial audit has been done   Yes | ✓ | No | |

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

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

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

For UG Programmes   Yes | NA | No | NA |

For PG Programmes   Yes | NA | No | NA |

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Alumni honours the meritorious students Contributed to enhance the infrastructure facilities

6.12 Activities and support from the Parent – Teacher Association

> Funding for seminars.
>
> Salary to guest faculty appointed against leave vacancies of permanent staff

6.13 Development programmes for support staff

> Skill development programmes for the support staff

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

> Planted more trees including medicinal plants
> To avoid the increased use of flex boards a 'No flex campaigns' were conducted.

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.

- IT aided teaching was implemented and practised extensively in a number of departments. Smart room facilities were enabled in all PG Departments.
- Language laboratory was facilitated in the language departments . This has helped the students to improve their pronunciation and communication skills.
- The Science departments organised visits to laboratories so that students will be familiarised with the practical applications of theoretic al knowledge. Virtual lab facilities and simulated experiments were used in Physics and Chemistry departments. Each student was given an individual password, using which they can access and use the facilities. Library visits were also arranged. This has enhanced independent student participation in the teaching-learning process .
- In connection with National Science Day, science exhibitions, quiz competitions, display of experiments and a virtual display of the scale of the universe were organized.
- Special arrangements were made for the viewing of the rare phenomenon of the transit of Venus on June 6. Students, teachers and staff were given viewing aids to watch this natural phenomenon. These initiatives have supplemented the traditional teaching techniques and motivated the students towards participatory learning.
- Initiative in participatory learning was made through the production of a literary magazine by Literature students. Literary competitions were held by the Literary Club to encourage creativity. Visits to book fairs and literary festivals were also undertaken .
- A visit to the first Kochi Muziris Biennale was also arranged for them, to foster the cultural capital of the students. The Drama Club organised street plays on themes of social and environmental relevance in the campus, as well as in Alleppey town. This has helped to develop a social consciousness among students.
- Additional Skills Acquisition Programme (ASAP) was organised in collaboration with Govt. Of Kerala. It was conducted in the college campus for a period of three weeks as a residential programme.
- A comprehensive programme for greening the campus and promoting environmental consciousness and eco-friendly values and practices was introduced under the programme Haritha Sanatanam and the Bhoomitrasena Club.

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

A Virtual Laboratory was set up in association with Amrita Viswavidyalayam . The students of the final year B.Sc. Physics batch were given individual user ids and passwords to access the virtual lab, and simulate the experiments.

Smart rooms were allotted and made ready with facilities like computers, OHPs, projectors, etc

The various clubs in association with teaching departments took the initiative to conduct various activities like Science Day, lab visits, library visits, literary magazine, street plays, etc, in which the students themselves organized the programmes. Special arrangements were made for the viewing of the rare phenomenon of the transit of Venus on June 6. Students, teachers and staff were given viewing aids to watch this natural phenomenon.

Environmental friendly platforms Haritha Sanatanam and Bhoomitrasena Club was started. Trees and Vegetable garden was planted, and the students harvested crops like spinach, banana, country beans etc.

Additional Skills Acquisition Programme (ASAP) was organised in collaboration with Govt. of Kerala. Thirty students of the final year UG and PG courses were selected on the basis of their marks and an interview. The programme was conducted in the college campus for a period of three weeks as a residential programme, with students from this college, as well as from other colleges.

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

ASAP (Annexure 1)

Harita Sanathanam (Annexure 2)

7.4 Contribution to environmental awareness / protection

- The college has a green campus with a great diversity of trees and plants. The staff, students and other stakeholders are committed to preserve the natural beauty of the campus.
- There is a committed effort to create and propagate environmental consciousness in the college community. Awareness programmes and invited lectures are held under the auspices of various departments, clubs and forums.
- All the trees and plants are labelled. NSS, NCC, Eco Club and the bio-science departments take the initiative to plant saplings and maintain the herbal garden. Trees are planted on all internationally celebrated days. As part of the Gandhi Jayanthi celebrations, "Clean the Campus" drive is launched. The entire college- all the staff and students, the various clubs and forums also take part in this activity.
- Haritha Sanatanam was started as a comprehensive programme for greening the campus and promoting environmental values and eco-friendly practices among students. The Bhoomitrasena Club was formed with this view, as a platform for students to actively involve themselves in the practical aspects of cultivation. Trees were planted, vegetable beds were prepared and banana, beans and spinach was planted, nurtured and harvested.
- A street play on the theme of environment protection, "Srishti, Sthithi, Paristhithi", was produced and enacted by the Drama Club. It was performed both in the College and in Alleppey town, and helped to develop a pro-active culture among students towards environmental issues.
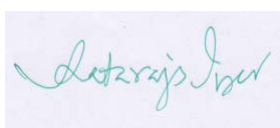
7.5 Whether environmental audit was conducted? | No |

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

Nil

8. **Plans of institution for next year**

1. Expand the activities of the career guidance cell to include placements and recruitment activities.
2. To strengthen the constitution and functioning of the discipline committee
3. To organise more programmes related to environmental protection

Dr. S. Nataraja Iyer
Coordinator, IQAC

Prof. R. Geethakrishna Pai
Principal & Chairperson, IQAC

BEST PRACTICES: 2012-13

Annexure 1: ASAP

- **Title of the Project** :

   "The Additional Skill Acquisition Programme" (ASAP)

- **Goal of the Practice**

   Knowledge-based economies of the globalised world demand skilled manpower. Upgrading skill education is the only answer to this demand. ASAP is the joint venture of the Government of Kerala and the Departments of Higher Education and General Education to address the issue of imparting skill education. S D College is a Training Partner of ASAP and trains students every year with the goal of increasing the employability of educated youth. This best practice aims at:

   i.   Addressing the crucial issue of educated unemployment

ii.   Grooming the large young workforce

iii.   Helping students to build a professional career by imparting industry related skill courses

iv.   Securing the future by investing in our vital resource--the youth

v.   Enhancing employability of Graduates/Post-graduates

vi.   Developing intra-personal skills

vii.   Providing holistic learning environment

viii.   Preparing young students with skills and the mindset necessary to adapt to the swift changing local and global markets.

ix.   Enriching professional working knowledge of students through skill training that operates across geographic boundaries

x.   Fostering learning through Communicative English, basic IT and practical oriented skill training programmes

xi.   Enablings students to make the most of their potential to realise their aspirations.

CONTEXT:

The changing global scenario demands a shift in perspective regarding the context and quality of knowledge imparted in universities. Skill-based knowledge is the need of the day. The increased use of technology in all aspects of learning has necessitated additional skill-based training as part of education. Lack of skill-based training has resulted in a marked decrease in the employability of the youth in Kerala, thereby causing a deterioration in the general living standards in the state.

To address this challenge, the State Government along with the Department of Higher Education and General Education launched a project named ASAP (Additional Skills Acquisition Programme) in 2012. The aim of the project is to increase skills in various fields including Communicative English, Soft Skills and IT skills. S.D. College, which is a training partner in this programme conducts training programmes for selected graduates equipping them to be self-sufficient and employable.

PRACTICE :

A group of students up to thirty in number wer selected, based on their marks and an interview. They were then given a twenty one- day residential training, from 26 April to 16 May, 2013. by three Master Trainers of ASAP , who belong to the Department of English, SD College. The training programme spotlights each student as a prospective   Skill Development Executive (SDE) who in turn will train students of the Higher Secondary Level in various schools. The students were given training in the following aspects :

* Communication Skills in English
* Confidence Building
* Team Work
* Public Speaking
* Creative Thinking
* Inter personal and Intra personal Skills /Soft Skills
* IT Skills

The method used is Interactive, where the target group learning is activity-based. The trainees are required to take an online examination called APTIS conducted by the British Council at the end of the training period. The trainees who qualify the exam receive a certificate of International validity.

This programme is conducted with the financial assistance of the Government of Kerala. The funds received are utilised for the food, accommodation and stationary of the trainees and the remuneration for the Master Tainers/Resource Persons. This year thirty trainees were taken into the programme and trained successfully. 80 % of the trainees qualified and are now employed as SDEs in various schools all over Kerala. The programmes were rated with Five Star based on the feedback from students.

Annexure 2: HARITHA SANATANAM and BHOOMITHRASENA CLUB

Name of the Programme

Haritha Sanatanam and Bhoomitrasena Club

Goals

Haritha Sanatanam and the **Bhoomitrasena Club** (Friends of the Earth) was formed with the purpose of

a) inculcating environmental consciousness and eco-friendly practices among students, and

b) as a practical programme of planting trees, maintaining a vegetable garden and herbal garden

The Practice

Haritha Sanatanam was envisaged as a comprehensive programme to inculcate environmental consciousness among the students and staff, and instil the values of nurturing and caring for Mother Earth. Under this programme, the **Bhoomitrasena Club** (Friends of the Earth) was formed and a practical programme of planting and maintaining trees, vegetable and herbal garden was chartered. The Bhoomitrasena Club was formed on 10/11/2012 with a large group of student volunteers and teachers. Ms. Rajasree, Associate Professor of the History Department headed the group, assisted by Ms.Devi S., Assistant Professor of the English Department, and Dr. Binoj Kumar, Dr.Unnikrishna Pillai and Dr. Dileep of the Botany department.

In the first phase of activities, the entire campus was cleared and cleaned by the BMC members, with the help of paid labourers, and the beds for cultivation were prepared. As part of the afforestation programme, seedlings of various plant species supplied by the Social Forestry Department at Alappuzha were acquired. The prepared beds were allotted to the BMC groups for the cultivation of plants. Initially, banana plants, country beans and spinach plants were planted. The students were actively involved in the activities of watering the young plants, weeding the beds and nurturing the plants with organic manure and bio – fertilizers. They continued these activities through the mid summer vacation. It was a proud moment when harvesting time approached. Harvesting was done at the appropriate time, with much celebration and fanfare. All the students shared the harvest and the teachers bought the produce from the BMC members.

This venture was a holistic experience for the students involved in it. It engaged them in constructive activities and developed a sense of responsibility and pride in their work. The students developed close bonds with nature, and learned to value the symbiotic relationship between man and earth.

These activities were supplemented by academic lectures and awareness programmes conducted by the faculty of the college, as well as invited resource persons. The herbal garden already existing in the campus was maintained by the BMC. New saplings of medicinal plants were also planted, including the famed "dashapushpam" or the ten varieties of medicinal herbs used in Ayurvedic medicine. Haritha Sanathanam was envisaged as a long term programme aiming at the greening of the campus and upholding environmental- friendly values and practices.

The future plans of the Bhoomitrasena Club include the production of a home stead garden (kitchen garden), setting up of a vermin compost plant by sourcing the biodegradable waste from the campus, and an extensive afforestation programme in the college by planting perennial tree seedlings.