The Annual Quality Assurance Report (AQAR), 2017-2018
INTERNAL QUALITY ASSURANCE CELL (IQAC)
SANATANA DHARMA COLLEGE, ALAPPUZHA, KERALA
PART A: GENERAL REPORT

1. DETAILS OF THE INSTITUTION

1.1	Name of the Institution	SANATANA DHARMA COLLEGE, ALAPPUZHA, KERALA
1.2	Address of the Institution	
	Address Line 1	SANATANAPURAM (P.O)
	Address Line 2	KALARCODE
	City/Town	ALAPPUZHA
		KERALA
		688 003
	Institution e-mail address	sanatanamalp@gmail.com
	Contact Nos.	0477 - 2266704 0477 - 2269350
	Fax No.	0477 - 2266704
	Name of the Head of the Institution	Dr. P.R Unnikrishana Pillai
	Tel. No. with STD Code	0477 - 2266704
	Name of the IQAC Co-ordinator	Dr. V.R Prabhakaran Nair V.R
	Mobile	9447583057
	IQAC e-mail address	sdcollegeiqacteam@gmail.com
1.3	NAAC Track ID (*For ex. MHCOGN 18879*)	-
	OR	
1.4	NAAC Executive Committee No. and date	EC(SC)/26/A&A/1.3 July 19, 2017
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	Four Star Level		June, 2000	5 Years
2	2nd Cycle	A	3.14	March, 2011	5 Years
3	3rd Cycle	A+	3.53	June 2017	5 Years

1.7	Date of Establishment of IQAC	01.03.2005
1.8	AQAR for the year	2017-18
1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-*	

		11submitted to NAAC on 12-10-2011)	
	Sl. No.	AQAR	Submitted to NAAC on
	1	2011-12	05.07.2012
	2	2012-13	10.03.2016
	3	2013-14	25.03.2016
	4	2014-15	28.03.2016
	5	2015-16	07.10.2016
	6	2016-17	10.06.2017
1.10	Institutional Status		
	Nature of Institution	AFFILIATED COLLEGE	
	Type of Institution	CO-EDUCATION	
	Financial Status	GRANT –IN-AID 2(F) AND 12(B)	
1.11	Type of Faculty/Programme	ARTS, SCIENCE AND COMMERCE	
1.12	Name of the Affiliating University	UNIVERSITY OF KERALA, THIRUVANANTHAPURAM	
1.13	Special status conferred by Central/ State Government	DST-FIST	

2. IQAC Composition and Activities

2.1	No. of Teachers	9
2.2	No. of Administrative/Technical staff	2
2.3	No. of students	1
2.4	No. of Management representatives	3
2.5	No. of Alumni	2
2.6	No. of any other stakeholder and community representatives	2
2.7	No. of Employers/ Industrialists	1
2.8	No. of other External Experts	1
2.9	Total No. of members	20
2.10	No. of IQAC meetings held	7
2.11	No. of meetings with various stakeholders	
	Faculty	2
	Students	-
	Non-Teaching Staff	1
	Alumni	1
	Others	4
2.12	Has IQAC received any funding from UGC during the year?	Yes
	If Yes, mention the amount	Rs. 3 lakhs for the entire 12th plan period (2012-17)

2.13	Seminars and Conferences (only quality related):
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC. Total Nos. `2` International `0` National `0` State `0` Institution Level `2`
	(ii) Workshop for Non-teaching staff on office procedures (iii) Workshop for Non-teaching staff on PF and DCB
2.14	Significant Activities and contributions made by IQAC:
	I. MOODLE learning software has been finalised for offering services outside class rooms. II. Under the direction of IQAC Grants and Scholarship Committee has been constituted to act as a platform for assisting students in scholarship related activities and preparing report on the grants and scholarships received by the students. III. Introduced best practices called "Coordinators' forum" and "Sanatanam Welfare Association" (SWASTI) IV. Sanatanam Social Welfare Association (SWASTI) has been finalised with bye-law as a trust and started undertaking welfare measures for Staff and Students. V. New Computer Lab has been established with 45 computers VI. Green Auditing was undertaken in collaboration with Department of Botany. VII. Solar Panels were installed on the top of new Block called North Block. VIII. Researcher's meet was organised to felicitate research Guides and Research Scholars for their achievements. IX. 3rd Cycle NAAC Accreditation has been carried out during 14th and 15th June 2017. College has obtained A+ Grade with 3.53 points.
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	Seminar on Higher Education	➢ Organised a One-day Seminar .
c	Recommended constitution of Grants and Scholarship Committee	➢ Grants and Scholarship Committee Constituted and Inaugurated
d.	Decided to implement MOODLE	➢ MOODLE learning software started its working
e.	Decided to give Training to Office Staff	➢ Training Sessions were organised for office Staff
f.	Decided to undertake Green Auditing	➢ Green Auditing has been conducted in collaboration with Department of Botany.
2.16	Whether the AQAR was placed in statutory body	Yes
	Statutory Body	College Council
	Provide the details of the action taken	
	Council recommended continuing the entire quality enhancement programmes introduced by IQAC for the coming academic year also. Further individual academic audit for teachers is also recommended. IQAC is directed to evolve format for this purpose. New NAAC methodology should be disseminated. Council recommended to organise workshops and seminars on new methodology of NAAC. Website has to be revamped. The domain of the website to be changed to ac.in. MOODLE has to be implemented cent percent.	

PART – B

Criterion – I
1. Curricular Aspects
1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6	0	0	0
PG	9	0	0	0
UG	13	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	28	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 Flexibility of the Curriculum

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

(ii)	Pattern of programmes:	
	Patterns	Number of Programmes
	Semester	22
	Tri semester	0
	Annual	6 PhD programmes

1.3 Feedback from Stakeholders

1	Stakeholders:			
	Alumni	Parents	Employers	Students
	✓	✓	-	✓

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

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

Revisions can be made only by the University. No change in syllabus was made during the year

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
85	50	35	-	-

2.2 No. of permanent faculty with Ph.D. 59

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty   22   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	9	20	22
Presented papers	05	18	35
Resource Persons	03	08	16

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

Demonstrated how to model crystal structures (Physics), Outdoor classes (Botany), Project works on contemporary topics (Botany ,Commerce), Use of Virtual Lab (Chemistry), Group Assignments, Outdoor classes (Botany), Visual Graphics, word games, simulation , role plays (English), Hands on training (For e-commerce, Security Analysis – Commerce), peer teaching, MOODLE learning software, virtual lab facility.

2.7 Total No. of actual teaching days during this academic year   181

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

- The evaluation reforms introduced by the University on time to time are fully adopted by the college.
- The CBCSS grading system developed by the university has been adopted in the college both at UG and PG levels.
- At the college level two internal examinations are conducted per semester for both UG and PG.

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

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

Curriculum Restructuring	Revision	Syllabus Development
6	8	7

2.10 Average percentage of attendance of students   89.5

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	16	9	7	-	4	80
MSc Physics	20	16	16	-	-	4	76.92
MSc Chemistry	13	13	1	5	7	-	100
MSc Zoology	16	15	-	15	-	1	94
MSc Botany	16	14	4	6	4	2	87.5
M Com	21	21	3	18	-	-	100
MA English	19	17	-	15	2	2	89.5
MA Economics	15	6	-	5	1	3	40
MA Malayalam	15	14	-	14	-	1	100

UG Programmes			**Grade**							
	Total no. of students appeared	Total no. of students Passed	**A+**	**A**	**B**	**C**	**D**	**E**	**F**	**Pass %**
BSc Mathematics	51	38	14	10	8	3	3	-	13	74.5
BSc Physics	41	9	0	4	4	1	0	0	32	21.95
BSc Chemistry	33	21	1	9	11	-	-	-	12	64
BSc Botany	38	31	1	9	11	7	3	-	07	81.5
BSc Zoology	35	21	-	1	9	6	5	-	14	60
BA Economics	40	18	-	1	4	11	2	-	22	45
B Com	120	92	-	5	49	29	9	-	28	96.66
BA English	44	21	-	1	7	11	2	-	23	47.7
BA Communicative English	35	23	-	1	3	12	7	-	12	65.7
BA Malayalam	45	8	-	3	3	2	-	-	33	18
BA Hindi	26	14	-	5	5	4	-	-	12	54
BA History	35	7	-	-	1	4	2	-	28	20

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

IQAC conducts periodic review and monitoring and makes suggestions for improvement. IQAC conducts internal and external academic audit in the college.

2.13 Initiatives undertaken towards faculty development: 41

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	05
UGC – Faculty Improvement Programme	01
HRD programmes	14
Orientation programmes	07
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	07

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	35	04	Nil	Nil
Technical Staff	4	01	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Supporting the faculty to take up externally funded research projects of social relevance and take the results to the market.   Encouraging them to participate and present papers in international, national and state-level seminars, workshops & conferences. Research Journal named SANATANAM ACADEMIC REVIEW published. Research consultancy Service Cell was launched. Research centre in mathematics started.

3.2   Details regarding major projects: Nil

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	7	20	5
Non-Peer Review Journals	-	1	3
e-Journals	2	1	-
Conference proceedings	-	6	4

3.5 Details on Impact factor of publications:

Range | -- | Average | -- | h-index | 8 | Nos. in SCOPUS | 6 |

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: 5 lakhs

3.7 No. of books published   i) With ISBN No. | 05 | Chapters in Edited Books | 04 |

ii) Without ISBN No. | 05 |

3.8 No. of University Departments receiving funds from – **NOT APPLICABLE**

UGC-SAP | - | | - | CAS   DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

NIL   INSPIRE | - | CE | - | Any Other (specify) | - |

3.10 Revenue generated through consultancy | - |

3.11 No. of conferences organized by the   Institution | 23 |

Level	International	National	Sta			University	Coll ege
			Nil		5		56 4
Number	Nil	5	4			-	14
Sponsoring agencies	--	UGC, KSCSTE, ICSSR	KSCSTE, Department of Mathematics, Kerala Sahithya Parishath, Sahitya Academy			-	-

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 | 5 |

3.15 Total budget for research for current year in lakhs:

From funding agency | 3 Lakhs | From Management of University/College | -- |

Total | 3 Lakhs |

3.16 No. of patents received this year: NIL

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

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

Total	International	National	State	University	District	College
-	1	5	4	1	1	-

3.18 No. of faculty from the Institution
   who are Ph. D. Guides   21
   and students registered under them   34

3.19 No. of Ph.D. awarded by faculty from the Institution   03

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

JRF 12   SRF -   Project Fellows -   Any other 6

3.21 No. of students Participated in NSS events:
   University level 154   State level 34
   National level 20   International level -

3.22 No. of students participated in NCC events:
   University level -   State level 53
   National level 05   International level -

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

3.24 No. of Awards won in NCC:
   University level 2   State level 01
   National level 1   International level -

3.25 No. of Extension activities organized

   University forum -   College forum 40

NCC [17]   NSS [74]   Any other [-]

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

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

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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

4.2 Computerization of administration and library

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

- A separated reference section created for individual subjects and all departments.
- A WhatsApp group for the library was created.

4.3 Library services:

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

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet points	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	147	01	10	01	01	01	12	-
Added	10	--	-	-	01	-	-	-
Total	157	01	10	01	01	01	12	-

4.6 Computer, Internet access, training to teachers and students and any other programme for

- o Students are given orientation on internet uses
- o Research methodology classes were arranged
- o Training sessions on MOODLE learning software to teachers and students
- o Student orientation programme for all batches organized in June, 2017.
- o Hands on training for electronic access of journals were given to registered students.
- o Information literacy programme for students.
- o "Accessing e-resources"- a one day workshop for researchers.
- o A book exhibition of different publishers.
- o Celebration of Annual Library Week.

4.6

i) ICT   3,50,000/-

ii) Campus Infrastructure and facilities   18,23,450/-

iii) Equipments   96, 450/-

iv) Others   16,23,450/-

	Total :	38, 93, 350 /-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

IQAC in its quest for constant improvement in quality had undertaken an induction programme for the students jointly with the College Level Monitoring Committee. Seeing the positive response for the programme in the previous year the IQAC carried out the induction programme for the academic year 2017-18 as well. Orientation programme for all first year degree students introduced them to the various student support services available to them at different stages of their academics. In addition to that, the students are provided with the College Calendar (a diary) with all details of the activities, course details, facilities available in the college, contact details of all teaching and non-teaching staff etc.

It contains the College Anthem, Vision and Mission, the names of the Members of the Managing Board, College Council and the IQAC, Facets of History, Programmes of Study, details of research centres, the faculty and staff with their phone numbers, details of the departments, admission rules, extract of rules and regulations of CBCSS, fee rules and fee chart, scholarships and prizes, general discipline, UGC regulations on curbing ragging, grievance redress cell, library rules, career guidance and counseling, extra-curricular activities, PTA and Alumni Association etc. The handbook also includes the College Calendar with detailed year plan. This is a ready reference for students and they are advised to carry it with them to college every day.

In library books exhibitions were organised and orientation classes were given to students on library services and its usage. Besides this, the college website provides all details related to the college. The students are able to access 24x7 from anywhere in the world.
Scholar Support

5.2 Efforts made by the institution for tracking the progression

After their academic stint with the college, the alumni take special care of them. Each department conducts alumni meets and sufficient support from the alma mater is offered to all the alumni. The career guidance and placement cell keeps track of its progression and any placement openings are informed to them through email. The General Alumni was registered and a general meet was conducted during the year. Department wise alumni meetings are conducted periodically.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2024	313	35	-

(b) No. of students outside the state

1

(c) No. of international students   Nil

Men

No	%
755	32.31

Women

No	%
1582	67.69

Demand ratio: 9:1   Dropout %   1.14

Last Year					
General	SC	ST	OBC	Physically Challenged	Total
1174	389	10	764	0	2337

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

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

No. of students beneficiaries   50

5.5 No. of students qualified in these examinations

NET   14   SET/SLET -   GATE -   CAT -

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

5.6 Details of student counselling and career guidance

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

No. of students benefitted from counselling and career guidance   543

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	45	-	04

5.8 Details of gender sensitization programmes

The Women's Studies Cell works towards the welfare and empowerment of the girl students of the college. Steps are regularly taken to impart awareness on gender related issues, women's empowerment, and to ensure the safety and dignity of the girl students of the college. Many activities and awareness classes are conducted for girl students under the leadership of the Principal, the Co-ordinator and the women faculty of the college.
- ✓ **"Aerobics for Health"- L**ecture-demonstration
- ✓ **International Women's Day ,**
- ✓ **SELF DEFENCE TECHNIQUES – NIRBHAYA-**
- ✓ **International Women's was celebrated**
- ✓ The Manager gave away awards to meritorious students and staff.
- ✓ Celebrating International Women's Day
- ✓ **SANATHANAM CAN CARE- Awareness Classes on cancer organised.**
- ✓ A class on **"Mental Health Among Youth"** was conducted
- ✓ A talk on the importance of values in education was conducted A **food and craft festival** was also held on that day.
- ✓ **Legal Awareness** classes for girls organised

5.9 Students Activities

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

State/ University level | 136 | National level | 8 | International level | -

No. of students participated in cultural events

State/ University level | 08 | National level | - | International level | -

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

Sports: State/ University level | 12 | National level | 04 | International level | -

Cultural: State/ University level | 02 | National level | - | International level | -

5.10 Scholarships and **Financial Support**

	Number of students	Amount
Financial support from institution	75	67,600/-
Financial support from government	1634	Rs. 95,55,345/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	12	-

5.11   Student organised / initiatives

Fairs   : State/ University level | 8 | National level | - | International level | -

Exhibition: State/ University level | 4 | National level | - | International level | -

5.12   No. of social initiatives undertaken by the students

7

5.13 Major grievances of students (if any) redressed: Created a common computer centre that can accommodate 60 computers at a time.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

6.2 Does the Institution has a management Information System

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

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

6.3.1   Curriculum Development

> The curriculum is designed by the University of Kerala and the college follows it.

6.3.2   Teaching and Learning

- The faculty makes use of every opportunity to enhance their knowledge by participating in seminars/symposia and through paper presentations.
- Special sessions are given to students for seminar presentations.
- Continued the previously implemented induction programmes and diagnostic tests.
- Teachers attended Orientation courses /refresher courses /summer/winter schools etc.
- MOODLE Learning software has been implemented for facilitating efficient

6.3.3   Examination and Evaluation

- The evaluation reforms introduced by the University on time to time are fully adopted by the college.
- The CBCSS grading system developed by the university has been adopted in the college both at UG and PG levels.
- At the college level two internal examinations are conducted per semester for both UG and PG.
- Periodical assignments and Presentations are assigned to PG students.
- Independent Reprographic and computer facility is provided exclusively for the Examination purpose.
- End semester Model Examinations are conducted for both UG and PG programmes.
- Centralisation of the model examination for UG programme.
- The seating arrangement of students was replaced with displaying computer

> prints shown in each examination room instead of writing on the desks using chalk.
> - Cameras were installed in examination hall

6.3.4 Research and Development

> - Encouraged teachers to apply for more minor/major research projects funded by various national and state level funding agencies.
> - There are Four Research departments, viz. Botany, Zoology, Chemistry and Commerce. All together 29 Research Scholars are doing research in these departments.
> - Two more departments viz; Departments of Economics and Mathematics have been upgraded to the status of Research Departments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> - Library Automation works are almost finished.
> - Procured more new books and journals.
> - Internet connectivity to all existing systems and reprographic facility to students.
> - Printer and reprographic Facility to all departments.
> - The number of users of NLIST and other internet based reference materials increased compared to previous years.
> - Central server and LAN has been installed.

6.3.6 Human Resource Management

> - Individual Computers were provided to all administrative office staff
> - The office automation works are completed.
> - Training was given to the Non- teaching staff for operating the 'SPARK', Government of Kerala.

6.3.7 Faculty and Staff recruitment

> - Permanent vacancies are filled as per the guidelines of University of Kerala and Government of Kerala.
> - During this academic year 1 new faculty appointment was made.

6.3.8 Industry Interaction / Collaboration

> - Industry/institutional linkages are established by various departments.
> - Maintaining collaborations with institutions like CUSAT, Kochi, Central Coir Research Institute, Kalavoor, Soil Testing lab, Alappuzha, CPCRI, Kayamkulam, Institute of English, Trivandrum etc.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	Loan facility through the Staff Cooperative Society, Sanatanam Welfare Association has been created.
Non teaching	Loan facility through the Staff Cooperative Society. Sanatanam Welfare Association has been created.
Students	Counselling by experts

6.5 Total corpus fund generated | - |

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

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

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

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

For UG Programmes   Yes | NA | No | NA |

For PG Programmes   Yes | NA | No | NA |

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

| Not Applicable |

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

6.11 Activities and support from the Alumni Association

- Close association of alumni in all the activities of the college.
- Alumni Association was reregistered and renamed as SD College Alumni Association (SDCCA).
- A mega meet of SDCCA was organised.
- Alumni honours the meritorious students
- Contributions to enhance the infrastructure facilities.
- Mighty Commerce 2017 organised
- Classes by experts
- Merit Award Distribution by Alumni Association and PTA

6.12 Activities and support from the Parent – Teacher Association

- PTA Merit Award Distribution
- Funding for Academic activities such as seminars, symposia, workshops etc.
- Salary to guest faculty appointed against leave vacancies of permanent staff.

6.13 Development programmes for support staff

Skill development programmes for the support staff

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

- Awareness programmes
- Cleaning by NSS volunteers
- Planted more trees including medicinal plants.
- The activities of HARITHA SANATHANAM & BHOOMITHRASENA Club towards promoting ecological consciousness and eco-friendly practices among

> - the students are continuing.
> - Green auditing has been conducted by the Botany Department.
> - Environment day celebrations
> - Talk by experts

Criterion – VII
7. Innovations and Best Practices
7.1 Innovations introduced during this academic year which have created a positive impact on

the functioning of the institution. Give details.

> - All teaching departments are making effective use of IT aided teaching and learning practices. Smart rooms are being utilized effectively. Virtual labs and simulated experiments are used in the science departments.
> - Coaching classes and remedial classes are arranged for students. Economic assistance is provided to economically weak students. "Each one teaches one "program continues in the Mathematics dept.
> - The student mentoring programme Walk with the Scholar was launched .It is a comprehensive programme that provides academic and other mentoring support for the holistic growth of the students.
> - The Malayalam department organized the Reading Week, to inculcate reading habits among students, and to promote cultural and literary activities in the mother tongue. Seminars and workshops on cultural and literary topics, and on journalism, were conducted. Book exhibitions and sales, reading sessions, lectures, competitions and visits were arranged as part of the event.
> - Memorial lectures and quiz programmes are organized by various departments in which students of the whole college participate. Science day was celebrated with quiz and debate competitions by the Physics department. The Zoology dept conducted exhibitions and essay competitions. Students are encouraged to take part in events and competitions organized by other colleges and Universities.
> - The various clubs and forums like the NSS, NCC, Career Guidance Cell and Women's Studies Cell organize lectures, debate and discussion platforms to inculcate a pro-active attitude in students towards socially relevant issues and holistic growth.
> - ASAP and Skill Enhancement and Career Guidance programme was organized this year too.
> - Civil Service Club has been constituted to provide awareness classes for civil service aspirants.

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

> - The student mentoring programme Walk with the Scholar was launched. Students were identified, and classes were arranged by internal and external resource persons.
> - The Malayalam department organized the Reading Week, to inculcate reading habits among students, and to promote cultural and literary activities in the mother tongue. Book exhibitions, seminars and workshops on cultural and literary topics were conducted.

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

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

7.4 Contribution to environmental awareness / protection

- Many departments and clubs conducted seminars, film shows and invited talks on topics related to environmental awareness. Students and staff are encouraged to protect and preserve the natural environment of the college.
- The Harithasanatham venture and Bhoomitrasena club continued to propagate environmental awareness and co-ordinate activities related to vegetable farming, maintaining the herbal garden etc. Talks and awareness campaigns were also conducted.
- NSS, NCC and other forums celebrate environment day, and plant tree saplings on commemorative days. Campus cleaning drive and pruning of shrubs is also conducted.
- NSS and NCC organised various awareness classes on environment.

7.5 Whether environmental audit was conducted? | No |

7.6 Any other relevant information the institution wishes to add (for example SWOT Analysis) | Nil |
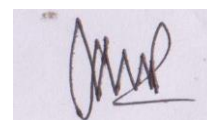
8. **Plans of institution for next year**

To conduct awareness classes on MOODLE learning system to all teachers.
To introduce MOOCS
To conduct research methodology workshops to teachers
To undertake social surveys
Starting collaborations with othe colleges in the district
To undertake faculty development programmes in collaboration with outside institutions.
To organise NAAC sponsored seminar by IQAC.
To strengthen the Research and Consultancy Centre to coordinate all research and consultancy activities of the college.
To organise an international seminar
To apply for the Status of Potential for Excellence

Dr. Prabhakaran Nair V.R
Coordinator, IQAC

Dr. P.R Unnikrishna Pillai
Principal & Chairperson, IQAC

10.09.2018

ANNEXURE

BEST PRACTICES: 2017-18
Best Practice 1: SANATANAM SOCIAL WELFARE ASSOCIATION (SWASTI): PHASE 2

1. Title of the Programme: Sanatanam Welfare Association (SWASTI): Phase 2

2. The Context

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

3. Goal of the Programme

- To foster a feeling of humaneness, compassion, fellowship and secularism among the college community.

- To establish a readily available fund for emergency medical, educational and social needs through donations, endowments, subscriptions, sponsorships, gifts and any other forms of assistance to fulfil the objectives of "Swasti".

- To organise and conduct social, educational and health -related activities that would foster awareness and good principles and habits.

- To associate with Government, quasi-government agencies or charitable agencies for promoting social, scientific and developmental projects and activities.

- To give disadvantaged people confidence, hope, dignity and strength, and to promote principles of participation, sustainability and empowerment, by extending the activities of "Swasti" to the larger public.

3. The practice

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

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the staff, both teaching and non-teaching, and the students. The faculty of almost all departments regularly contribute towards the educational, medical, personal and social needs of students. In view of this situation, it was felt that a more sustained and systematic effort could produce better results in terms of greater funds and more beneficiaries. The Sanatanam Social Welfare Association, "Swasti" was created through a consensus among the stakeholders, and has been running very successfully .

"Swasti" has a well drafted motto, constitution and by-law, which facilitates its smooth operation. In the past few years, generous amounts of money (around Rs.30,00,000/-) has been collected and donated towards the medical expenses of members of the teaching and non-teaching staff, students of various departments and occasionally, members of their family. "Annam Sanatanam" is another of our best practices that ensures a regular supply of food to the needy in the community, and in which the staff and students contribute regularly. The NSS unit of the college also organises community weddings and house building initiatives, in which all members of the staff and students contribute generously. Such welfare oriented events have been made possible through the initiative of "Swasti".

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

In the academic year 2017-2018, "Swasti" has made a commendable effort towards fulfilling its objectives. The achievements of "Swasti" in the noble arena of social welfare and service this year is listed below:

- One of the faculty members made a generous one time deposit of Rs.3,00,000 towards the educational needs of an economically backward and academically brilliant student from the English Department. She receives the monthly interest, the principal amount being kept in fixed deposit till her education is complete, when it will be handed over to her.

- An amount of Rs.30,000 is being given to four students from financially backward families as monthly scholarship. One of the students is physically challenged too.

- "Swasti" was successful in providing substantial financial aid to a guest faculty of the college on the occasion of her marriage. She was given Rs.50,000 as cash and a gold chain worth Rs.25000. It was indeed a happy occasion for the college.

- "Swasti" collected and donated Rs.25,000 to a lady member of the office staff for her knee replacement surgery. She was given Rs.5000 each month for five months for her medical expenses.

- A concerted effort was made by "Swasti" towards providing relief to the students of the college who were badly affected by the floods. Two students from the nearby area of Kuttanad, which was severely affected, were identified and provided with Rs.50,000 each towards rebuilding their houses that were washed away by the floods. Both the students had lost their fathers and were in poor financial states. It was indeed a commendable effort form the staff of the college, members of "Swasti" to come forward and contribute towards this noble deed.

The efforts of "Swasti" has led to an effective and smooth mechanism in the mobilization and dispensation of funds in the emergency humanitarian needs of the college community. It has generated and fostered a sense of goodwill and compassion among the members, both staff and students, and has boosted confidence and hope in humanitarian principles and traditions. We hope to continue this good work and make meaningful interventions in society in situations that call for humanitarian efforts.

Best Practice II: CO-ORDINATOR'S FORUM

1.   **Title of the Practice: CO-ORDINATOR'S FORUM**
2.   **Context**

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

activities. The IQAC of the college, in its deliberations, put forward the suggestion that a Forum of the Co-ordinators of the clubs and forums be constituted, to ensure equal opportunities for conduct of programmes and ensure availability of funds for all activities.

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

2. Goals

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

3. The Practice

Many of the club Co-ordinators expressed their difficulty in conducting programmes due to lack of funds. The IQAC of the college suggested the formation of a new platform, the

"Coordinator's Forum", which could make a positive impact on the running of the various clubs and forums. Accordingly, a meeting was held, and the following suggestions were made:

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

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

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