SAHODARAN AYYAPPAN SMARAKA SNDP YOGAM COLLEGE

KONNI, PATHANAMTHITTA DISTRICT, KERALA

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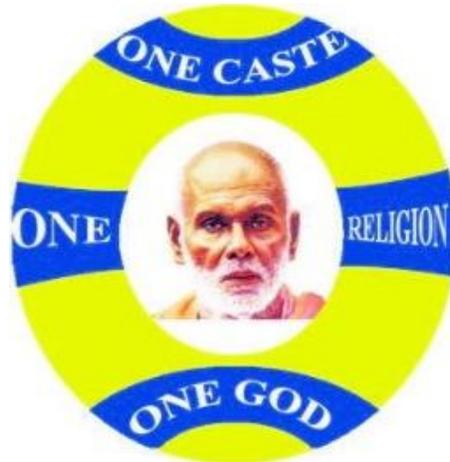
Accredited with B+ grade by NAAC

Tel :+91 -4682-2488820   Website:www.sascollegekonni.in

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The Annual Quality Assurance Report of the IQAC 2017-2018

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

Part –A

1. Details of the institution

1.1 Name of the institution

| **SAHODARAN AYYAPPAN SMARAKA SNDP YOGAM COLLEGE,KONNI** |

:

1.2   Address Line 1

| **KONNI** |

:

Address Line2

| PATHANAMTHITTA |

:

City/Town

| PATHANAMTHITTA |

:

State

| KERALA |

:

Pin Code   :

| 689 691 |

Institution e-mail address   :

| www.sascollegekonni.in |

Contact Nos   :

| 0468-2248820,(9447440028) Principal |

Name of the Head of the   :

Institution

| BIJUPUSHPAN |

Tel No with STD code

| 0468-2248820 |

:

Mobile   :

| 9447248394 |

Name of the IQAC coordinator : Dr.KISHORKMAR.B.S

Mobile   : 09605060199

IQAC e-mail Address   : iqacsassndpyogamcollegekonni@gmail.com

1.3 NAAC Track ID   : **KLCOGN21843**

1.4 Website address   : www.sascollegekonni.in

Web link of the AQAR   www.sascollegekonni.in/IQAC

1.5 Accreditation Details   **Acredited with NAAC B+ Grade on June 2016**

1.6 Date of establishment of IQAC   10 / 03/ 2014   :

1.7 AQAR for the year   2017 -18   :

1.8 Previous year's AQAR submitted to   **Yes. Submitted on Jan 2018**   :

NAAC after the latest Assessment and

Accreditation by NAAC

1.9 Institutional status

Affiliated college   Yes

Type of education   Co-Education

Financial status   :

UGC 2(f), UGC 12(b), Grant – in – aid + self financing

1.10 Type of faculty / Programme   :

1.11 Name of the affiliating University   :

MAHATMA GANDHI UNIVERSITY, KOTTAYAM

1.12 Special status conferred by Central/:

State Government –UGC / CSIR / DST /

DBT / ICMR Autonomy by State/

Central Govt / University

NA

2. IQAC Composition and Activities

2.1 No. of teachers   :   **7**

2.2 No of administrative/ Technical staff   :   **1**

2.3 No of students   **NIL**

                                                     NIL

2.4 No of management representatives   :

2.5 No of alumni   :   **1**

2.6 No of any other stake holder and community representatives: **1**

2.7 No of employers/Industrialists   :   **1**

2.8 No of other external experts   :   **1**

          10

2.9 Total No of members   :

2.10 No of IQAC meetings held   :   **8**

2.11 No of meetings with various stakeholders   :

          Faculty   :   3

          Students   :   4

          Alumni   1   :

          Others   :   0

2.12 Has IQAC received any funding from UGC during the year? :   **No**

          Nil

If yes, mention the amount   :

          2

2.13 Seminars and conferences (Only quality related)

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

International   : Nil   National   : ONE   State   : ONE

Institutional Level   :   5

(ii) Themes

1. Environmental Health Workshop
2. Library Automation
3. Book Exhibition
4. Library orientation programme
5. Public Lecture on Science and Religion

2.14 Significant activities and contributions made by IQAC

1. Digitization

2. Minimizing environmental degradation

3. Development Programmes for Staff, Faculty and Students

4. Fulfilling social responsibilities

5. Participation from stakeholders

6. Enabling better participation from the differently abled
7. Promotion of research activities

2.15 Plan of action by IQAC

Plan of Action	Achievements
Digitization	☐ E-file System to promote paperless office. ☐ Online grievance redressal system. ☐ Online fee payment
Minimizing environmental degradation	☐ Decreased use of paper and plastic ☐ Deliberate policy to limit construction on campus ☐ Optimization of existing infrastructure ☐ Paper recycling drive ☐ Tree Plantation
Development programmes	☐ Workshop conducted for staff on digitization. ☐ Workshop for library staff on automation. ☐ Orientation programmes for faculty on digitization ☐ Counselling session for students are available. ☐ Participation in workshops, conferences, seminars and poster presentation by Faculty and Technical staff.
Fulfilling social responsibilities	☐ Remedial classes for weaker students in language. ☐ Evening classes for the under privileged ☐ Blood donation camp ☐ Book and Clothes donation camps.
Participation from stakeholders	☐ Alumni meetings to discuss and enhance wholesome education and development. ☐ Principal interaction with students.
Enabling better participation from the differently abled	☐ Ramps on campus.

The Academic calendar 2016 - 2017 has been attached

2.16 Whether the AQAR was placed in statutory body

	Yes

The report will be placed in the forthcoming Governing Body Meeting for necessary action

Criterion – 11

Teaching, Learning and Evaluation

2.1 Total No of permanent faculty

Year	Asst.Professor	Associate Professor	Professor	Others
2017-18	16	12	0	1

2.2 No of permanent faculty with PhD : 9

2.3 No of faculty positions recruited (R) and vacant (V) during the year

Year	Asst Professor		Associate Professor		Professor		Others			
	R	V	R	V	R	V	R	V	R	V
2017-18	1	4	0	0	0	0	0	0	0	0

2.4 No.   of guest and visiting faculty and temporary faculty

	G	V	T
2017-18	2	0	0

2.5 Faculty participation in conferences and symposia

Year	No of faculty	International level	National	State level
2017-18	Resource Persons	0	1	3
	Participation	9	14	3

	Paper presentation	9	14	1

2.6 Innovative processes adopted by the institution in teaching and learning

Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.

a, 24X7 Wi-Fi enabled campus providing for technology access.

b, Overhead projectors in every classroom

c, Well-equipped Internet Resource Centre and computer lab.

d, Presentations/animations/videos are regularly being used apart from regular conventional black board teaching.

e, Group discussions, Case studies, problem based learning practices.

f, Continuous evaluations through projects, presentations and quizzes, etc.

g, Outside classroom activities for wholesome development of mind and acquiring skills.

h. Socially relevant research

2.7 Total Number of actual teaching days during the academic year

Year	No of days
2017-18	190 days

2.8 Examination/evaluation reforms initiated by the institution(Eg. Open book examination, bar coding, double valuation, photocopy, online multiple choice questions)

Various examinations/evaluations undertaken:

a. Regular, weekly tutorials are conducted

b. Routine and open book tests are conducted

c. Paper presentations and seminars are also encouraged

d. Continuous evaluation is carried out throughout the semester through regular tests, objective tests, projects, presentations, quizzes etc.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as a member of board of studies/faculty/curriculum development workshop

Year	BOS Member/Chairman
2017-18	11

2.10 Average percentage of attendance of students

Year	Percentage
2017-18	93

2.11 Course/Programme wise distribution of pass percentage

2017-18

Grade	A+	A	B+	B	C+	C	D	Fail	Appear	Pass	Percentage
BBA	0	7	NIL	18	NIL	13	2	17	57	40	70
BCA	0	0						19	59	28	47
BCom	0	4	Nil	21	Nil	15	0	28	68	40	59

BSc Maths	0	3	Nil	3	Nil	3	Nil	6	15	9	60
MSc BT	0	0	5	8	0	0	0	2	14	8	58
MSc CS	0	0	5	3	1	0		13	22	9	41
MCom	0	0	0	7	0	0	0	16	23	7	30
MSc Physics	0	1	0	2	0	0		4	7	3	42

2.12 How does IQAC contribute/monitor/evaluate the teaching and learning processes

- Ensures conduct of remedial courses for the slow learners
- Evaluate the teaching diary prepared by teachers
- Ensures timely conduct of internal and model examinations
- Collects and evaluates feedback from students and parents
- Encourages use of ICT by faculty members
- Enriches programmes for the students with outside resource persons from the industry
- Monitors organization of career guidance and campus recruitment programmes

2.13 Initiatives undertaken towards faculty development

Faculty/Staff development programmes	Number of Faculty benefited
Refresher courses	1
UGC-Faculty improvement programme	2
HRD programme	0
Orientation programme	4

Faculty exchange programme	4
Staff training conducted by the university	5
Staff training conducted by other institutions(NSS,NCC)	3
Summer /winter schools, workshops	3
Others	0

2.14 Details of administrative and technical staff

Category	No of permanent employees	No of vacant positions	No of permanent positions filled during the year	No of positions filled temporarily
Administrative staff	13	0	0	0
Technical Staff	1	0	0	0

CRITERION III

3. RESEARCH, CONSULTANCY AND EXTENSION

3.1Initiatives of the IQAC in sensitizing/promoting research climate in the institution

a) Ensures the functioning of the college Research Council

b) All departments have been encouraged to have a research component in the existing curriculum
c) Encourage faculty on availing FIP facility of UGC to pursue doctoral research, to apply and get sanction for maximum number of minor or major projects

d) To pursue steps to upgrade facilities of Bio Technology department as a research centre recognized by the MG University

e) Ensures support to part time researchers through work arrangements and exemption from extra work

f) Research books, computers, lab facilities, Wi-Fi connection are made available to the students for doing their projects

g) Faculty and students are encouraged to participate in conferences, seminars and workshops and expert lectures so that they get an opportunity to interact with eminent researchers in reputed research centers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Quantity in Rs Lakhs	0	0	0	0

3.3 Details regarding minor projects

Year	Completed	Ongoing	Sanctioned	Submitted	Outlay in Rs Lakhs
2017-18	0	0	0	0	000

3.4 Details on research publications

Year	Type of publication	International	National	Others
2017-18	Peer Review Journals	1	4	3
	Non Peer Review Journals	2	0	0
	E-Journals	0	0	0
	Conference Proceedings		5	2

3.5 Details on impact factor of publications

3.6 Research fund sanctioned and received from various funding agencies, industry and other organizations

Year	Nature of the project	Duration	Name of funding agency	Total grant sanctioned Lakhs	Received
2017 -18	Major project	Nil	Nil	Nil	Nil
	Minor Project	Nil	Nil	Nil	Nil
	Interdisciplinary Projects	Nil	Nil	Nil	Nil
	Industry sponsored	Nil	Nil	Nil	Nil
	Projects sponsored by the University/College	Nil	Nil	Nil	Nil
	Student research projects	Nil	Nil	Nil	Nil
	Any Other (Specify)	Nil	Nil	Nil	Nil
Total					

3.7 Number of Books published

Year	With ISBN No	Without ISSN No	Chapters in edited books
2017-18	One- (978-93-5273-668-3)	Nil	

3.8No of University Departments receiving funds from:

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

3.9 For colleges

Autonomy/CPE/DBT Star scheme / INSPIRE/ CE / Any other   :NA

3.10 Revenue generated through consultancy   :

Nil

3.11No of conferences organized by the institution

Year	International	National	State	University	College
2017-18	NIL	NIL	NIL		4

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

Year	Number
2017-18	2

3.13 No of collaborations

International   Nil

National   Nil

Others

3.14 No of linkages created

Nil

Nil

3.15 Total budget for research

Year	From funding Agency	From Management	University/College	Total Amount
2017-18	NIL	NIL	NIL	NIL

3.16 No of patents received

Year		Applied	Granted
2017-18	National	0	0
	International	0	0
	Commercialised	0	0

3.17, No of research Awards/Recognitions received by faculty and research fellows of the institute in the year

Year	International	National	State	University	Dist	College	
2017-18			3	1			

3.18 No of faculty from the institution who are PhD Guides and students registered under them

Year	No of Guides	Students registered
2017-18	2	7

3.19 No of PhD awarded by the faculty from the institution

ONE

3.20 No of research scholars receiving the fellowships (Newly enrolled + existing)

    JRF/SRF/Project Fellow/Any other   : 3

3.21 No of students participated in NSS events

   University Level : 4   State Level   :2

   National Level :One   International Level :Nil

3.22 No of students participated in NCC events

   University Level :Nil   State Level   : 3

   National Level :Nil   International Level :Nil

3.23 No of awards won in NSS   : One

3.24 No of awards won in NCC   : Nil

3.25 No of extension activities organized

 University forum :1   College forum   :3

 NCC   : 1   NSS   :8

 Any other   :

3.26 Major activities during the year in the sphere of extension activities and Institutional social responsibility.

1. **Blood Donation Camps -** organized by the NSS unit.
2. **Cloth Donation Camp -** is organized in connection with Onam celebration every year.
3. **Environment awareness camps** – The Bhoomithrasena & Environment Society in College conducted awareness programmes to encourage the College community to reduce the use of plastic and paper on campus. They have also undertaken an initiative to sterilize dogs on campus. They actively encourage paper recycling by all members of the College.
4. **Evening Classes** - for children of underprivileged sections of the society are conducted daily.
5. **Medical camps** – It is conducted annually for the employees of the College. Qualified doctors are brought for checkups and necessary prescription are given for treatment.
6. **Orphanage and Old Age home visits** - are done twice a year.
7. **Public Lectures** – In keeping with the College's vision and mission of Social Commitment, this year a Public Lecture was held on Science and Religion by in October, 2016 at College.

8. **Skip a Meal** – Junior members skip their lunch and breakfast twice in a month and the food is packed and distributed to needy at various locations.

9. **Vidyajyoti -** a primary education project organized for the children of a Konni Panchayath. The volunteers go and teach the children for 40 days in a year.

10.**Jaivom** Project- for promoting the organic farming, NSS volunteers took part in the Campaign for transforming Kottayam District to a '100% Literacy District in Organic Farming'. In connection with this programme the volunteers participated in the Seven Day Camp held at Kanjirappally Panchayath-organized by MG University and bagged Organic Literacy Drive- Best Unit / Programme Officers Award in Pathanamthitta District.

11.**Diabetes Awareness Rally**- to commemorate world diabetic day NSS Unit of the college conducted aDiabetic awareness rally. Students Doctors and public also took part in the rally.

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of fund	Total
Campus area	7.303 Hect			
Class rooms	21	2	Management	24
Laboratories	5	0	Management	0
Seminar Halls	1	0	PTA	1
Auditorium	1	0	Management	1
No of important equipments purchased (>=1L) during the year	3	0	UGC	3
Value of the equipment purchased during the year (Rs in Lakhs)		0	NA	0
Others	Nil	Nil	Nil	Nil

4.2Computerization of administration and library

The college office is computerized with BSNL internet connection. It maintains records of the admission procedures, internal and external evaluation, issue of mark lists, student attendance, salary bill etc

Library: Library is computerized with the software Infoweavers. Two terminals with internet connection for staff and students. Photocopier for taking Photostat copies are also available

4.3 Library services:

Book Type	Existing		Newly added		Total	
	No	Value	No	Value	No	Value
Reference Books	356	1,02,000	10	1,750	381	12,04,75
e-Books	5000	50,000	0	0	5000	50,000
Journals	12	15,400	2	2,000	14	17,400
e- Journals	5000	Free Journals	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	127	0	0	0	0	0
Others	0	0	0	0	0	0

4.4Technology up gradation (Overall)

	Total Computers	Computer Lab	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	130	2	30	3	2	1	8	Nil
Added	1	0	0	0	0	0	1	Nil
Total	131	2	30	3	1	1	9	Nil

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

Training for faculty members on smart board, courses on hardware assembly for students

4.6 Amount spent on maintenance in Lakhs

i)   ICT   :1.25 (2017-18)

ii)   Campus infrastructure and facilities   :12.2 (2017-18)

iii)   Equipments   :120000 (2017-18)

iv)   Others   :9.35 (2017-18)

CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.1 Contribution of IQAC in enhancing awareness about student support services

Prospectus and college handbook are distributed to the students which makes them aware of the general information about the college, college website also provides information about various facilities in the college. Student representatives are included in various academic and administrative bodies. They are also included in various clubs.In the beginning of the academic year an orientation programme is conducted for the beginners to make them aware of the various support programmes. Womens cell, career guidance cell, placement cell also conduct awareness classes on student support

5.2 Efforts made by the institution in tracking the progression

1.Ensures quality and promotes talents and interests of the students

2. Evaluates the action plans and teaching plans of various departments and ensures their efficient implementation

3.Monitors the timely conduct of internal and model examinations, and timely submission of internal marks

4.Monitors all the exam related activities like fees submission, issuing of hall tickets etc

5.Monitors the conduct of class wise PTA meeting for analyzing the student progression

6. Monitors the well functioning of clubs like tourism club, literacy and cultural club , sports club, health and wellness club, communicative English club, campus beautification club, Bhoomithrasena, film club etc.

7. Designs co-carricular activities like Onam and Christmas celebrations, college day celebrations etc.

8. Ensures the participation of students in literacy and artistic competition in colleges and university level. Students are given opportunities to represent the college in Public cultural events such as variety entertainment programmes of other organizations

9.Promotes the participation of students in NSS and NCC

10.Utilises the feedback from students and employers for quality improvement

11. Ensures the conduct of orientation programme for beginners

12 Monitors the functioning of career guidance and placement cell, womens's guidance and counseling cell, grievance redressal cell etc

13.Ensures the announcement of availability of various scholarships and assists the students in availing them

14 Ensures the transportation facility of students through PTA

15.Ensures the distribution of uniforms at moderate rate through PTA. Also for financially backward students the uniforms are sponsored by various faculties.

16.Ensures medical assistance for needy students

17.Ensures the conduct of coaching classes for PSc, bank test, MAT and CAT

18.Through SSP, ensures the conduct of spoken English classes for weaker students

19.Ensures the conduct of remedial classes for slow learners

20 Ensures the field visit, industrial visit study tour of various departments

21Ensures the efficient functioning of anti ragging squad to make the campus ragging free

22Maintains contact with alumnae to motivate and orient our present students

23 Ensures the conduct of bridge courses

24 Ensures special support to students at risk of failure and drop outs

25 Students are encouraged to participate in sports and games at intercollegiate and inter university level

26 Ensures the timely publishing of college magazines

24 Ensures the smooth functioning of college union

5.3   **(a)**   **Total number of students**   **:**

Year	No
2017-18	758

     (b)   **No of students outside the state**   **: nil**

     (c)   **No of international students**   **: nil**

Year	Men	Percentage	Women	Percentage
2017-18	271	41	431	69

2017-18					
General	SC	ST	OBC + OEC	Physically Challenged	Total
260	103	0	349	3	702

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

Coaching classes are arranged for MAT, CAT , Bank tests, PSc tests etc

No of student beneficiaries   69 (2017-18)

5. 5No of students qualified in these examinations

NET   : 3   SET/SLET   : Nil   GATE   : 8

CAT   :0   IAS/IPS   : Nil   State PSc   :9

UPSC   :5 (2017-18)   MAT : 20 (2017-18)

Kerala Entrance (MCA) : 4 (2017-18)

5.6 Details of student counseling and career guidance

- A mentoring programme has been introduced to ensure the psycho-social welfare of students. Each faculty is assigned thirty students each.
- Soft skill development programmes for semester VI students
- Training for interview skills
- Awareness programme on competitive examinations
- Training for communication skills
- Govt sponsored ASAP recruitment sessions for the outgoing students

5.7 Details of campus placement

year	On Campus			Off campus
	No of organizations visited	No of students participated	No of students placed	No of students placed
2017-18	4	300	7	8

5.8 Details of gender sensitization programmes

Womens' cell of the college is very active and conduct talks and seminars on women issues. The counseling cell also provides necessary guidance to the girl students in their probles by conducting debates, seminars, group discussions etc.

5.9Students activities

2017-18

Sl.No.	Date	Activity
1	4/8/2017	**Freshers day**(Bcom department)
2	15/08/2017	Independence Day activities- 'Suchi', NSS Unit
3	24/8/2017	**Seminar on digital banking**(Bcom department)
4	25/8/2017	**Seminar on contemporary issues in the Indian financial system**(Bcom department)
5	05/06/2017	World Environment Day
6	16/9/2017	**Ozone day (maths)**
7	02/10/2017	Construction of Medicinal Garden & Nakshthravanom,NSS Unit
8	02/10/2017	Gandhi Jayanthi Celebrations NSS UNIT
9	05/10/2017	Blood Donation Camp, Inaguration of Biotechnology Association-'CUBS'
10	01/11/2017	Anti Drug Awareness Seminar,NSS Unit
11	14/11/2017	Poompattakakkoru Snehasammanam, NSS Unit
12	14/11/2017	Diabetes Awareness Rally,NSS Unit
13	28/11/2017	Blood Donation Camp,NSS Unit
14	22/09/2018	Inauguration of Biodiversity Club and ENCON Club
15	08/12/2017	Mushroom cultivation,Department of Biotechnology.
16	12/12/2017	Nature awareness camp at Eravikulam national Park, Munnar
17	19/12/2017	PTA Meet(Bcom department)
18	01/09/2017 to 07/09/2017	Jaivom Sevn Day Camp at Kanjirappally Panchayath- Organic Literacy Drive,NSS Unit

19	11/01/2018	MBA Orientation (Bcom department)
20	17/01/2017	Seminar on professional courses Kottayam chapter (CA,CMA) (Bcom department)
22	3/01/2017	MBA Orientation seminar on Carrier guidance as business manager
23	30/01/2018	Essay/Painting/ Quiz competition by BCIL, Kochin Refineries
24	02/02/2018	Intercollegiate quiz competition
25	02/02/2018	World Wetland Day
26	5/03/2018	Tally certification programme (Bcom department)
27	12/03/2018	'Sasthreeyam' Science Exhibition

5.9.1No of students participated in sports, Games and other events

Event	Year	State/University level	National level	International level
Sports	2017-18	140	Nil	Nil
Cultural events	2917-18	25	Nil	Nil

5.9.2No of medals /awards won by students in sports, games and other events

Event	Year	State/University level	National level	International level
Sports	2017-18	3	Nil	Nil
Cultural events	2017-18	2	nil	Nil

5.10Scholarships and financial support:

Year	Type of financial support	No of students	Amount
2017-18	Financial support from institution	38	22,800/-
	Financial support from govt	101	3,81,275/-
	Financial support from other sources	Nil	Nil
	No of students who received international/National recognition	1	51,000/-

5.11 Student organized /Initiatives

Fairs   : State/University level -   Nil

               :National Level   -   Nil

               :International level   -   Nil

Exhibition   : State/University level -   Nil

               :National Level   -   Nil

               :International level   -   Nil

5.12No of social initiatives undertaken by the students

Year	No
2017-18	**3**

5.13Major grievances of students redressed

Sl No	Grievance	Redress
1	Complaint regarding the public addressing system	Additional speakers were installed in class rooms Different part of the campus
2	Discussing student progression with parents	Class wise PTA meetings are conducted
3	Drinking water scarcity in the campus	Additional water purifier was installed
4	Provision for indoor games	Indoor games facility are made available
5	Sports Infrastructure Developement	UGC funded Basket ball and Tennis court construction is in progress

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 **State the vision and mission of the institution vision**

Our vision

Our purpose is to occupy the horizons of knowledge,to extend them, and to ask bold questions that drive exploration forward. We strive to practice and teach learning and discoverer as ways of being that enrich lives, solve problems, extend opportunity, and create a better world.

Our mission

SAS SNDP Yogam college fosters excellence in the all the subjects taught here and provide a foundation for intellectual and creative experience. We apply diverse perspectives to understand and transform the world, enrich lives, and meet societal needs.

Inquiry is central to our work. We address fundamental questions through research, scholarship, and creative activity. Our efforts advance the frontiers of knowledge and artists expression, as well as the mission and strategic goals proposed by Mahatma Gandhi University.

The college is uniquely positioned to pursue liberal, board-based learning, in which inquiry and teaching proceed in tandem. We challenge our students and ourselves to think rationally, critically, and creatively for lifelong engagement in our human and natural worlds.

We are committed to outreach that promotes the common good and that empowers local, state, national, and global communities.

The college stands for academic excellence, development of skills and character formation based on the love of God and service of man as modeled by Sree Narayan Gurudevan, to produce intellectual trained, morally upright, socially committed and spiritually inspired young men and women of India. The college endeavors to achieve the integral development of human personality ensuring the possibility of living a fully human existence.

Aim and Objectives

This college envisages integral personality development of students through education. In order to accomplish this, special efforts are made to enable the students to

> ➢ Strive for excellence in every field of life

> ➢ Think in a simple, lucid, fearless and objective manner

> ➢ Seek, acquire and apply knowledge in everyday life situations.

> ➢ Be firm on principles and courageous in action.

> ➢ Be selfless in the service for their fellow beings.

> ➢ Be the agents of change that lead to the progress of our nation.

> ➢ Be the preservers of noble human values.

6.2Does the institution has a management Information System

Yes, the college has an academic management portal which takes care of various activities like admissions, attendance and internal assessment, office management, student dealing, accounts and student grievance redressal.

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

6.3.1 Curriculum development

> ➢ Several faculty members are involved in course restructuring and revision committees constituted by M.G University.
> ➢ Academic Monitoring Committee looks into overall academic growth and quality improvement.
> ➢ Work load distribution as per specialization of faculty members.
> ➢ Provision for a departmental moderation committee.
> ➢ Examination committee ensures smooth conduct of examinations.
> ➢ Several faculty members are active members of University appointed examination committee to frame questions papers and evaluate examination scripts.

6.3.2Teaching and learning

> ➢ ☐Highly qualified and dedicated faculty.
> ➢ Healthy interaction between students and faculty which goes beyond the classrooms.
> ➢ Learning beyond curriculum.
> ➢ Innovative methods are adopted for teaching and learning process.

6.3.3 Examination and evaluation

> - Continuous evaluation through different methods like internal assessment test, assignments, presentations, projects etc.
> - Transparency is maintained in evaluation process.
> - Examination committee to ensure smooth conduct of examinations.
> - The end semester examination question paper is set by M.G University.
> - The practical examination is conducted with internal and external examiners appointed by the superintendent of examination

6.3.4 Research and development

> - The college has established a research promotion council with research experience and aptitude to promote research aptitude among faculty
>
> - Faculty are encouraged to do research and also avail FIP if need arises
>
> - Faculty are encouraged to apply for major and minor projects
>
> - Faculty are encouraged to do projects by availing fund from agencies like KSCSTE
>
> - College provides all support for research and development like sanctioning duty leaves, encouraging faculty to interact with faculty from other institutions, including those from

6.3.5 Library, ICT and physical infrastructure/instrumentation

- ➢ 3 full-fledged Computer Labs
- ➢ Fully equipped library with automation facilities
- ➢ Classrooms with projectors.
- ➢ 24x7 Wi-Fi Facility

6.3.6 Human Resource Management

- ➢ Faculty and Staff are encouraged to participate self-development programmes.
- ➢ Administration supports faculty, staff and students with necessary and relevant support to optimize their work.
- ➢ Management and PTA offers 24x7 support for infrastructural requirements especially electricity, water supply and routine maintenance

6.3.7 Faculty and staff recruitment

- ➢ Vacancies are advertised in all the leading news papers as per the University regulations
- ➢ The interview board is constituted according to the Govt norms
- ➢ Teaching faculty and other staff are recruited on grounds of merit as per the norms stipulated by the UGC, the Govt. of Kerala and the MG University
- ➢ Pay scale of guest faculty is as per the government norms.

6.3.8 Industry interaction/collaboration

- ➢ Departments are encouraged to make their courses of study relevant to industry.
- ➢ Industrial visits, lectures by industry experts and domain experts are regularly conducted.

6.3.9 Admission of students

- An admission committee monitors the admission procedure

- Details regarding the admission process is given in prospectus, college website and college hand book.

- The college follows the norms stipulated by the University. MG University has implemented CAP from academic year 2010-11 onwards

- Admission to the community and management quota are done through the college as per the University norms

- The institution applies for marginal increase of seats whenever necessary

- There is a help desk for assisting students to apply for CAP

- The list of candidates admitted is given to the University

Percentage wise allocation of seats:

General merit   : 40%   SC/ST merit   :20%

Community merit   :20%   Management   :20%

6.4 Welfare schemes for

Teaching	SLI,GIS,PF,GPIS
Non Teaching	SLI,GIS,PF,GPIS
Students	Medical assistance to students, Concession in bus for financially backward and physically challenged students, free uniform to poor students, Student Safety Insurance Policy

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

6.7Whether academic and administrative audit has been done

Audit type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Departments
Administrative	No		Yes	Governing body

6.8Does the University/Autonomous college declare results within 30 days   :No

6.9What efforts are made by the University/Autonomous College for examination reforms

Not applicable.

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

Not applicable.

6.11Activities and support from the Alumni Association

> ➢ Interaction with alumni through annual alumni meetings.
> ➢ Active participation and contribution by Alumini
> ➢ Involvement of alumni in the Governing Body of the college
> ➢ Special lectures, seminars and workshops by alumni are arranged on regular basis through Societies and Clubs.
> ➢ Memorial lectures and scholarships, awards, prizes and medals instituted by alumni.

6.12 Activities and support from the PTA

The college has a vibrant PTA which renders whole hearted cooperation to the college. The department PTA as well as the general PTA are organized regularly.PTA provides fund for the remittance of electricity bill, telephone bill, salary distribution of guest faculty, general proficiency awards etc. It distributes college uniform at a moderate rate. It actively involves in the day to day activities in the college

6.13Development programmes for support staff

Some orientation and training programmes are offered.

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

> ➢ Well-maintained and environmental friendly campus.
> ➢ Tree plantation to mark special occasions.
> ➢ Paper recycling with the help of NGOs.
> ➢ Groundwater is recharged using a water recharge well.
> ➢ Solar panels on the mess roof are used as green energy.
> ➢ Constant effort to minimize waste generated in the labs.
> ➢ Paperless organization through E-filing system,
> ➢ Online Fee payment.

CRITERION VII

INNOVATIONS AND BEST PRACTICES

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

- ➢ Digitization
- ➢ E-file system
- ➢ Common Public address system
- ➢ Lectures and interactive sessions with distinguished alumni.
- ➢ Talk on current challenges in science & opportunities for young students
- ➢ Newer and greener methods are being adopted to carry out experimental work.
- ➢ Annual academic planning and implementation of plans.
- ➢ Some steps towards making the campus disabled friendly.
- ➢ Annual academic and Administrative audit and get together

1.2 Provide the action taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- ➢ Action taken Report (ATR):
- ➢ Digitization is underway
- ➢ Seven institutional collaborations have been initiated at International and National.
- ➢ E-file system has been implemented successfully.
- ➢ Some Workshops have been conducted for Staff and Faculty development.
- ➢ Student and Staff welfare schemes continue.
- ➢ Counseling sessions are available.

7.3 Give two best practice of the institution

Best Practice - I

- ➢ Daily News Paper Assignment

Best Practice - II

- ➢ Value based Education.

1. The news reading and weekly assignment for strengthening general awareness and writing skills

Objectives: To strengthen the general awareness of students, to improve the reporting ability of the students, to make them ready for competitive exams in future. The Business Administration Department of this college is practicing News assignment since1995 the very beginning of this college.

The context: to a majority of Keralites, newspaper is either a luxury or they live in rural areas beyond the network of dailies. The decline in the functioning of rural libraries and reading rooms with the advent of TV is a notable block to rural students' reading habit. From academic year 1996 – 97 , the programme is in full swing and the results are encouraging .

Practice : The programme has following practices to achieve its objectives

1.An orientation programme on the need for general reading

2.A refresher programme on methodology of reading

3.A one day parents meeting to make them aware of the programme

4.Arrange subscription of an English daily at home for every student

5.Announcement of assignment schedule

Evidence of success : The programme is well appreciated by students, alumni, and parents. The programme has contributed to students' progressionto higher education and employment. The self confidence it generated has motivated many students to turn into entrepreneurs

2.**Value based education: I**n keeping with the vision and mission of the college, Value based education is imparted to students to make them morally upright and socially committed. The college stands for character formation based on the love of God and service of man as modeled by Sree Narayana Guru Devan, to produce morally upright, socially committed and spiritually inspired young men and women. The BCA Department of this College has successfully practicing this message as best practice.

Goal : The major goal is to inculcate moral values in students to mould them to become socially responsible and committed citizens. The specific objectives are,

1. To prepare students to be committed to a life of community service as an active person
2. To impart human values and social attributes to the students

3. To contribute to the less privileged in society
4. To equip students to practice sustainable and eco friendly life style
5. To develop philosophy of life as Guru Devan has taught

3. **Context**

The present formal education system does not provide awareness for students to live in harmony with society and to imbibe moral and spiritual values. Without social responsibility, education is not complete. In order to fill this void and to mould the students as socially committed citizens, the college encourages the students to merge in various activities that lead to their holistic development

4. **The Practice**

To promote and strengthen values in our students for a better future , the following activities are conducted : the daily classes begin with prayer (Daivadsakam – the prayer penned by Sree Narayana Gurudevan ; the all religious prayer is celebrating its 100 years this year) Prayer at the beginning of any programme, spiritual classes based on teaching of Gurudevan, life guidance seminar, counselling sessions, legal awareness classes, environmental protection initiates, turn green campaigns, waste management initiatives and premarital guidance courses for outgoing students. The college also observes all important days to integrate students to the community. The college organizes a variety of programmes:

Evidence of success: Student benefit from this innovative practice and they are enlightened by the talks related to ethics and moral values. They develop the habit of meditating which helps to sooth their mind. We hope that this type of practice would help them to lead a peaceful life

7.4 Contribution to environmental awareness/protection

To raise public awareness about environmental protection and create awareness among our students on conservations of natural resources, The College observes world environmental day, ozone day, earth day and world food day. Film shows, distributions of saplings etc are organized . In association with the Department of Forest, Police and Gramapanchayath ,opportunities are provided to the students to interact with environmental scientists and activists and to know of their experience and scientific knowledge. The college takes up eco projects on various environmental issues like waste management, rain water harvesting, ground water re-charging, vermin composting etc.

7.5 Whether environmental audit was conducted?   No

8. Plans of institution for next year

STRENGTHS:

- **Campus**: Environment friendly campus.
- **Quality Education**: Highly qualified and dedicated faculty; Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum.
- **Commitment toward students' welf**are: Equal opportunity to all,
- **Counselling** for students at both formal and informal levels, Mentoring system well structured.
- **Infrastructure and Technology Access**: Smart Classrooms and Modular laboratories with

overhead projectors in all classrooms; 24X7 Wi-Fi connection. Well-equipped Internet Resource Centre and computer labs.

- **Well-equipped library**: Excellent collection of rare and latest books and journals; The library is also equipped with special software and resources for differently-abled students
- **Research & Innovations**: Research thrust through activities like research projects and annual Academic Conclave.
- **Sports achievements**: In keeping with its tradition of all-round education, the College offers excellent sports infrastructure and coaching leading to Intercollegiate and State level sports achievements.
- **Scholarships and financial Aids**: College offers several bursaries, financial aid and numerous need and merit based scholarships. A large number of scholarships disbursed to students from marginalized and economically deprived section.
- **Fulfilling our Social responsibility:** Particularly through the active Social Service League.
- **Extra-curricular activities**: Large number of Cultural, Literary, Subject & Theme Based Societies.
- **College Website**: Is well-maintained and user friendly. The class-wise time table is uploaded on the website before the commencement of the new session every semester. The Attendance and Internal Assessment marks are uploaded by teachers regularly as per schedule. Students can check their records regularly. All major events are updated regularly.
- **Distinguished Alumni**: Alumni of the college include distinguished personalities from various fields like politics and government, Education, theatre, media, literature, sports etc.
- **Library**: We have an exceptionally fine Library, housed in a separate wing, with more than afive thousand books, and a separate archival section which holds records pertaining to the history of the College. Having been built up over many decades, and in more propitious times when books were cheaper and grants went further, the College Library is a resource unmatched by any undergraduate institution in Pathanamthitta. It has also moved with the times, and is now fully automated. It also provides seamless access to information through an online library so that students can access the catalogues, online journals and online reference sources at any time, irrespective of location.

WEAKNESS:

- Limited developed infrastructure

- Limited numbers of courses offered

OPPORTUNITY:

- Excellent Academic environment

- Research and innovation

- Active alumni participation

- Add-on and value based courses

- To share the wealth of information and methodologies practiced at College with the world at large.

THREATS:

- Inadequate Research facilities

- Insularity

- Complacency

IQAC - Plan of action to be decided upon at the beginning of the year.

a. Academics

- Offer interdisciplinary seminars, workshops and conferences.
- Add-on courses to increase the number of options/electives for students

2.Development Programmes and Collaborations

- To encourage Faculty to start thinking about new courses
- Mou with Firm and institutions of similar nature for sharing facilities and knowkedge.
- To firm up Faculty and student exchange programmes.
-

3. Research and Innovations

- Enhance research funding

- To explore possibilities for active industry participation

4. Institutional Social Initiatives

- Eco-friendly measures and Green Auditing

- Implement the existing awareness programmes on environmental issues.

5.Welfare Programmes

- Evolve a scheme for Non Teaching staff

- Explore housing benefits for more Teaching staff

> ➢ Offer Student internships

6 Administrative

- ➢ Infrastructural development
- ➢ Interactive feedback, analysis and monitoring.
- ➢ Offer specific and targeted training.
- ➢ Forum for redressal of grievances and reduce turnaround time.

SIGNATURE OF IQAC COORDINATOR   SIGNATURE OF PRINCIPAL