

**St. Gregorios College, Kottarakara
Kerala**
Annual Quality Assurance Report (AQAR)
2017-18



Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

ST. GREGORIOS COLLEGE, KOTTARAKARA
The Annual Quality Assurance Report (AQAR) of the IQAC
2016-17

Part – A

1. Details of the Institution

1.1 Name of the Institution

ST. GREGORIOS COLLEGE, KOTTARAKARA

1.2 Address Line 1

PULAMON P. O

Address Line 2

KOTTARAKARA

City/Town

KOLLAM

State

KERALA

Pin Code

691531

Institution e-mail address

gregorioscolle@yahoo.co.in

Contact Nos.

0474-2650133

Name of the Head of the Institution:

Dr. SUMAN ALEXANDER

Tel. No. with STD Code:

0474-2650133

Mobile:

9446523728

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No.

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	81	2006	2006-2011
2	2 nd Cycle	B	2.85	2015	2015-2020

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year

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

- i. AQAR 2015-16 02/08/2018 (DD/MM/YYYY)
- ii. AQAR 2016-17 27/09/2018 (DD/MM/YYYY)
- iii. AQAR 2017-18 22/12/2018 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

 Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

 Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University

University of Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

Nil

UGC-CPE

Nil

DST Star Scheme

Nil

UGC-CE

Nil

UGC-Special Assistance Programme

Nil

DST-FIST

Nil

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

Nil

UGC-COP Programmes

Nil

2. IQAC Composition and Activities

2.1 No. of Teachers

11

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and

1

community representatives

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

19

2.10 No. of IQAC meetings held 2

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff/ Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- 1) Encouraged teachers to organize national and international seminars/workshops
- 2) Encouraged teachers to conduct career related programs
- 3) Promoted students to conduct Campus Bird count
- 4) Promoted students to improve their participation in sports and arts
- 5) Encouraged Women's Study Unit to organize creative activities
- 6) Feedback from Parents and Alumni to collect the academic performance of the faculties and entire facilities of the College
- 7) Advised College Union to conduct community activities

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
Conduct of seminars, workshops and exhibitions	<p>a) An intercollegiate photograph exhibition on birds was conducted on 10th November 2017 by Bird's Club International of the college.</p> <p>b) Department of Mathematics conducted one day workshop on Analysis-Foundation for PG students of different colleges with the support of Kerala State Council for Science, Technology and Environment (KSCSTE)</p>
Observance of UN declared days	<p>Bhoomithrasena Club observed World Ozone Day 2017, World wetland day 2018 with the support of Kerala State Council for Science, Technology and Environment (KSCSTE) and World Forestry Day 2018 with the support of Directorate of Environment and Climate Change, Govt. of Kerala. Nature Club observed World Water day 2018.</p>
Campus bird count programme	<p>Conducted Campus bird count programme under the guidance of Birds Club International.</p>
Implementation of gender oriented programmes particularly for girls	<p>Women's study unit of the college organized medical camp, seminar and consultation in collaboration with Azeezia Medical College, Kollam</p>
Enhancement of co-curricular activities/ sports	<p>Poster competition, created beautiful wall-paintings on either side of the pathway leading to the college, conducted flash mob's in public places on World Aids Day and an open resting place for students was built in shade by the Anti-Intoxication Club</p>

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was compiled with participation from all departments by a committee led by IQAC Co-ordinator. A special meeting of the IQAC was held to discuss and approve the AQAR.

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	0	0	0	0
PG	4	0	0	0
UG	9	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	2	0	0	0
Others	0	0	0	0
Total	15	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

1.2 (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:

Pattern	Number of programmes
Semester	13
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employers Students ✓

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

Revisions are made by the University of Kerala

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
55	44	11	-	-

2.2 No. of permanent faculty with Ph.D.

23

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
6	10	0	0	0	0	0	0	0	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	16	6
Presented	3	6	0
Resource Persons	0	0	1

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

❖ Initiated foliar micro fungi repository by Department of Botany
❖ Herbal garden initiative by Department of Botany
❖ Bird nest museum project started by Department of Zoology

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

190

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

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

2

-

3

2.10 Average percentage of attendance of students

86.5

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
PG Programmes						
MSc Mathematics	12	(II rank) 7	-	-	-	58.3
MSc Physics	12	(III rank) 7	2	-	-	75
MSc Chemistry	13	6	4	-	-	77
M Com	18	-	15	-	-	83.3
UG Programmes						
		Distinction	I	II	III	Pass %
BSc Mathematics	36	14	8	1	-	64
BSc Physics	36	14	9	-	-	63.9

BSc Chemistry	49	10	16	10	-	73.5
BSc Botany	43	4	15	-	-	44.2
BSc Zoology	42	3	18	-	-	50
BA Political Science	45	-	19	-	-	42
B Com	101	18	52	4	-	73.3
BA Communicative English	36	-	9	4	-	36.1

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

IQAC promotes College level monitoring committee and Department level monitoring committee for the smooth conduct of internal evaluation system and allotment of open courses for the students and motivates teachers for research and to register for Ph.D. The IQAC monitors the student feedback on teachers, parent feedback on college and alumni feedback on college in a proper way. The IQAC conducts various co curricular and community development programmes to strengthen the college-society relationship.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	5

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	8	2	0	2
Technical Staff	17	2	0	0

Criterion – III

3. Research, Consultancy and Extension

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

IQAC motivates Research committee of the college to initiate steps to promote teachers for research projects. IQAC provides information regarding research funds from various state and central funding agencies through research committee. We are conducting seminars and invited talks frequently, which give our student community an opportunity to meet scientists, academicians and other stakeholders to gather recent knowledge and information in the concerned subjects.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	4	-	-
Outlay in Rs. Lakhs	475000	695000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	7	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	0	0	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	0	0	0	-
Interdisciplinary Projects	0	-	-	-
Industry sponsored	0	-	-	-
Projects sponsored by the University/ College	0	-	-	-
Students research projects	2017-18	KSCSTE	19000	19000
Any other(Specify)	-	-	-	-
Total	-	-	19000	19000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	-	4
Sponsoring agencies	-	-	KSCSTE	-	KSCSTE and Directorate of Environment and Climate Change, Govt. of Kerala

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management/University/College

Total

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
-	-	-	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="3"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="1"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text" value="-"/>

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

- One day awareness campaign for the Kudumbasree Women in the topic- Energy Saving Techniques for Household appliances sponsored by KSCSTE
- Tree saplings were distributed in nearby educational institutions to promote the message of creating the importance of rain grooves
- Students collected and distributed noon meals weekly to the old age home – Ashraya in the name Patheyam.

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	12 acres	-	-	12 acres
Class rooms	37	-	-	37
Laboratories	10	-	-	10

Seminar Halls	3	-	-	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

A fully computerized administrative wing is effectively functioning in the Golden jubilee block which is fully computerized. Library is fully automated except for journals with INFLIBNET, LIBSOFT, and bar-coding system.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33786		142	170690	33928	
Reference Books	1055		150	154091	1205	
e-Books	90000+	5750 (N-List)			90000+	5750 (N-List)
Journals	18	35000	2	2000	20	37000
e-Journals	6000+	5750 (N-List)			6000+	5750 (N-List)
Digital Database	1	5750 (N-List)			1	5750 (N-List)
CD & Video	60	6000	10	1000	70	7000
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet points	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	95	1	8	1	1	1	8	-
Added	-	-	-	-	-	-	-	-
Total	95	1	8	-	1	1	8	-

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

Desktop and laptop with internet facility is available in each department

4.6 Amount spent on maintenance in lakhs :

i) ICT	25000
ii) Campus Infrastructure and facilities	200000
iii) Equipments	-
iv) Others	-
Total :	225000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Every year college is conducting an Orientation programme for the newly joined students and their parents about the general discipline, facilities, scholarships, student support programmes like Tutorial System, Remedial Classes, various clubs, NSS, NCC, Additional Skill Acquisition Programme (ASAP), Scholar Support Programme (SSP) and Walk With a Scholar (WWS).
2. Job fair was conducted in collaboration with Sabari Distribution Private Limited, Cochin in the name Project Drona. Twenty seven students were short listed and three were selected for appointment
3. ASAP program strictly conducted to develop the hidden skills in students and to familiarize job opportunities
4. Subject related Invited talks were arranged during the association inauguration functions of each department

5.2 Efforts made by the institution for tracking the progression

1. Department of Political Science has organized an Inter-Departmental quiz competition for the Jijil Thomas memorial Ever Rolling Trophy to honour and remember Jijil Thomas a student of 2015-18 batch, who has passed away in July 2016
2. Additional financial support sponsored by our Association of Retired Teachers (ART) was monitored
3. Department of Physical Education hosted and sponsored the University of Kerala Inter Collegiate Women's Basket Ball Tournament known by the name of our founder Manager as the HH Moran Mar Baselios Marthoma Mathews II Birth Centenary Memorial Ever Rolling Trophy
4. NCC and NSS motivated students participation in State and National level integration camps and programmes
5. Maintaining student personnel profile in each department
6. Academic progress and results of students in internal assessment and University exams are discussed with parents through effective class PTA meeting
7. College alumni meetings discusses the progress of the institution

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1148	119	0	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	359	27.56		944	72.45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
860	214	1	191	1	1267	841	215	1	245	1	1303

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

1. Special classes for JAM, NET and other competitive examinations was carried out by Department of Chemistry
2. Career guidance classes were conducted for Zoology students
3. UG Departments contacted many Universities and Autonomous colleges for the update intimation of the PG admissions

No. of student beneficiaries

42

5.5 No. of students qualified in these examinations

NET	1	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counseling and career guidance

Students with personal or academic problems were identified by the respective class teachers and reported to the teacher in charge of Counseling Cell. Counseling classes if required will be arranged by the help of professional Counselors.

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	-	-	05

5.8 Details of gender sensitization programmes

Women's study unit of college organized Medical camp for female students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (PTA of College)	19	19000
Financial support from government (E- Grantz SC-ST Development, Govt. of Kerala; Suvarna Jubilee Merit Scholarship by DCE)	33	972460
Financial support from other sources (Sponsored by Association of Retired Teachers – ART)	2	10000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

A stream in a desert sounding a welcome note to the seekers of knowledge.

An island of refuge that looms in an ocean of crisis.

An ever inspiring source of creative activities and positive responses.

A cozy umbrella under which a soul may couch noble aspirations.

A home that makes one truly nostalgic.

Mission

Our mission is to empower the youth to become responsible members of a democratic society to reach high levels of achievements and to acquire knowledge, skills and values to build a bright future.

We value a strong public education system through a partnership of the faculty, students, family and community.

We value each and every student; the uniqueness and diversity of our students and our community.

We value the commitments, skills; innovations and devotion of our staff in creating learning environment that are safe, nurturing, endearing, positive and respectful.

6.2 Does the Institution has a management Information System

Yes, there is a website for the college.

Notice boards provided for all departments to display information on current special news, academic and administrative information's. Currently informations from Departments is passed to the College office and Principal through dedicated formats (hard copy). This will be automated in future by a dedicated software and LAN.

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

6.3.1 Curriculum Development

Faculty from Mathematics department attended two days syllabus revision workshop conducted by the University of Kerala. Add on courses are offered to students to meet additional learning requirements. Employability skills and essential skills for life are promoted through Additional Skills Acquisition Programme (ASAP).

6.3.2 Teaching and Learning

To make the teaching learning process more effective, assignments, group discussions, seminars, quiz and debates are given to students Teachers are also asked to practice ICT supported teaching methods. Group projects and student projects enhances cooperative learning and observation skills among students. Visits to Research Institutes, Zoo and wildlife sanctuary for Zoology students, Industrial visit for Chemistry, Physics and Commerce students; Botanical garden visit in the case of Botany students make the teaching and learning process more fruitful.

6.3.3 Examination and Evaluation

A College Level Monitoring Committee is constituted to monitor the mechanism of internal evaluation. Results are declared on or before the pre determined date decided by the CLMC. The answer scripts and assignments are returned to the students after valuation to ensure transparency and accountability in evaluation. Assignments and seminars are evaluated based on the contents, subject knowledge and presentation. Seventy five percentage of attendance is compulsory for appearing the University exams.

6.3.4 Research and Development

Efforts are being taken to upgrade all the PG Departments into Research Centres. The faculty members are encouraged to take up research projects. Every department is asked to organize seminars and workshops to provide students a better exposure to research experiences. Presentation and publication of research papers by teachers are also encouraged.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library upgraded with E journal resource collections

6.3.6 Human Resource Management

The teaching faculty members are motivated to enhance their competency by attending refresher courses and orientation programmes conducted by UGC HRDC's functioning under different Universities. The non teaching staffs are also encouraged to attend workshops and training programmes.

6.3.7 Faculty and Staff recruitment

The Faculty and Staff of the College are recruited on experience basis as per the norms stipulated by the UGC, University of Kerala and Government of Kerala. Rank holders and candidates with proven academic track record are given preference. A special consideration is expressing towards exceptional alumni in different subjects. Ph. D holders with proven records, UGC-CSIR NET qualified are given more preference.

6.3.8 Industry Interaction / Collaboration

PG Department of Chemistry conducted Industry visit to Kerala Minerals and Metals Limited, Govt. of Kerala

Zoology students visited Central Institute of Fisheries Technology (CIFT) at Cochin

6.3.9 Admission of Students

UG and PG admissions are based on the one window method of University of Kerala and admissions under management, sports and spot admissions are practiced as per University norms

6.4 Welfare schemes for

Teaching	Cooperative store, canteen
Non teaching	Cooperative store, canteen
Students	Cooperative store, canteen

6.5 Total corpus fund generated

93727

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				
Administrative		1. Deputy Director of Collegiate Education 2. Office of Accountant General		Chartered Accountant appointed by Management

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

For UG Programmes

Yes No

For PG Programmes

Yes No

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

Not applicable

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

Not applicable

6.11 Activities and support from the Alumni Association

The alumni association of the college is conducting every year. The global alumni of the college extend its support to all the activities of the college.

6.12 Activities and support from the Parent – Teacher Association

- Salary to Guest appointed against leave vacancies of permanent staff
- Sponsoring scholarships to top scorers
- Sponsored Women’s Study Unit activities

6.13 Development programs for support staff

Salary to Guest appointed against leave vacancies of permanent staff

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

Measures are initiated to make the campus green and clean. The Bhoomithrasena club, Nature and the Energy Conservation Club of the college is instrumental in creating environmental awareness among the students. The clubs promote eco friendly practices among the students like planting tree saplings, keeping the campus plastic free and making the campus sustainable. Nature Club planted indigenous ornamental host plants for butterflies.

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.

Functioning of College Level Monitoring Committee (CLMC) became more punctual and as a result internal examination system was conducted more effectively in a time bound way.

Research committee promoted teachers for Ph.D registrations and to attend and present papers in national and international seminars

Distributed tree saplings of various indigenous plants to nearby educational institutions to promote aforestation and establishment of rain groves

Organized a district level intercollegiate photo exhibition of the common birds of Kerala as part of “National Bird Watching Day 2017” in remembrance of the famous Ornithologist Dr. Salim Ali on 10th November 2017

Promoted Zoology students as Volunteers in the Asian Water bird Census at Kollam District on 12th & 13th January 2018 organized by WWF-India

Encouraged Nature Education Camps, field visit, Industrial and Research Institutional visit (NIMHANS Human Brain Museum)

Antiintoxication club extended the activities among public to give an awareness of drugs usage and its ill effects

Campus Butterfly Survey was conducted by the Nature Club

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

Campus Bird count conducted
Campus Butterfly survey conducted
Department of Physical Education hosted and sponsored Intercollegiate Womens Basketball Tournament
Biodiversity conservation and the work on ethnobotanical data collection of tribals of Achenkovil and Aryankavu forests completed.

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

Campus Bird count and Bird Nest Museum
Noon meal program-Patheyam for orphanage and old age

(Annexures attached)

7.4 Contribution to environmental awareness / protection

Discussions were made in Bhoomithrasene Club to purchase steel cup for special occasions
Conducted Nature awareness camps
Planted tree saplings
Vegetable farming started on Environment Day Celebration on 5th June
Maintaining proper rainwater harvesting

7.5 Whether environmental audit was conducted? Yes No

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

Nil

8. Plans of institution for next year

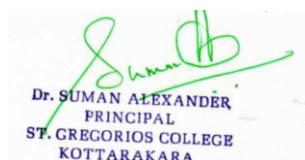
- To organize extension activities from each department
- Preparation of proposals for RUSA grant
- To promote research activities and research guides in the college
- To introduce certificate courses in Departments
- Up gradation of PG Departments into research Departments
- To strengthen the activities of different clubs of the college
- To conduct the result analysis
- Plan to conduct workshop on IPR
- Preparations for applying to DST-FIST initiated
- Plan to conduct Indian Science Academies workshop
- Organization of departmental alumni's

Name Dr. Jean Jose. J



Signature of the Coordinator, IQAC

Name Dr. Suman Alexander



Signature of the Chairperson, IQAC



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2017-18

Annexures

Criteria I Curricular Aspects

1.3 Feedback from students

Introduction

Students play a critical part in the evaluation, development and enhancement of the quality of learning experience. Feedback from students allows the teacher to evaluate how their service is viewed by its most important group of stakeholders, namely the students. Receiving student feedback in the middle of the semester can help the teachers to know what they are doing, that facilitates the learning of the students and it will help the teacher to make aware of any difficulties that students may have with their instruction. It allows the teacher to make adjustments needed by students in their class before the end of the semester and will foster a feeling among the students that teachers care about their teaching. Often, minor adjustments on teacher's part can make a tremendous difference in the classroom.

Methodology

Every academic year we collect student's feedback. In the current year also we prepare a questionnaire having 10 questions related to certain attributes of teaching and given to students in each class. Then collect feedback from the students in each class and made an analysis based on the following teaching criteria.

Criteria 1 : Communicative skills

Criteria 2 : Interest generated by the teacher

Criteria 3 : Ability to integrate course material with environment

Criteria 4 : Ability to integrate across the courses

Criteria 5: Accessibility of the teacher in and out of the class

Criteria 6: Ability to design quizzes/examinations/assignments

Criteria 7: Provision of sufficient timely feedback

Criteria 8: Knowledge base of the teacher

Criteria 9: Sincerity/commitment of the teacher

For each criterion a student can give a grade point of 0-10 and grade points are divided into four category very good (8-10), good (6-8), poor (4-6) and very poor (<4). A statistical analysis has been made based on the above criterions and it is seen that almost all teachers having the overall rating is more than 8.5. So we can conclude that in our college, 95% of the teachers show very excellent in teaching and interacting with the students in all respects.

Criteria VI Research Consultancy and Extension

3.22, 3.24 and 3.25 Achievements in NCC events

Sl No	Name of Cadet	Activities	Year
1	Jerin Roy	Attended Republic Day camp at New Delhi	2017-2018
2	Ebin Benny Thomas	Participated National Shooting competition	2017-2018
3	Jisha Sara Sojan	Inter group competition of National shooting and Thal Sainik Camp (TSC)	2017-2018
Other Activities: 1. World Environment Day Programme & tree sapling plantation in college campus 2. National Integration Day Celebration 3. Independence and republic Day celebrations. 4. International Yoga Programme 5. NCC Day Programme 6. NCC Cadets worked with the Govt. of India project SPARSH as part of charity and social sevice			

3.25 Extension activities by NSS

- Nature Education Camps at Thenmala Ecotourism
- Participated in cleanliness drive organized by Periyar Tiger Reserve at Pampa region near Sabarimala

5.9.2 Achievements in Sports events

- Mohammed Basith III B. Com won the silver medal in the National Kick Boxing championship and bronze medal in the Kerala State Intercollegiate Wush Championship
- Vivek. V. R I B. Com captain of the Kerala State Junior Ball Badminton team and represented junior national held at Chennai, represented University of Kerala Ball badminton team
- Sachin P. S III DC Botany represented University of Kerala Cricket team
- Third place in the University of Kerala North Zone Volley Ball Tournament

Criteria VI Innovations and Best Practices

7.2. Best Practices of the Institution

1) Campus Bird Count

The bird counts were conducted in seven transects during summer of 2017 (May–August) and winter (October– February 2018) seasons. Bird watching/Birding was started from 2016 February onwards on the basis of a one day workshop on Bird Identification organized by World Wide Fund for Nature (WWF- India) at SN College, Kollam. Later a campus bird count was carried out at SG College campus under the guidance of WWF volunteers. Campus bird count was practiced every month for thorough bird identification purpose. The inauguration of Birds Club International at our college on June 2017 created many opportunities to concentrate on birding and to campaign many conservation related classes at our institution. The major aim of the club is to develop miniature forest (rain grooves) at educational institution campuses. As a follow-up activity of the club, tree planting initiatives inside the campus which later became a

source of attraction for many bird species. Tree saplings were also distributed to nearby schools aimed at spreading the message of conservation of winged animals. The campus vegetation is more than 40 species of plants that includes 23 tree species (Source: Department of Botany). Photographs were taken using cell phones and Nikon camera (D 5300). The collected nests were carefully analyzed for preliminary measurements and they were preserved.

We observed the nesting of Jungle Babbler (*Turdoides striatus sindianus*), Common Myna (*Acridothera tristis*), Sun Bird (*Nectarinia asiatica*), House Crow (*Corvus splendens protegatus*) and Red whiskered Bulbul (*Pycnonotus jocosus*) and Baya Weaver (*Ploceous phillipinus passeriformes*) during the period of study. Active nests were noticed for Red whiskered Bulbul. Every year, these birds prefer our college campus for nesting. Red whiskered Bulbul preferred shrubs such as *Duranta repens* (Gold spot) and *Dypris lutescens* (Areca/yellow palm) for nesting. Bulbul nests were found active and three fledging were observed during the completion of its life cycle. Inactive nests of Jungle Babbler were located at the canteen region of our college in a small tree.

2) Patheyam

Noon-meal programme for the orphan organized by students group on the Friday of every week. On this day students will come with an extra lunch packet for donating to the poor