

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year (for example 2013-14)

2014-15

1. Details of the Institution

1.1 Name of the Institution

Sacred Heart College, Chalakudy

1.2 Address Line 1

Railway Station Road

Address Line 2

City/Town

Chalakudy

State

Kerala

Pin Code

680307

Institution e-mail address

shcollegecky@gmail.com

Contact Nos.

0480-2701159

Name of the Head of the Institution:

Sr. Lilly Thomas C

Tel. No. with STD Code:

0480-2701159

Mobile:

9744140437

Name of the IQAC Co-ordinator:

Ms. Bindu Jose

Mobile:

9497459569

IQAC e-mail address:

iqacshc@gmail.com

1.3 NAAC Track ID (For ex. MHCOCGN 1887)

OR

1.4 NAAC Executive Committee No. & Date:

EC/56/RAR/17 dated Sept. 16, 2011

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

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

1.5 Website address:

www.sacredheartcollege.ac.in

Web-link of the AQAR:

http://www.sacredheartcollege.ac.in/iqac.p

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	74	2004	2010
2	2 nd Cycle	A	3.08	2011	2016
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 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 2011-12 submitted to NAAC on 10-04-2012 (DD/MM/YYYY)
- ii. AQAR 2012-13 submitted to NAAC on 20-12-2013 (DD/MM/YYYY)
- iii. AQAR2013-14 submitted to NAAC on 22-1-2014 (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Semi Urban Rural Tribal

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

Grant-in-aid + Self Financ Totally Self-financ

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

University of Calicut

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

NIL

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

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
community representatives

1

2.7 No. of Employers/ Industrialists

3

2.8 No. of other External Experts

1

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

5

2.11 No. of meetings with various stakeholders:

10

No.

5

Non-Teaching Staff

3

Students

1

Alumni

Others

1

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.

2

International

National

State

Institution Level

2

(ii) Themes

Annual quality enhancement programme. Employability skills expected of graduates – role of teachers.

2.14 Significant Activities and contributions made by IQAC

The IQAC cell of Sacred Heart College attempts to inculcate and sustain quality consciousness among staff and students. IQAC formulates makes suggestions for curricular and co- curricular activities of the college to ensure quality.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Remedial coaching for slow learners	1. Slow learners were given special training under the Scholar Support Programme.
2. Encouragement to advanced learners	2. Advanced learners were given special consideration under Walk With the Scholar programme.
3. Encouragement for student research	3. An all Kerala competition for the best PG project was organised by the Commerce Department.
4. Encourage faculty research.	4. A research journal titled 'Research Journal for Commerce and Development Studies' was released by Commerce Department
5. Organise national level seminars	5. Five departments got UGC financial assistance for organising national seminars.
6. Solve the space constraint in physical space	6. Management of the college resolved to construct a new building.
7. Recognise the achievements of meritorious students	7. Merit day was organised to congratulate meritorious students.
8. Sensitise students against life style diseases	In connection with world diabetic day the Zoology Department conducted brisk walking from municipal office to railway station. Distributed diabetic friendly fruit - gooseberry and leaflets to the public. World Heart day was celebrated. Created awareness about healthy heart. Checked Body Mass Index (BMI) of the whole college. Awareness was created about the increasing trend in obesity.

* Attach the Academic Calendar of the year as Annexure. (Annexure 1)

2.15 Whether the AQAR was placed in statutory body

Management

icate

Any College Council

Provide the details of the action taken

The management discussed the AQAR in detail and expressed their satisfaction on the progress of the college in academic as well as co-curricular activities. It suggested to strengthen the skill development programmes. The placement cell was advised to take measures to organise a job fair in the coming year. The suggestion to construct a new block was approved. The College Council also discussed and endorsed the action plan.

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	7	1	6	0
UG	9	0	2	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	2	1	0	1
Others	3	1	1	1
Total	19	1	9	2
Interdisciplinary	1	1	1	1
Innovative	2	0	0	0

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

UG students can opt for open course in semester V.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	0
Annual	0

1.3 Feedback from stakeholders* **Alumni** YES **Parents** YES **Employer** NO **Students** YES
(On all aspects)

Mode of feedback : **Online** **Mail** YES **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.

Being an affiliated college syllabus is framed by the university.

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

One department : Department of Mathematics.

One course: M.Sc Mathematics

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	25	13	12	0	0

2.2 No. of permanent faculty with Ph.D.

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
	0	3	0	0	NA	NA	NA	NA	0	3

2.4 No. of Guest and Visiting faculty and **Temporary faculty**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	13	8
Presented	0	7	3
Resource Persons	0	2	3

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

- The students of English Department instated the starting of a community radio broadcast in the college which helps to improve the communication skills of the students. .
- The English department initiated special practice in developing the writing skill of the students.
- In the History department each student prepares a socio, economic, cultural profile of her locality as part of their project.
- The students of Economics department are instructed to participate in the Gramasabha in their respective local body. This helps them to have a better perspective of the papers they study on Indian Constitution and Indian Economy.
- The Department of Commerce organised a State Level Project Presentation Competition – KNOWCOMFEST 2K-14 for final PG students of various colleges in Kerala.
- A research journal titled ‘Research Journal for Commerce and Development Studies’ was released by Commerce Department
- The department of Economics is organising a state level presentation competition for BA students based on the project work they have done for BA course.

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

182

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

Nil

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

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2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		A+ %	A %	B+ %	B %	Pass %
B.Sc Chemistry	44	0	4	23	11	86.36
B.Com with CA						
M.Com	15	-	-	33	77	100
BA Economics	44	0	2.3	16	48	82
MA Economics	3	-	-	-	66.67	66.67
BA English						
MA English						
B A History	41	0	0	4%	41%	71%
BSc Physics	40	0	3	8	18	72.5
MSc Physics						
BSc. Zoology						

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

In beginning of the academic year, the IQAC prepares an academic calendar and constantly monitor its effective implementation. The heads of the departments are requested to make a yearly lecture plan and asked to monitor its compliance. Report of the same is submitted to IQAC. Semester-wise assessment is made as part of evaluation measures and suitable remedial measures are taken. Based on the feedback taken from the stakeholders, IQAC makes various suggestions. IQAC also motivates young faculty members to present papers in seminars.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	2
HRD programmes	1
Orientation programmes	1
Faculty exchange programme	1
Staff training conducted by the university	1
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	1
Others	1

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	3	0	11
Technical Staff	2	0	0	1

Criterion – III**3. Research, Consultancy and Extension**

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

IQAC motivates faculty members to take up research projects, publish research papers, attend national level seminars, organise seminar, register for PhD etc. As a result the Commerce Department started a research journal titled 'Research Journal for Commerce and Development Studies'. The department also started a state level research project competition for PG students with a prize money of Rs. 10000/-. The department of Economics is organising a state level presentation competition for BA students based on the project work they have done for BA course.

3.2 Details regarding major projects :Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	0	Nil	3
Outlay in Rs. Lakhs	NA	0		405000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	7	2
Non-Peer Review Journals			
e-Journals			
Conference proceedings	1	1	

3.5 Details on Impact factor of publications: Dr. Santosh Paul

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil			
Minor Projects	3	UGC	405000	334500
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects (other than compulsory by the University)	Nil			
Any other(Specify)	Nil			
Total	3	UGC	405000	334500

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAR CAS DST-F
DPE DBT Scheme/fund

3.9 For colleges Autonom C DBT Star Sch
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	Nil	4	2		5
Sponsoring agencies	NA	UGC, Economic Times.	KSCSTE		Departments of History, Economics and Physics.

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this _____ year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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 Fellow Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- The Department of Commerce organised a programme titled Amma.com for providing computer literacy to women of the neighbourhood.
- The Department of Mathematics distributes free lunch to poor people once in every week
- The Department of English organises communicative English Classes for self help group (Kudumbasree) workers.
- The Department of Economics offers guidelines on preparation of family budget and various avenues of saving to local women.
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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	25 acre	0	NA	25 acre
Class rooms	35	0	NA	35
Laboratories	8	0	NA	8
Seminar Halls	3	0	NA	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1516631	UGC / Management	1516631
Others	-	-	-	-

4.2 Computerization of administration and library

The campus is under CCTV surveillance which ensures discipline and security.

Admission and fee collection are computerised.

Issue of books in library is computerised.

Library catalogue is computerised.

Books in the library are having bar coding.

Computers in the library are with internet facility.

N-list online journal facility available in the library.

Students and teachers are provided bar code enabled Identification Card for access to the library.

Internal assessment marks are done and uploaded online.

Electronic display board is used to display notification.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21220		1651		22871	455309
Reference Books	940		60		1000	
e-Books	97000					
Journals	64	47288	12	31785	76	79073
e-Journals	6247					
Digital Database						
CD & Video	600		50		650	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	147	95	17	9	7	7	10	2
Added	26	17	3	2	-	4	-	-

Total	173	112	20	11	7	11	10	2
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4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computers:	165
Internet access:	Broadband connection
Technology up gradation:	CCTV, Wi-Fi (limited access)
Training to teachers:	Teachers and students are given training in ICT continuously.
For students:	Orientation class are provided.

4.6 Amount spent on maintenance in lakhs :

i) ICT	799062
ii) Campus Infrastructure and facilities	662543
iii) Equipments	994561
iv) Others	22400
Total :	2478566

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

<p>NAAC Student Charter is displayed in the college</p> <p>The first year students of all courses are briefed by the IQAC coordinator about the NAAC accreditation Process.</p> <p>The students are briefed on the student support services available in the college in the beginning of the academic year.</p>

5.2 Efforts made by the institution for tracking the progression

For each student an academic progress record is maintained in the form of progress report. These reports are discussed in detail in parent teacher sessions and suggestive measures are suggested.

Weak students are given remedial coaching; gifted students are given supplementary coaching.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
977	153	0	0

(b) No. of students outside the state

(c) No. of international students

No	%
0	0

Men

No	%
1130	100

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	Gene ral	SC	ST	OB C	Physicall y Challeng ed	Total
893	91	01	59	0	1044	983	89	01	57	0	1130

Demand ratio % Dropout 2%

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

Students are given training in bank test and Kerala PSC / UPSC test.

No. of students beneficiaries

5.5 No. of students qualified in these exam

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Other

5.6 Details of student counselling and career guidance

Students who are in need of counselling services are provided with the same in the college.

Training programmes on personality development and communication are organized for students. Bank test coaching and PSC test coaching are organised. Talks on career

No. of students benefitted 600

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	200	19	0

5.8 Details of gender sensitization programmes

Being a women's college, we mainly concentrate in making our students aware of women's rights, self defence in case of offences against women, seeking legal help in such situations etc. Women helpline numbers are displayed in the college for the benefit of the students.

5.9 Students Activities

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

State/ University level 23 National level 0 International level 0

No. of students participated in cultural events

State/ University level 30 National level 0 International level 0

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

Sports : State/ University level National level International

Cultural: State/ University level National level International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	173	57,056
Financial support from government	115	4,62,000
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International

Exhibition: State/ University level National level International

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Students had a grievance that the number of latest books in the library is inadequate. Additional books were purchased.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

OUR VISION : That the people shall know, for, knowledge is power. Education opens one’s inner eye to the inestimable glory and enduring beauty of wisdom. Committed to serving the nation and humanity, this college founded in His name, envisages the academic pursuit of truth and the search for righteous living as the supreme task.

OUR MISSION : The sacred mission of the college enshrines creative scholarship and enrichment of young minds not merely in acquired knowledge, but in the spirit of enquiry, harmonizing the spiritual and intellectual adventures. Fostering an excellent ‘esprit de corps’ (feeling of togetherness), we aspire to mould competent persons armed with academic excellence, ethical principles, social sensitivity and spiritual sublimity equipped for innovative leadership enabling their “Lux in Tenebris Lucet” (Light shines in Darkness)

6.2 Does the Institution has a management Information System

Yes. Regular meetings are held with representatives of the management. Their suggestions are included in the policy making. The management is briefed of the various activities in the college in the governing body meetings. Management representatives make institutional visits regularly.

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

6.3.1 Curriculum Development

Since the college is an affiliated college, the college follows the syllabus set by the university. However the college provides some add on courses, certificate and value added courses catering to the needs of the job market.

6.3.2 Teaching and Learning

Peer teaching, extra classes for weak students, motivation classes for better learners, task based learning, problem based learning are some of the techniques used. ICT is also used to facilitate the teaching learning process.

6.3.3 Examination and Evaluation

Internal examinations as specified by the university are conducted. Students are given seminar papers and assignments as part of internal examinations. Mock viva voce is conducted for PG students. Students are also required to present their projects before the external evaluation.

6.3.4 Research and Development

College has no research centre. The college grants leave under the faculty improvement program for teachers pursuing research. Two teachers of the college are research guides.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library has internet connectivity with printer and power back up facilities and follows the open access system. The newcomers are given library orientation lecture.

All departments are provided with computers, printers, USB and LCD projectors. There are several ICT enabled classrooms. Well equipped computer labs, a computer assisted language lab, smart board, departmental labs and audiovisual facilitate the process.

6.3.6 Human Resource Management

Faculty and staff positions are filled in keeping with the norms of the UGC, University of Calicut and the Government of Kerala. Sometimes there will be delay in filling retirement or leave vacancies from the part of government / university, guest faculty is appointed by the management. Newly recruited staff members are given training by senior faculty members. Newly recruited administrative staff members are also given training.

6.3.7 Faculty and Staff recruitment

The institution follows the UGC norms, University norms and Government of Kerala. Vacancies are advertised in leading newspapers and prescribed norms are strictly adhered to.

6.3.8 Industry Interaction / Collaboration

The Entrepreneurship Development Club of the college is registered with the Department of Industries, Government of Kerala.

Successful entrepreneurs are invited to the college to share their experience with the students.

Industrial visits and industry placement are also done by students.

6.3.9 Admission of Students

Students are admitted strictly based on the Govt. /University guidelines and regulations. The reservation policy of the Government, UGC and the University is implemented by the college. Accordingly, 50% seats are filled based on open merit, 20% reserved for SC/ST, 20% under Management Quota and 10% seats are filled under Community Quota. There is no provision to conduct entrance test for admission in to conventional programmes in affiliated colleges.

For conventional programmes, both at UG and PG levels, the admissions are done through a Centralized Admission Process (CAP) in which candidates apply online through university website. In general merit and reservation quota admissions are made from the allotment list of the university. The admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at college level from the merit list of each category. The merit/selection list will be published in the notice board/website. In case of complaints candidates can approach the Grievance Redressal Cell functioning in the College and University.

The college adopts UGC, Govt., and University regulations and norms for admitting students. The admission process is subject to the verification/audit by the university and Govt. Every year the college submits semester-wise reports relating to the admission process to the university. These statutory requirements are adhered by the college with great enthusiasm with a view to ensuring justice and transparency in the admission.

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	2

Library, reading room, meditation room, parking facility, health club, etc. are made available to all teaching and non-teaching staff of the college. The playground of the college and other facilities for sports and games are also made available to staff as well as students. All statutory welfare schemes such as provident fund, pension scheme, earned leaves and other leaves, group insurance, family benefit scheme, state life insurance, etc. have been implemented. Residence facility for unmarried female staff from distant places is provided in the campus. The Management promotes team work, mutual respect, care for each other as well as a style of participative management. Staff meetings, Annual Get Together of Staff, Annual Staff Tour etc. are organised.

The following is a list of welfare facilities for students available in the college: • Endowments and scholarships • Financial support schemes: Scholarships by PTA, Alumni, Well Wishers • Women’s Cell • Poor Students Fund • Free Meals Programme • Career Counselling and Guidance • PSC and Bank Test Coaching • Career and Placement Guidance Cell • Organizing coaching classes for competitive exams • Subsidized Meals for students from College Canteen • Grievance Redress Cell • Purified drinking water facilities and water coolers • Commerce and Management Fest • Subject Associations for each department • Soft skill training and personality development programmes • Entrepreneurship Development (ED) Club • Personal and Psychosocial Counselling Service • Value education classes, Life orientation programmes and annual retreat • Health Club • Blood Donors forum.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Alumni association organises annual general body meetings every year. The alumni raised fund for helping dialysis patients in distress.

6.12 Activities and support from the Parent – Teacher Association

PTA meetings are conducted regularly. PTA actively takes part in the organisation of any event in the college. The college has a PTWA which includes the Well Wishers of the college. The PTWA extends its full support in all the activities of the college. PTWA is instrumental in ensuring discipline and academic excellence of students through timely intervention and interaction with teachers. The PTWA of the college also extends financial support for the needy sports person and has instituted scholarship for the excellence in sports. The PTWA is playing an active role in providing additional funds for the development of the college.

6.13 Development programmes for support staff

Support staff members are sent for various training programmes organised by various government bodies and the university to familiarise themselves of the new developments. Training programmes at college level are also organised at college level also. They were given training in the CUCSS semester system by the college coordinator Mrs. Annie Itoop.

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

- The college is a member in the ENCON club (Energy and Nature Conservation Club) sponsored by BPCL – Kochi Refinery. The ENCON Club of the college was judged as the best club.
- World environment day is celebrated every year.
- The institution collaborates with other councils/committees such as Kerala State Council for Science Technology and Environment to promote eco friendly activities.
- Plastic is banned on the campus.
- The institution has a well maintained botanical garden.
- Organic vegetable cultivation is done in the campus
- Solar electricity is used in the college

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.

The Department of Commerce has started a website of its own. The website provides information on the department and also has an online alumni registry which helps the alumni to keep informed of the happenings in the department.

www.dcomsh.org

The Department of Commerce has produced a short film titled ‘Wings on the dermas’ All the departments bring out news letter.

The Department of Commerce has organised an all Kerala project presentation competition titled Knowcomfest 2K-14.

The Department of Commerce is bringing out a research journal with ISSN number titled ‘Research Journal for Commerce and Development Studies (RJCD)’

The ENCON Club of the college has won the best ENCON club award.

The Department of Commerce has conducted two studies on Migratory labour and Slum Dwellers.

The Department of Physics organised a night sky watching programme in collaboration with Department of Physics, Cochin University of Science and Technology.

The Department of Chemistry started a water analysis unit. Water samples brought by general public are tested for its quality.

The Department of Economics organised an all Kerala skit competition based on topics related to Economics for higher secondary schools.

The Department of Economics has installed an Economic Index Board which is updated daily.

The Department of Economics has organised a national lecture series titled Frontier Lecture Series in which experts in frontier areas of economics are invited to deliver occasional lecture.

The Department of History celebrated the Hiroshima Day. Students made symbolic Sudakkos to mark the occasion.

The Department of Zoology in connection with world diabetic day conducted brisk walking from municipal office to railway station road. Students distributed diabetic friendly fruit, gooseberry, and leaflets to the public.

The Department of Zoology celebrated world heart day which helped to create awareness about healthy heart.

The students of the Department of Zoology also checked Body Mass Index (BMI) of the whole college. They warned about the increasing trend in obesity.

The Department of Zoology celebrated Salim Ali day to create the awareness in protecting our rich bird diversity.

The Department of Physical Education hoisted Calicut University fencing championship.

The student's union of the college organised a painting camp in collaboration with Kerala Lalitha Kala Academy.

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

New UG and PG courses were started.

More smart class rooms introduced.

More ICT enabled teaching techniques incorporated.

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

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

7.4 Contribution to environmental awareness / protection

The college is a member in the ENCON club (Energy and Nature Conservation Club) sponsored by BPCL – Kochi Refinery. The ENCON Club of the college was judged as the best club.
Solar energy is used in the college.

7.5 Whether environmental audit was conducted? Yes No

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

The college takes special care for women empowerment.

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

To encourage more interdepartmental collaboration in teaching and research areas.
To conduct seminars/conferences/workshops related to patents and consultancies.
To apply for more minor research projects

Name Ms. Bindu Jose

Name Sr. Lilly Thomas C

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I Academic Calendar