Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SREE AYYAPPA COLLEGE, ERAMALLIKKARA**
Name of the head of the Institution	**Dr. Anilkumar K.S**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04792427615**
Mobile no.	**9447410591**
Registered Email	**sreeayyappacollege@gmail.com**
Alternate Email	**saciqac16@gmail.com**
Address	**SREE AYYAPPA COLLEGE ERAMALLIKKARA CHENGANNUR ALAPPUZHA DIST KERALA 689109**
City/Town	**CHENGANNUR**
State/UT	**Kerala**
Pincode	**689109**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**PRAKASH K.C**
Phone no/Alternate Phone no.	**04792427615**
Mobile no.	**9447484272**
Registered Email	**sreeayyappacollege@gmail.com**
Alternate Email	**saciqac16@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://drive.google.com/file/d/1DCRtspvzAh3afSWsPl5xSEsYMqBWbQMK/view?usp=drivesdk

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sreeayyappacollege.ac.in/file/fileupload.fileupload/b332IEI5IQENdrX/file/academic-calender-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.43**	**2017**	**22-Jan-2017**	**21-Jan-2022**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**22-Jul-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Initiate Certificate course on Library and Informatioin Science under Centre for Adult Continuing Education	02-Jul-2018 180	12
Conduct a Training programme on Teaching and Learning	05-Apr-2019 1	20
Conduct National Conference in Computer Science, in the month of January 2019	08-Feb-2019 2	110
NPTEL SWAYAM Local Chapter	29-Jan-2019 62	100
CBCSS Survey	05-Dec-2018 3	250
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dept.of Comp. Science	Seminar	IETE/KSTIM/KSCSTE	2019 2	110000
Dept.of BC/IMB	Seminar	KSCSTE	2018 30	50000
Dept.of Physics	Seminar	KSCSTE	2018 1	18650
Dept.of Electronics	Conference	Dept.of Environment and Climate Change/Federal bank	2019 2	79000
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	6
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	<u>View File</u>
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Certificate course on Library and Informatioin Science under Centre for Adult Continuing Education Training programme on Teaching and Learning NPTEL SWAYAM Local Chapter CBCSS Survey National Conference in Computer Science, in the month of January 2019 National Conference on Energy and Environment (INFOFEST) Exhibition (Energerium)

<u>View File</u>

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Conduct an Exhibition on Energy and Environment in the month of February 2019	**Conducted on 14.02.2019**
<u>View File</u>	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
College Council	**04-Jun-2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**20-Feb-2019**
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

CLMC designs Time Table for all UG, PG programs as per Kerala University norms. It is displayed on notice board and College Website. Teachers are informed about their workload and courses for next academic year. This helps them to prepare teaching plan. The lecture plans are recorded in Academic Diary of teachers. Higher authorities monitor the same. Teachers are expected to execute their course deliverables as mentioned in Teaching plan. Teachers refer to the standard reference books prescribed by University along with latest information available through online and other resources for effective implementation of curriculum. At the beginning of an academic session, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them. ii. Number of classes for each topic is decided according to the syllabus and credits (PG) assigned to each topic/Group/paper etc. iii. College administration provides a well constructed weekly Routine/Schedule/ time table for each year /semester for both UG and PG classes. Departmental Heads prepare the routine which is approved by the Principal duly. iv. Teachers prepare their lectures according to the syllabus allotted and classes available. v. Classes are held according to the schedule under the supervision of college administration. vi. We have a very rich central library with open access system and many departments have their rich Departmental libraries too for the benefit of the students. A good number of Journals (Science, arts and commerce) are subscribed by our college. Inflibnet(e-books and e-journals) facility is available for teachers and also for the students. Our college has registered for NPTEL (National Programme On Technology Enhanced Learning) where students and faculties can have the access of e-learning through online Web and Video courses for various streams. vii. We have self-designed Certificate, Skill based and Value added courses focusing on employability enhancement and entrepreneurship development viii. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as a. Chalk and Blackboard method b. ICT-enabled teaching-learning method. c. Use of different softwares. d. Use of Scientific models and charts for effective lecture delivery. e. Distribution of class notes by teachers. f. Group discussion amongst the students during the class. g. Micro-teaching and seminars by students related to curriculum . h. Paper presentation by the students. i. Proper and adequate instrumentation facility is given to the students for their practical classes; j. Need based survey programmes, field works and educational excursions are carried by the departments. k. Project work, dissertations are conducted for fulfilment of their degrees. l. Seminars and special talks by experts are also arranged regularly for advance studies. Guidelines of IQAC and submission of AQAR for Affiliated/Constituent Colleges Page . Regular class test, Mid-term examinations, Mid semester examinations, regular assessment in practical classes, viva-voce, are done to keep track on the improvement of the students. Remedial and tutorial classes are also conducted based on requirement. Departments maintain the detailed record of the classes,

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepene urship	Skill Development
0	Certificate	17/11/2018	1	Employabilit	Library

course in Library and Information Science		y	assistant

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

View File

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	22

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Health and Fitness Education (PE 1551.1)	03/08/2018	20
Life Style Diseases (IM 1551.2)	03/08/2018	20

View File

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Commerce with Computer Applications	43
BSc	Biochemistry & Industrial microbiology	28
MSc	computersceince	5

View File

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

Feedback Obtained
We have developed in house On-line Feedback System. This mechanism is divided into five categories viz. students' feedback, parents' feedback, alumni feedback, teachers' feedback and employers' feedback. Student feedback is based on two criterions: overall college functioning and teaching learning process. Feedback on overall functioning of the college: it is based on the learning environment of the college, canteen facility, functioning of anti-ragging cell, counselling center, sports facility, infrastructural facilities etc. Teachers Feedback (Teaching and Learning Process) – This feedback covers teaching learning process, punctuality, communication skills, approach towards the students, sharing of innovative ideas etc. We have emphasized on teachers innovativeness, use of ICT in teaching methodologies interactive teaching and students' involvement in learning. We collect individual teachers feedback and analyze it .The analysis is reported to the head of the institution, IQAC, management members for corrective measures and it is communicated to the individual teacher for further improvement. Parents' feedback is based on overall development of their ward and about learning environment in the college as well as imparting value based education in their wards during class PTA meetings and general PTA meetings of the college. We have registered alumni association whose feedback is based on role of the college in the development of student personality and employability, academic excellence. Also how the institution has helped them to acquire the life skills. Teacher's feedback is taken on their views about the curriculum provided by our affiliated University. Recorded suggestions are discussed in IQAC of the college and communicated the same to the concerned board of studies members for effective discussion in the apex body of the University. Employers Feedback- We are also taking the feedback on the current curriculum by the employers (Industry Experts) and their views as per the current scenario. Add-on and Value added courses are designed based on this feedback. Placement cell also takes cognizance of this feedback while organizing training sessions.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Electronics	20	1114	19
BCom	Commerce with Computer application	64	1894	60
BSc	Mathematics	20	994	9
BSc	Biochemistry and Industrial Microbiology	32	1774	29
BSc	Computer Science	20	1224	19
MSc	Computer Science	12	774	11
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	404	21	34	0	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
34	34	17	8	6	8
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

To assess the learning level of students, the tutor closely interacts with the students to get a better understanding of them. A mentor is appointed by each department on the basis of teacher-student ratio. The mentors try to keep a good connection with students and provide the necessary guidance and support. Counseling is also provided to the students in time usually in a month and record the same information in the concerned register. As a part of a new initiative programme of Kerala higher education department, the college provides additional support to the students through SSP and WWS. Under WWS, 60 advanced and high achievers are selected from all the students and give them proper mentoring, guidance, training and external mentoring programme by eminent experts in the relevant fields. In accordance with the objectives of WWS a number of programmed were carried out during the academic year 2018-2019, which included article review, communicative skills, group discussion, etc. SSP is exclusively introduced for slow learners to transform them into the mainstream. Slow learners are classified based on their 2 marks, class test and semester exam results. For improving these student academic level into a better level, adequate numbers of students with high academic performance are selected from different subjects and taking classes in difficult subjects. It helps to improve the performance and efficiency of weaker students. Books are also purchased and distributed to the needy students during the period of study under SSP and placed in the respective shelf after the completion of course. Apart from SSP, remedial coaching is also provided through special classes and tuition classes to weaker students by the concerned teacher in the relevant subject under each department. Tests are conducted frequently to check the performance in the result of each student.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
404	34	1:10

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	21	4	2	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from

	state level, national level, international level			Government or recognized bodies
2019	Dr.Ganga G	Assistant Professor		Best NSS Programme officer of the University
2019	Dr.Anilkumar K.S	Principal		Best NSS Unit and Principal
	[View File](#)			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	138	Final Semester	29/04/2019	04/06/2019
BSc	340	Final semester	26/04/2019	28/05/2019
BSc	220	Final semesterFinal semester	26/04/2019	29/05/2019
BSc	248	Final semester	26/04/2019	25/05/2019
BSc	320	Final semester	10/05/2019	28/05/2019
MSc	654	Final semester	30/09/2019	17/10/2019
	[View File](#)			

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Our college follows a number of guidelines and methods to carry out a continuous internal evaluation system at the institutional level. After each module is taught in detail, students are informed about the class tests through notice board and circular by well in advance. In addition to this, we are conducting model exams and which are exactly in the same pattern of University of Kerala conducts. For the students, the institution displays all the circulars regarding examination on notice boards from time to time. From the very beginning of the academic year, the entire process evaluation is systematically planned and presented before the students. At the beginning of the lectures, teachers inform the syllabus to the students, its objectives, evaluation scheme, nature of question papers and weight-age of marks for the topics prescribed as per the norms and regulations. In addition to the tests prescribed by the University of Kerala we are conducting evaluation tests class tests, internal exams, semester exams. Various academic programmes like Quiz tests, objective tests, essay writing and current affair Competitions are organized in which students are assessed. Collaborative group work, fieldwork, industrial visiting report and student presentation have been made an essential part of most courses. Remedial, doubt removal session and parent-teacher meeting sessions are conducts followed by the implementation of each activity of continuous evaluation. The date of registration and all the other necessary details regarding summative are conveyed to the students by way of announcement through the public. Final report of the CIE is uploading to university portal as per direction of university of kerala for the summative evaluation of each semester.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250

words)

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.sreeayyappacollege.ac.in/course-outcome.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
654	MSc	Computer Science	6	4	66.66
320	BSc	Computer Science	17	7	41.18
220	BSc	Mathematics	17	9	52.94
248	BSc	Biochemistry and Industrial Microbiology	22	9	40.91
340	BSc	Electronics	20	2	10.00
138	BCom	Commerce with Computer application	41	11	26.83
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.sreeayyappacollege.ac.in/file/fileupload.fileupload/rmmjigU2i6wBd0/file/271-student-satisfaction-survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	30	KSCSTE	0.08	0.08

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
0	0	07/01/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	07/01/2018	NA

View File

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	0	NA	NA	07/01/2018

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Electronics - Dr. S. Suresh	1
English - Dr. Lois Jose	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	1	1
International	Biochemistry and Industrial Microbiology	1	3
International	Electronics	1	1

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer Science	1
Computer Science, Biochemistry Industrial Microbiology, Electronics	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Plasmonic Ag@Nb2O5 surface passivation layer on quantum confined SnO2 films for high current dye-sensitized solar cell applications	Dr. S. Suresh	Electrochimica Acta, 289	2018	5	Optoelectronics Sree Ayyappa College	5
Tailoring the properties of zinc oxide films by incorporating gold nanoparticles using RF magnetron sputtering	Dr. S. Suresh	Applied Physics A, 124 (12), 815	2018	0	Optoelectronics Sree Ayyappa College	0
Volume holographic gratings in acrylamide based photopolymer to provide selective light as an added input for improving the performance of dyesensitized solar cells	Dr. S. Suresh	Current Science, (00113891) 114 (11)	2018	1	Optoelectronics Sree Ayyappa College	1
Raman spectroscopic and fractal analysis of blood samples of dengue	Dr. S. Suresh	Bio-medical materials and engineering	2018	1	Optoelectronics Sree Ayyappa College	0

Title of the Paper	Name of Author	Title of journal	Year of publication		Institutional affiliation		

Printed Circularly Polarised Asymmetric Ultra-Wideband Antenna	K.C. Prakash	Progress In Electro magnetics Research M	2018	0		Sree Ayyappa College	0
An eco-friendly molecular imprinting technique for the selective recognitio n and controlled release of bovine serum albumin	Dr. S. Sandeep	Journal of Chemical Technology amp Biotec hnology	2018	0		SAC	0
A new and efficient approach for the removal of high density impulse noise in mammogram	Sreedevi S	Internatio nal Journal of Computer Aided Engi neering and Technology (IJCAET). Indersienc e Publishe rs.	2018	0		SAC	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Silver nan oparticles -incorpora ted Nb2O5 surface pa ssivation layer for efficiency enhancemen t in dye-s ensitized solar cells	S. Suresh	Journal of colloid and interface science	2018	7	7	Optoelectr onics, Sree Ayyappa College, Alappuzha

Ag@ Nb 2 O 5 plasmonic blocking layer for higher efficiency dye-sensitized solar cells	S. Suresh	Dalton Transactions	2018	7	10	Optoelectronics, Sree Ayyappa College, Alappuzha

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	1	2	3
Presented papers	2	16	0	0
Resource persons	0	1	2	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Talk on Modern Techniques in E-waste Plastic Waste Management	Swachh Bharat and BMC	2	86
Bio park Construction - Phase 2 after Flood	BMC	2	30
RED RIBBON CLUB - Signature Campaign	Kerala AIDS control society	2	100
Forest Day/ Water Day Celebration- Seminar on Wild Life Protection and Water Management	NSS	2	100
Wet Land Day Celebration - Invited talk on the need for wet land friendly solar energy resources, Invited talk on Climate Change	NSS	2	150
Ozone Day Celebration -	NSS	2	73

Seminar on Protecting Earth and Preventing ozone layer depletion				
Independence Day Celebration - Rally	NSS		2	40
International Yoga Day Celebration - One Day Workshop	NSS		2	25
Seminar on Beat Plastic Pollution	NSS		2	150
World Environment day Celebration- Jack fruit tree saplings planting-50	NSS and BMC		2	45

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NA	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Waste Collection	Swacchh Bharat	Plastic	2	150
Waste Collection	Swacchh Bharat	E-Waste	2	45
Waste Collection	Swacchh Bharat	Waste Management Class for School Students	2	35
Cleaning Missions	Swacchh Bharat	Volunteering in Cleaning of UP School Classrooms	2	45
Cleaning Missions	Swacchh Bharat	Cleaning Panchayat Roads public places	2	100
Cleaning Missions	Swacchh Bharat	Plastic Removal from River Pampa	2	22
Gender Talks -Invited talk	NSS Women's Study Unit	Invited talk on Cancer Awareness	3	132

Gender Talk-Class	NSS Women's Study Unit	Health and fitness for girl volunteers	3	75
Medical Camp and Class	NSS	NSS Women's Study Unit	3	130
Aids Awareness	RRC	Invited Talk on HIV Present Scenario for public	2	58
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	07/01/2018	07/01/2018	0
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	07/01/2018	NA	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1978000	1021084

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Class rooms	Existing

Campus Area	Existing
Laboratories	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Grandha	Partially	1	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6495	1230165	293	143424	6788	1373589
Reference Books	207	56502	64	67977	271	124479
e-Books	927	0	297	0	1224	0
Journals	5	4110	0	0	5	4110
e-Journals	627	0	502	0	1129	0
Digital Database	4	0	1	0	5	0
CD & Video	51	2630	2	0	53	2630
Library Automation	1	30000	0	0	1	30000
Weeding (hard & soft)	26	228	1	40	27	268
Others(specify)	7	1680	1	136	8	1816
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 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
[View File](#)			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others

	mputers	Lab		centers	Centers		nts	Bandwidt h (MBPS/ GBPS)	
Existin g	85	3	0	0	0	7	78	20	0
Added	14	0	0	0	0	4	7	0	0
Total	99	3	0	0	0	11	85	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

<div align="center">

20 MBPS/ GBPS

</div>

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
805000	535090	453000	411183

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

In purchasing, utilizing and maintaining the equipments, the college follows the systematic procedures. 1. Laboratory 1(a) Laboratory Maintenance ??In all departments, Stock Register is maintained to enter all details. ??In each department trained lab-assistants are appointed. ??The Principal appointed a committee to verify the internal stock. Various actions were considered based on the committee's recommendations. ??In every academic year, the labs were painted and the materials were maintained regularly. ??Based on annual maintenance contract, the equipments and instruments are serviced. ? ? 1(b) Laboratory Utilization ??Based on lab timetables. ??Based on the available theory subjects, the practical papers were suitably supplemented. 2. College Library 2 (a) College Library and its Maintenance ??On all working days, the college Library works between 09:00 am and 05:00 pm. ??The library stocks are done based on the subject books, reference books, computers and books of competitive examinations. ??On every year, the stock verification is carried out internally. ??The arrangement of books in the library is based on call numbers in their corresponding subject rack.? ??A register is maintained to record the attendance of users in the library. ??In the reference sections, the thesis of U.G and P.G are maintained. ??The availability of books is checked with the help of the software available in the computer. ??Suggestions given by the Library committee are discussed once in a year. 2 (b) Utilization of Library ??In the library notice board, the newspaper clippings about jobs, admission notice, college news etc are made available. ??The library is made digital and the e-books or e-journals can be downloaded using the available computers in the library. ??A separate reading space is made available for referring periodicals of books which are used to prepare for competitive examinations like Bank exams, KPSC, UPSC, NET, SET etc. ??The students and faculty can borrow books from the library using the library ID cards. ??Scanning, printout facility from the internet are made accessible to the

students. ??Inverter facility is available for backup of computers. 3. Sport Complex 3 (a) Maintenance of Sport Complex ??For the purchase and safeguarding of sports items a systematic procedure is maintained by adopting a register. ??The available one Physical Education Faculty will direct the students to participate in sports activities by training them in proper channel regularly. 4. Class rooms 4 (a) Maintenance of Class rooms ??In every academic year, the infrastructure such as furniture, painting, electrical facilities in the class room are checked regularly. Maintenance works are carried out if needed and the details are entered in a register available at the main office. 5. Computers 5 (b) Utilization of Computers ??The stock verification for the available computers are done separately in each department academically. ??The proper servicing of UPS, battery, computer accessories are done each year if needed and the details are maintained in a register available in each departments. ??Utilization of the computers by the students are entered in the log book.

http://www.sreeayyappacollege.ac.in/file/fileupload.fileupload/0ZZ4tmcwSPknY2/file/policy-infra.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	**PTA/ALUNI**	**55**	**56500**
Financial Support from Other Sources			
a) National	**E garntz etc**	**128**	**534480**
b)International	**nil**	**0**	**0**
View File				

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial coaching	**01/08/2018**	**140**	**Departments**
Mentoring	**08/08/2018**	**450**	**Departments**
Bridge Course/orientation programme	**28/09/2018**	**140**	**Departments**
Student Support Programme	**31/10/2019**	**40**	**Kerala State higher education Department**
Walk with the scholar	**01/11/2018**	**60**	**Kerala State higher education Department**
View File				

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive	Number of benefited students by career	Number of students who have passedin the comp. exam	Number of studentsp placed

| 2018 | nil | 0 | 0 | 0 | 0 |

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	(1). Marian College, Placement drive, (2) RSA sea foods, (3) Casino Air Cateres flight kitchen, Ahemadabad Coimbatore	23	8

View File

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	12	BCom	Department of Bcom with Computer Application	MSM College kayamkulam, MG university college kottayam, TKMM College Nagyarkulang ara, Catholicate college Path anamthitta, SERT chengannur, ICAI Trivandrum chapter, Annamalai	M Com, MCA,MBA,CA, SAP

					open university, GTEC Chengannur	
2019	5	BSc	Department of Mathematics	University of Kerala, Kariavattom Campus, Thiruvananthapuram. Baby John MemorialGovt. College Chavara, Kollam. Sree Narayana Mangalam college,Maliankara, Ernakulam. Ettumanoorappan College , Choorakulangara , Ettumanoor, Kottayam	MSc Mathematics
2019	3	BSc	Computer Science	Saingits College of Engineering, Cochin University of Science and technology, Sree Ayyappa College, Era mallikkara	MCA, MSc Computer Science
2019	6	BSc	Biochemistry Industrial Microbiology	Central University of Kerala, Kasargode, Amritha Institute of Biotechnology, Kollam,St. Marys College, Thiruvalla, MES college, Marampally, Aluva,SRM Arts and Science College, Aluva, Mar Athanacous	MSc Microbiology, MSc Biochemistry Molecular Biology, MSc Biochemistry

				College of Advanced Studies, Thiruvalla.

	View File				

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Spotrs and Athletics	College level	150
Cultural activities	College level	121
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Poster pre sentation	National	0	1	24816135006	Adithya R.S
2018	Poster pre sentation	National	0	1	24818135024	Keerthana M
2018	Short film	National	0	1	24818135025	Krishnanun ni
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Union Activity Report 2018-19 The activities of our college union for 2018-2019 were started on 28th November 2018 in the presence of Dr. Sreedevi.S, union adviser and the function was presided over by College Principal Dr. K. S Anil Kumar. The college Union Inauguration was conducted on 5th March 2019 by famous poet Kanimol Teacher. The college Union celebrated the Womens Day on 8th March 2019 which was inaugurated by Dr. Sreedevi.S. The Union organized a rally with main theme of sexual harassment against women. The sports day of college was organized on 14th and 15th of March 2019. The sports day was inaugurated by Principal Dr.K.S.Anil Kumar and different sports and athletics games were conducted under the supervision of Dr. N Madhavan, Head, and Department of Physical Education. College arts day and youth festival was celebrated on 21 st and 22nd March 2019. The college Arts Day celebrations were inaugurated by famous cine artist Harith. C.N.V. The famous violinist Sri. Bala Prasad presented a violin fusion performance which was really enjoyed by the students and teachers. After this the students staged their talents. The students who showed excellence at college level youth festival were allowed to showcase them at University level youth festival. The students of Sree Ayyappa College have

also presented their talents and actively participated in cricket, kabaddi, football and various athletic items at Sports Meet of University of Kerala. The college union shows much enthusiasm in celebrating the traditional cultures of the land. The union celebrated the Onam, Christmas and Holi- the festival of colours. The college Union in association with NSS also organized a blood donation Camp. The union members were also in front to serve water to the devotees of Sabarimala and pilgrims of Parumala and Eramallikkara Dharmasastha temple and helped them in all the ways they could. Apart from these, the union ensured their active participation in the day to day activities of college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

92

5.4.3 – Alumni contribution during the year (in Rupees) :

8300

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1. Principal Level Principal is the administrative and academic Head and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the College council. 2.Faculty level Faculty members are given representation in various committees/cells nominated by the College council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by College Council (2018-19): • Admission committee • Examination -committees • CLMC sub-committee • Planning Board • Anti Ragging cell • PTA • Career Guidance • Purchase • Technical • Research • Website • Magazine • CACEE • IETE • Sports • SSP/WWS • FOSSCELL • NSS • Red ribbon • VIMUKTHI • Women's study unit • Science club • Staff club • ASPIC Student level Union Chairman of the students union is the member of governing body. Students are empowered to play important role in different activities. Functioning of different students union (listed below) further reinforces decentralization. • Vice Chairperson • General Secretary • University union Councillor • Arts Club Secretary • Sports Secretary Non-teaching staff level Non-teaching staff are represented in the governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions Participative management The institution promotes the culture of participative management at the strategic level, functional level and operational level. • Strategic level: The Principal,

College Council, and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc • Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in research and have published papers • Operational level: The Principal interacts with University and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities. 6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: Partial • Staff salary and relates service matters are operated through the SPARK online system • Issue and return of books are recorded using barcode scanners and the period of retention is specified. The issues and returns of books are recorded using scanners. • All activities and achievements are updated in the College website regularly • Submission of AQAR online format, DCF format for the All India Survey on Higher Education etc online 6.2 Strategy Development and Deployment 6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each): ? Curriculum Development Members of Board of studies of different subjects are given responsibility of modification in syllabus of regular courses • Recommendations from passing out students, distinguished alumni and employers are duly considered. • College has started Career Oriented Certification courses this year. The syllabi were prepared in accordance with industrial standards. Seven certificate courses have industrial partners. • Various endowment lectures, quizzes, invited talks, etc are organized by almost all departments in order to supplement and enrich the curriculum offered by the University ? Teaching and Learning IQAC prepared general academic calendar for two semesters. Departments prepared individual academic calendar and time table. • Teachers Diary was prepared and printed by IQAC in which teachers can record their teaching plan, student progress and daily events Attendance were recorded in the online MIS system which gives both summarized and individual reports. The attendance can be viewed by both teachers and students. • College tries to keep ten percentage of retired staff among the ad hoc lectures to preserve their expertise especially in the self-financing departments. • • IQAC does result analysis after each end semester examination and hand over the analysis report to Principal. • Every semester one department meeting is held in the chairman ship of Principal. Principal discusses the result analysis with HOD and Staff members and necessary corrective actions are taken. • IQAC provides consolidated individual results of students (till the latest semester) to all the departments. • Class teacher, parent and student interface are arranged in each semester to discuss the performance. The consolidated individual result of the student is discussed with parents during the interface and student's progress is assessed. • Remedial coaching classes, Scholar Support Programmes and Walk with Scholar programmes are arranged to uplift the slow learners ? Examination and Evaluation Along with the General Academic Calendar Examination dates are also communicated to the students Examinations. • The college has separate committees CLMC to conduct internal examination. The committees consist of one chief superintendent and one additional chief superintendent for the smooth conduct of examinations. • Principal nominated teachers to the Examination Invigilation Committee. The committee made surprise visits to exam hall to monitor any malpractices. Incidents of malpractice are reported to Principal and necessary corrective actions taken. • Two internal exams were conducted for each semester .. Apart from internal exams students are required to complete assignments, seminar and viva as per the university guidelines. The final internal grade sheets are uploaded by the teachers before the scheduled date. Students can verify their mark sheets and in case of any complaints can approach the concerned teacher. • The internal scores will be

countersigned by Head of the Department and will be published in department notice board. Grievances if any will be redressed either at the department level or at the Grievance redressal committee level. • IQAC does result analysis after each end semester examination and hand over the analysis report to Principal. • The internal mark lists along with the end semester exam result of last semesters are evaluated during the parent teacher student interface ? Research and Development The Research Assessment Committee constituted in College consists of faculty members who are actively involved in research. • Assisted departments to apply for financial support for conducting International and National seminars/Conferences and workshops. • Applied for research centre in Computer Science • Conducted seminars and workshops in some of the departments • Encouraged faculty members to present research papers in International and National seminars and also to publish their research works in refereed journals. • Encouraged faculty members to get approved as research guides • ? Library, ICT and Physical Infrastructure / Instrumentation Department wise Book Sections with bar coding facility (Collection of 7000 books, nearly) • Additional ----books were purchased for newly started departments • Facility to take photocopy in the Library was revamped. • Five additional computers were installed to provide Internet connectivity and the service of library staff to help in downloading articles required for assignments, projects and research • Access to e-journals, e-books from internet and DELNET/ INFLIBNET journals Readers Club was initiated this year with members from Teaching staff, Students, Librarian, and Department of Library Science. ICT • Additional computers, LCD projector, Printer were installed in newly formed departments. • All Final year degree class rooms were equipped with LCD projectors • Administrative Office, Principals Office and IQAC are connected through Local Area Network. • Additional Routers were provided in newly formed departments. • Browsing facility is provided exclusively for students at internet café and library. PHYSICAL FACILITIES • Construction of new hostel rooms in Women's hostel • Proposal for new computer lab for commerce department ? Human Resource Management • Important decisions are made in College Council of which the meetings are conducted every month or as and when required. • A staff induction training programme was conducted in the Month of May. For this College Management and IQAC took initiative. • Teaching staff reports directly to Head of the Departments and then to Principal. • Principal assesses the talents and interests of newly appointed staff and at the beginning of the year various responsibilities are assigned to faculty members as coordinators of various clubs and forums. • Necessary training was given with the help of senior faculties. Newly appointed NSS Program Officer was sent for training to Empanelled Training Institute. • Principal convenes the meetings of Clubs and Forums and evaluates the performance. At the end of Academic year, reports are collected from coordinators and the performance is evaluated. • For the smooth implementation of the projects/ schemes full autonomy is given to the project ? Industry Interaction / Collaboration All the UG and PG Departments completed their industrial visits and made reports • College invited industrialists especially the alumni to interact with students • Students were given opportunity to do their project and dissertation work in many industrial and service sectors • ? Admission of Students In the year 2017-18 also admission process was initiated with the notification by the university • A committee was constituted consisting of Teachers and Administration staff in the month of April • Helpdesk was operational in the College portico during admission days to help aspirants and their parents. • The application fee was collected as per government norms through online facility arranged in the Helpdesk. • The pre-admission procedure was conducted through the online portal of the university • Index marks were calculated strictly following the University norms. • On the day of admission, Principal briefed about the various activities and the rules and regulations to be followed in the campus. The coordinators of NSS, NCC, CSA

and IQAC gave orientation to students. 6.2.2 : Implementation of e-governance in areas of operations: ? Planning and Development ? College has proposed complete office automation. Office automation will include students' database, faculty and staff database, feedback system etc. Library automation has been initiated by the use of Grandha software ? Administration • Notices and circulars are uploaded in the college website and communicated to different departments through e-mail from the office of the Principal • College has proposed complete office automation • Each and every IQAC notice is circulated by the coordinator himself through e-mail ? Finance and Accounts 1. Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through IFMS software 2. E-tender is notified as per the government guidelines for purchase of items 3. Payment for the work orders is done through PFMS according to government guidelines ? Student Admission and Support Applications are submitted for admission to different courses through the online admission portal Merit list is prepared and uploaded by fully computerized system E-mail ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail ? Examination Evaluation of answer scripts is conducted by the affiliating university. Faculty members of this college follow instruction given by the University 6.3 Faculty Empowerment Strategies 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year Duty leave: The College encourages teachers to sharpen their academic acumen by granting them duty leave to attend various Training Programmes /Orientation/ Refresher courses/ Workshops and Seminars subject to the existing Government rules. The college extends support and assistance to the faculty for pursuing Doctoral and Post-doctoral studies. The college offers conducive atmosphere for the faculty to attend National and International Conferences. The staff can avail casual leave, medical leave, maternity leave, paternity leave and special casual leaves as per Government norms Year Name of teacher Name of conference/ workshop attended for which financial support provided Name of the professional body for which membership fee is provided Amount of support NIL 6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year Year Title of the professional development programme organised for teaching staff Title of the administrative training programme organised for non-teaching staff Dates (from-to) No. of participants (Teaching staff) No. of participants (Non-teaching staff)

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Decentralization The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1. Principal Level Principal is the administrative and academic Head and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic,

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students. 6.2.2 : Implementation of e-governance in areas of operations: ? Planning and Development ? College has proposed complete office automation. Office automation will include students' database, faculty and staff database, feedback system etc. Library automation has been initiated by the use of Grandha software ? Administration • Notices and circulars are uploaded in the college website and communicated to different departments through e-mail from the office of the Principal • College has proposed complete office automation • Each and every IQAC notice is circulated by the coordinator himself through e-mail ? Finance and Accounts 1. Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through IFMS software 2. E-tender is notified as per the government guidelines for purchase of items 3. Payment for the work orders is done through PFMS according to government guidelines ? Student Admission and Support Applications are submitted for admission to different courses through the online admission portal Merit list is prepared and uploaded by fully computerized system E-mail ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail ? Examination Evaluation of answer scripts is conducted by the affiliating university. Faculty members of this college follow instruction given by the University 6.3 Faculty Empowerment Strategies 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year Duty leave: The College encourages teachers to sharpen their academic acumen by granting them duty leave to attend various Training Programmes /Orientation/ Refresher courses/ Workshops and Seminars subject to the existing Government rules. The college extends support and assistance to the faculty for pursuing Doctoral and Post-doctoral studies. The college offers conducive atmosphere for the faculty to

	attend National and International Conferences. The staff can avail casual leave, medical leave, maternity leave, paternity leave and special casual leaves as per Government norms Year Name of teacher Name of conference/ workshop attended for which financial support provided Name of the professional body for which membership fee is provided Amount of support NIL 6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year Year Title of the professional development programme organised for teaching staff Title of the administrative training programme organised for non-teaching staff Dates (from-to) No. of participants (Teaching staff) No. of participants (Non-teaching staff)
Industry Interaction / Collaboration	? Teaching and Learning IQAC prepared general academic calendar for two semesters. Departments prepared individual academic calendar and time table. • Teachers Diary was prepared and printed by IQAC in which teachers can record their teaching plan, student progress and daily events Attendance were recorded in the online MIS system which gives both summarized and individual reports. The attendance can be viewed by both teachers and students. • College tries to keep ten percentage of retired staff among the ad hoc lectures to preserve their expertise especially in the self-financing departments. • • IQAC does result analysis after each end semester examination and hand over the analysis report to Principal. • Every semester one department meeting is held in the chairman ship of Principal. Principal discusses the result analysis with HOD and Staff members and necessary corrective actions are taken. • IQAC provides consolidated individual results of students (till the latest semester) to all the departments. • Class teacher, parent and student interface are arranged in each semester to discuss the performance. The consolidated individual result of the student is discussed with parents during the interface and student's progress is assessed. • Remedial coaching classes, Scholar Support

	Programmes and Walk with Scholar programmes are arranged to uplift the slow learners
Human Resource Management	Along with the General Academic Calendar Examination dates are also communicated to the students Examinations. • The college has separate committees CLMC to conduct internal examination. The committees consist of one chief superintendent and one additional chief superintendent for the smooth conduct of examinations. • Principal nominated teachers to the Examination Invigilation Committee. The committee made surprise visits to exam hall to monitor any malpractices. Incidents of malpractice are reported to Principal and necessary corrective actions taken. • Two internal exams were conducted for each semester .. Apart from internal exams students are required to complete assignments, seminar and viva as per the university guidelines. The final internal grade sheets are uploaded by the teachers before the scheduled date. Students can verify their mark sheets and in case of any complaints can approach the concerned teacher. • The internal scores will be countersigned by Head of the Department and will be published in department notice board. Grievances if any will be redressed either at the department level or at the Grievance redressal committee level. • IQAC does result analysis after each end semester examination and hand over the analysis report to Principal. • The internal mark lists along with the end semester exam result of last semesters are evaluated during the parent teacher student interface
Library, ICT and Physical Infrastructure / Instrumentation	The Research Assessment Committee constituted in College consists of faculty members who are actively involved in research. • Assisted departments to apply for financial support for conducting International and National seminars/Conferences and workshops. • Applied for research centre in Computer Science • Conducted seminars and workshops in some of the departments • Encouraged faculty members to present research papers in International and National seminars and also to publish their research works in refereed journals. • Encouraged faculty

		members to get approved as research guides
Research and Development	Department wise Book Sections with bar coding facility (Collection of 7000 books, nearly) • Additional ----books were purchased for newly started departments • Facility to take photocopy in the Library was revamped. • Five additional computers were installed to provide Internet connectivity and the service of library staff to help in downloading articles required for assignments, projects and research • Access to e-journals, e-books from internet and DELNET/ INFLIBNET journals Readers Club was initiated this year with members from Teaching staff, Students, Librarian, and Department of Library Science. ICT • Additional computers, LCD projector, Printer were installed in newly formed departments. • All Final year degree class rooms were equipped with LCD projectors • Administrative Office, Principals Office and IQAC are connected through Local Area Network. • Additional Routers were provided in newly formed departments. • Browsing facility is provided exclusively for students at internet café and library. PHYSICAL FACILITIES • Construction of new hostel rooms in Women's hostel • Proposal for new computer lab for commerce department	
Examination and Evaluation	• Important decisions are made in College Council of which the meetings are conducted every month or as and when required. • A staff induction training programme was conducted in the Month of May. For this College Management and IQAC took initiative. • Teaching staff reports directly to Head of the Departments and then to Principal. • Principal assesses the talents and interests of newly appointed staff and at the beginning of the year various responsibilities are assigned to faculty members as coordinators of various clubs and forums. • Necessary training was given with the help of senior faculties. Newly appointed NSS Program Officer was sent for training to Empanelled Training Institute. • Principal convenes the meetings of Clubs and Forums and evaluates the performance. At the end of Academic year, reports	

	are collected from coordinators and the performance is evaluated. • For the smooth implementation of the projects/ schemes full autonomy is given to the project
Teaching and Learning	All the UG and PG Departments completed their industrial visits and made reports • College invited industrialists especially the alumni to interact with students • Students were given opportunity to do their project and dissertation work in many industrial and service sectors
Curriculum Development	In the year 18-19 also admission process was initiated with the notification by the university • A committee was constituted consisting of Teachers and Administration staff in the month of April • Helpdesk was operational in the College portico during admission days to help aspirants and their parents. • The application fee was collected as per government norms through online facility arranged in the Helpdesk. • The pre-admission procedure was conducted through the online portal of the university • Index marks were calculated strictly following the University norms. • On the day of admission, Principal briefed about the various activities and the rules and regulations to be followed in the campus. The coordinators of NSS, CSA and IQAC gave orientation to students

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	? College has proposed complete office automation. Office automation will include students' database, faculty and staff database, feedback system etc. Library automation has been initiated by the use of Grandha software
Administration	Notices and circulars are uploaded in the college website and communicated to different departments through e-mail from the office of the Principal • College has proposed complete office automation • Each and every IQAC notice is circulated by the coordinator himself through e-mail
Finance and Accounts	. Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through IFMS software 2. E-

	tender is notified as per the government guidelines for purchase of items 3. Payment for the work orders is done through PFMS according to government guidelines
Student Admission and Support	Applications are submitted for admission to different courses through the online admission portal Merit list is prepared and uploaded by fully computerized system E-mail ids and contact numbers of all members of Anti Ragging Committee, Anti Ragging Squad and Internal Complaints Committee have been uploaded to the college website and students can communicate to the members through e-mail
Examination	Evaluation of answer scripts is conducted by the affiliating university. Faculty members of this college follow instruction given by the University

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	0	0	0
		View File		

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
			View File			

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course in physical Education	1	29/05/2018	18/06/2018	21

Online refresher course in chemistry	1	01/09/2018	31/01/2019	153
Refresher course in life science	1	06/09/2018	26/09/2018	21

View File

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GIS, SLI, GPAIS, Treaury S Bank	GIS, SLI, GPAIS, Treaury S Bank	Medical insurance

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The statement of accounts are handled and prepared meticulously and transparently by the Institution. Scrutinization and verification of the financial data is done by the Head Accountant and this is further verified by the Principal for financial accuracy. The annual financial statement which includes all the receipts and expenditure is prepared at the end of every financial year. It is then sent to the Accountant General and to the authorities in the Department of Education for the final auditing. After the completion of the specified period of any UGC or Government sponsored scheme, all the files relating to the period are submitted to the External Auditor, who is a qualified Chartered Accountant for verification and auditing of accounts. If any omissions or errors are reported, by the Chartered accountant, they are corrected in accordance with his direction and the final reports and certificates are issued by him There are periodical visits from the audit section of Department of Education to the college that inspects all the files relating to the rules and regulations, financial matters of all schemes that the college has availed of and all the receipts and payments in the college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	1978000	Operational

View File

6.4.3 – Total corpus fund generated

1978000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No		Yes	CLMC
Administrative	Yes	Department of Collegiate Education	Yes	MANAGEMENT

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.Administration and maintenance of college bus was discussed and to contribute an amount for the purchase of the college bus with the help of management 2.It was decided to give financial support for conducting INFO FEST seminar series 3.It was decided to give financial assistance for conducting national conference, Department of computer science

6.5.3 – Development programmes for support staff (at least three)

Workshop on Financial Planning Strategies

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Steps are taken towards the recruitment of permanent faculties to fill the existing vacancy. Initiative is taken to increase the number of rooms in college hostel to improve the living facility Initiative is taken to acquire land for games and sports.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	CBCSS Survey	05/12/2018	05/12/2018	07/12/2018	250
2019	NPTEL SWAYAM Local Chapter	29/01/2019	29/01/2019	31/03/2019	100
2019	National Conference in Computer Science	08/02/2019	08/02/2019	09/02/2019	110
2019	Workshop on Teaching Learning Strategies	05/04/2019	05/04/2019	05/04/2019	20
2018	Certificate Course in Library Science	02/07/2018	02/07/2018	31/12/2018	12
				[View File](#)	

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Yoga Day	25/07/2018	25/07/2018	32	24
Seminar on Women and Diabetes	08/11/2018	08/11/2018	154	21
Mental Health and Hygiene Class	22/12/2018	22/12/2018	103	19
Youth Empowerment	22/12/2018	22/12/2018	103	54
Spiritual and Mental Empowerment for Youth	25/12/2018	25/12/2018	104	45
Fitness Class	21/12/2018	31/12/2018	21	16
Legal Awareness Class for Women	30/01/2019	30/01/2019	64	0
Pink Police Self Defense Classes	12/03/2019	12/03/2019	74	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Jackfruit tree sampling- distribution and planting, Varattar restoration programme, observation of World Environment Day, Haritha Rally, Slogal Competition for Environmental Awareness, Seminar on Plastic Pollution, Soil Survey and Analysis, Cleaning Mission undertaken at Chengannur Taluk, Flood Rehabilitation, Survey of Flood-affected Areas, Plastic collection from households and shops of adopted panchayath, Water Quality Analysis at Cherianad, Swach Bharath, Rebuild Kerala Programme, World Ozone Day Celebration, Cloth Bag and Paper Bag Making for Villagers, Lecture on Strategies to Save Water Conducted at Grama Panchayath, Save River and Water Campaign, Puzha Nadatham,Biopark Construction at College

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating

	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2018	3	3	05/06/2018	10	Varattar River Rejuvenation and Banana Farming at the Panchayath level	Rejuvenation of a dried up river, economic empowerment through renewed agricultural practices	26
2018	1	1	05/06/2018	10	Slogan Competition for School Children in connection with Environment Day	Awareness generation about environmental issues	17
2018	2	2	21/06/2018	1	Field Visit to Sugar Cane Institute for Soil Survey and Analysis	Responsible engagement with the society, hands on training for students of industrial microbiology and biotechnology students	23
2018	2	2	15/08/2018	15	Elimination of Rat Fever Campaign	Awareness generation and steps towards the prevention of rat fever	45
2018	4	4	18/08/2018	13	Flood Relief Camp	Rehabilitation of around 750 people affected	230

| | | | | | by flood |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Green Protocol Bhumitra Sena Club	14/02/2018	A handbook along with a checklist was provided for schools, colleges, churches, temples and other institutions in and around Eramallikkara Panchayat to ensure they adopt and abide by the green protocol provided in the manual

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Environmental Protection Year	05/06/2018	15/06/2018	156
Varattar Restoration	05/06/2018	15/06/2018	124
Slogan Competition for School Kids for World Environment Day	05/06/2018	15/06/2018	23
Seminar on Plastic Pollution	08/06/2018	08/06/2018	123
Independence Day	15/08/2018	15/08/2018	23
Rebuild Kerala	31/08/2018	10/09/2018	76
Charity Work	25/08/2018	25/08/2018	15
Anti-Drug Campaign (Vimukti)	05/09/2018	05/09/2018	56
National Integration Camp at Saigramam, Thiruvananthapuram	14/09/2018	15/09/2018	4
Leadership Training Camp	16/09/2018	17/09/2018	2

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Green Protocol Training and Implementation, Wealth from Waste Programme, Seminar on Plastic Pollution, E Waste Management, Biopark Construction,Swach Bharath, Ozone Day Celebration,Bhumithra Club activities,Swach Bharath mission etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.Programmes directed at Environmental Protection and Sustainability: Sree Ayyappa College has taken Environmental Protection and Sustainability as one of

its key areas of focus informing both its academic and extension activities. Green Protocol Training and Implementation, Wealth from Waste Programme, Construction of Biopark, Seminar on Plastic Pollution , E Waste Collection and Survey, Swach Bharath , river rejuvenation programmes, Save Water for Sustainable Development programme, various programmes conducted as part of the Environmental Year were some of the highlights of this academic year. 2.Youth Empowerment: a Sree Ayyappa College Approach In addition to the importance the college places on academic excellence, it invests just as much in the inculcation of social and intellectual responsibility in its students. For, the former without the latter is futile, the college believes. In the academic year 2018-19 we conducted tutorial and career guidance classes, Student Support Programme, Walk With Scholar programme, water quality tests, legal awareness classes, skill development programmes, leadership training, fitness classes, charity work, awareness programmes on matters of health and hygiene, cancer awareness programmes, free medical camp . The college opened a flood relief camp with the active participation of its student volunteers and proactively contributed towards the Rebuild Kerala programme post the devastating floods of the year. From setting up free medical camps and awareness programmes to carrying out anti-drug campaigns and activities aimed at environmental protection and sustainability, the college ensures that its students engage with the concerns of the larger society and contribute towards its development.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.sreeayyappacollege.ac.in/file/fileupload.fileupload/R77ntpUXigbwV7/file/721-institutional-best-practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In tune with the vision of the college to create a scientifically developed, humanely rich, morally responsible community ensuring equitable regional development through education, Sree Ayyappa college is relentlessly striving towards the transformation of the rural hamlet of Eramallikkara into a functional knowledge society. This is to say that knowledge production and dissemination for which the institution functions is not confined to isolated academic practices but are moulded in a way as to reflect the social and economic well-being of the community. Through contextualizing pedagogical interventions and bridging the gap between theory and practice, the college upholds the ultimate spirit of education. Eramallikkara which fall behind on several socio-economic indicators is also a rich heritage site. By focusing on sustainable models for environmental protection, the college through its academic and extension activities is committed to the rejuvenation of the otherwise deteriorating commons and unique cultural practices by providing the community with the requisite skills and motivation eventually paving the way towards the creation of a self-sufficient, stable economy sensitive to the environment. Given below are some of the activities of the academic year 2018-19 that reflect the distinctive operandi of the institution. It needs to be noted that all these activities are collaborative in nature involving the students, faculty, local self governing bodies and the common people: Freedom from Waste Programmes Green Audit Implementation of Green Protocol Ecological Awareness and Conservation Programmes Water quality tests Soil Survey Cancer Awareness Adolescent Health Seminar Health and Hygiene workshops River Rejuvenation Programmes "Rebuild Kerala" Programme Flood Relief Activities Green Protocol Pamphlets Medical Camps Water Quality Analysis and Assessment Anti-drug campaigns Career Guidance classes

Provide the weblink of the institution
https://www.sreeayyappacollege.ac.in/file/fileupload.fileupload/QDDbsBUKiyZqJM/file/731-institutional-distincitiveness.pdf

8.Future Plans of Actions for Next Academic Year

1. Being the Silver Jubilee year, Celebrations are to be conducted. In this regard broad committees may be constituted. 2. To rectify the shortage of transport facilities, a College bus may be bought. 3. Measures may be taken to purchase land to expand the campus and play ground. 4. A house may be constructed for the most deserved family under the "Home for the homeless" scheme 5. The rural library, which has been established may be developed 6. Officiate the process of getting sanctioned from the Govt., a new course. 7. Officiate the process of appointing permanent teachers in the existing vacancies. 8. Establish Incubation Centre 9. Establish Centre for Outreach Society Activities in each Department. 10. Establish Centre for Teaching Learning 11. Conduct an International Conference. 12. Conduct International Cultural fest. 13. Enhance Ladies Hostel facilities 14. Build a Guest room in the Ladies Hostel 15. Enhance Laboratory facilities 16. Conduct a Medical Camp 17. Conduct seminars and workshops on various topics. 18. Conduct bridge course in each Dept. 19. Conduct Value added, Add-on Courses in each Dept. 20. Establish Research Centre in Computer Science. 21. To promote Professional ethics among staff, separate programmes may be organised. 22. To promote moral and ethical values a Club may be constituted. 23. Committees entrusted with seven different criteria may plan and organise various activities to enhance the quality of education in the college.