

**SULLAMUSSALAM
SCIENCE COLLEGE**

**THE ANNUAL
QUALITY ASSURANCE REPORT**
[SUBMITTED BY THE IQAC]

2014-15

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

1. Details of the Institution

1.1. Name of the Institution	:	<i>Sullamussalam Science College, Areacode</i>
Address Line 1	:	<i>Ugrapuram Post.</i>
Address Line 2	:	<i>Areacode</i>
City/Town	:	<i>Malappuram</i>
State	:	<i>Kerala</i>
Pin Code	:	<i>673639</i>
Institution e-mail address	:	<i>mail@sscollege.ac.in</i>
Contact Nos.	:	<i>+91-483-2850700</i>
Name of the Head of the Institution	:	<i>Dr. Muhamed Ilyas. P</i>
Tel. No. with STD Code	:	<i>+91-483-2854544</i>
Mobile	:	<i>9447597400</i>
1.2. Name of the IQAC coordinator	:	<i>C.A. Safeeque</i>
Mobile	:	<i>9847619616</i>
IQAC e-mail address	:	<i>mail@sscollege.ac.in</i>
1.3. NAAC Track ID (For ex. MHCOGN 18879)	:	<i>KLCOGN12462</i>
1.4. Website address	:	<i>www.sscollege.ac.in</i>
1.5. Web-link of the AQAR	:	<i>www.sscollege.ac.in</i>

1.6. Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	76.45	2005	20 Sept 2010
2	2 nd Cycle	A	3.01	2014	05May 2019
3	3 rd Cycle				
4	4 th Cycle				

1.7. Date of Establishment of IQAC : 01/10/2005

1.8. AQAR for the year (for example 2010-11) : 2014-15

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

Nil

1.10. Institutional Status

University : State Central Deemed Private

Affiliated College : Yes No

Constituent College : Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11. Type of Faculty/ Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) : *NIL*

1.12. Name of the Affiliating University (*for the Colleges*) : *University of Calicut*

1.13. Special status conferred by Central/ State Government
-- UGC/CSIR/DST/DBT/ICMR etc : *No*

Autonomy by State/Central Govt. / University

University with Potential for Excellence : *No*

UGC-CPE : *No*

DST Star Scheme : *No*

UGC-CE : *No*

UGC-Special Assistance Programme : *2 UG Programme (B.Voc)*

DST-FIST : *No*

UGC-Innovative PG programmes : *1 UG Programme in Islamic Finance*

UGC-COP Programmes : *1. Career Oriented Diploma programme in Computer Science (Computer Hardware Maintenance and Networking) funded by UGC*
2. Career Oriented Programme in Accounting Practices funded by UGC

Any other (*Specify*) : *NIL*

2. IQAC Composition and Activities

2.1. No. of Teachers : 7

2.2. No. of Administrative/Technical staff : 2

2.3. No. of students : 2

2.4. No. of Management representatives : 2

2.5. No. of Alumni : 1

2.6. No. of any other stakeholder and
community representatives : 1

2.7. No. of Employers/ Industrialists : 0

2.8. No. of other External Experts : 1

2.9. Total No. of members : 13

2.10. No. of IQAC meetings held : 4

2.11. No. of meetings with various stakeholders: No. Faculty

2.12. Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.14. Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

ii. Themes

2.15. Significant Activities and contributions made by IQAC

1.The IQAC proposed to the management for setting up a Mobile Computing Lab under the department of computer science for the students and the teachers to do their projects and the research work.

2.16. 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. Recommended for procuring more books to the library	1. Purchased 565 books in this year and the total number reached at 14118.
2. Expansion of Academic block	2. North-East academic block with 3 classrooms, a guest room and a ladies toilet complex has been constructed using the fund from UGC.
3. Renovation of the Canteen with more dining facility and modern stainless steel kitchen equipment.	3. Canteen has been renovated with an amount of 6 lakhs with the help of PTA and management.
4. Production and use alternate energy especially solar power.	4. A solar power plant with a capacity of 7.5KW has been setup with the help of GDA fund from UGC to cater the needs of the entire labs.
5. More Industry-academic linkage by introducing innovative programmes	

<p>in Computing.</p> <p>6. More sports facilities by constructing an Indoor Stadium with the help of UGC</p> <p>7. Systematic and Scientific academic support programmes for talented students and remedial and motivation programmes for weaker students mooted.</p> <p>8. To submit proposals to UGC for new skill oriented programmes as per the guidelines of NSQF and UGC.</p>	<p>5. ‘Astra’, a project to develop the skills in Computing. This was formally inaugurated by Hon. Chief Minister Sri. Oommen Chandy on 20th September 2014. Ultimate aim of this project is to setup an incubation and development centre for the girl students of our college who are not able to go distant cities for their job. V.K. Muneer, Assistant Professor, department of Computer Science is the coordinator of this project.</p> <p>Smart Lab – To inculcate research and innovations in the field of computing, a smart lab is setup under the Department of Computer Science. Various applications and projects are under way. This could be converted into a commercial technology lab, if we get funding for the expansion. Habeeb. P, Assistant Professor, Department of Vocation programmes, is the coordinator of the lab.</p> <p>6. The construction of a National Level Indoor stadium with the financial aid from UGC has been started.</p> <p>7. Walk with Scholar (WWS) programme and Scholar Support Programme (SSP) were introduced with the financial help from Kerala Higher Education Department.</p> <p>8. The college had submitted proposal to UGC for starting B.Voc courses and UGC has sanctioned B.Voc. in Broadcast Journalism and B.Voc Software Technology. Our college is one among the odd 10 colleges which has been sanctioned with B.Voc programmes in the first phase in the year 2014.</p>
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** Attach the Academic Calendar of the year as Annexure.*

2.17. Whether the AQAR was placed in statutory body Yes

Management Syndicate Any other body

Provide the details of the action taken

Management committee decided to initiate the library expansion works

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	-	-	-	-
PG	5	0	3	0
UG	7	2	1	2
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3	0		0
Others				
Total	15	2	4	2
Interdisciplinary				
Innovative	0	1		0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	3
Annual	0

1.3. Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

**Please provide an analysis of the feedback in the Annexure*

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

Prepared the syllabus for BVoc and Islamic Finance

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

- i. *Syllabus for B.Voc Software Technologies, B.Voc Broadcasting & Journalism and B.A. Islamic Finance with Computer Applications*

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	16	6	-	-

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

6

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	-	-	-	-	-	-	6	1

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

20	0	0
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2.5. Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	3	22	4
Presented papers	8	2	3
Resource Persons	4	2	3

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

- One week Orientation/ Bridge course for the first Semesters of all Programmes
- Room Theatre , Peer Teaching and Self Learning for English Dept.
- E-learning using Infilbnet and Smart Classes for Commerce
- Nurture Programme for Dept of Math.

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

202

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

Online Tests for assignments for some Departments

2.9. No. of faculty members involved in curriculum Restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop : 7

2.10. Average percentage of attendance of students 92

2.11. Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	192	22.9	39	13.1	12.4	87.4
PG	67	16.4	53.1	9.8	10.1	88
Add-On	80	30	20	10	3	63

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

The internal Quality Assurance cell periodically reviews the adequacy of the infrastructure and learning resources , the performance of the academic and administrative staff and student performance, discipline and involvement in co- and extracurricular activities and social and humanitarian projects.

2.13. Major Contributions from IQAC involves

- Three-tier meetings
- Quality enhancement Programmes

2.14. Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	1
HRD programmes	Nil
Orientation programmes	5
Faculty exchange programme	2
Staff training conducted by the university	Nil
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	5
Others	Nil

2.15. 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	16	0	0	5
Technical Staff	1	Nil	0	1

Criterion – III

3. Research, Consultancy and Extension

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

Conducted Research oriented sensitization programmes for teachers by the IQAC. The English, Physics and Mathematics departments conduct regular 'Research Forum' to discuss various contemporary research themes. All PG and UG third year students are encouraged to take research topics for their projects and seminars. some of the teachers applied for Guide ship

3.2. Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3. Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	0	3	0	1
Outlay in Rs. Lakhs	0	2lakhs 80,000	0	0

3.4. Details on research publications

	International	National	Others
Peer Review Journals	1	4	-
Non-Peer Review Journals	-	4	-
e-Journals	-	4	-
Conference proceedings	1	-	-

3.5. Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-15	UGC	2,80,000/-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	
Total	-		2,80,000	

3.7. No. of books published i) With ISBN No. Chapters in Edited Books
 ii) Without ISBN No.

3.8. No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9. For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10. Revenue generated through consultancy

3.11. No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	1	0	0	6
Sponsoring agencies		KSHEC			Management & PTA

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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17. No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College

3.18. No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21. No. of students Participated in NSS events:

University level State level

National level International level

3.22. No. of students participated in NCC events:

University level 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

College committed for academic support to neighbouring people for their social awakening.

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	3.4680Hr	Nil	-----	3.4680Hr
Class rooms	29	04		33
Laboratories	computer-4 Physics -3	----	-----	CS-4 Physics-3
Seminar Halls	One	One	----	One
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		19		
Value of the equipment purchased during the year (Rs. in Lakhs)		14.02		
Others		38(classroom)	(UGC 32 Lakhs)	

4.2. Computerization of administration and library

The campus function and administration are totally computerized .and setup special software for academic purpose

The library functions are fully ICT enabled.

4.3. Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15207	3,905,672.92	238	114379	15445	4020051.92
Reference Books	1468	494,109.79	10	3222	1478	497331.79
e-Books	Books- 2580(7904 GB) Videos:22 6(256 GB)		---	-----	----	----
Journals	29		-----			
e-Journals						
Digital Database						
CD & Video	26		-----			
Others (specify)						

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	106	4	Two connections of NME of BSNL with 5mbps speed each	One	----	08	07	01
Added	28	---	Two	One	-----	02	03	01
Total	133	4	two	one	---	10	10	12

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

Five day workshop for teachers under the Microsoft SAKSHAM project conducted by Microsoft.

- 4.6. Amount spent on maintenance in lakhs :

i. ICT	1.39750
ii. Campus Infrastructure and facilities	2.80
iii. Equipment	2.12
iv. Others	
Total :	2.58483

Criterion – V

5. Student Support and Progression

5.1. Contribution of IQAC in enhancing awareness about Student Support Services

- An awareness class is given to newly admitted students about the student support services of the college like library, Computer centre, Career Guidance Cell, Physical fitness Centre etc.
- The librarian conducted awareness class on the use of library resources for the new entrants
- The Department of Physical Education made the students aware of the necessity of physical fitness and wellness and introduces various items provided in the Fitness Club of the college.

5.2. Efforts made by the institution for tracking the progression

- A gate book is kept at the entrance of the library to register the details of the visitors for monitoring the Statistics of the users.
- All the student support services maintain entry registers to ensure their utility
- All the student support including hostel and canteen have separate monitoring committees to review their activities

5.3. (a) Total Number of students

UG	PG	Ph. D.	Others
629	116	-	-

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	248	33%		497	67%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
13	43	2	685	2	745	10	49	1	780	6	846

Demand ratio 1:12.7

Dropout 2.5 %

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

- The college conducts coaching classes for National level tests like UGC-CSIR exam and GATE
- The college conducts coaching classes for competitive examinations of Kerala Public Service Commission under the entry-into-service scheme of the UGC

No. of students beneficiaries

90

5.5. No. of students qualified in these examinations

NET	25	SET/SLET	16	GATE	1	CAT	NIL
IAS/IPS etc	NIL	State PSC	-	UPSC	-	Others	1

5.6. Details of student counselling and career guidance

Conducts career awareness and counseling programme on courses for higher studies timely.

No. of students benefitted

200

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
nil	Nil	Nil	nil

5.8. Details of gender sensitization programmes

The Women Resource Centre of the college conducted 120 hour long training course for the selected girl students to improve their computer awareness, communication skills and behavioral aspects

5.9. Students Activities

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

State/ University level

5

National level

0

International level

0

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10. Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	393	1823250
Financial support from other sources	1	5000
Number of students who received International/ National recognitions	-	-

5.11. Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12. No. of social initiatives undertaken by the students

5.13. Major grievances of students (if any) redressed:

Inadequacy of drinking water facility in the campus was redressed setting huge water tank of two lakh liters with purifier.

Criterion – VI

6. Governance, Leadership and Management

6.1. State the Vision and Mission of the institution

Vision :

Educating the mind in the pursuit of truth

Mission:

- *Mould the youth into responsible citizens of tomorrow*
- *Help students gain unswerving confidence in themselves and faith in virtuous thought*
- *Help develop a humane outlook and a strong civic sense*
- *Help think clearly and critically and communicate effectively*
- *Help develop an understanding of the unity of all knowledge including the religious.*
- *Help develop a global vision.*
- *Help promote a liberal social outlook and ethical view of progress and evolve an enriched inner life.*

6.2. Does the Institution has a management Information System

Advanced software are used in the library and administrative sections of the college.

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

6.3.1. Curriculum Development

Since the curriculum and the syllabus are designed by the university, the college has no freedom to restructure the curriculum.

6.3.2. Teaching and Learning

- *Set up two LCD projectors and audio systems in each department to support a better learning environment.*
- *Use of multiple teaching methods and modes of instruction such as visual, read/write methods were introduced.*
- *Tutorial hours were restructured to encourage dialogue between students and teachers and among students.*
- *Peer tutoring system is introduced to develop interpersonal professional, and cognitive skills of students to a higher level*
- *The research form at the English department was begun with a view as to get teachers as academicians to renew perspectives on knowledge . The forum conducts at least a lecture each month with scholars in the field talking on philosophers and had four talks so far.*

- *As part of the new initiatives in education, Sullamussalam Science College has introduced 'Online Courses' for students in various disciplines. In the first year itself, 35 students enrolled for the 'Hour of Code' course and 30 students got the certificates. Next year onwards we are planning to elaborate the programme by including more subjects from various Universities like MIT, Oxford, Cambridge etc.*

6.3.3.Examination and Evaluation

Internal examinations were restructured with a centralized examination and a department level examination in each semester. After each examination department level parents meetings were called and results were analyzed in the presence of parents and proper instructions were given to students and parents.

6.3.4.

IQAC has given instructions to all HODs to include more research level topics for their Seminars, Assignments and Project works to inculcate a research mind among the student community.

6.3.5.Library, ICT and physical infrastructure / instrumentation

- *Digital Library has been expanded with more resources in various subjects. New computer system and a printer are also been added for the benefit of the students and teachers.*
- *248 books have been added during this academic year.*
- *'Astra', a project to develop the skills in Computing. This was formally inaugurated by Hon. Chief Minister Sri. Oommen Chandy on 20th September 2014. Ultimate aim of this project is to setup an incubation and development centre for the girl students of our college who are not able to go distant cities for their job. V.K. Muneer, Assistant Professor, department of Computer Science is the coordinator of this project.*
- *Smart Lab – To inculcate research and innovations in the field of computing, a smart lab is setup under the Department of Computer Science. Various applications and projects are under way. This could be converted into a commercial technology lab, if we get funding for the expansion. Habeeb. P, Assistant Professor, Department of Vocation programmes, is the coordinator of the lab.*
- *The Canteen facility are also upgraded with more spacious dining rooms for students and a spacious open kitchen with stainless steel work tables and storages.*
- *Six new toilet facilities for girls and three class rooms have been constructed during this period.*
- *The construction of a National level Indoor stadium with the financial aid from UGC has been started.*
-

6.3.6.Human Resource Management

A training programme was arranged for the teachers at Karl Kubel management Institute.

6.3.7. Faculty and Staff recruitment

- *Two permanent teachers in English and four in computer Science were appointed.*
- *Two contract faculty and four guest faculty were appointed in B.Voc Broadcast journalism and B.Voc Software Technology respectively as per the UGC guidelines.*

6.3.8. Industry Interaction / Collaboration

- *A MoU between MeshiLogic and the College has been signed for fulfilling the criteria for B.Voc Software Technology and with MediaOne for B.Voc Broadcast Journalism*

6.3.9. Admission of Students

The admission process was completed as per existing University guidelines.

6.4. Welfare schemes for

Teaching	Nil
Non-teaching	Nil
Students	Kanivu-Student Aid Fund

6.5. Total corpus fund generated

6.6. Whether annual financial audit has been done

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

- Scholarships were given to economically weak students
- Some Awareness classes for Final year students were arranged with Alumni members as resource persons.

6.12. Activities and support from the Parent – Teacher Association

- Funded for the expansion of the computer lab
- Financed for the setting up of the maintenance of infrastructure facilities.
- Financial aid was given to the student participants in the university level sports items.

6.13. Development programmes for support staff

- A class was arranged for the staff on e-filing of income-tax
- A workshop on spread sheet was arranged for the administrative staff.

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

- Saplings of shade-giving trees were planted throughout the campus
- An eco-club was formed in the college to create environmental awareness among the students.

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.

Sargavedi, a literary club under the department of the Malayalam , circulates Malayalam literary works-novels, stories and plays – for the paraplegia patients of the neighborhood . The books are kept with the users for 10 days and after it they are being given to other members . At present there are seventy five users for this innovative programme

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

- (i) Bridge courses were arranged for the newly admitted students of all the departments.
- (ii) Food stuffs and medicines were provided to the needy people under the auspices of the Santwanam club.
- (iii) Homecare visits were carried out by the pain and palliative care unit volunteers periodically
- (iv) The foundation stone was laid down for a new house to be constructed in this year under ‘ a-house-a-year ‘ scheme

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

- (i) The bridge course for the entrants.
- (ii) The charity works

Details are added as annexure-1

- 7.4. Contribution to environmental awareness / protection

- (i) Saplings of shade-giving trees were planted throughout the campus
- (ii) An eco-club was formed in the college to create environmental awareness among the students.
- (iii) Eco club organized several programmes such as planting of trees, cultivation of vegetables, awareness programmes for neighbours, special camps and field trips for students as part of the environment protection and awareness initiatives.

- 7.5. Whether environmental audit was conducted? Y No

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

Efforts of the college to uplift the rural community are among the strengths of the college. The college has ICT enabled classrooms and a dedicated, academically oriented and research-minded faculty. The faculty inspires students to apply for projects, summer courses, seminars, workshops and regular courses at various nationally and internationally reputed institutions.

The management committee that financially supports the developmental activities of the college strengthens the institutional structure. A Skill Development and Resource Centre for Women sponsored by the Kerala State IT Mission helps the college in their effort for the empowerment of women community. The funds for indoor stadium sanctioned recently by the University Grants Commission will no doubt help the students in improving their skill in sports. At the same time the structure can temporarily be used to serve the purpose of an auditorium till a regular one is built.

Government has not sanctioned any aided courses since 1999 to our college, therefore the institution has been compelled to run self-financing courses that cannot ensure quality. We overcome these constraints with highly motivated crew of teachers. The fact that the college has no research department is a disadvantage. The college is also lacking in a separate library building and an auditorium.

The institution is situated in a rural area; the students hail from economically and academically challenged environments and therefore a proper academic orientation becomes imperative. The delay in conducting the End Semester Examinations by the University is a major hurdle in planning student support activities.

8. Plans of institution for next year

1. Commencement of new courses at UG level
2. Expansion of library resources.
3. Complete automation of the college with Online feedback system from Students.
4. Setting up a Materials Science division in the Physics Lab(PG).
5. Submit proposal to University to convert Computer Science and Mathematics departments into Research Centres.
6. Strengthening career opportunities of the students by conducting special programmes and recruitment drives under the Career and Placement Cell

C.A.Safeeqe

Dr.P.Muhamed Ilyas

Signature of the Coordinator, IQAC

Signature of the Chairpersonr IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE I

The IQAC periodically gathers feedback from the stakeholders and acts on it . The Alumni meet every year and provide suggestions on infrastructure developments improving classroom facilities and introduction of new courses through the secretary of the alumni to the principal.

The PTA executive meets twice every year evaluate curricular and extra-curricular progress and makes pertinent suggestions. The class PTA meets twice after the first and second internal exams to evaluate the progress of the students. The tutors brief the parents on students' academic performance in the classes and internal examinations. Feedback from the parents and the students are elicited on teaching learning .

Regular feedback is taken from the students by the head of the department at the end of every semester and instructions to teachers are given to improve the teaching learning method. Besides this informal feedback from the students is taken by individual teacher. Feedback from the students by the manager is taken regularly and communicated to specific teachers. Feedbacks prove valuable in implementing UGC guidelines.

ANNEXURE II

PRACTICE-1

1- KNOWLEDGE PERSPECTIVES IN HIGHER EDUCATION

GOAL

In the present system of education there is no clear link between the school system and the under graduate stream. In order to bridge the difference in perspectives, the newly admitted students are given an orientation course in their respective subjects. This week long course apart from creating a general awareness in the recent advances in the subject also introduces them to the e-learning modes adopted in modern education.

The goal is to prepare the students in a broader educational framework

The aim is to make them research oriented and imbibe the spirit of lifelong learning so that graduation is not a mere lead to remunerative jobs

THE CONTEXT

As mentioned, severing of two streams of education is detrimental to the higher goals of pedagogy. In order to orient the students in their respective fields of knowledge integrating the conventional methodologies and the restrictive curriculum, a timetable, followed in special format is adopted in a week long session of structured exercises. Unlike in the higher secondary schools where the students received a broad spectrum of knowledge, a deeper explorative facet of pedagogy has to be adopted in higher education. This is not easy as the curriculum in colleges is too heavy and the expectations are too high. Though in schools the present methodology promotes scientific thinking, there is no scope for that kind of stretched-out learning mode in higher education where very complex concepts need to be grasped within the limited time of the semester. Therefore, a well-conceived bridge course becomes imperative especially since the introduction of CCSS which was adopted in the higher education stream in 2009 to support the critical pedagogy practiced in schools since 1998. Hence the Foundation Programme.

THE PRACTICE

Much before the first year admission begins, the teachers of each department sit together and plan the structure of a 5-day orientation programme. As soon as the admission processes are complete, the foundation courses begin. Each department has its own specialized programmes based on the nature of the course and the needs of the participants. For instance, in a science course the focus is on experiment and logic whereas in the humanities course the imaginative content is stressed on. However the faculty are always careful to observe the philosophic and humanitarian side of science and the material utility and functional values of literary studies.

The design of the content and the structure of the five day workshop is done with the above observation in mind. However since this is done outside the regular curriculum it takes a great deal of effort to convince the stakeholders of the significance of the exercise as the first semester is limited to barely 90 days and scarcely a week can be spared for the introductory

exercise. The format has to be carefully designed in order to effectively fulfill the goals of orientation- as it is a psychological and intellectual preparing the ground.

Last year as is usual, in the English department, a theatre workshop was organized as part of the orientation programme. This programme strengthened the view that theatre is a collaborative activity that can offer unique polyphonic counter education that proves an effective tool against commoditization of knowledge in the era of globalization. The focus of the physics and mathematics department in a week long course was to promote engaged learning. Topics like scope and excitement of physics and web-assisted learning were discussed with increased student participation. The commerce department organized programmes like meet the entrepreneur and introduction to basics of commerce and industry.

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate?

The performance of the students in the end of their examinations show marked improvement in the last two years. Though the competence of student joining the institution is much lower than in the previous year, the output has been fairly remarkable. The number of our students qualifying competitive examinations to renowned universities has increased in the last few years.

The record of students' answer papers from the first semester internal exam is kept as record to gauge the improvement in students' skills through the years to the second internal in the sixth semester. Every year this provides a clear proof of the success of our foundation course that sets the tone for learning attitudes. The foundation course is further supported by the study materials of high standard provided by each department.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

Please identify the problems encountered and resources required to implement the practice in about 150 words

The foundation courses require much planning time and energy on part of the organizers. Since sometimes the admission process lags on due to change in University schedule, a week- long preparing ground exercises, prove expensive. Other infrastructure facilities need also be looked into. The available class rooms are not conducive to conducting these highly structured classes which introduce them to their core subjects. Moreover, as there is no provision for this course in this syllabus, there is extra burden on the teachers. Since the college is not an autonomous institution many of such innovative academic programmes are done solely on faculty initiative. For these advanced programmes envisaged by the faculty 100% ICT enabled class rooms are essential. Moreover, there is no government post for network administrator in the college. The management takes the financial responsibility and posts a person in the capacity.

Any other information that may important to the reader for adopting or implementing best practices in their institution.

Number of graduate students in the last four years gaining admission to the institution of higher learning like, the ISI (Indian Statistical Institute) EFLU (English and foreign languages university) CUK, University of Pondicherry, ISI, IIS, CUSAT, NIT, University of Calicut has been on the rise.

2. CARING FOR THE SICK AND OLD: A LESSON IN HUMILITY

GOAL

At Sullamussalam Science College we aim at the spiritual, creative and intellectual growth of the young people who are our students, to help them confidently confront the globalized, corporate world. Our non-academic practices are focused on their holistic growth as a balanced, humane and socially committed citizen of the world.

THE CONTEXT

Students Initiative in Palliative Care (SIP) is a step in that direction. The devotion and commitment instilled in the young through caring for the sick and the elderly help in their intellectual growth too. Knowledge acquired empirically open their intellect to highly specialized textual knowledge says studies on multiple intelligence.

THE PRACTICE

The volunteers of SIP of our college actively involve themselves in the activities of the Palliative Care Clinic, Areacode. This year the SIP Care members conducted an orientation Programme and a training Programme for the first year volunteers to create an awareness among the uninitiated first year students about the need and importance of palliative care initiatives.

The volunteers are active and work round the clock to support and help those sick and in dire need of financial help. This year, they collected around 3.5 lakh rupees for the treatment of patients who suffered from cancer, kidney failure and other serious ailments. As they routinely do every year, they organized a day-care programme on 29 November 2014, the first one this year, with ten paraplegic patients. Malappuram D.E.O Mr.Safarulla inaugurated the programme and Ms. Mariath, Calicut university librarian was the chief guest.

The SIPC volunteers undertake awareness programmes regularly to enlighten and counsel students. As a part of anti-tobacco, anti drug campaign, the SIPC volunteers in collaboration with NSS, conducted a street play 'Unarthupaatu' on 2nd March.

The play done by students was an introspective act in which they questioned themselves and their perspective on life and its goals. A two-day exhibition on Palliative care was also organized on 10 and 11 March 2015 which was an eye-opener giving us a better insight into lives marginalized and uncared for.

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate?

The service of the students of the palliative unit of the college has found meritorious mention in various contexts IAPC (Indian Association for Palliative Care-Kerala chapter) in their magazine called *Swanthanam* has included an article on the activities of the palliative unit of the college. The number of members of the community who have been supported by our students is increasing every year. The consistent and continued monitoring of those patients who had attended and gained training in workshops make these exercises worthwhile. All the products the trainees have made or produced are sold at the Friday fair at the college. Therefore

the training does not go futile. The paraplegic patients are earning members of their family now.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

Please identify the problems encountered and resources required to implement the practice in about 150 words

As the palliative unit of the college students in palliative care holds key positions in the venture, they need more facility to organize the activities. They should be provided with the technology to communicate and connect with the other volunteers. The unit works on the meager collection taken from the students by the volunteers through cards provided at the beginning of the year. The university syllabus is too heavy to incorporate such extracurricular activities. Even co-curricular activities have to be rushed through since the introduction of the credit-based semester system in higher education stream.

Any other information that may important to the reader for adopting or implementing best practices in their institution.

The palliative care unit of the college apart from providing succour to the sick and invalid community provides them opportunities to become self- reliant and even supplement family income. The palliative care initiative has worked miracles with paraplegics. The training in soap making, umbrella making given to the eighteen paraplegics has been extended to larger groups with the trained persons training the other groups.

In a tie-up with the Block Panchayath, materials are provided free of cost to the beneficiaries and since marketing is also done with the help of the palliative unit in the college, the patients are encouraged to continue the practice. The vision of the great educators has thus been realised in this socially committed student group. The institution also fulfills its role as a social and cultural establishment supporting the community.