



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	ST. DOMINIC'S COLLEGE, KANJIRAPALLY
Name of the head of the Institution	Dr. James Philip
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04828234340
Mobile no.	9447868005
Registered Email	principalsdc@gmail.com
Alternate Email	principal@sdck.in
Address	PARATHODE P O, KANJIRAPALLY
City/Town	KOTTAYAM
State/UT	Kerala
Pincode	686512
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Prathish Abraham
Phone no/Alternate Phone no.	04828234340
Mobile no.	9447090869
Registered Email	prathishmutton@yahoo.com
Alternate Email	prathishabraham@sdck.in
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://sdck.in/aqarreports.php
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://sdck.in/iqac/Academic%20Calendear%20-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	A	3.1	2017	28-Mar-2017	27-Mar-2022
2	B++	3.24	2007	10-Feb-2007	09-Feb-2012

6. Date of Establishment of IQAC	01-Sep-2004
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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
Seminar on Mendelay Reference Management Software	05-Mar-2019 1	40
Orientation Programme for Faculty members	08-Jun-2018 1	85

[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
Science Departments	FIST	DST	2018 1095	11000000

No Files Uploaded !!!

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 : 4

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 [View File](#)

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)

No Data Entered/Not Applicable!!!

[View File](#)

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
No Data Entered/Not Applicable!!!	

[View File](#)

14. Whether AQAR was placed before statutory body ? Yes

Name of Statutory Body	Meeting Date
IQAC Committe	16-Mar-2020

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 31-Jan-2019

17. Does the Institution have Management Information System ? Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Admission Process (CAP), Internal Mark Entry and Consolidated Internal mark Lists Communication Information among Teachers and Students through IT facilities Book Renewal and E repository for

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

The Departments strictly ensures the effective implementation of the curriculum. Detailed plans are made by the departments for the effective transaction of curriculum content within the stipulated time. Teachers prepare teaching plans based on the departmental Plan. Along with lecture method, teachers impart the curriculum through innovative teaching methods such as group seminars, video lectures, case studies, mini project, assignments, discussions, workshops and industrial visits. Assessment is made through Continuous Internal Evaluation. Outcome of the curriculum transaction is assessed by the departments at the end of each semester. Curriculum and academic calendar are prescribed by the University. Each student is given a copy of the course plan and academic calendar. Allocation of the subjects to the faculty is done taking into consideration, the faculty qualifications, subject specialization, experience and Feedbacks of previous years. Class attendance registers are scrutinized by the HOD. Invited lectures by industry and subject experts are arranged. Industrial and field visits are organized. Periodical feedback is obtained from the students on teaching. Regular Class Committee meetings are held by the Head of the Department to review the teaching-learning process, academic progress of the students and to address grievances. Faculty members are members of the Board of Studies of the university and Autonomous Institutions. Faculty members are involved in course restructuring and revision committees constituted by the Mahatma Gandhi University. This enables the faculty to contribute towards the curriculum development, even within the affiliation system. Faculty members are actively participating question paper setting and evaluation teams of different universities and autonomous colleges.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Computerized Accounting	Nil	03/12/2018	60	Employability	Electronic Data Processing
Digital Financial Literacy	Nil	01/02/2019	20	Employability	Digital Financial Literacy
Research Methodology	Nil	01/02/2019	25	Employability	Research Analysis Using SPSS

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Agro Food Processing	16/11/2018
BVoc	Agricultural Technology	16/11/2018

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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
BA	All Programmes	04/06/2018
BSc	All Programmes	04/06/2018
BCom	All Programmes	04/06/2018
BVoc	All Programmes	16/11/2018
MA	All Programmes	04/06/2018
MSc	All Programmes	04/06/2018
MCom	All Programmes	04/06/2018

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

	Certificate	Diploma Course
Number of Students	96	Nil

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
Legal Awareness Class	22/01/2019	85

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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	Finance and Taxation	53
MCom	Finance and Taxation	15

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Responses on the curriculum and delivery are collected from the stakeholders. Feed backs are collected from parents during parent teacher meetings. Teachers performance evaluation is done by the students every year. The report of the performance of each individual teacher is prepared and the principal holds discussion with each one on their performance. The heads of the departments collect feedback from the different stakeholders through periodic meetings. The departments analyse the reports. The Head of the departments collect the exit level feedback from the graduates regarding learning processes after the end of academic session every year. Inputs are obtained from the stakeholders regularly and are used to improve the overall competency of the students for employability. The SSS (Student Satisfaction Survey) was done online during the year, in the NAAC format and results were analyzed by College.

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
No Data Entered/Not Applicable !!!				

[View File](#)

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	1148	164	33	6	46

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	Number of smart classrooms	E-resources and techniques used
85	85	Nil	10	10	Nil

[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)

The College has a structured mentoring system, established to fulfill the academic and psychosocial needs of the students, by linking their subjects of study to real life situations, facilitating life skills/soft skills, fostering moral sensitivity and civic responsibility in order to create well adjusted, global citizens. The college ensures that proper Mentoring is given to all its students. The students of each class is divided and equally assigned to the teachers of the concerned departments. Department level mentoring groups with a 1:16 teacher student ratio meets regularly. These interactive sessions enable mentors to identify areas of concern and adopt remedial measures in order to ensure holistic development. Apart from academic mentoring, including remedial classes, mentors encourage student participation in the clubs and societies constituted for their benefit based on individual taste and talent. The mentees are also enabled to cope with stress and other personal issues. The college maintains regular counselling services from a trained councillor inside the campus. Social commitment and empathy are cultivated through participation in the NSS and Charity Club. Mentoring includes all sorts of support that a teacher can provide. The mentors should be good in communicators and listening. Mentees can share emotional, intellectual academic, career related as well as general issues with their mentor. The college will provide training, advice and on-going guidance to the mentors. The department heads, class teachers and the mentors will meet to discuss development ideas and to look at upcoming events and possible pressure points which their mentees might be facing.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1312	85	1:15

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
85	85	Nil	7	15

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 state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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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
No Data Entered/Not Applicable !!!				

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

The Continuous Evaluation Committee headed by a senior faculty works along the examination committee and departments for effective monitoring of continuous evaluation process. Students are evaluated on a continuous basis through mandatory internal theory and practical examinations, class tests, assignments, seminars and viva-voce. Based on their performance, remedial coaching and tutorial sessions are given to slow learners. Through additional hours, the syllabus is completed as early as possible so as to conduct revisions and extra coaching. Before the university examination model examinations are given to all classes. Two Internal Exams are conducted in a semester and re examinations are given to the needy candidates as and when required. Class tests and revision tests are conducted on a regular basis.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Calendar prepared by the parent university is followed by the college. Exams are conducted as per the schedule (Mahatma Gandhi University Examination Calendar) given by university. The college effectively communicates all messages from University to student community and make them prepared for examinations. The examinations are conducted in a smooth and transparent manner. Internal evaluations are done by the college, as per schedule decided by the college council. The time table, exams and result publications are done based on this Schedule. The implementation of this schedule is carried out by Internal Exam Committee and Continuous Evaluation Committee. The dates for re examination can be decided by the departments. The results are uploaded in university website as per directions from University.

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://sdck.in/ssr.php>

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
No Data Entered/Not Applicable !!!					

[View File](#)

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://sdck.in/ssr.php>

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
No Data Entered/Not Applicable !!!				

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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
Starting Trouble	Innovative and Entrepreneurship Development Centre	23/12/2018

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
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Commerce	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)
No Data Entered/Not Applicable !!!			

[View File](#)

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
Histoty	4
Mathematics	2
Malayalam	1

No file uploaded.

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
No Data Entered/Not Applicable !!!						

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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
No Data Entered/Not Applicable !!!						

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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	4	6	50
Presented papers	Nil	4	3	Nil
Resource persons	Nil	Nil	Nil	2

No file uploaded.

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
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No Data Entered/Not Applicable !!!

[View File](#)

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
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No Data Entered/Not Applicable !!!

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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 activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

[View File](#)

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
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No Data Entered/Not Applicable !!!

No file uploaded.

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
Industrial Training to B.Sc. Botany students	Industrial Training	Spices Board, Kerala	28/11/2018	30/11/2018	24
Support to B.Voc Course	Training to B.Voc Students	Malanadu Development Society	01/06/2018	31/05/2020	41

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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
Assumption College Changanacherry	04/09/2018	Museology and Archeology Knowledge Extension - Academic Collaboration	38
Hedge School of Applied Economics	21/02/2019	Familiarising Capital market operations	54

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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
1000000	3000000

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Classrooms with Wi-Fi OR LAN	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 partially)	Version	Year of automation
KOHA	Fully	3.18.04.00	2014

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	29865	2368271	154	28280	30019	2396551
Reference Books	4121	1242350	90	30947	4211	1273297
Journals	Nil	Nil	34	53355	34	53355
e-Journals	Nil	Nil	Nil	19480	Nil	19480
CD & Video	150	Nil	Nil	Nil	150	Nil

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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 !!!			

No file uploaded.

4.3 - IT Infrastructure**4.3.1 - Technology Upgradation (overall)**

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	103	4	103	1	0	12	34	100	0
Added	0	0	0	0	0	0	5	0	0
Total	103	4	103	1	0	12	39	100	0

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

100 MBPS/ GBPS

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
No Data Entered/Not Applicable !!!	

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 incurred on maintenance of physical facilities
700000	700000	1800000	1800000

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)

St. Dominic's College is committed in providing all adequate physical academic and support facilities to its staff and students. A well established system is followed for the maintenance and utilization of computers, classrooms, equipment and laboratories in the campus. The college management is in forefront of the actions regarding infrastructural up gradation and maintenance. The Governing Body, College Council, IQAC, Planning Committee, Research Committee and Library Advisory Committee take the initiative in properly maintain the facilities in respective areas. The physical facilities for academic purposes include Auditorium, Seminar Halls, Classrooms, Smart classrooms, Laboratories, Rain shelter farming units, Workshops for Activity Oriented Class, Library facilities and essential software are accessible to all students of the college. The ICT facilities include computer Labs, Language Lab, ICT Tools for education, Wi-Fi connectivity and e-governance facilities. The sports facilities include Playground, Basketball Volleyball and shuttle courts, sports equipments and Gymnasium. In association with the Kerala Sports Council, the college runs a sports academy in athletics with a full time coach appointed by the Council. The students support facilities includes Hostel, Canteen, Drinking water facilities, Reprographic Centre, Health room, Women's amenity centre, Toilets, Special toilets for Divanjan students and Counseling Services. 1. General Procedures for Maintenance of Physical Facilities i. The physical facilities are maintained and monitored by the Bursar appointed by the management. ii. A maintenance register is maintained and a team of trouble-shooters consisting of electrician, technician and carpenter is made available on need. iii. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff and supporting staff. iv. Uninterrupted power supply is ensured inside college premises. v. The administrative wing of the college is fully equipped and all facilities are maintained and utilized for the needs of the college community. vi. Housekeeping services are done by supporting staff and are made available during day time in all days. vii. The campus atmosphere is kept attractive and green with proper

maintenance and cleaning. viii. The security of campus and properties is ensured with appointment of security officers.

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	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

[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 implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

[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 examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					

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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
Nil	Nil	Nil

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					

[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	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

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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	3
SET	7
GMAT	1
CAT	2
Any Other	6

No file uploaded.

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

[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
No Data Entered/Not Applicable !!!						
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5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Union of St Dominics College is a common platform of all students of the college where they come together and organize events and activities with a view to develop their critical thinking, creative abilities and social commitment in accordance with the rules and regulations of Mahatma Gandhi University, under the control of the principal, following the advices of the teacher in charge and under the leadership of the office bearers elected in the parliamentary mode. The objectives of the college union are: To train the students of the College in parliamentary democracy so that they may be responsible future citizens of India, aware of their duties, responsibilities and rights. To promote opportunities for the development of character, leadership, efficiency and spirit of service among students. To organize cultural programs, quizzes, debates, seminars, work squads, touring parties etc. so that the students may acquire knowledge on current topics and develop deep thinking about them. To encourage extracurricular activities like Youth Festival, Sports Meet etc which are conducive to the aforesaid objectives. All Students Associations and Clubs have student coordinators, who are entrusted in running the programmes initiated by the club and the teachers in charge usually takes a supportive and advisory role. The student members of IQAC, RUSA Committee, Grievance Redressal and ant Ragging Committees are encouraged to raise their points in meeting and decisions are made only considering their suggestions also.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

2300

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

40000

5.4.4 - Meetings/activities organized by Alumni Association :

Alumni Meeting are organized at Department levels. Many students from different batches joined together at college with nostalgic feelings and are willing to cooperate with further development of their alma mater. The alumni were invited to annual farewell meetings to retiring teachers.

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)

The college appoints a faculty member as the Bursar of the college, to communicate and coordinate the infrastructural development and maintenance works in the college along with the management. This gives an ample opportunity for the college community to raise the essential needs related to the infrastructure and physical facilities before the management, more easily and ensures the proper remedial measures in quick time. This also ensures smooth internal financial utilization of Management funds. This measure also helps in sports development as well as campus management. The effective use of committee systems especially related to Academic purposes, examinations and Continuous Evaluation. The most effective one is the appointment of Academic coordinator who is given a full hand in dealing with daily timetable re arrangement. This ensured that the minimal classes are lost due to eligible casual leaves by teachers. The teachers must report their absence to the coordinator, who will arrange special timetables in each day to avoid loss of teaching hours. Apart from maintaining proper academic system, this ensures that the campus discipline is also kept intact.

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
Library, ICT and Physical Infrastructure / Instrumentation	NLIST/INFLIBNET DELNET facility is available and Issue-return and search facilities are automated. Online Public Access Catalogue (OPAC) facility is available in the library with public IP. One classroom in each department is made into a Smart room. Green boards /White boards are introduced in all classes. Computers with internet connectivity are made available in the computer lab and in all departments. All PG departments are encouraged to ICT methods in classroom teaching, project work and lab experimentation. Two well furnished Seminar halls are available. Modern laboratories with the latest equipments are arranged for all the science

	<p>departments. The construction of a Science research Lab has been started. Internet access is made for the staff and the students. The construction of a New Academic Block with an estimate of Rs 6 crores is near completion. The construction of a Girls Hostel is in the final stages.</p>
Curriculum Development	<p>Being an affiliated college, the college has no direct role in curriculum development. The curriculum and syllabi of the affiliated University have been followed. Faculty members are included in the Board of Studies of affiliated university and autonomous institutions. Faculty members are involved in course restructuring and revision committees constituted by the Mahatma Gandhi University, thereby enabling the faculty to contribute towards the curriculum development, even within the affiliation system. Many faculties are active members of different universities and autonomous colleges to frame question papers and evaluate examination scripts. Encouragement is given to faculty members to organise and participate in seminars/workshops to make them aware of emerging frontiers of knowledge and this has greatly impacted the quality of the faculty and their contribution towards curriculum development.</p>
Teaching and Learning	<p>Academic planning is included in the annual planning Process. Student's attendance is monitored at the institutional level and it is automated. The use of ICT in teaching process is promoted and E-learning resources such as INFLIBNET, NLIST and DELNET are available to the faculty and students. Library usage is encouraged and self learning strategies are employed. The Continuous Evaluation Committee undertakes a close watch on the academic performance of the students and whenever remedial measures are found necessary, such measures are taken. The state government initiatives such as Walk with a Scholar and Scholar Support Programme are conducted in the college. Teachers are encouraged to keep themselves updated and proficient by attending refresher programmes organized by the institution and other agencies. Field/Industrial/Institutional visits, extension activities, mentoring, tutoring, counseling, remedial classes, are provided to students</p>
Human Resource Management	<p>The college patron, College Governing Board and the College Council are the apex powers that envision the human resource management of the institution. The Principal plays a key role in the planning and mobilization of the human resource of the college. Committees are constituted to implement the developmental projects as well as to coordinate various administrative responsibilities such as admissions, internal assessment, etc. Staff meetings are held regularly for the teaching and the non-teaching staff. The Management helps identify and nurture leadership among faculty by entrusting them with the overall charge of academic and non-academic activities such as IQAC, NSS, Arts Club, Music Club, Anti-ragging Cell, Grievance Redressal Cell, etc. The College Union formed through parliamentary mode of election, Human Resource Development Cell, NSS, Departmental Associations, the other organizations and clubs, all function properly to develop leadership qualities among the students.</p>
Research and Development	<p>The Research Monitoring Committee is functioning with a view to promoting and monitoring research activities in the college. The Young Researchers' Forum works towards motivating and equipping PG Students and young teachers for research activities. Research familiarization workshops are arranged for junior faculty and PG students. The college publishes a Refereed Interdisciplinary Research Journal titled DOMINICAN DISCERN with ISBN 2454-5708. All facilities including infrastructure, human resources and facilities including NLIST, INFLIBNET, DELNET online library and free access to internet of the college are extended to the faculty for research. The college subscribes many national/international printed journals. The college encourages teachers to apply for major and minor research projects of various funding agencies.</p>
Industry Interaction / Collaboration	<p>Career and Placement Cell has collaborations with several industries. Study visits are made by students to various industries, banks, security markets, etc. The Department of Botany has collaborations with PDS, MDS, Home Grown Najarguna. The Newly started B.Voc Department also had collaborations with related industries. The College has entered into an MoU with the Department of Higher Education, Govt. of Kerala for offering skill development programmes under the Additional Skill Acquisition Programme (ASAP). Representative from Local industry is a member of the IQAC.</p>
Admission of Students	<p>Students are admitted strictly based on the Govt. /University guidelines and regulations. The reservation policy of the Government, UGC and the University is implemented by the college. The admissions in both UG and PG levels, are carried out through a Centralized Admission Process (CAP) in which candidates apply online through university website. The process of admissions under Management Quota and Community Merit are also made online and the procedures are published in the college website. The merit/selection list will be published in the notice board/website.</p>
Examination and Evaluation	<p>The conduct of examinations is done as per rules of the affiliating university. The grading system developed by the university has been fully adopted by the college. Details about the pattern/types of questions, number of questions to be answered in each section, weights/marks/credits for each question, etc. are published in the College Handbook. This is also made available at college Website. At the college level two internal examinations are conducted every semester. Assignments, seminars, project works, etc. are regularly given to students and their performance is evaluated. Class wise parents' meeting is conducted in every semester to discuss</p>

the progress of students. A senior teacher is appointed in Charge of Examinations at the college level. The Chief Superintendent and the teacher in charge of Examinations ensure the effective implementation of the evaluation reforms. The coordinator for internal evaluation and grading and monitors the award of internal grades as well as the transmission of results to university. In every department there is a coordinator for monitoring the internal evaluation process. The grades sheets are verified and countersigned by HODs. Internal evaluation grades/marks of all students are published on the notice board of the department concerned for verification by students before submitting the grades to university. Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level.

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

E-governance area	Details
Examination	Examinations conducted by the affiliating Mahatma Gandhi University are carried out by the college. The college facilitates the conduct of examinations of private registered students. Internal exams are conducted periodically. The exam registration, question paper downloading etc. are done online. An internally generated Program is used for hall allocation, seating arrangement and assigning invigilation duty. Smooth conduct of examinations are ensured using CCTV Cameras installed in exam halls.
Student Admission and Support	Admission procedure is done through centralised Allotment Process of the University, through online mode. Details regarding admissions are published in college website. Admissions under Community and Management quota are done by the college and the procedures can be done through college website. A data bank of students is made and kept for future use.
Administration	The administrative body is in close contact with faculty and office staff through institutional mail system and WhatsApp groups. Students are also well associated through online platforms. The office is well equipped with individual computers, each connected with internet. The public address systems and CCTV cameras ensure proper monitoring and disciplined student behaviour. An LED monitor is installed to give important news and announcements.
Finance and Accounts	The college provides its accounting session with updated computers with internet connection. staff are given regular training in handling Accounts.
Planning and Development	Staff and various Committed are connected through institutional mails and groups in WhatsApp for effective communication and implementation.

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
No Data Entered/Not Applicable !!!				

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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 !!!						

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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
No Data Entered/Not Applicable !!!				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	9	9

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
St. Dominic's College Staff Credit Society provides the services for Savings and deposits of funds as well	St. Dominic's College Staff Credit Society provides the services for	Endowments and Scholarships, Women's Forum, Free Meals Programme, Career Counselling and Guidance, Career

as Long term and short term loans, Gymnasium Yoga Centre, Shuttle Badminton Club, Annual Retreat and spiritual welfare programmes, Outing of staff and family get together, Canteen, Financial aid to the guest faculty/ supporting staff by the management, Salary advance for newly appointed teachers/ guest faculty	Savings and deposits of funds as well as Long term and short term loans, Gymnasium Yoga Centre, Shuttle Badminton Club, Annual Retreat and spiritual welfare programmes, Outing of staff and family get together Canteen	Guidance and Placement Cell, Subsidized Meals for students from College Canteen, Purified drinking water facilities and water coolers, Commerce and Management Fest, Clubs/ Associations for each department Value education classes and annual retreat, Health Club and Multi-gym, Grievance Redressal Cell
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6.4 - Financial Management and Resource Mobilization

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

The Accounts of the College are regularly audited internally by certified Chartered Accountants. External Audits were annually conducted by Directorate of Collegiate Education, and Account General (AG) Office, Govt of Kerala. The suggestions and recommendations are implemented in a time bound manner.

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/ individuals/philanthropies	30250000	Constuction of Acdademic Block and HostelScholarships to students

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6.4.3 - Total corpus fund generated

1000000

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	Nill	Nill	Yes	College Council
Administrative	Nill	Nill	Yes	College Council

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

PTA meetings are conducted at least once in a year and score sheets are given to parents and their suggestions are used to improve the system. The PTA is instrumental in ensuring discipline and academic excellence of students through timely intervention and interaction with teachers. The PTA purchased a Photostat Machine and the reprographic services are provided for students at concessional rates. Merit Days are held every year under the auspices of the PTA to encourage and felicitate the winners of various competitive exams. Awareness classes by experts are arranged by PTA for parents and students.

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

Orientation Programmes on Work Management, Personality Development and Office Management. Providing emotional and Counselling Support to deal with Stress Providing space for recreational activities

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

1. Completion of Academic Block and Hostel 2. Improvement in Research facilities by obtaining support from DST through FIST 3. Implemented two New B.Voc Programmes.

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Nill
b)Participation in NIRF	Nill
c)ISO certification	Nill
d)NBA or any other quality audit	Nill

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
No Data Entered/Not Applicable !!!					

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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

Honoring Mothers	02/02/2019	02/02/2019	450	50
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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

The college always strives to create a sense of environmental consciousness among its students. The observation world environment day by planting trees inside campus and promotes planting of trees at house premises of students. By participating the students in the maintenance of Herbal garden, butterfly garden and scared groves, a practical sense is being created on this area. The promotion of organic farming in campus is also a step towards the aim of chemical free environment. The extension activities including cleaning of rivers and waste management are also focused on this area. A proposal for setting up a solar unit for power generation is granted by RUSA and is being implemented shortly. Now we are focusing on efficient power Management using measures like introducing LED bulbs, proper maintenance of electrical circuits and instruments, upgradation to more energy efficient models and making students aware of proper use of energy.

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	1
Physical facilities	Yes	3

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

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

Title	Date of publication	Follow up(max 100 words)
College Hand Book	04/06/2018	The College ensures the code of conduct is properly maintained in the campus

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Value Education Class	04/06/2018	04/06/2018	1312

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

A herbal garden is developed and rare medicinal plants are nurtured and Organic farming is done in a small scale. A Butterfly garden is maintained and the college campus is filled with plants and trees and it maintains a beautiful garden with a rich variety of flowers and decorative plants. Fruit trees are planted and maintained and the tress in the campus were properly labelled. The waste from the Chemistry and other science labs are disposed of/ managed properly. E-waste is collected and stored separately and disposed every year. The government approved club Bhoomithra Sena, and the college's initiative 'Nature Walk' are organizing various awareness programmes for keeping the campus eco-friendly.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

1. Promotion of activities for enhancing Life skills, Career skills and Placement opportunities
St. Dominic's College has a very dynamic Career and Placement Cell which regularly conducts a variety of programmes aiming at the enhancement of skills and career prospects. These programmes enable students to hone their skills to be aware of more career avenues and prospects. The Career Guidance, counseling, personality development seminars, debates and GDs initiated by the Cell in association with the departments, better equip the students to face the challenges in the job market with more self-confidence and optimism. Besides the activities of the Cell, the College also functions as a nodal agency for many of the skill development programmes of the Government such as ASAP, SSP and WWS. Goal : To equip the students to face the competitions in job markets by honing up their skills. • To make them aware of the multifarious avenues of higher studies and job opportunities • To instill in the students social and moral values in such a way as to make them socially useful citizens. • To prepare the students to face the interviews and examinations with great confidence. • To arrange placement drives in collaboration with the recruiting agencies and industrial firms. The Context: The world at present is one of reckless competition and hectic scrambles for material gains. Now- a- days everybody is conscious of the need for getting a job and thereby ensuring better prospects in life. But very few are aware of the efforts to be put in and tasks to be undertaken to materialize their dreams about brighter future. It is true that the universities have designed a few vocational and job oriented courses, but apart from these, they

do little to ensure the job security of the takers of these courses. It is in this context that the role of the college, especially that of the Career and Placement Cell looms large. Many of our students who opt for various programmes do not have much idea about the courses they are going to take or their effectiveness in making their life safe and secure and also the career prospects of these courses, hence the relevance of the Career and Placement Cell in the college. The promotion of life skills is also essential in the present day scenario. The Practice: The practice includes programmes to hone the life skills, Training in soft skill Development Training programmes such as GD, Debates, and Preparation of resume, Personality development programmes including camps, Field visit/industry visit, Ensuring participation in Placement drives under the auspices of the Career and Placement Cell. The Civil Service Aspiring students Club conducts various activities to enhance the skills of students facing various competitive exams conducted by UPSC and other governmental recruiting agencies. Proper Career counseling will be provided and regular conduct of Class by eminent Career Gurus and Personality groomers. The departments conduct various programmes that enhance the chances of placements and job in their own disciplines.

Evidence of Success: Better communication skills/increased confidence level • Enhanced performance in university exams, internal exams and other competitions. • Increased skill and efficiency in organizing programmes by themselves • Better leadership quality. • Better awareness of the modern avenues of job and advanced courses. • Large number of students getting placements

Problems encountered resources required: Time constraints for conducting training programmes. • Lack of funds for the programmes • Since the college is situated in a remote area from the cities, the recruiting agencies find it difficult to conduct recruiting drives here. • The ignorance on the part of the parents concerning the need of their wards for attending career guidance programmes including camps. • More sources of fund must be explored.

2. Value Education Programme and Practice

St. Dominic's College, Kanjirapally firmly believes in the traditional concept of education as the all round development of an individual. Education should cater to the physical, mental and spiritual needs and aspirations of the community in general and the students in particular. Of the three-phased development the spiritual development is of supreme importance. As such the college has formulated a Value Education Committee consisting of faculty members from the various departments of the college to effectively transmit the message of moral and human values to the students so that they may become worthy social beings and enlightened citizens in the society.

Goal: a) To effect the moral and spiritual development of the students along with their physical development by inculcating in them the noblest moral, human and spiritual values so that they may contribute to the betterment of the society. b) To effect the self actualization of every student by identifying his role in the society. c) To make every individual a worthy citizen of the nation.

The Context: The college management lays great emphasis on the moral, spiritual and value based formation of the students. The college authorities are of the firm conviction that the development of a student will not be complete without his moral and spiritual uplift. The university syllabus does not stipulate any provision for value based formation of the students. In order to fill in this vacuum we have formulated an elaborate and well thought out scheme of action for the value based development of our students. We are of the firm belief that value based education is the only remedy for the maladies of the modern world.

The Practice: A Value Education Committee consisting of senior faculty from every department to effectively supervise the value education programme. • Value education classes are conducted on every Wednesday at the fourth period and class teachers and those in charge of value education engage the classes regularly. • Separate text books for value education for the first, second and final year degree students. • At the end of every semester an examination is conducted on value education and the toppers from every class are honored and rewarded. • Occasionally eminent resource persons and well-known social workers and spiritual leaders address the students and share their experiences in the field of humanitarian and charity activities. • Two-day orientation seminar / retreat for the staff and the students at the beginning of every academic year. • Charity club, a wing of our value education department carries out a number of social service activities every year including free noon meal programme to the poor and needy students, helping the poor homes and orphanages in and around the locality supplies free noon meal packets to the orphanages in the locality on every Monday. • Special seminars and classes on family life, professional etiquettes, emotional quotient, pro-life values etc are arranged for the final year UG and PG students every year. • A honesty shop is run by PTA, on which various stationary items are put for sale with price tags and open money box is kept. The students took the materials as per their requirement, put money in the box and took balance if any from the box. This is running very effectively in the campus

Evidence of Success: Our value education programmes enable the students to be well-equipped to face the hazards of their future life effectively and successfully. Consequently, they become well developed and socially useful citizens. The feedbacks we collect from the out-going students and from the alumni bear ample witness to the efficacy of the value education programmes. The students and our other stake holders unanimously testify that the ideals and values they have imbibed from this institution have served as torch bearers in their life in every sense. The training we have imparted to our students on values, etiquettes and life skills have enabled them to come out with flying colors in their examinations and interviews. The large numbers of our former students who adorn key positions in various walks of life speak volumes on the effectiveness of our value education programme.

Problems Encountered and Resources Required: Due to the tight academic schedule it is very difficult to find time for a well-planned value education programme • Since the university does not give any weightage to value/spiritual education at least some of the students find the existing programme less productive. • There is no proper encouragement on the part of the university to the teachers imparting value education. • Now-a-days it is very difficult to raise funds for charitable activities. The funds raised are not sufficient to meet all the needs. • It will be a positive and salutary step on the part of the university if it prescribes a holistic syllabus and textbooks for moral or value based education.

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

<https://sdck.in/ssr.php>

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

OUR VISION "A Centre of learning that moulds refined individuals, quality leaders and a society of committed human beings" St. Dominic's College strives to ensure that our students are intellectually competent, morally upright, and sensitive to the needs of fellow human beings. As a college in a rural area, catering to economically and socially disadvantaged students, it is our prime duty to equip our students for a better future by shaping their personality strengthening their character, instilling in them a sense of responsibility and developing their potentials to the full. Focusing on its vision and performing for its mission, St Dominic's College ensures the wholesome development of its student community. We are determined to ensure the multi faceted growth of our students. Situated in the rural agrarian belt, the expectations of the local community about the institution are very high and the institution always lives up to the expectations by making the younger generations filled with creative knowledge and innovative skills. The college stands distinctive in its style of functioning in tune with the aspirations of the community, its inclusive nature and its mode of functionality that makes refined, resourceful and responsible graduates and postgraduates.

Provide the weblink of the institution

<https://sdck.in/>

8.Future Plans of Actions for Next Academic Year

No data entered!!!