

# ST. GEORGE'S COLLEGE ARUVITHURA

## The Annual Quality Assurance Report (AQAR) of the IQAC (2017-18)

### Part–A

**AQAR for the year** : 2017-18

#### 1. Details of the Institution

<b>1.1</b>	Name of the Institution	ST. GEORGE'S COLLEGE ARUVITHURA
1.2	Address Line 1	ARUVITHURA
	Address Line 2	ARUVITHURA P.O.
	City/Town	KOTTAYAM
	State	KERALA
	Pin Code	686122
	Institution e-mail address	sgcaruvithura@yahoo.co.in sgcollegearuvithura@gmail.com
	Contact Nos.	04822-272220
	Name of the Head of the Institution	Dr. M. V. Georgekutty
	Tel. No. with STD Code	04822-272220
	Mobile	9447365707
	Name of the IQAC Co-ordinator	Dr.Reji Varghese Mekkaden
	Mobile	9447572414
	IQAC e-mail address	iqacsgcaruvithura@gmail.com
1.3	<b>NAACTrack ID</b>	KLMG036
1.4	<b>NAAC Executive Committee No. &amp; Date</b>	EC/41/RA/14 dated 10-02-2007
1.5	Website address:	<a href="http://www.sgcaruvithura.ac.in">www.sgcaruvithura.ac.in</a>
	Web-link of the AQAR:	<a href="http://sgcaruvithura.org/stgeorge/admin/depereports/AQAR%202013%20-">http://sgcaruvithura.org/stgeorge/admin/depereports/AQAR%202013%20-</a>

**1.6** Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	4 Star		2000	2000-2005
2	2 <sup>nd</sup> Cycle	A	86.5	2007	2007-2012
3	3 <sup>rd</sup> Cycle	A	3.10	2016	2016-2021
4	4 <sup>th</sup> Cycle				

**1.7** Date of Establishment of IQAC 10-05-2004

**1.8** Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

1. AQAR 2010-11 submitted on 30-05-2015
2. AQAR 2011-12 submitted on 05-06-2015
3. AQAR 2012-13 submitted on 11-06-2015
4. AQAR 2013-14 submitted on 12-06-2015
5. AQAR 2014-15 submitted on 09-07-2015
6. AQAR 2015-16 submitted on 28-11-2018
7. AQAR 2016-17 submitted on 28-11-2018

**1.9** Institutional Status University

State	Central	Deemed	Private		
√					
Affiliated College	Yes	√	No		
Constituent College	Yes		No		
Autonomous College of UGC	Yes		No		
Regulatory Agency Approved Institution	Yes		No		
Type of Institution	Co-education	√	Men	Women	
	Urban		Rural	√	Tribal
	Grant-in-aid		UGC 2(f)	√	UGC 12B
Financial Status	Grant-in-aid + Self	√	Totally Self-		

		Financing			financing				
<b>1.10</b>	Type of Faculty/Programme								
	Arts	√	Science	√	Commerce	√	Law	PEI (Phys Edu)	
	TEI (Edu		Engineering		Health Science		Management	Others (Specify)	Nil
<b>1.11</b>	Name of the Affiliating University (for the Colleges)				Mahatma Gandhi University, Kottayam				
<b>1.12</b>	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc								
	Autonomy by State/Central Govt. /				N A				
	University with Potential for Excellence		N A		UGC-CPE		N A		
	DST Star Scheme		N A		UGC-CE		N A		
	UGC-Special Assistance Programme		N A		DST-FIST		√		
	UGC-Innovative PG programmes		N A		Any other (Minority Status)		N A		
	UGC-COP Programmes				N A				

## 2. IQAC Composition and Activities

<b>2.1</b>	<b>No. of Teachers</b>	<b>8</b>
<b>2.2</b>	No. of Administrative/Technical staff	3
<b>2.3</b>	No. of Students	0
<b>2.4</b>	No. of Management representatives	1
<b>2.5</b>	No. of Alumni	1
<b>2.6</b>	No. of any other stakeholder and community representatives	1

<b>2.7</b>	No. of Employers/ Industrialists				1
<b>2.8</b>	No. of other External Experts				0
<b>2.9</b>	Total No. of members				15
<b>2.10</b>	No. of IQAC meetings held				12
<b>2.11</b>	No. of meetings with various stakeholders				
	Faculty	Non-teaching staff	Students	Alumni	Others (Parents)
	9	2	1	0	0
<b>2.12</b>	Has IQAC received any funding from UGC during the year?				
	Yes		No	√	
<b>2.13</b>	Seminars and Conferences (only quality related)				
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC				
	Total Nos.	International	National	State	Institution Level
	7				7
	(ii) Themes		Quality oriented, Value oriented, Personality Development oriented and Civil Awareness oriented		
<b>2.14</b>	Significant activities and contributions made by IQAC				
	IQAC has decided to manage the various activities of the college on the basis of an IQAC Manual. It consists of programmes to be conducted by the IQAC, directions to the departments, directions to the major units and cells and some requests to the management.				
<b>2.15</b>	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				
	<b>Plan of Action</b>		<b>Achievements</b>		
	To conduct Academic Retreat		Conducted academic retreat at the beginning of the academic year and the creative suggestions that came up were implemented.		
	To implement The Companion (Books published by Students) along with SPTP (Student Peer Teaching Platform)		Released 17 books by the Companion initiative.		
	To promote Organic Farming		Organic Farming has been actively continued		

	University Results Analysis	Conducted			
	To conduct Academic Audit	Academic Audit was conducted to evaluate the performance at all levels			
	Placements Analysis	Conducted			
	Department Association Reports	Prepared for each association			
2.16	Whether the AQAR was placed in statutory body	Yes	√	No	
	Management	√	Syndicate	Any other body(College Council)	
Provide the details of the action taken: The report was presented before the governing body for its approval and valuable suggestions.					

## 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	1	0	0	0
	PG	5	0	5	0
	UG	17	0	6	0
	PG Diploma	0	0	0	0
	Advanced Diploma	0	0	0	0
	Diploma	0	0	0	0
	Certificate	0	0	0	1
	Others	0	0	0	15
	Total	23	0	11	16
	Interdisciplinary	0	0	0	0
	Innovative	0	0	0	0
1.2	(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options CBCS/Core/Elective option / Open options are available for all programmes of study.				
	(ii) Pattern of programmes				
	Pattern		Number of programmes		
	Semester		22		
	Trimester		Nil		

	Annual				Nil			
1.3	Feedback from stakeholders* (On all aspects)							
	Alumni	√	Parents	√	Employers		Students	√
	Mode of feedback		Online		Manual	√	Co-operating schools (for PEI)	
1.4	Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.							
	No							
1.5	Any new Department/ Centre introduced during the year. If yes, give details.							
	No							

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty											
	Total		Asst. Professors		Associate Professors		Professors		Others		
	47		24		23		0		0		
2.2	No. of permanent faculty with Ph.D.					16					
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	5	0	0	0	0	0	0	0	5	
2.4	No. of Guest faculty				No. of Visiting faculty				No. of Temporary faculty		
	0				0				3		
2.5	Faculty participation in conferences and symposia										
	No. of Faculty		International level		National level		State level				
	Attended Seminars/ Workshops		0		19		12				
	Presented papers		0		09		1				
	Resource Persons		0		2		5				
2.6	Innovative processes adopted by the institution in Teaching and Learning				Peer teaching, Surprise tests, Use of Technology, Online assignment system, Digital Library, The Companion, DRDP, FRDP						

2.7	Total No. of actual teaching days during this academic year		196		
2.8	Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)		Monthly test paper, Module-wise test paper, Trouble shooting sessions in lab experiments, Objective type test		
2.9	No. of faculty members involved in curriculum restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	5	0	0	
2.10	Average percentage of attendance of students		95%		
2.11	Results...				
2.12	How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes At the beginning of the academic year the IQAC prepared an academic calendar and ensured that it was strictly adhered to. Staff meetings were conducted regularly and student performance was evaluated periodically. Remedial coaching was provided for weak students and special orientation classes were given for bright students. Feedbacks were taken periodically using a Teacher Performance Questionnaire(TPQ)and SWOC analysis was done.				
2.13	Initiatives undertaken towards faculty development				
	Faculty/ Staff Development Programmes		Number of faculty benefitted		
	Refresher courses		7		
	UGC – Faculty Improvement Programme		0		
	HRD programmes		0		
	Orientation programmes		3		
	Faculty exchange programme		0		
	Staff training conducted by the university		0		
	Staff training conducted by other institutions		1		
	Summer / Winter schools, Workshops, etc.		3		
	Others		6		
2.14	Details of Administrative and Technical staff				
	Category	Number of Permanent	Number of Vacant	Number of permanent positions	Number of positions filled

			Position	filled	temporarily
	Administrative Staff	12	0	0	0
	Technical Staff	14	0	0	0

### Criterion – III

#### 3. Research, Consultancy and Extension

3.1	<b>Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution</b>				
	The IQAC encourages the teachers to practice and master the art of writing research papers and research publications. It helps to prepare various reports on research achievements of the college to get recognition in the form of Grants and Aids from UGC and other institutions. IQAC fosters research atmosphere by encouraging the teachers to pursue research availing FIP. Teachers are informed about research projects funded by various agencies and are exhorted to apply for the same.				
3.2	Details regarding major projects				
		Completed	Ongoing	Sanctioned	Submitted
	Number	Nil	Nil	Nil	Nil
	Outlay in Rs. Lakhs				
3.3	Details regarding minor projects				
		Completed	Ongoing	Sanctioned	Submitted
	Number	Nil	Nil	Nil	Nil
	Outlay in Rs. Lakhs				
3.4	Details on research publications				
		International	National	Others	
	Peer Review Journals	6	1	2	
	Non-Peer Review Journals	2	Nil	Nil	
	e-Journals	Nil	Nil	Nil	
	Conference proceedings	1	3	11	
3.5	Details on Impact factor of publications				
	Range	Average	H-index (Highest)	Nos. in SCOPUS	
	1-2	1.5	14	34	
3.6	Research funds sanctioned and received from various funding agencies, industry				



and other organisations						
Nature of the Project		Duration on Year	Name of the funding Agency		Total grant sanctioned	Received
Major projects		Nil				
Minor Projects		Nil	Nil		Nil	Nil
Interdisciplinary Projects		Nil	Nil		Nil	Nil
Industry sponsored		Nil	Nil		Nil	Nil
Projects sponsored by the University/ College		Nil	Nil		Nil	Nil
Students research projects (other than compulsory by the University)		Nil	Nil		Nil	Nil
Any other(Specify)		Nil	Nil		Nil	Nil
Total		Nil	Nil		Nil	Nil
3.7	No. of books published					
	With ISBN No.	Nil	Chapters in Edited Books	Nil	Without ISBN	6
3.8	No. of University Departments receiving funds from UGC-SAP, CAS, DST – FIST, DPE, DBT etc..:					
	Not Applicable					
3.9	For colleges					
	Autonomy	Nil	CPE	Nil	DBT Star Scheme	Nil
	INSPIRE	√	CE	Nil	DST-FIST	Nil
3.10	Revenue generated through consultancy					
	Nil					
3.11	No. of conferences organized by the Institution					
	Level	International	National	State	University	College
	Number	Nil	1	2	1	4
	Sponsoring	Dept of	UGC &		MG UTY	Red cross

	agencies	English	KSHEC				
3.12	No. of faculty served as experts, chairpersons or resource persons						
	23						
3.13	No. of collaborations						
	International	Nil	National	Nil	Any Other	Nil	
3.14	No. of linkages created during this year						
	0						
3.15	Total budget for research for current year in lakhs :						
	From Funding agency		From Management of University/College		Total		
	0						
3.16	No. of patents received this year						
	Type of Patent					Number	
	National		Applied			0	
			Granted			0	
	International		Applied			0	
			Granted			0	
	Commercialised		Applied			0	
			Granted			0	
3.17	No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year						
	Total	International	National	State	University	District	College
	-	-	-	-	-	-	-
3.18	No. of faculty from the Institution who are Ph. D. Guides and students registered under them			3			
				0			
3.19	No. of Ph.D. awarded by faculty from the Institution				Nil		
3.20	No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)						
	JRF	SRF	Project Fellows		Any Other		
	Nil	Nil	Nil		Nil		
3.21	No. of students Participated in NSS events:						
	University level	State level	National level		International level		
	18	Nil	Nil		Nil		
3.22	No. of students Participated in NCC events						
	University level	State level	National level		International level		
	Nil	Nil	12		Nil		
3.23	No. of Awards won in NSS						
	University level	State level	National level		International level		
	2	Nil	Nil		Nil		
3.24	No. of Awards won in NCC						
	University level	State level	National level		International level		
	Nil	2	Nil		Nil		
3.25	No. of Extension activities organized						
	University Forum	College Forum	NSS	NCC	Any Other		
	6	20	Nil	3	5		
3.26	Major Activities during the year in the sphere of extension activities and						

Institutional Social Responsibility
<ul style="list-style-type: none"> <li>• Blood Donation under NSS</li> <li>• Lunch was provided for the poor and the mentally challenged inmates of Mariasadanam, Pala on every Thursday.</li> <li>• Seminar on Waste Management</li> <li>• Manava Maithri sadas for fostering religious harmony</li> </ul>

#### 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	17.5acres	Nil	NA	17.5 acres		
Class rooms	79	0	NA	79		
Laboratories (Including Computer Labs)	14	Nil	NA	14		
Seminar Halls	5	0	NA	5		
No. of important equipment purchased ( $\geq$ 1.0 lakh) during the current year.	9	0	NA	9		
Value of the equipment purchased during the year (Rs. in Lakhs)	83.615 7	0	NA	83.615 7		
Others - Auditorium	30.2483	0	NA	30.248 3		
<b>4.2</b>	<b>Computerization of administration and library</b>					
	Our library and administrative block is already computerised. We have also installed an advanced automation system to the library .					
<b>4.3</b>	<b>Library services</b>					
	Existing		Newly added		Total	
	No.	Value	No.	Value	No	Value
Text Books	33097	5225487	578	477311	33675	5902768
Reference Books	4515	288915	91	49690	4606	338605

	e-Books	Nil		Nil		Nil			
	Journals	70	27892						
	e-Journals	Nil		Nil		Nil			
	Digital Database	Nil		Nil		Nil			
	CD & Video	178	Nil	14	Nil	192	Nil		
	Others (specify)	Nil		Nil					
<b>4.4</b>	<b>Technology upgradation (overall)</b>								
		Total Computer	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Departments	Others
	Existing	142	3	All	1	Nil	14	15	10
	Added	20	0	Wi-Fi	0		3	1	0
	Total	162	3	Wi-Fi	1		17	16	10
<b>4.5</b>	<b>Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)</b>								
	<ul style="list-style-type: none"> <li>All staff members are given training for e-tuition. .</li> <li>Training classes provided for teachers and students</li> <li>Certificate courses in COMPUTER AWARENESS, ORIGIN-7 and MATLAB</li> <li>All staff members are given proper awareness in the optimum use of internet resources for teaching and research.</li> </ul>								
<b>4.6</b>	<b>Amount spent on maintenance in lakhs</b>								
	ICT	Campus Infrastructure and facilities	Equipment	Others	Total				
	0.6	11.85	0.36	0.05	11.85				

### Criterion – V

#### 5. Student Support and Progression

##### **5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- Feedback is collected from students by the IQAC and the suggestions are

	<p>taken care of for implementation.</p> <ul style="list-style-type: none"> <li>• To nurture and foster leadership qualities and inter-personal skills the college union organizes a variety of programmes</li> <li>• A placement cell is functioning in the college under the leadership of Sri. Josiah John, Assistant Professor, Department of Economics, which helps the students to participate in the campus recruitment programme conducted in an outside our institution.</li> <li>• An SC/ST cell is functioning in the college which caters the needs of SC/ST students.</li> <li>• NSS and NCC are actively functioning in the college and the students from all the disciplines are participating in these clubs with enthusiasm.</li> <li>• Student Peer Teaching Platform to improve the teaching skills in students.</li> <li>• Calendar – The College calendar printed and distributed every year which states the Vision, Mission and Objectives of the College. The calendar reaches the students, teachers, staff and other stakeholders.</li> <li>• In addition to the above modes, the College Website, the SGC TV Channel, College and Department Brochures, PTA Meetings, Class Teacher’s/HOD’s Interactions, Department Handbooks and Interaction by the Principal and the Manager are other significant ways of communicating the Vision and Mission of the College.</li> <li>• DRDP and FRDP to improve research in the campus</li> </ul>								
<b>5.2</b>	Efforts made by the institution for tracking the progression								
	<p>The monitoring of student performance and progression begins by documenting the entry-level marks/grade of all new admissions in the office. Head of the department along with class teacher and course faculty monitors student progression through semester-wise formative and summative evaluations, monitors diary, best class evaluation and annual class reports. The overall performance of the students is communicated to the parents during class wise PTA meetings.</p>								
<b>5.3</b>	(a) Total Number of students								
	<table border="1"> <thead> <tr> <th>UG</th> <th>PG</th> <th>Ph. D.</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>1815</td> <td>245</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	UG	PG	Ph. D.	Others	1815	245	0	0
UG	PG	Ph. D.	Others						
1815	245	0	0						
	(b) No. of students outside the state								
	(c) No. of international students								
	<table border="1"> <thead> <tr> <th>During 2017-</th> <th>Men</th> <th>No.</th> <th>%</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>782</td> <td>38</td> </tr> </tbody> </table>	During 2017-	Men	No.	%			782	38
During 2017-	Men	No.	%						
		782	38						

	2018		Women		No.	%		
					1278	62		
<b>5.4</b>	Details of student support mechanism for coaching for competitive examinations (If any)							
	<ul style="list-style-type: none"> <li>Coaching classes for National level tests like NET/JRF/GATE are provided. Coaching for PSC, SSC, Bank test and railway recruitment are conducted.</li> <li>Mock interviews, group discussions and soft-skill development programmes have been conducted.</li> <li>Seminar on E-governance.</li> <li>On the Job Training and Industry Visit for students</li> <li>Student Peer Teaching Platform</li> <li>Paper Presentation Competitions.</li> <li>Faculty Politics conducted Civil Service Orientation Programme, Manava Maithri Sadas.</li> <li>A career skill development programme and Spoken English classes are functioning under the auspices of the Department of English for promoting campus placement</li> </ul>							
	No. of student beneficiaries				650			
<b>5.5</b>	No. of students qualified in these examinations							
	NET	SET/SLET	GATE	CAT	IAS/IPS etc.	State PSC	UPSC	Others
	6	0	3	0	0	22	6	33
<b>5.6</b>	Details of student counselling and career guidance							
	<ul style="list-style-type: none"> <li>Student counselling is given to the required students by Dr. Celine M.C, who has undergone special training in student counselling.</li> <li>Coaching classes for National level tests like NET/JRF/GATE, PSC, SSC, Bank test and railway recruitment are conducted.</li> <li>Mock interviews, group discussions and soft-skill development programmes have been conducted.</li> </ul>							
<b>5.7</b>	Details of campus placement							
	On campus					Off Campus		
	Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed				
	9	103	22	70				
<b>5.8</b>	Details of gender sensitization programmes							
	<ul style="list-style-type: none"> <li>Women Cell functioning in the college conducts different awareness classes for girls.</li> </ul>							

	<ul style="list-style-type: none"> <li>Conducted a class on women's rights for the students.</li> <li>Orientation on 'Women empowerment'.</li> </ul>		
<b>5.9</b>	<b>Students Activities</b>		
	<b>5.9.1. No. of students participated in Sports, Games and other events</b>		
	State/ University level	National level	International level
	8	0	Nil
	<b>No. of students participated in cultural events</b>		
	State/ University level	National level	International level
	39	Nil	Nil
	<b>5.9.2. No. of medals /awards won by students in Sports, Games and other events</b>		
	<b>Sports</b>		
	State/ University level	National level	International level
	4	0	Nil
	<b>Cultural</b>		
	State/ University level	National level	International level
	6	Nil	Nil
<b>5.10</b>	<b>Scholarships and Financial Support</b>		
		Number of Students	Amount
	Financial support from institution	22	89,000
	Scholarship from government	963	41,31,740
	Financial support from govt./ other sources	2	11,500
	Number of students who received International/ National recognitions	Nil	Nil
<b>5.11</b>	<b>Student organised / initiatives</b>		
	<b>Fairs</b>		
	State/ University level	National level	International level
	Nil	Nil	Nil
	<b>Exhibitions</b>		
	State/ University level	National level	International level
	Nil	Nil	Nil
<b>5.12</b>	No. of social initiatives undertaken by the students	27	
<b>5.13</b>	Major grievances of students (if any) redressed	Nil	

## Criterion – VI

### Governance, Leadership and Management

6.1 State the Vision and Mission of the institution	
	<p><b>Vision:</b>-To achieve academic excellence, development of skills and character formation based on the love of God and the service of man modelled on Jesus Christ.</p> <p><b>Mission:</b>-To give quality education to meet globalisation needs. To serve as a resource centre to the community catering to all its development needs. To instil in the heart of the students trust in God and train up them to uphold values in life. To equip the students with the skill needed for survival in a world of competition. To transform the students into spiritually and socially committed citizens.</p>
6.2	<p>Does the Institution have a management Information System</p> <ul style="list-style-type: none"> <li>• There is no formal Management Information System, most services are done online.</li> <li>• The admission is based on CAP (Centralized Allotment Process) by the university. The admission committee in the college monitored the admission process.</li> <li>• The internal exam marks, attendance, library usage, fees and scholarships etc. are monitored.</li> </ul>
6.3	<p>Quality improvement strategies adopted by the institution for each of the following</p> <p><b>6.3.1 Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• Curriculum development is primarily done by the university through various boards of studies.</li> <li>• Five faculties from various departments are members in board of studies of UG/PG.</li> <li>• Faculty are encouraged to suggest new areas of current interest that can be included in the curriculum of MG University.</li> </ul> <p><b>6.3.2 Teaching and Learning :</b></p> <ul style="list-style-type: none"> <li>• A general time table for all classes is prepared and is made available to the students at the beginning of the academic year.</li> <li>• Establishment of course plans for every subject is done before the commencement of each semester along with course handouts which are provided at the beginning of every academic year.</li> </ul>



	<ul style="list-style-type: none"> <li>• Each department keeps their own subject-wise time table based on the general time table.</li> <li>• Teachers mark the daily work in the teacher’s performance record and is further verified by the head of the department and the institution.</li> <li>• Attendance of students is carefully observed and computerized regularly.</li> <li>• Remedial coaching, Tutorial system, peer teaching seminar by students and experts are conducted.</li> <li>• Advanced technological facilities like LCD projectors and smart boards are effectively used in teaching learning process.</li> <li>• Digital library in the department helps the students to refer books, journals, research papers which are not available in the college library.</li> <li>• Interaction with parents through PTA meeting conducted twice in a year is a morale boost to students. Direct contact with parents of weaker students helps them to make more attentive in class rooms and learning.</li> </ul>
	<p><b>6.3.3 Examination and Evaluation</b></p>
	<ul style="list-style-type: none"> <li>• 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 and University website.</li> <li>• At the college level two internal examinations are conducted every semester. Additional internal examinations are conducted for selected courses.</li> <li>• Assignments, seminars, project works, etc. are regularly given to students and their performance is evaluated. These are made part of the internal assessment. Besides, instant quizzes, objective type tests, etc. are also conducted.</li> <li>• Weekly test, oral tests, paper presentation at department level are conducted.</li> <li>• Objective type exams, computer aided exams , web aided exams are conducted and results are analysed properly.</li> </ul>
	<p><b>6.3.4 Research and Development :</b></p>
	<ul style="list-style-type: none"> <li>• DRDP and FRDP to improve faculty research by the management</li> <li>• A Research Development Cell is functioning in the college with a view to promote the research activities of the college.</li> <li>• The college subscribes 65 journals.</li> <li>• The college encourages teachers to apply for major and minor research projects of UGC, DST, CSIR and other funding agencies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Funds received from minor projects were used to improve the research facilities of the department and curriculum based projects for both UG and PG were carried out using these facilities.</li> <li>• Faculty Development programmes are promoted by the institutions.</li> <li>• 3 faculty of the institution are research guides and currently 14 teachers are research scholars.</li> </ul>
<b>6.3.5 Library, ICT and physical infrastructure / instrumentation :</b>	
	<ul style="list-style-type: none"> <li>• Each department has a separate Book Bank from which poor students can take textbooks. Texts for competitive examinations and quiz competitions are also available from the Book Bank.</li> <li>• Students are advised to use projector for their seminar/ project presentation.</li> <li>• Wi-Fi facility is provided in the campus.</li> <li>• All departments are provided with adequate number of computers with internet facility. This facility is available for the staff and students.</li> <li>• The college has 107 PCs and 2 laptops.</li> </ul>
<b>6.3.6 Human Resource Management</b>	
	<ul style="list-style-type: none"> <li>• Every member of the staff is assigned with the responsibility to coordinate one or more extra/co-curricular programmes.</li> <li>• Faculty members are requested to attend training programmes, refresher courses, orientation programmes, conferences and seminars.</li> <li>• Personality development classes for students are conducted.</li> <li>• Committees are constituted to implement developmental projects as well as to coordinate various administrative responsibilities such as admissions, transporting facilities etc.</li> <li>• The college publishes a news letter at the end of every academic year. The major activities of the college are highlighted and the achievements of staff and students are duly acknowledged and published.</li> <li>• Efforts have been taken by the management to make sure that everyone is involved in some or other aspects of the administration and the tasks are devolved through various committees to increase the efficiency.</li> <li>• The Management identify and nurture leadership among faculty by entrusting them with the overall charge of academic and non-academic</li> </ul>

	<p>activities such as NSS, NCC, IQAC, Arts Club, Anti-ragging cell, Grievance Redress Cell etc.</p> <ul style="list-style-type: none"> <li>• Staff meetings and meetings of IQAC, Staff Council, College Union, etc. are conducted regularly.</li> <li>• There is a formal work record of appraisal of the performance and efficiency of teachers and non-teaching staff. The teachers are required to submit self appraisal record and forward them to the Principal.</li> </ul>
<p><b>6.3.7 Faculty and Staff recruitment :</b></p>	
	<ul style="list-style-type: none"> <li>• All the appointments are based on merit as per the Govt./ University rules.</li> <li>• Candidates with higher qualification are given more preference. .</li> </ul>
<p><b>6.3.8 Industry Interaction / Collaboration :</b></p>	
	<ul style="list-style-type: none"> <li>• English department has taken initial steps in forming a Human Rights Club in collaboration with the St. Thomas university school of Law, Florida, USA.</li> <li>• Department of Food Science and Quality Control signed an agreement with Kerala Veterinary University Wayanadu to provide training on food safety to students across Kerala</li> <li>• Department of Physics has taken post graduate level collaboration with the nearby colleges.</li> <li>• Department of Physics has an interaction with KSEB through survey projects in the UG level.</li> </ul>
<p><b>6.3.9 Admission of Students</b></p>	
	<ul style="list-style-type: none"> <li>• Students are admitted strictly based on the Govt. /University guidelines and regulations.</li> <li>• In UG and PG programmes, the admissions are done through a Centralized Admission Process (CAP) in which candidates apply online through university website. In general merit and reservation quota admissions are made from the allotment list of the university.</li> <li>• The admissions under Management Quota, Community Merit,</li> </ul>

	<p>Cultural/Sports Quota, and Physically Handicapped Quota are done at college level from the merit list of each category.</p> <ul style="list-style-type: none"> <li>• The merit/selection list will be published in the notice board.</li> <li>• Every year the college submits semester-wise reports relating to the admission process to the university. These statutory requirements are adhered by the college with great enthusiasm with a view to ensuring justice and transparency in the admission process.</li> </ul>
6.4	Welfare schemes for Teaching, Non-teaching, Students
	<ul style="list-style-type: none"> <li>• A financial institution named St.George’s College Co-operative Society Ltd.No. K. 628 caters the financial needs of teaching and non-teaching staff. It encourages the savings with 4.5% and provides loan for the required persons with 12% interest per annum. The society has 188 members.</li> <li>• The college Cooperative Store gives discounts to students in the purchase of books and stationery.</li> <li>• The college has a very good canteen with a capacity of 130 seats, 30 for staff and 100 for students. It is furnished with upgraded tables and chairs. Quality food is served in a subsidized rate and the canteen functions on all working days including Saturdays. The functioning is always supervised and evaluated by the committee and modifications are made when needed.</li> <li>• The college has separate rest rooms for boys and girls and they are kept always clean. There is a room for girls to take rest, who are observed as sick in the classrooms.</li> <li>• To promote the calibre of staff and students in sports and games, there are different play grounds for track events and games like football, volleyball, basketball etc.</li> <li>• Parking facility, library, reading room, health club, etc are also made available to all teaching and non-teaching staff and students of the college.</li> </ul>

- UGC aided hostel named St. George Hostel for girls is functioning near the campus.
- There are various welfare schemes such as SC/ST welfare fund, KPCR Commission Fee Concession, Welfare fund for Sportspersons, etc.

**The following is a list of welfare facilities for students available in the college:**

- Endowments and Scholarships
- Jesus Youth.
  - Women’s Forum.
  - Career Counselling and Guidance.
  - JRF/NET Coaching.
  - Career Guidance and Placement Cell
  - Organizing coaching classes for competitive exams.
  - College Cooperative Store for staff and students.
  - Subsidized Meals for students from College Canteen.
  - Grievance Redress Cell.
  - SC/ST Monitoring Cell.
  - water facilities and water coolers.
  - Commerce and Management Fest.(IRIS 15)
  - Departmental Associations .
  - Soft skill training and personality development programmes
- Entrepreneurship Development (ED) Club
- Counselling Service.
- Value education classes, Life orientation programmes and annual retreat
- Health Club.
- Sports hostel and special diet for the sports persons.
- College Gymnasium.

<b>6.5</b>	Total corpus fund generated	1 Lakh		
<b>6.6</b>	Whether annual financial audit has been done	Yes	√	No
<b>6.7</b>	Whether Academic and Administrative Audit (AAA) has been done?			
	Audit Type	External		Internal
		Yes/No	Agency	Yes/No
	Academic	Yes	External	yes
				IQAC

	Administrative	Yes	MG University	Yes	IQAC
<b>6.8</b>	Does the University/ Autonomous College declare results within 30 days?				
	For UG Programmes	Yes		No	√
	For PG Programmes	Yes		No	√
<b>6.9</b>	What efforts are made by the University/ Autonomous College for Examination Reforms?				
	<ul style="list-style-type: none"> <li>• The Principal acts as the Chief Superintendent of University examinations.</li> <li>• A senior teacher is appointed as the Controller of Examinations at the college level.</li> <li>• The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms.</li> <li>• A senior teacher is appointed as the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time.</li> <li>• In every department there is a coordinator for monitoring the internal evaluation process. The grade sheets are verified and countersigned by HoDs.</li> <li>• Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to the university.</li> <li>• Grievances, if any, will be redressed by the Grievance Redressal Cells at the department level/college level/university level.</li> <li>• The university is conducting end semester examinations as part of Credit Semester System for UG and PG.</li> <li>• The university has made facilities for uploading internal marks in the university web portal.</li> <li>• The exam hall tickets can be downloaded from the university website.</li> <li>• The results are published in the university website.</li> <li>• In every department there is a coordinator for monitoring the internal evaluation.</li> </ul>				
<b>6.10</b>	What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?				
	<ul style="list-style-type: none"> <li>• The Govt. of Kerala has adopted a new policy to grant autonomy to selected Arts and Science Colleges in the State, only very recently.</li> <li>• The Management of the college is currently conducting discussions with various stakeholders on applying for autonomy.</li> </ul>				
<b>6.11</b>	Activities and support from the Alumni Association				
	<ul style="list-style-type: none"> <li>• The Alumni Association of the college is an active organization which aims at inculcating intimate fellowship and promoting frequent interaction among the former students of the College.</li> <li>• Each department conducts its own alumni meeting. Departmental alumni meeting is conducted every year.</li> </ul>				

	<ul style="list-style-type: none"> <li>• Alumni provides financial support for the poor students and gives scholarships for the toppers.</li> <li>• They provide academic support by offering text books and used career and reference books.</li> <li>• The Non – Resident Alumni act as a link for the job opportunities abroad.</li> <li>• ALAM SGC, Alumni of Mathematics department conducts intercollegiate debate competition every year.</li> <li>• Department of Chemistry arranged a class for their students on the topic “Photosynthesis” by one of their eminent alumni ‘Dr.SurajSoman’ , NIIST, Trivandrum.</li> </ul>
<b>6.12</b>	<p>Activities and support from the Parent – Teacher Association :</p> <ul style="list-style-type: none"> <li>• PTA meeting is conducted once in every semester and at the first meeting the executive committee including teachers and parents are elected.</li> <li>• Suggestions for academic improvement are collected from parents through PTA.</li> <li>• Outstanding students in various fields are honoured and recognized at the PTA meeting.</li> <li>• Direct contact with parents of weaker students ensures their better performance in class rooms and examinations.</li> </ul>
<b>6.13</b>	<p>Development programmes for support staff</p> <ul style="list-style-type: none"> <li>• Special computer training programmes, workshops on team work and service matters were conducted for the non- teaching staff.</li> <li>• De The non-teaching staff association of the college is a very active forum. They conduct annual tour and celebrate various festivals to nurture the feeling of fellowship among them.</li> </ul>
<b>6.14</b>	<p>Initiatives taken by the institution to make the campus eco-friendly :</p> <ul style="list-style-type: none"> <li>• The college has a good vegetable garden with a variety of vegetables like cabbage, couliflower, lady’s finger, chillies, different varieties of pea, cucumber, banana, tapioca etc.</li> <li>• Green house and Organic Farming.</li> <li>• There is a vermi compost pit in the campus in which food wastes are</li> </ul>

	<p>dumped regularly.</p> <ul style="list-style-type: none"> <li>• The Department of Botany has a voluntary biodiversity conservation forum named <i>Green Soldiers</i>.</li> <li>• The College has a Star Forest.</li> <li>• Conducted Seminar on House Hold Electricity, Power Saving and Aforestation.</li> <li>• Butterfly Garden is maintained to conserve the flora and fauna.</li> <li>• Environmental Awareness Programme.</li> <li>• The NSS unit of the college planted bamboo trees on the banks of river meenachil and has been participating in the ‘Save River Meenachil Project’.</li> <li>• The college has a well maintained garden with a rich variety of flowers and decorative plants.</li> <li>• A full time gardener is appointed for the maintenance of the college garden as well as plants and trees in the campus.</li> <li>• The college campus can boast of a rich variety of plants and trees.</li> </ul>
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## Criterion – VII

### 7. Innovations and Best Practices

<b>7.1</b>	<p><b>Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.</b></p> <ul style="list-style-type: none"> <li>• DRDP and FRDP</li> <li>• SPTP</li> <li>• Research Monitoring Cell to mobilize and monitor research projects and grants.</li> <li>• Interaction with national/international experts in different fields.</li> <li>• Collaborations and exchange visits to national institutions.</li> <li>• Alumni Association sponsored developmental projects.</li> <li>• Infrastructure development especially Golden Jubilee block.</li> </ul>
<b>7.2</b>	<p>Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.</p> <ul style="list-style-type: none"> <li>• The plan of action prepared by IQAC, was discussed at various levels of administration such as, the Managing Board, College Council and Staff Meetings for the effective implementation.</li> <li>• Various committees were formed to monitor the progress of the implementation of the activities.</li> </ul>



	<ul style="list-style-type: none"> <li>The coordinators were directed to submit the reports at the end of the year.</li> </ul>
<b>7.3</b>	<p>Give two Best Practices of the institution.</p> <ul style="list-style-type: none"> <li>Community Telecasting Centre (SGC TV), which serves as a link with the community around.</li> <li>Student Peer Teaching Platform, DRDP and FRDP</li> </ul>
<b>7.4</b>	<p>Contribution to environmental awareness / protection.</p> <ul style="list-style-type: none"> <li>Our campus is a well maintained one and known for its Green House and Organic cultivation.</li> <li>NSS volunteers planted saplings in the campus as well as in public places like river banks.</li> <li>Faculty and students of Botany are maintaining a Herbal garden, Botanical garden and a Butterfly garden in the campus.</li> <li>'Medicinal Herbs Galore' is an attraction of the college.</li> </ul>
<b>7.5</b>	<p>Whether environmental audit was conducted?</p> <p>Yes</p>
<b>7.6</b>	<p>Any other relevant information the institution wishes to add.</p> <ul style="list-style-type: none"> <li>We publish a Newsletter every year in order to recognize and acknowledge the achievements of the students and staff.</li> <li>The management of the college organizes internal as well as external audit of the campus regularly. The audit team consists of experts in different fields in and outside the college. In their audit report, they provide a detailed SWOC analysis. In addition to this, the college prepares a SWOC analysis based on the feedback from students, parents and alumni.</li> </ul>