

ST DOMINIC'S COLLEGE KANJIRAPALLY



AQAR

2017-2018

NAAC

Annual Quality Assurance Report (AQAR)

2017-2018

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2017-2018

1. Details of the Institution

1.1 Name of the Institution

ST DOMINIC'S COLLEGE, KANJIRAPALLY

1.2 Address Line 1

PARATHODE P O

Address Line 2

KANJIRAPALLY

City/Town

KOTTAYAM

State

KERALA

Pin Code

686512

Institution e-mail address

principalsdc@gmail.com

Contact Nos.

04828-234340

Name of the Head of the Institution:

REV. DR. JAMES PHILIP

Tel. No. with STD Code:

04828-234340

Mobile:

+91-9447868005

Name of the IQAC Co-ordinator: PRATHISH ABRAHAM

Mobile: +91-9447090869

IQAC e-mail address: sdciqac@hotmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879) EC(SC)/23/A&A/10.3

OR

1.4 NAAC Executive Committee No. & Date: EC(SC)/23/A&A/10.3 dated 28/03/2017

1.5 Website address: www.stdominicscollege.org

Web-link of the AQAR: <http://www.stdominicscollege.org/AQAR2017-18.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Three Star		2000	5 yrs
2	2 nd Cycle	B++	81%	2007	5 yrs
3	3 rd Cycle	A	3.10	2017	5 yrs

1.7 Date of Establishment of IQAC: 01/09/2004

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

AQAR 2016-2017 submitted on 16/02/2018

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

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

MAHATMA GANDHI UNIVERSITY,
KOTTAYAM

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="✓"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="21"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stake holders:

Faculty

Non-Teaching Staff Students Alumni

Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Academic Performance Index
- Orientation for Teachers

2.14 Significant Activities and contributions made by IQAC

- College selected for DST FIST Programme and RUSA Challenge Level Funding
- The Innovation and Entrepreneurship Development Club (IEDC) started functioning with support from Kerala Startup Mission
- Initiate steps for getting new courses
- Strengthening the Documentation System
- Continuation of Honesty Practices, nurturing of Herbal Garden
- Promoting ICT Enabled Classroom sessions and usage of Virtual Lab facility
- Successful functioning of WWS, SSP Programme and Continuous Evaluation Committee and Career & Placement Cell
- Open House Programme and follow ups
- Enhanced use of college library
- Improvement in overall academic output and increased number of University ranks
- Increased Number of NET qualified students

2.15 Plan of Action by IQAC/Outcome

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

<i>Plan of Action</i>	<i>Achievements</i>
Tapping more external Funds for Research and Development	Funds from DST and RUSA
Development of Entrepreneurship	Introduction of IEDC
Promoting ICT enabled teaching	Increased number of classes being taken with ICT support.
Enhancing students results to higher levels	Increase in number of university ranks and pass percentage
Promoting usage of Library	Enhanced usage of the facility by students
Strengthening Continuous Evaluation Process	Monitored and proper remedial measures being taken by departments
Proper use of Virtual Lab facility	Functioning as desired
Conducting more activities related to ISR	Done
Conducting open Houses and Collection of student feed backs	Conducted Department wise and actions taken
Increasing the Number of academic Programme organized by departments	Done
Promotion to co- curricular and extra-curricular programmes	Enhanced performance in sports and games as well as intercollegiate competitions

2.15 Whether the AQAR was placed in statutory body Yes No

Management

Syndicate

Any other body COLLEGE COUNCIL

Provide the details of the action taken

Approved by the Council

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	01	00	00	00
PG	05	00	01	00
UG	08	00	02	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01			
Others				
Total	15	00	03	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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.

Revised Syllabus for UG programmes, from 2017-18 admissions

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	34	11	00	01

2.2 No. of permanent faculty with Ph.D.

20

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
4	14								

2.4 No. of Guest and Visiting faculty and Temporary faculty

31

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	8	11	10
Presented papers	7	6	
Resource Persons			10

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

Lectures	E-examinations
Seminars	Group Discussions
Case study & Role play	ICT enabled teaching
Virtual Lab	Research Projects
Team Teaching	Student Seminars
Peer Teaching	Field Trips/Industrial Visits
Teaching Practice for students	Study Groups

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

180

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

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

12

2.10 Average percentage of attendance of students

92

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSc Mathematics	31	71	19	1		91
BSc Chemistry	31	55	32	4		91
BSc Physics	32	78	16	3		97
BSc Botany	23	48	35	9		92
BA English	23	42	33	13		88
BA Economics	47	34	30	26		88
BA History	36	12	33	27		72
B.Com	54	74	22	4		100
B.Com (Model II)	31	36	9	26		71
B.Com (Model III)	37	30	30	19		79
MSc Mathematics	11		81			81
MSc Chemistry	10		90			90
MSc Botany	12		83			83
MA Economics	14		79			79
MA English	9		44			44
M Com	15		87			87

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

- IQAC ensures proper conduct of evaluation processes, analysis of results and implementation of proper remedial measures
- IQAC collects feedback from all students and other stakeholders
- The result is consolidated and passed on to the respective teaching faculty and ensures that proper remedial/ corrective measures are taken

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	3
HRD programmes	2
Orientation programmes	11
Faculty exchange programme	-
Staff training conducted by the University	-
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	7
Others (Programmes organized by the institution)	34

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	12	00	04
Technical Staff	00	01	00	01

Criterion – III

Research, Consultancy and Extension

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

- A research committee is functioning in the college, which provides guidance to faculty in research related matters promotes research activities in the college and ensures that research projects are undertaken by faculty.
- The Young Researchers Forum in the college sensitizes the Post Graduate students and young teachers towards the research culture of the institution.
- Research methodology and emerging research areas in various disciplines are familiarized through workshops and seminars
- The library facility is updated for research with INFLIBNET, DELNET and digitization
- The Institution ensures the infrastructural facilities for Research activities.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	08	-	-	-
Outlay in Rs. Lakhs	999500	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	8	
Non-Peer Review Journals		1	
e-Journals			
Conference proceedings	06	09	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	2	1	34
Sponsoring agencies	-	UGC	College	College	College

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

3.13 No. of collaboration International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

**3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year**

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

**3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them**

04

05

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

02

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level International level

3.22 No. of students participated in NCC events:

University level State level National level International level

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Old age home & orphanage visit	Medical Camp
Orientation programme for students	Community Camp
Career guidance and placement drive	Active Participation in Flood Relief
Financial support to needy students	Free Noon meal to students and charity homes

Criterion – IV

Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 acre	-	-	-
Class rooms	38	-	-	-
Laboratories	07	-	-	-
Seminar Halls	02	-	-	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-			
Value of the equipment purchased during the year (Rs. in Lakhs)	-	5	Management	
Others	-	-	-	-

4.2 Computerization of Administration and Library

Done

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32011	3459704	1065	50867	33076	3510571
Reference Books						
Journals	41	93804				
e-Journals	N-List	5900				
Digital Database/DELNET	KOHA	13570				
CD & Video	150	Free				
Others (Periodicals)	55+16	74692				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	103	4	64	1	0	9	32	5
Added	0	0	0	0	0	0	0	0
Total	103	4	64	1	0	9	32	5

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

(1) Computers with internet access (2) 4G Wi-Fi enabled campus (3) Virtual Lab
(4) Library automation (5) DELNET facility in Library

4.6 Amount spent on maintenance in lakhs:

i) ICT	1, 00,000
ii) Campus Infrastructure and facilities	15, 00,000
iii) Equipments	5, 00,000
Total:	21, 00,000

Criterion – V

Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC ensures that the following steps are functional

- Orientation Programme and Bridge Course to the fresh students every year and introduces the student support programmes in the institution
- Teachers in charge of the student support programmes like Scholarships, Counseling, WWS, SSP, ASAP etc. are always accessible to the students
- Effective functioning of Career and Placement Cell
- Open Houses are arranged at the Class, Department and College levels
- Feedback is collected from the students and necessary action is taken thereupon.
- Improvement and proper maintenance of student's amenities

5.2 Efforts made by the institution for tracking the progression

- The class teachers and the Continuous Evaluation Committee constantly monitor the performance of students in the University & Internal examinations, their attendance and their achievements.
- Continuous Evaluation Committee has a software comparing and analyzing the student achievements in internal examinations and then remedial measures are suggested
- A student's performance record is maintained by the class teacher and is used for necessary corrective steps.
- The PTA general body meeting is held every year and class wise Open House is held in every year to assess the performance of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1080	146	6	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Number of students

Men	No	%	Women	No	%
	382	30		876	70

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
775	157	58	226	10	1226	713	148	47	345	5	1258

Demand ratio 1: 9 Dropout - 0.5%

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

- Civil Service Aspiring Students Club (CASC)
- Career & Placement Cell (organizes Daily Evening Classes, Pre-Recruitment Training Camps and Campus Recruitment Drives)
- PSC Coaching
- NET/JRF Coaching

No. of student beneficiaries

50+114+70+50 = **284**

5.5 No. of students qualified in these examinations

NET	13	SET/SLET	3	GATE	01	CAT	15
IAS/IPS etc	-	State PSC	03	UPSC	-	Others	11

5.6 Details of student counselling and career guidance

- **Career & Placement Cell** organized (1) Daily Evening Classes (2) Pre-Recruitment Training Camps and (3) Campus Recruitment Drives
- **The Counselling Cell** arranges the service of a qualified counselor for the students of the college. Class teachers also identify the needy students and refer them to the Counselling Cell.

No. of students benefited

Career & Placement Cell: 114

The Counselling Cell: 105

5.7 Details of campus placement

	<i>On Campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	-	--	27

5.8 Details of gender sensitization programmes

- The Women Empowerment Cell started functioning
- The Women Empowerment Cell of the college organized a n number of programmes including (1) Empowerment seminar for widows and singles (2) Seminars in which the whole college community attend irrespective of gender (3) Driving classes for women (4) Skill development and other special classes for girl students (5) Health awareness orientations
- The general orientation for fresher's and the department level meetings are the other platforms for gender sensitization
- The value education programme of the college also highlights the theme of healthy gender relations

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	250	4,75,000
Financial support from government	484	7,50,000
Kerala State Sports Council	12	7,00,000
KPCR	303	5,00,000
Financial support from other sources	34	4,72,000
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs: State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Major grievances and Steps Taken

1. Insufficient working time of Library: Working hours extended
2. More student friendly office sections: Directions given
3. Renovation of old Lab equipments: Measures taken
4. Renovation of Mini Auditorium: Done
5. Renovation of Student amenities: Done
6. Proper functioning of water purifiers: Ensured
7. Insufficient interval time: Interval time rescheduled

Criterion – VI

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: A centre of learning that moulds refined individuals, quality leaders and a society of committed human beings

Mission: We strive 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.

6.2 Does the Institution have a Management Information System

- The college has a website. www.stdominicscollege.org . Most of the departments have individual Departmental websites.
- The admission is done by the centralized allotment process (CAP) of the University and the admission to the college is managed by the admission committee with the help of software.
- There are special softwares developed for monitoring attendance, library usage, teacher evaluation, continuous evaluation, academic audit and scholarships
- Staff salary and related matters are operated through SPARK online system.

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

6.3.1 Curriculum Development

- Being an affiliated college, the college has no direct role in curriculum development. However, several faculty members of the college are chairman/members of UG/PG Board of studies of the University and are directly involved in curriculum development process.
- Our faculty members actively participate in the workshops and camps for syllabus revision and restructuring.

6.3.2 Teaching and Learning

- Academic planning is included in the annual planning session
- Students attendance is monitored at the institutional level and it is automated
- College Council discusses and finalises the academic schedule
- There are two senior faculty members functioning as Academic Advisors
- 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.
- ASAP, another state government sponsored programme is conducted to instil vocational skills in the students
- IQAC familiarizes the concept of best practices and its examples to the teaching community and encourages teachers to make innovations in this regard.
- Teachers are encouraged to keep themselves update and proficient by attending refresher programmes organized by the institution and other agencies.

6.3.3 Examination and Evaluation

- 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.
- The grading system developed by the university has been fully adopted by the college
- 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 the progress of students.
- A senior teacher is appointed as the Controller of Examinations at the college level. The Chief Superintendent and the Controller 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.

6.3.4 Research and Development

- 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
- The Research department of Commerce publishes an e-journal titled *dominicanjournal.org*
- All facilities including infrastructure and human resources of the college are extended to the faculty for research. Investigators are given permissible duty leaves and special recognition also.
- The college supports investigators in their technology and information needs by making available good library with modern facilities including NLIST, INFLIBNET, DELNET online library and free access to internet, etc.
- The college subscribes 40 national/international printed journals.
- The college encourages teachers to apply for major and minor research projects of UGC, DST, CSIR and other funding agencies.
- Individual and group projects are given to students and research facilities in the college are extended to them.

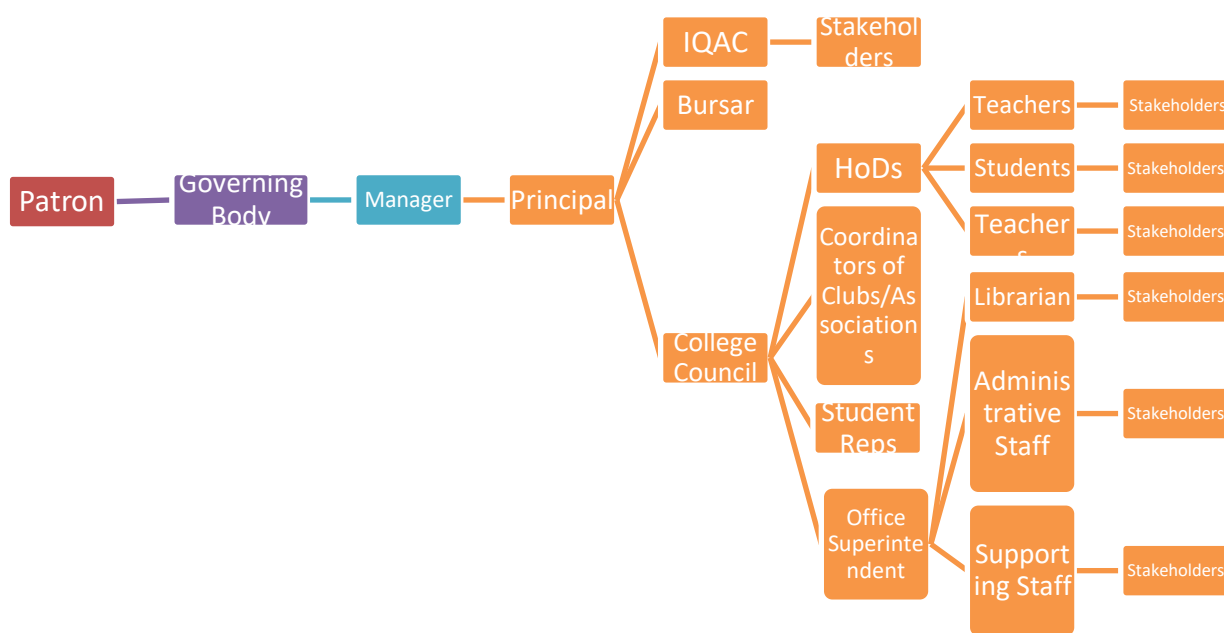
6.3.5 Library, ICT and physical infrastructure / instrumentation

- We have a library with **33076** books, 40 journals 55 periodicals, 16 newspapers and over 6000 e-journals under NLIST/INFLIBNET.
 - DELNET facility is available
 - Issue-return and search facilities are automated.
 - Total area of the library-3500 sq. ft.
 - Total seating capacity- 110
 - Working hours- 8.30 am to 4.30 pm on all working days.
 - Separate reading room and reference section are available.
- Online Public Access Catalogue (OPAC) facility is available in the library with public IP. The students themselves can search the books.
- One classroom in each department is equipped with LCD Projector
- 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 resort 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 departments.
- There is a Computer Lab and the internet access is free for the staff and the students.
- Language Lab and Virtual Lab are functioning properly.
- The college has a well equipped Gymnasium.
- The Management is constructing a New Academic Block. Its estimate is Rs 6 Crores.
- The construction of a Girls Hostel with a financial assistance of Rs 80,000/- from UGC is in the final stages. The Management also spends nearly 1.5 crores for the construction.

6.3.6 Human Resource Management

- The college patron, College Governing Board and the College Council are the apex powers that envision the human resource management of the institution.
- 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 and every member of the teaching and the non-teaching staff gets sufficient opportunity to express his/her ideas and to participate in the decision making process. Important decisions are taken after dialogue and consultation with all stakeholders.
- The Principal plays a key role in the planning and mobilization of the human resource of the college.
- The faculty members are given proper freedom of operation with regard to academic as well as research activities.
- A committee system is adopted for the implementation of all developmental projects as well as academic and extra-curricular activities.
- 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.
- HODs are entrusted with the task of coordinating the activities at the department level.
- 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.

Decision Making Process



6.3.7 Faculty and Staff recruitment

- All appointments are based on pure merit and as per Govt. /University rules.
- The college appoints well qualified teachers from different parts of the State.
- Candidates with higher degrees such as Ph.D., M. Phil., etc. are given weightage in appointments.
- The college is very particular about appointing and retaining the best faculty available.
- Academic performance throughout the studies, research aptitude, research extension and moral uprightness are given priority in the appointments.
- Retired faculty are also appointed and retained as coordinators of self financing programmes.
- The college enjoys a good reputation and has a work culture that is widely appreciated. These are the features that attract and retain eminent faculty in the college.

6.3.8 Industry Interaction / Collaboration

- Directors of two NGOs/industries are members of the IQAC
- Career and Placement Cell has collaborations with several industries and a total of 27 students have been placed through off campus placement drives. Study visits are made by students to various industries, banks, security markets, etc.
- The Department of Botany has industrial collaboration with PDS, MDS, Home Grown & Najarguna.
- 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).

6.3.9 Admission of Students

- Students are admitted strictly based on the Govt. /University guidelines and regulations. The reservation policy of the Government, UGC and the University is implemented by the college. Accordingly, 50% seats are filled based on open merit, 20% reserved for SC/ST, 20% under Management Quota and 10% seats are filled under Community Quota.
- 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 admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at the college level from the merit list of each category. The merit/selection list will be published in the notice board/website. In case of complaints, candidates can approach the Grievance Redress Cell functioning in the College and University.
- The high entry level marks show that our college is a dream destination of students for their higher studies.
- For most of the programmes, our college was the first choice for majority of applicants.
- Every year the college submits semester-wise reports relating to the admission process to the university.
- Meetings of HODs and department level staff coordinators of admissions are convened to assess the progress of the admission process.

6.4 Welfare schemes available for teaching and non-teaching staff of the college

- The St. Dominic's College Staff Credit Society, Ltd No.K606 extends the following services
 - Savings and deposits of funds
 - Long term and short term loans
 - The society has 76 members with a working capital of Rs.20,24,336/-
 - The present rate of interest is 11% per annum
 - The average profit of the society is Rs. 1, 50,000/- per annum.
- Provident Fund, Pension Scheme, Group Insurance, Family Benefit Scheme, State Life Insurance
- Earned Leaves and other leaves
- Gymnasium & Yoga Centre, Shuttle Badminton Club
- Annual Retreat and spiritual welfare programmes
- Outing of staff and family get together
- Financial aid to the guest faculty/ supporting staff by the management
- Recreational activities conducted by the Staff Association
- Canteen
- Salary advance for newly appointed teachers/ guest faculty

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

- The institution is working towards ensuring social justice through the various student welfare schemes. The induction program clearly presents the welfare schemes available to the students. There are various welfare schemes such as SC/ST welfare fund, KPCR Commission Fee Concession etc. In addition, the Poor Students Fund, Free Meals Programme etc. are instituted by the college for the benefit of poor students. The college canteen gives meals and other items at reduced rates to the students. The playground of the college and other facilities for sports and games are made available to the entire student community.
- Endowments and Scholarships
- Women's Forum
- Free Meals Programme
- Career Counselling and Guidance
- Career 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

6.5 Total corpus fund generated: Rs 50,000

6.6 Whether annual financial audit has been done: Yes No

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

Audit Type	External		Internal	
		Agency		Authority
Academic	Planning		Implemented	IQAC
Administrative	Planning		Planning	

6.8 Does the University declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

- The Principal acts as the Chief Superintendent of University examinations.
- A senior teacher is appointed as the Controller of Examinations at the college level.
- The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms.
- 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.
- 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 university.
- Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level.
- The university is conducting end semester examinations as part of Credit Semester System for UG and PG.

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

- The Govt. of Kerala has taken a policy decision to grant autonomy to selected Arts and Science Colleges in the State and the university has started implementing the same.

6.11 Activities and support from the Alumni Association

- Former Students Association (FOSA), the St. Dominic's College's Alumni Association, is an active organisation which aims at the inculcation of intimate fellowship and promotion of frequent interaction among the former students of the College.
- Alumni association funds for various Scholarships, conducts an All Kerala Debate Competition every year and contributes to the ISR of the college through funds on various social initiatives of the institution
- Distinguished Alumni usually interacts with present students at department levels and gives motivational talks

6.12 Activities and support from the Parent – Teacher Association

- 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 gives proficiency prizes to top scorers in the internal examinations and has instituted a number of scholarships for students on merit cum means basis.
- 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.
- The PTA mobilized and spent nearly a sum of Rs 5,00,000 in the financial year
- 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

6.13 Development programmes for support staff

- The non- teaching staff of the college are given in-service training so that they would become familiar with the latest technological and managerial skills.
- The management is keen on purchasing necessary software for the easy handling of different functions in the office and in the departments. Certain important tasks of the college run very effectively on the software developed by the faculty members themselves.
- They are encouraged to attend training programmes offered by the government and university
- Whenever necessary, experts are invited to provide required service and training.
- Adequate infrastructural developments are made in the administrative sections

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

- A herbal garden is developed and rare medicinal plants are nurtured.
- Organic farming started in a small scale
- Butterfly garden is made in the campus
- 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 on department basis. The trees 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.

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Introducing Wi Fi facility in the campus
- DELNET service is functional in the college library.
- Enhanced use of ICT methods in teaching-learning process.
- Additional Skill Acquisition Programmes (ASAP)
- Library automation is completed
- Introducing more smart classrooms
- Introduction and use of Virtual Lab

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

- The plan of action prepared by Planning Committee was discussed at various levels of administration such as the Managing Board, College Council and Staff Meetings for the effective implementation.
- Committees were formed to monitor the progress of implementation of the activities.
- The Co-ordinators were directed to submit the reports at the end of the year.
- IQAC regularly met and assessed the progress.
- Initiatives mentioned earlier(7.1) are implemented

7.3 Give two Best Practices of the institution

- Value education programme
- Career orientation programmes

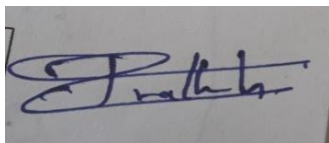
7.4 Contribution to environmental awareness / protection

- Green Audit is conducted and follow-ups are made
- Started organic farming in small scale , developed a butterfly garden, nurture the herbal garden and other
- Hazardous Waste Management: The waste from the Chemistry and other science labs are disposed of/ managed properly.
- E-waste Management: E-waste is collected and stored separately and disposed every year.
- *Bhoomithra Sena*, an organization for protecting the earth for the future generations, and Nature Walk, an eco-sensitization initiative of the college, are organizing various awareness programmes for keeping the campus eco-friendly.
- Students were given awareness about the environmental issues
- The college is committed to protect the environment and inculcate an environmental consciousness in our students and other stakeholders.
- The Bhoomitra Sena celebrates ‘Vanamahotsav’ every year and plants trees in the campus.
- The Bhoomithrasena Club and ‘Nature Walk’ conducted cleaning of eco tourism spots and several trekking programmes.
- Field studies are conducted by these clubs

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

8. Plans of institution for next year

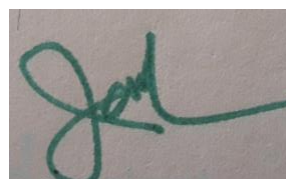
- Elevate the academic performance to top level in University
- Promotion of Research through of FIST and infrastructural development with RUSA funds
- Enhancing Research Activities and increase in number of faculty with PhD.
- Increased number of collaborations and linkages with other institutions
- More linkages with Industry.
- More activities by Centre for Women Empowerment
- Introducing Centre for Skill Development and Centre for Assistance to Rural Agriculturists
- Successful conduction of IEDC and promoting innovations by students
- Completion of new academic block and Science Lab
- Dynamic Websites for Departments
- More Certificate/Add on courses in all departments
- Top Level Performance in Co-curricular and extra curricular fields



Prathish Abraham

IQAC Coordinator

Signature of the Coordinator, IQAC



Rev. Dr James Philip

Principal

Signature of the Chairperson, IQAC
