# SAHRDAYA

## COLLEG OF ADVANCED STUDIES
## KODAKARA, THRISSUR, KERALA - 680684



## IQAC ANNUAL REPORT 2023-2024

**EVER TO EXCEL**
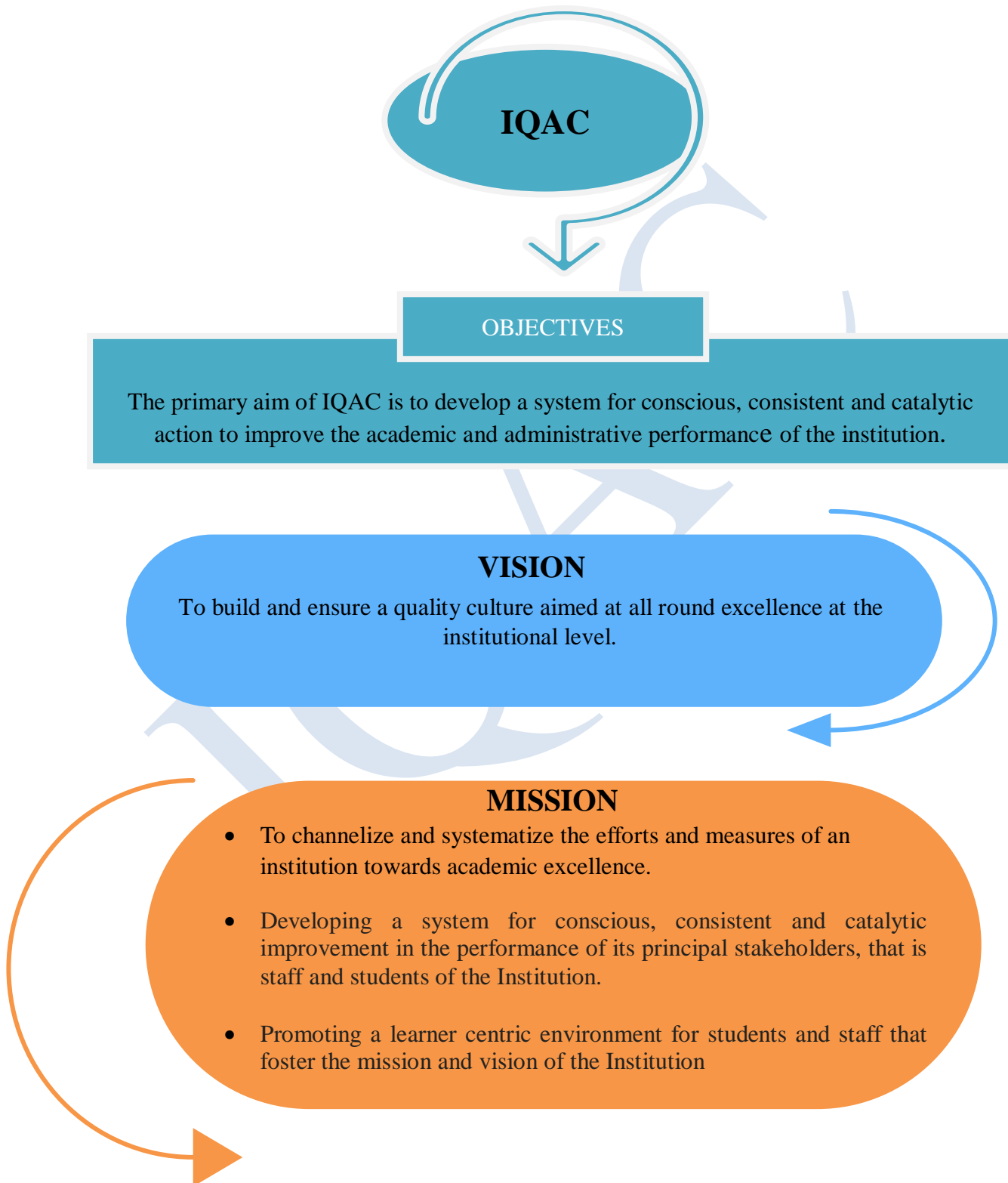
## INTERNAL QUALITY ASSURANCE CELL

info@sahrdayacas.ac.in                                   iqac@sahrdayacas.ac.in

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# INTERNAL QUALITY ASSURANCE

## IQAC

### OBJECTIVES

The primary aim of IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

### VISION

To build and ensure a quality culture aimed at all round excellence at the institutional level.

### MISSION

- To channelize and systematize the efforts and measures of an institution towards academic excellence.

- Developing a system for conscious, consistent and catalytic improvement in the performance of its principal stakeholders, that is staff and students of the Institution.

- Promoting a learner centric environment for students and staff that foster the mission and vision of the Institution

# FUNCTIONS

**O1**

Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks

**02**

Ensuring the adequacy, maintenance and functioning of the support structure and services

**03**

Acting as a nodal agency of the institution for coordinating quality related activities, including adoption and dissemination of best practices

**04**

Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

**05**

Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

**06**

Optimization and integration of modern methods of teaching and learning and organising orientation programmes for the staff and administrative staff

**O7**

Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters

# IQAC COMPOSITION

| Sl.No. | Member | Designation | Role in IQAC |
|---|---|---|---|
| 1 | Dr.Mathew Paul Ukken | Principal | Chairperson |
| 2 | Dr.Fr. Devis Chenginiyadan | Executive Director | Member |
| 3 | Dr Rani M J | Vice Principal | Member |
| 4 | Dr Joy K L | Vice Principal | Member |
| 5 | Dr. Karuna K | Assistant Professor | IQAC Coordinator |
| 6 | Savio Francis Fernandez | Assistant Professor | Member |
| 7 | Shiji V K | Assistant Professor | Member |
| 8 | SandhyaGopinathan | Assistant Professor | Member |
| 9 | Dr.Preeji K P | Assistant Professor | Member |
| 10 | Renjith M | Assistant Professor | Member |
| 11 | JishaSivadasan | Assistant Professor | Member |
| 12 | Ajish Paul George | Assistant Professor | Member |
| 13 | Sathi P | Senior Clerk | Member |
| 14 | Dr. Shaji B | Librarian | Member |
| 15 | Ms. Alicia Kannath Francis | Student Quality Assurance Coordinator | Member |
| 16 | K.P.Wilson | Director, K P Pathrose Vaidyan's Kandamkulathy VaidyasalaPvt Ltd | Member |

# NAAC 1st CYCLE GRADE DECLARED

# ISO CERTIFICATION 2024



**CERTIFICATE**

This is to Certify that the Management System of

**SAHṚDAYA COLLEGE OF ADVANCED STUDIES**

P.B. No.18, Kodakara, Thrissur (Dt) – 680 684, Kerala, India.

has been found to conform to the Environmental Management System standard:

**ISO 14001:2015**

This certificate is valid for the following scope of operations:

1. Provision of Undergraduate and Postgraduate Courses in Arts, Science, Commerce, Psychology and Management Studies as per the syllabus framed by Calicut University

2. Provision of Integrated Courses - CMA (Certified Management Accountant), ACCA (Association of Chartered Certified Accountants)

:: Certificate No :: **IN121326B**

| Date of initial registration | Date of this Certificate | Surv. audit on or before / Certificate expiry | Recertification Due |
|---|---|---|---|
| 20 December 2022 | 10 January 2024 | 19 December 2024 | 19 December 2025 |

This Certificate remains valid subject to satisfactory surveillance audits.

Director

For verification and updated information concerning the present certificate visit to www.lmsassessments.com
This Certificate is the property of LMS Certifications Private Limited and shall be returned immediately when demanded.

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LMS/FM/001/E/REV06

# 2f CERTIFICATION

विश्वविद्यालय अनुदान आयोग
**University Grants Commission**
(शिक्षा मंत्रालय, भारत सरकार)
**(Ministry of Education, Govt. of India)**
बहादुर शाह जफर मार्ग, नई दिल्ली – 110 002
Bahadur Shah Zafar Marg, New Delhi – 110 002

UGC Website: www.ugc.ac.in
Ph. 011-23604414 (CPP-I/Colleges,

F. No. 1-1/2023(CPP-I/C)          **By-Email**          March, 2024

**1 9 MAR 2024**

The Principal,
Sahrdaya College of Advanced Studies,
Kodakara P.B.No.18,
Dist. Thrissur-680684
Kerala

Sub: - Recognition of college under Section 2(f) of the UGC Act, 1956.

Sir,

    With reference to your letter No. 005-PPI/2(f)/2024 dated 18.03.2024 on the subject cited above. I am directed to say that the name **Sahrdaya College of Advanced Studies, Kodakara P.B.No.18, Dist. Thrissur-680684, Kerala** established in the year of **2012** and **Temporary** affiliated to **University of Calicut** has already been included in the list of Colleges maintained under Section **2(f)** of the UGC Act, 1956 under the head **Non-Government**, College teaching up to **Master's** Degree.

Yours faithfully,

**(Dr. Naresh Kumar Sharma)**
Under Secretary

# AICTE CERTIFICATION

**All India Council for Technical Education**
(A Statutory body under Ministry of Education, Govt. of India)
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070  Website: www.aicte-india.org

| APPROVAL PROCESS 2024-25 |
| --- |
| Letter of Approval (LoA) |

F.No. South-West /2024-25/1-44233523813                    Date of Approval: 09-May-2024

To,
The Chairman
IDET
CATHOLIC BISHOP'S HOUSE IRINJALAKUDA KERALA 680121,
IRINJALAKUDA,THRISSUR
Kerala,680121

Sub: Letter of Approval for New Institution 2024-25

Sir/Madam,

In terms of the provisions under the All India Council for In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2020 notified by the Council vide notification number F. No. AB/AICTE/REG/2020 dated 4th February, 2020 and amended on 24th February 2021 and norms, standards, procedure and conditions prescribed by the Council from time to time, I am directed to convey the approval to

| Permanent Id | 1-44233523813 | Application Id | 1-44233523813 |
| --- | --- | --- | --- |
| Name of the Institute | SAHRDAYA COLLEGE OF ADVANCED STUDIES | Name of the Society/ Trust/ Company | IDET |
| Institute Address | KODAKARA P O, PB NO. 18, PIN 680684, THRISSUR, KERALA, KALLETTUMKARA, THRISSUR, Kerala, 680684 | Society/ Trust/ Company Address | CATHOLIC BISHOP'S HOUSE IRINJALAKUDA KERALA 680121, IRINJALAKUDA,THRISSUR Kerala,680121 |
| Institute Type | Private-Self Financing | Region | South-West |

For conduct of the following Courses with the Intake Indicate below for the Academic Year 2024-25*

| Sr. No. | Level | Program | Course | Affiliating University/ Board | Intake Approved for 2024-25 |
| --- | --- | --- | --- | --- | --- |
| 1 | UNDER GRADUATE | MANAGEMENT | BBA | University of Calicut, Calicut, | 60 |
| 2 | UNDER GRADUATE | COMPUTER APPLICATIONS | BCA | University of Calicut, Calicut, | 60 |

The approval of BBA/BCA/BMS courses is on " as is where is basis" Intake Approved for BBA/BCA/BMS Course is Subject to the approval of the Concern University.

# ❀ IIC RANKING

# ❋ QUALITY INITIATIVES BY IQAC

1. Preparation of academic calendar and year plan for the academic year 2023-24

2. Course Files (semester wise) of members of faculty released in June 2023 & November 2023and distributed to all.

3. Feedback on syllabus collected from students, members of faculty, alumni and employers.

4. Self-appraisal, Employee Satisfaction survey as well as performance appraisal of members of faculty were conducted.

5. Employee Satisfaction Survey conducted and measures were taken to identify the grievances of staff members through one-to-one meeting with the staff.

6. Student satisfaction survey conducted for the academic year 2023-24.

7. ISO internal and external audit conducted.

8. Internal examinations of UG and PG Programmes conducted as per academic calendar.

9. Gurukula mentoring initiative carried out in online/offline modes effectively, to address the academic as well as emotional well-being of the students.

10. Remedial classes (online/offline mode) offered to students to enhance academic score.

11. Student for Student (S4S), group study system (online/offline mode) in all UG classes under the supervision of respective class animators were conducted.

12. Institution's Innovation Council conducted programmes/activities to promote research acumen and innovation.

13. FYUGP Orientation for Teaching and Non-Teaching Staff members.

14. Orientation on UBA for NSS, NCC and SQAC Students were conducted.

15. Conducted PMG Disha Enrolment for Students.

16. Unnat Bharat Abhiyan Survey Conducted 20.03.2024 to 22.03.2024.

17. KIRF survey completed.

18 AISHE data uploaded for the academic year 2022-23.

19 AQAR submitted for the academic year 2022-23.

20 Academic and Administrative Audit Conducted from 01.04.2024 to 09.04.2024

21 Research and Development Cell was constituted for improving the research acumen of faculty and students

22 Imparted Courses in Indian Knowledge System for all first-year students and provided certificates

23 Initiated the implementation of OBE and its attainment measurement for the first year students

24 Inclusion of institution in UGC 2(f) category

25 Initiated Multi disciplinary programme for advanced learners, thereby providing them IELTS Coaching in 2 batches, PSC/ SSC coaching, training in Web development and so on.

26 Encouraged Departments to provide Internship to students in their domain during summer holidays.

27 Organized Faculty Development Programmes/Administrative development Programmes/Refresher Programmes.

28 Organised outreach Programmes

29 Commemorated days of National and International importance

30 Conducted activities to create awareness on tolerance, diversity, constitutional rights and obligations etc among student community

# ❦ IQAC ACTIVITIES

**The following are the activities conducted under the initiative of the Internal Quality Assurance Cell during the academic year 2023-24.**

| | |
|---|---|
| 14.06.2023 | Selection for NEP Saarathi Student Representatives |
| 15.06.2023 | Selection of Advanced Learners from departments |
| 19.06.2023-23.06.2023 | Reading Week Celebrations in association with Central Libray |
| 26.06.2023 | YIP (K-DISC) Orientationfor students in association with IIC |
| 14.07.2023 | Launch of Chandrayan-3 Live Streaming and Powerpoint Presentation for students |
| 15.07.2023 | Workshop on IPRS and IP Management for Start up |
| 24.07.2023 | Deeksharambh Student Induction Programme for first year students |
| 25.07.2023 | Gurukula System Rewamping |
| 03.08.2023 | Cyber Cadets Programme |
| 05.08.2023-15.08.2023 | Freedom Week Celebrations |
| 18.08.2023 | Post Graduate Department of Commerce in association with IQAC conducted a National seminar on "Restructuring Management and organisations in the wake of  industry 4.0" |
| 16.09.2023 | Wizards of Ozone- Interschool Quiz Competition Collaboration with Chemistry,Geology, Mathematics & Physics Departments |
| 27.10.2023 | Anti-Narcotic Awareness Campaign and Quiz Competition in association with Neerkootam Club |
| | Ithihas2k23- Outreach programme in association with P G Department of Commerce, English and Dept of Management Studies |
| 02.12.2023 | Faculty Development Programme 2023 on Four Year UG Programme and OBE in association with KSHEC |
| 08.12.2023 | International Millet Year Celebration in association with ED Club |
| 16.12.2023 | Administrative Training Programme on Office Proceedings for Non Teaching staff members 2023 |
| 18.12.2023 | SAMAAVESH 2K23- Out reach Programme in connection with Christmas |
| 06.01.2024 | Faculty Development Programme 2024 |
| 13.02.2024 | PMG Disha Enrolment |
| | Hands on Research workshop in Data analytics for P G students |
| 19.03.2024 | UBA Orientation for Faculty |
| 20.03.2024-22.03.2024 | UBA Village Household Survey |

1. **Reading week:**Reading Week activities was jointly organized by **IQAC and college library** from 19th June 2023 to 23rd June 2023.

2. **Research Series-1** conductedin association with Post Graduate Department of Commerce on 26th June 2023.

3. **Half-day Seminar on "Kumaranasn-Ithihasathinte 150 Varshangal"** in connection with Reading week organised by IQAC and Department of Malayalam on 23rdJune 2023.

4. **A Seminar "TILASTOT"** was jointly organised by Department of Mathematics and IQAC on 30th June 2023.

5. Post-Graduate Department of **Psychology in association with IQAC** organized a Workshop on Research Methodology on 22nd July 2023.

6. **A Seminar** was organized on 26th July 2023 by Internal Quality Assurance Cell and Department of Chemistry, of Sahrdaya College of Advanced Studies, Kodakara. Resource person of the talk series was Mr.Sony Akkara.

7. **Post Graduate Department of Commerce in association with IQAC** organised a National seminar on "Restructuring Management and organisations in the wake of industry 4.0" on 18th August 2023.

8. **Western Eastern Language Department in association with IQAC** conducted a One day German Internation Webinar on 2nd September 2023.

9. **Department of Social work in association with IQAC** organised One day inter college workshop on Social Science Research Methodology on 5th September 2023. The resource Person was Anu Mohan, Senior Research Fellow, Manipal Academy of Higher Education.

10. **Department of Physics in Association with IQAC** organised TeX-NOLOGY-LaTeX WORKSHOP for higher secondary students on 9th September 2023.

11. **'WIZARDS OF OZONE'**-Interschool Quiz competition was organised on 16th Septemeber 2023.

12. **'CHEMFOAM-2023' a workshop** was organised by the Department of Chemistry in association IQAC on 27th October 2023.

13. **Post Graduate Department of English and IQAC** jointly began a new initiative " **English @ School**"to encourage students of 3rd and 4th grade of GWLP School

Pulipparkunnu to communicate in English. The initiative aims to spread awareness of learning the English language for better communication.

14. **Post Graduate Department of Psychology** in association with World Mental Health Day organised a talk on the ' biological basis of Behaviour'

15. **Orientation on OBE implementation in Linways** was provided to faculty members in association with the Dept of Computer Science and Linways Learning Management solutions

16. **Department of Human Excellence and IQAC** jointly organised a communal activity *"SAMAAVESH 2K23"* for the differently abled students in connection with international day of persons with disabilities to promote the rights and well being of differently abled.

17. **Faculty development Programme**: A faculty development programme in the title "Changing Teaching- Learning Perspective in the wake of NEP 2020 and FYUGP" was conducted on 2nd of December 2023 in association with Department of Human Excellence. Session I was dealt with the topic " Role of affiliated Colleges in the implementation of FYUGP in Kerala", and the resource person was Dr.Shefeeque.V, Research Officer, KSHEC. The second session was on the topic "Learning outcomes for FYUGP Courses" and the resource person was Dr.Manulal P Ram, Research Officer, KSHEC.

18. **Administrative Training Programme** on Office Proceedings was organised by IQAC for the Non teaching staff members of the college on 16thDecember 2023. V.S Muhammad Ibrahim, Former Director, Backward Classes Development Department and HRD Trainer was the resource person for the programme.

19. **Faculty development Programme**: Central Library and IQAC jointly organised a one day Faculty development programme on the topic "Research informatics- To foster the reference culture and qualiy research output" on 6th January 2024. The resource Person was Fr.Dr.John Neelankavil CMI, Librarian DVK Pontificial Athenaeum, Bengaluru.

20. **Post Graduate Department of Computer Science in association with IQAC** organised a Webinar on ' A Beginer's guide to AI and its incredible potential on 10th January 2024.

21. **Two Day Refresher programme organised by IQAC** on 'Teaching – Learning A Broad Overview' on 20 and 21st May 2024.

22. **Human rights day was observed on December 2023. On this day, PG students were given a session on Human Rights and Values and they inturn delivered the same to all the UG students by engaging a one hour session in the class. The 10 PG classes were allotted 3-4 classes, where they imparted the session in groups of**

## PLAN OF ACTION

**Plan of action chalked out by the IQAC at the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

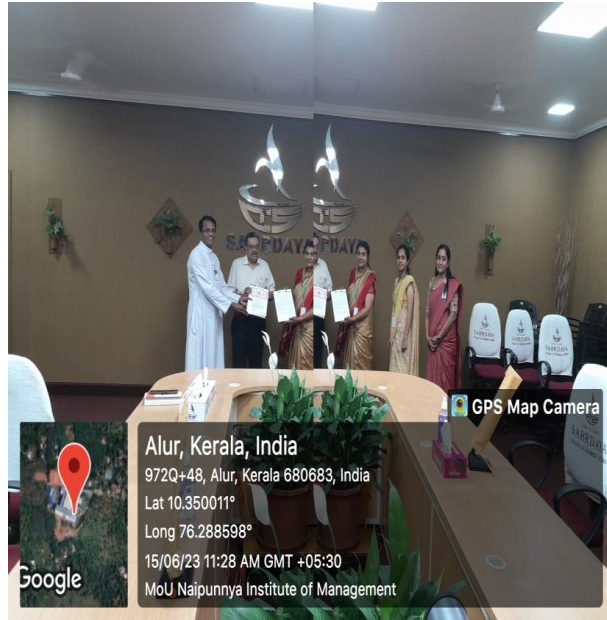| PLAN OF ACTION | ACTION TAKEN |
|---|---|
| Development and application of quality benchmarks and Periodical conduct of Academic and Administrative Audits | • Conducted Academic and Administrative Audit<br>• Conducted departmental audits on a regular basis<br>• Attained ISO 14001 certification<br>• Submitted AQAR for the year 2022-23<br>• Participated in KIRF survey<br>• Got accredited by AICTE<br>• Approved under UGC 2(f) category |
| Ensuring quality of academic planning and delivery | • Preparation of academic calendar<br>• Ensuring adherence to the calendar in the conduct of Internal examination<br>• Monthly verification of Course file and Linways LMS updation by IQAC coordinator.<br>• Regular monitoring of remedial coaching |
| Institutional MoU with other institutions and bodies of corporate | Institution had signed Memorandum of Association with various institutions of repute aiming at providing Value added programmes, Faculty Exchange and Student Exchanges as well as Internship |
| Conduct seminars and workshops on Research Methodology, IPR and Entrepreneurship | Conducted Seminars on Research Methodology in collaboration with various departments and IPR in association with Institution Innovation Council and |

| | |
|---|---|
| | Entrepreneurship in collaboration with the PG Department of Commerce and ED Club of the institution |
| Observance of days of national and international importance | Various days of National and International relevance like Independence Day, Republic Day, Yoga Day, Anti-Narcotics Day, Kerala Piravi, Hindi Divas, Reading Day and Reading Week etc to name some, were observed. |
| Sensitising students to values, ethics and rights through various programmes | Conducted Seminars in Gender equality, Human Rights, Intellectual Property rights etc |
| Collection and analysis of feedback from all the stakeholders on quality-related institutional processes | Collected feedback on curriculum, delivery and other aids in the teaching-learning process from students, teachers, alumni and employers |
| Facilitating faculty development to adopt the required knowledge and technology for participatory teaching and learning process | <ul><li>Conducted Faculty development programmes</li><li>Initiated financial aid to help faculty members to attend at least one Faculty development programme in a semester</li><li>Provided training to new faculty members on Linways LMS</li><li>Provided hands-on training to staff members in OBE implementation</li><li>Conducted faculty development for the implementation of Four Year UG Programme (FYUGP)</li></ul> |
| Grants from national/ local bodies | <ul><li>Received grant from UBA and IIC</li></ul> |
| Facilitating the creation of a learner-centric environment conducive to quality education | <ul><li>Initiated participative learning through Student Teacher Initiative for PG students, Hyde Park- the public speaking platform etc</li><li>Initiated student-centric learning through various intra-department competitions like case study presentations, product launches, business plans, training for management fest etc</li><li>Participation in various arts, sports and cultural activities like D Zone, Interzone, other Intercollegiate competitions and management fests.</li></ul> |

# MEMORANDUM OF UNDERSTANDING

| Sl.No. | Name of Organisation |
|---|---|
| 1 | St.Joseph's Public School |
| 2 | Santhwana Institute of Counselling and Psychotherapy |
| 3 | Carmel College (Autonomous) Mala |
| 4 | Institute for Counselling and Transactional Analysis |
| 5 | Calleo Distributions Technologies Private Ltd |
| 6 | Institute for Counselling and Transactional Analysis |
| 7 | St.Aloysius College, Elthuruth |
| 8 | Campuzone |
| 9 | Technova Tech |
| 10 | St.James College of Pharmaseutical Science |
| 11 | Engage FinproEdTech Private Limited |
| 12 | Lumiere Academy of Financial Management LPP |
| 13 | Government Higher Secondary School, Kodakara |
| 14 | International Skill Development Corporation |
| 15 | Hedge School of Economics |
| 16 | Makeinturn and IIME Cell |
| 17 | NSE Academy |
| 18 | ICT Academy |

# GALLERY

## SIGNING OF MOU'S



## NATIONAL WEBINAR

# FACULTY DEVELOPMENT PROGRAMME



# YIP ORIENTATION

# ADMINISTRATIVE DEVELOPMENT PROGRAMME







# TWO DAY REFRESHER PROGRAMME





*Sahrdaya College of Advanced Studies*
*Internal Quality Assurance Cell*
*Annual Report 2023-2024*

## PMG DISHA ENROLLMENT

# IQAC WEEKLY MEETINGS



IQAC meetings held regularly and Minutes book maintained.

Sd/-                                               Sd/-
Dr. Karuna K                                       Dr. Mathew Paul Ukken
**IQAC Coordinator**          **31-05-2024**              **Principal**

*Sahrdaya College of Advanced Studies*
*Internal Quality Assurance Cell*
*Annual Report 2023-2024*