

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Annual Quality Assurance Report (AQAR)
(2013 – 2014)

MAHATMA GANDHI COLLEGE

PATTOM P.O, THIRUVANANTHAPURAM



College with Potential for Excellence
Reaccredited by NACC with 'A' Grade

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2013-2014

I. Details of the Institution

1.1 Name of the Institution

Mahatma Gandhi College

1.2 Address Line 1

Kesavadasapuram

Address Line 2

Pattom P O

City/Town

Thiruvananthapuram

State

Kerala

Pin Code

695004

Institution e-mail address

nssmgcollege@gmail.com

Contact Nos.

0471-2540103

Name of the Head of the Institution:

Dr. B. Sudheendran Pillai

Tel. No. with STD Code:

0471-2541039

Mobile:

9495200867

Name of the IQAC Co-ordinator:

Dr. Sudarsanakumar M R

Mobile:

9447711030

IQAC e-mail address:

mgciqac@gmail.com

1.3 NAAC Track ID (For ex. MHCIGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/63/(RAR) 43 dated March 23, 2013

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

mgcollegetvm.ac.in

Web-link of the AQAR:

<http://mgcollegetvm.ac.in/iqar/>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A		2004	2009
2	2 nd Cycle	A	3.16	2013	22/3/2018
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

14/7/2004

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

First AQAR after Cycle 2

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*)

University of Kerala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="18"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="25"/>
2.10 No. of IQAC meetings held	<input type="text" value="5"/>

2.11 No. of meetings with various stakeholders: No. Faculty 1
 Non-Teaching Staff 1 Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount 3 lakhs

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 1 International National State Institution Level 1

(ii) Themes Teacher's involvement in development

2.14 Significant Activities and contributions made by IQAC

Enhancement in teaching-learning process and research work.
 Seminars, conferences and invited talks arranged
 More avenues for students to engage in community services
 Sensitizing students to ecological and environmental issues
 More avenues for students to engage in community services

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 *

Plan of Action	Achievements
Carrying out more of Seminars, Workshops, Industrial and Educational Visits as a part of the academic curriculum Enhancement of research activity	Department wise programs were organized 12 Ph D Produced from the centre, Chemistry – 4, Physics -3, Zoology -3, Hindi & Commerce -1each. Two more Ph. D from other centre guided by our faculty, thus making it 14 6 faculty members received the Ph D, 35 research publications

Encouraging students to excel in various sports events	National seminar, registration by faculty members for Ph.D.
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

 Management Syndicate College council

Provide the details of the action taken

A govt aided PG course was started in the department of English which is recognised by the University of Kerala.

The ASAP (Additional Skill Acquisition Program) a govt of Kerala initiative was introduced in the college.

Psychology department organized Training in behavior modification for autism and learning disabilities which is guided by alumni

As an environmental awareness program – The nature club of the college Cleaned of Thoppil pond at Sreenagar near by Kesavadasapuram which is a good water resource for the locality with the help of Kerala State Bio diversity Board.

The department of Malayalam was enthusiastic in maintaining a garden with ayurvedic plants A one month program was organized by the department of Malayalam as karkidakolsavam, in which special importance was given to the epics like Ramayanam and Mahabharatham. Many distinguished poets, social workers were invited and delivered classes for the benefit of students.

The college NSS unit constituted a Blood donors forum and members of this forum donate blood to needy persons

As a social awareness program the department psychology in collaboration with NSS collected cloths from the students and faculty and distributed clothes for the inmates of Sree Chithra Poor Home and also at Mahila Mandiram

Psychology department organized an exhibition on experiments in psychology “The Phychex”

Part – B

Criterion – I

I. 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	7	0	0	0
PG	9	1	0	0
UG	13	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	29	1	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	23
Trimester	0
Annual	7

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

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

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

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

University of Kerala changed the syllabi of all PG and UG courses. New topics were introduced for PG. Credit based semester system for UG instead of direct grading indirect grading is introduced

1.5 Any new Department/Centre introduced during the year. Yes

If yes, give details.

New PG course in English is started

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
108	44	56	0	8

2.2 No. of permanent faculty with Ph.D.

65

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
6	0	0	0	0	0	8	1	14	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

8	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	42	23
Presented papers	5	15	3
Resource Persons	5	8	9

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

<p>Introduced leased line for providing continuous internet facility to students and teachers INFLIBNET- Faculty members enrich their knowledge base by regularly browsing Research Articles/ebooks through INFLIBNET. INFLIBNET facility is provided for students at IT club Enhanced the use of ICT, online examinations, peer teaching etc</p>
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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)

<p>Open book system is introduced on pilot scale</p>
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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	4	2	19
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2.10 Average percentage of attendance of students	92
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	247	11.74	30.36	17.00	2.43	61.54
B Sc	230	19.13	42.61	9.13	0.00	70.87
BCom	52	38.46	40.38	5.77	0.00	84.62
M A	30	13.33	26.67	13.33	0.00	50.00
M Sc	75	48.00	22.67	0.00	0.00	72.00
M Com	21	19.05	76.19	0.00	0.00	95.24

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

Motivating teaching faculty to adopt new methodologies/ approaches in Teaching/Learning.

Motivating them to attend Refresher Courses /Workshops/presenting papers

Up to date knowledge acquisition through research activities

Encouraging different committees to involve in their activities for the enhancement teaching learning processes.

The data associated with learning process such as conducting seminars, workshops, students projects, presentations etc were collected regularly.

The internal examinations were conducted by the academic committee functioning in college, the result analysis reports is presented to IQAC.

The data pertaining to PTS meeting, PTA meeting,, the reports of committee meetings etc were submitted to IQAC which was discussed in the IQAC meeting.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	2
Orientation programmes	3
Faculty exchange programme	3

Staff training conducted by the university	0
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	6
Others	0

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	20	2	0	2
Technical Staff	23	1	0	1

Criterion – III

3. Research, Consultancy and Extension

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

The college has a Research Committee consisting of Principal (as Chair Person) and a co-ordinator and 8 other teachers as members. The Committee encourages the faculty members to involve in research activities and helps them for applying for Minor/Major Projects by providing details regarding rules, regulation & procedures. Arrange seminars and work shops and invited lectures in collaboration with the departments concerned

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	3	1	1
Outlay in Rs. Lakhs		30.5	3.0	9.0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	7	2	4
Outlay in Rs. Lakhs	3.95	2.14	2.9	3.2

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	6	1
Non-Peer Review Journals	0	4	3
e-Journals	1	0	0
Conference proceedings	7	10	0

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 (Physics)	2	UGC	15	
(Botany)	2	KSCSTE	10	
(zoology)	2	UGC	8.45	
Minor Projects (Mathematics)	2	UGC	2.6	2.3
Chemistry	2	UGC	3.75	1.25
Botany	2	UGC	0.75	--
Zoology	2	UGC	3.2	

Economics	2	UGC	1.25	
Commerce	2	UGC	1.2	1.2
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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 0

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	2	0	16
Sponsoring agencies			KSCSTE CWRDM		PTA Alumni

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	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	Dist	College
3			1			2

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

25

66

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

11

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

JRF 48

SRF 3

Project Fellows 1

Any other 1

3.21 No. of students Participated in NSS events:

University level 3 State level 5

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 40 State level 48

National level 12 International level

3.23 No. of Awards won in NSS:

University level 1 State level 1

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 1 State level 7

National level 1 International level 0

3.25 No. of Extension activities organized

University forum	<input type="text" value="1"/>	College forum	<input type="text" value="4"/>		
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="2"/>	Any other	<input type="text" value="0"/>

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

NCC organized a “Cancer awareness program” for students to create awareness on the causes and prevention of cancer

Monthly “green and clean campus program” run by NCC

Psychology department organized “Training in behaviour modification for autism and learning disabilities” which is guided by the alumni

As an environmental awareness program – The nature club of the college “Cleaned of Thoppil pond” at Sreenagar nearby Kesavadasapuram which is a good water source for the locality with the help of Kerala State Bio diversity Board.

The department of Malayalam was enthusiastic about maintaining a garden with ayurvedic plants. A one month program was organized by the department of Malayalam as karkidakolsavam, in which special importance were given to the epics like Ramayanam and Mahbhratham. Many distinguished poets, social workers were invited and classes were conducted for the benefits of students.

The college NSS unit constituted a Blood donors forum and members of this forum donates blood to needy persons

As a social awareness program the department psychology in collaboration with NSS collected cloths from the students and faculty and distributed them among the inmates of Sree Chithra Poor Home and also at Mahila Mandiram

Poster Exhibition on October 10th, World Mental Health Day organized by NSS

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	42 acres	Nil		42 acres
Class rooms	41	0		41
Laboratories	16	0		16
Seminar Halls	3	0		3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		10	CPE FIST	10
Value of the equipment purchased during the year (Rs. in Lakhs)		33.47		
Others				

4.2 Computerization of administration and library

Bar Coding in progress Partial computerization of office

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	63427	Approx 90 lakhs	435	139,910/-	63862	Approx 92 lakhs
e-Books*	0	0	0	0	0	0
Journals						
e-Journals*	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

The college have infibnet facility available to students and teachers were hundreds of e-books and journals are available

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	79	22	2	0	0	4	43	8
Added	13	0	0	0	0		13	0
Total	92	22	2	0	0	4	56	8

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

All departments have either desk top or laptop computers, with printer facilities. All departments have projectors and internet facility, ICT enabled teaching is practised by more than 50% faculty members in their regular teaching. A computer lab with 22 computers, browsing facility Photostat facility were provided for the students supports. The computer assistant appointed on behalf of IT club will help the students in preliminary facilities available at the laboratory

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.5
ii) Campus Infrastructure and facilities	3.95
iii) Equipments	0.26
iv) Others	0.10
Total :	4.71

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC held meeting with class leaders to discuss welfare issues of students

Information regarding different welfare schemes/scholarships/fee concession/ etc is given in college calender.

Latest information pertaining to exam results/ timely submission of exam form etc. is provided to the students on college notice board and through public addressing system

The effective functioning of Career Guidance & Placement Cell is ensured

5.2 Efforts made by the institution for tracking the progression

Periodic collection of information and necessary action to overcome shortages

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1519	258	66	

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
701	38

Women

No	%
1142	62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1357	170	68	250	15	1860	1333	177	72	245	16	1843

Demand ratio 8

Dropout % 0.20

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

Research committee is conducting classes for the M Sc students and research scholars

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

A committee is functioning under the convener-ship of Dr K R Madhusudanan Pillai, Dept of English to provide the facility of counselling and guidance to students. It looks into the diverse socio-economic problems that confront the students community and tries to solve the problems within the college level. The psychology department provide the professional expertise in this regard. One of the objectives of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities from the institute.

No. of students benefited

140

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
3	100	10	Nil

5.8 Details of gender sensitization programmes

There is no gender variation in any activities of the institution. The college have more no of ladies as faculty members and students. How ever a cell is constituent – Women’s Study cell to have more knowledge in the problems of gender inequality. The cell observed International Women’s Day. No complaints were reported in this regard

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 PTA	20	100000
Financial support from government* Scholarships E-grants	110 1299	1151250
Financial support from other sources Projects (KSCSTE & CWRDM)	5	200000
Number of students who received International/ National recognitions	2	

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: The students politics caused disturbances in the proper learning atmosphere of institution – The college authorities represented it to the honourable high court with the support from the management and the court banned the students politics in the campus and a police out post was established with in the college campus

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

"Sa Vidya Ya Vimukthaye" - Upbringing in every field through education. The objective of the institution is to provide value added quality education to all with special emphasis on the economically poor sections of the society

6.2 Does the Institution has a management Information System

The institution has a whole campus wi-Fi facility, Publish addressing system and a quality web site to communicate to staff, students and public

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

6.3.1 Curriculum Development

The College is affiliated to University of Kerala and thus follows the Syllabus and Curriculum of University of Kerala. However every department has its own academic calendar to run and complete the syllabus. Many faculty members are involved in curriculum designing of university as board of studies members, senate and syndicate members of the university.

6.3.2 Teaching and Learning

The teaching learning process of the college is in accordance with the academic calendar of the University of Kerala. The university also provide the academic calendar for each semester for the UG and PG courses. For research students they will provide instructions time to time for quality improvement and maintenance.

However in the beginning of the academic section, the academic committee of the college will prepare an academic calendar in tune with the university calendar and a master time table for the college. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session. The results of the terms tests will be published in notice board. Considering the performance of student's internal marks will be provide as per university norms for attendance, assignments, seminars and performance in the internal examinations. There is a department level and college level monitoring committee to hear and justify the marks provided by the concerned faculty member. After proper verification the marks are uploaded to university

The department organize invited lectures, seminars, work shops, students' seminars, quiz contests, Field study, Symposium, Project work and dissertation work poetry/drama workshops etc

Technology enabled Teaching Learning process practised in college. Every department have LCD projectors, Wi – Fi facilities and lap tops so that the information from WWW can be directly transferred to class room.

Among the 13 departments of the college, 10 are PG departments and 7 are reseach centres. Students get direct experience on how knowledge is assimilated through the research activities. More than 80% teachers have Ph D's denoting the higher academic back ground of the institution

There is general library open to all students more over departments will have a good collections of books. The college have Inflibnet facility and have many instruments which are not common to many similar institutions.

Among the 13 departments of the college, 10 are PG departments and 7 are Technology enabled Teaching Learning process practised in college.

6.3.3 Examination and Evaluation

The university have given a pattern for examination

For UG classes in each semester for each paper, there is one university examination, one internal examination conducted by college in university pattern (model examination), There should be at least one assignment/seminar for each paper taught.

For PG classes the number of internal examinations is two for each semester and every student has to take a seminar for each paper along with one assignment.

The faculty members conduct regular class tests for departments. Minor assignments were given by each faculty member on the topics of their discussion

The answer scripts of such tests are shown to the students and marking schemes were discussed in the classes to make them aware of the methods to get good scores in their examinations. The progress of the students were intimated to parents either in PTS meetings or send the progress cards..

6.3.4 Research and Development

A research committee is constituted with a senior research guide as the convener. The committee have regular meeting to discuss the research activities of the institution.

Teachers are kept updated about available avenues for applying for research grants and the junior faculty members were given required information regarding the art of preparing projects.

The space and infrastructural support is provided for research work within the constrained of the institution.

3. The DST–FIST, UGC–CPE, KSCSTE–SARD projects helps in the accession of instrumental facility

6.3.5 Library, ICT and physical infrastructure / instrumentation

For common reading there are news papers and periodicals

Annual budgetary allocation is made available to each department for purchasing text and reference books, the faculty members were given freedom to select the books within the budgetary allocations of the departments.

Library related information is provided to the students and the teachers.

The infolibnet facility is open to all teachers and students.

Total automation of the library service has been initiated.

Latest books and journals are purchased and subscribed to every year.

6.3.6 Human Resource Management

The human resource management is in accordance to the norms of University of Kerala (University statute), Govt of Kerala, UGC and the state Higher education council. There is perfect hierarchy in administration.

The admission of students, the employment of faculty and administrative staffs are as per the norms of above agencies including the management.

Since the student's politics is banned in the institution there are no elected students representatives as per university norms. Instead there are students representatives for each class. The meetings of student's representatives with college committee concerned, principals/IQAC decide the students involved initiatives like sports day, youth festivals, seminars, NSS activities, cultural activities, club activities etc etc.

The staff council and non teaching association represents the grievances of concerned to the respective authorities.

There is student's grievance cell in the departments and college

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government and UGC norms/rules.

Faculty members are recruited by the Management as per government norms. The selection committee will have representatives of Govt of Kerala and subject expert

Guest faculty is recruited by the management by means of the interview conducted in the department concerned from the list of qualified candidates ascertained by the directorate of collegiate education, Govt of Kerala.

6.3.8 Industry Interaction / Collaboration

Several departments carry out Industrial visits as part of the curriculum

Institution is eager to have research collaborations with industries. But the state have only few large scale industries more initiatives were given for start up project and IT based interaction as shown by the ASAP program of Govt of Kerala

6.3.9 Admission of Students

The admission students are as per the norms of Govt of Kerala and university of Kerala. The university select the students through on line admission process and allocate the eligible candidates to college as per the merit and the reservations as per the govt norms. Only 20% seats are filled by the management as per the norms of the govt of kerala

6.4 Welfare scheme for

Teaching	Pension schemes, Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes, Provident Fund, Festival allowance, Festival Advance etc as per the norms of Govt of kerala.
Non teaching	Pension schemes, Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes, Provident Fund, Festival allowance, Festival Advance, Leave surrender benefits etc as per the norms of Govt of kerala.
Students	Students' Health check up – By the univesrsity, Accidental Benefit Schemes, Scholarships to students – Govt as well as management, Free Studentship for students of economically backward class - KPCR, , Award, Prize. etc

6.5 Total corpus fund generated

The institution is run by Nair Service Society the largest non Govt educational organization of Kerala

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	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management audit team	yes	Academic committee and College council
Administrative	Yes	Local Fund Audit, Govt of kerala audit team, DC Audit, AGs Audit.	yes	Planning board & College council

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

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

University of Kerala conduct the semester examination and declares results of UG, PG and Research programs, hence the college has no control over the date of publication of results. The college takes care to publish results of internal examinations within a fortnight and uploads the internal marks to university as per the schedule given by the university.

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

The institution had freedom to conduct the examinations within the time schedule given by the university.

The mode of internal examination can be decided by the institution

6.11 Activities and support from the Alumni Association

The department Alumni extend support at various levels.

6.12 Activities and support from the Parent – Teacher Association

The College level PTA meets once in 2 months to discuss the student's affairs. They support the college in the regular activities. Every department holds regular meetings with Parents of their wards, to provide them feedback about the progress and Drawback of their wards. Regular feedback is taken from them as well their assessment is taken into account for teaching and evaluation purpose.

6.13 Development programmes for support staff

The management and College authorities organizes programs like Computer Awareness and Computer Literacy Programmes, administrative capability programs for non-teaching employees

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

An Eco-Club was set up by the college.

The NSS arrange seminars and other programs for environmental awareness.

As a solar energy production initiative, the principal chamber is running in solar power. One project is submitted on use of Solar energy.

A bio- gas plant is functioning near by the canteen

The clean campus green campus is the motto of the college

As an environmental awareness program – The nature club of the college Cleaned of Thoppil pond at Sreenagar near by Kesavadasapuram which is a good water resource for the locality with the help of Kerala State Bio diversity Board.

Criterion – VII

7. Innovations and Best Practices

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

Automation of library has ensured smooth functioning of Library. The automation of office is initiated
Providing of Laptop with internet facility to each department has helped in teaching learning.

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

Strengthening of research activity – The FT IR and HPLC instruments were installed with FIST support. It will augment the research activity.
The full fledged Wi Fi system is introduced which will help in learning process

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

Full fledged freedom for departments in academic activities
Interdepartmental collaboration

- 7.4 Contribution to environmental awareness / protection

The NSS arranges seminars and other programs for environmental awareness.
As a solar energy production imitative, the principal's chamber is running in solar power
A bio- gas plant is functioning near by the canteen
Plastic reduction initiative is going on to make it plastic free campus
As an environmental awareness program – The nature club of the college cleaned the Thoppil pond at Sreenagar near by Kesavadasapuram which is a good water resource for the locality with the help of Kerala State Bio diversity Board.
The clean campus green campus is the motto of the college

- 7.5 Whether environmental audit was conducted? Yes No

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

Nil

8. Plans of institution for next year

Advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours; Strengthen students' support activities, particularly the grievance and counselling cells, and undertake more outreach programmes.

Dr. M R Sudarsanakumar

Name & Signature of the Coordinator, IQAC

Dr. Sudeendran Pillai

Name & Signature of the Chairperson, IQAC



Abbreviations:

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

ANNEXURE I: ACADEMIC CALENDER

MONTH	EVENTS
June	<p>College reopens after summer vacations</p> <p>Model examination for UG 2nd semester</p> <p>Publications of results for UG 2nd semester examination</p> <p>Model examination for UG 4th semester</p> <p>Finalization internal marks for UG 4th semester</p> <p>University examination for UG 4th semester</p> <p>Seminars for PG 2nd semester</p> <p>Model examination for PG 4th semester</p> <p>Finalization of PG 4th semester internal marks</p>
July	<p>Admission process for UG 1st semester begins</p> <p>PTS meeting for UG 2nd semester</p> <p>Finalization internal marks for UG 2nd semester</p> <p>University examination for UG 2nd semester</p> <p>Commencement UG 5th semester</p> <p>2nd Internal examination of PG 2nd semester</p> <p>Publication of results for 2nd Internal examination of PG 2nd semester</p> <p>University examination for PG 4th semester</p>
August	<p>Commencement UG 3rd semester</p> <p>Admission for the UG 1st semester completed and commencement of classes</p> <p>Interface meetings with parents of UG 1st semester</p> <p>Finalization internal marks for PG 2nd semester</p> <p>Admission process for PG 1st semester begins</p> <p>University examination for PG 2nd semester</p>
September	<p>Finalization of assignments for UG 3rd semester</p> <p>Commencement of classes for 1st semester PG</p> <p>Assignments for the 1st semester PG</p> <p>Commencement of classes for 3rd semester PG</p> <p>Assignments for PG 3rd semester</p>
October	<p>Finalization of assignments for UG 1st semester</p> <p>1st Internal examinations for the 1st semester PG</p> <p>Publication of results for the 1st semester PG</p> <p>1st Internal examinations for the 3rd semester PG</p> <p>Publication of results for the 3rd semester PG</p>
November	<p>Internal (model) examinations for UG 1st semester</p> <p>Publications of results for UG 1st semester examination</p> <p>PTS meeting for UG 1st semester</p> <p>Internal (model) examinations for UG 3rd semester</p> <p>Publications of results for UG 3rd semester model examination</p> <p>PTS meeting for UG 3rd semester</p> <p>Finalization of internal marks for UG 3rd semester examination</p> <p>Seminars for the for the 1st semester PG</p> <p>Seminars for PG 3rd semester</p>

	Internal examinations of PG 3 rd semester Results for Internal examinations of PG 3 rd semester
December	University examination for UG 1 st semester University examination for UG 3 rd semester 2 nd internal examination for the 1 st semester PG Publication of results for the 1 st semester PG Finalization of internal marks for the 1 st semester PG
January	Commencement of 2 nd semester UG classes Commencement of 4 th semester UG classes University examination for the 1 st semester PG Internal examination for PG 3 rd semester Finalization marks for PG 3 rd semester University examination for PG 3 rd semester
February	Finalization of assignments for 2 nd semester UG students Finalization of assignments for 4 th semester UG students Commencement of 2 nd semester PG classes Commencement of 4 th semester PG classes
March	Ist internal examinations for the 2 nd semester UG classes Ist internal examinations for the 4 th semester UG classes Internal (model) examinations for 6 th UG classes Factory visit/study tours for 6 th semester Results of Internal (model) examinations for 6 th UG classes Finalization of internal marks for 6 th UG classes Seminars for 3 rd semester PG classes 1 st internal examination for 3 rd semester PG classes Seminars for 2 nd semester PG classes 1 st internal examination for 2 nd semester PG classes College closes for summer vacations
April	University examinations for UG 6 th semester Results of 1 st internal examination for 2 nd semester PG classes
May	Valuation camps for teachers by the university

Annexure II

Feedback Analysis for Teachers

Student feedback was collected at the end of the last semester of UG and PG course to assess the performance of teachers, department and the institution. Evaluation is done on a five point scale. A format used for the survey is given below. The feedback forms were collected by the IQAC and a consolidated analysis report is given to each department.

Sl. No.	Attributes	Score (1,2,3,4,5)
1	Punctuality	
2	Coverage of Topics	
3	Communication Skill	
4	Approachability	
5	Personal Help	
6	Discipline Enforcement	
7	Teacher student relationship	
8	Conduct of tests and Evaluation	
9	Help in career guidance	

Feed back Analysis for Department

Sl. No.	Attributes	Score (1,2,3,4,5)
1	Approachability	
2	Team Work	
3	Library Facility	
4	Lab Facilities	
5	Promptness in daily communication	
6	Parent Interaction	
7	Discipline Enforcement	
8	Remedial teaching	
9	Conduct of tests and Evaluation	
10	Tapping external resources	

Feed back Analysis for College

Sl. No.	Attributes	Score (1,2,3,4,5)
1	Encouraging academic pursuit	
2	Clubs, NCC, NSS activities	
3	General Library	
4	Office assistance	
5	Functioning of PTA	
6	Discipline enforcement	
7	Toilet facilities	
8	Handling of complaints	
9	Canteen facilities	
10	Sports promotion	