INTERNAL QUALITY ASSURANCE CELL (IQAC)
Annual Quality Assurance Report (AQAR)
(2014 – 2015)

MAHATMA GANDHI COLLEGE
PATTOM P.O, THIRUVANANTHAPURAM

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

Submitted to

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)* | 2014-2015 |

1. 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. Mridula Nair B |

Tel. No. with STD Code: | 0471-2541039 |

Mobile: | 9495958855 |

Name of the IQAC Co-ordinator:

Dr M. R. Sudarsanakumar

Mobile:

9447711030

IQAC e-mail address:

mgciqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

OR

1.4 **NAAC Executive Committee No. & Date:**
(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)

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

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

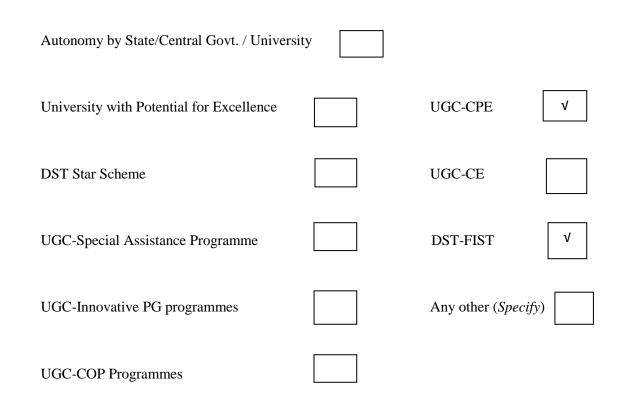| Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	87.75	2004	2009
2	2nd Cycle	A	3.16	2013	22/3/2018
3	3rd Cycle				
4	4th Cycle				

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)*

AQAR 2013-14 on 22.11.2017

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,UGC)

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, Thiruvananthapuram |

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 [ ]   UGC-CE [ ]

UGC-Special Assistance Programme [ ]   DST-FIST [√]

UGC-Innovative PG programmes [ ]   Any other (*Specify*) [ ]
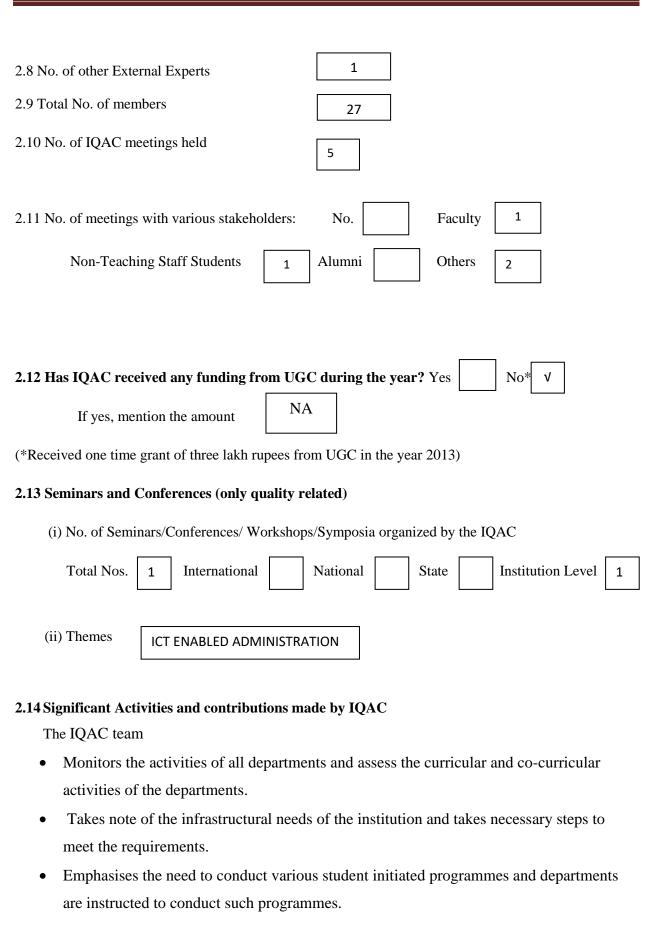
UGC-COP Programmes [ ]

2. IQAC Composition and Activities

2.1 No. of Teachers [18]

2.2 No. of Administrative/Technical staff [3]

2.3 No. of students [0]

2.4 No. of Management representatives [1]

2.5 No. of Alumni [1]

2. 6 No. of any other stakeholder and

community representatives [3]

2.7 No. of Employers/ Industrialists [0]

2.8 No. of other External Experts ☐ 1

2.9 Total No. of members ☐ 27

2.10 No. of IQAC meetings held ☐ 5

2.11 No. of meetings with various stakeholders: No. ☐   Faculty ☐ 1

Non-Teaching Staff Students ☐ 1   Alumni ☐   Others ☐ 2

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

If yes, mention the amount ☐ NA

(*Received one time grant of three lakh rupees from UGC in the year 2013)

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 ☐ ICT ENABLED ADMINISTRATION

2.14 Significant Activities and contributions made by IQAC

The IQAC team

- Monitors the activities of all departments and assess the curricular and co-curricular activities of the departments.

- Takes note of the infrastructural needs of the institution and takes necessary steps to meet the requirements.

- Emphasises the need to conduct various student initiated programmes and departments are instructed to conduct such programmes.

- Motivates the faculty to participate in seminars and workshops, publish papers so that the research activities of the institution reach higher standard
- Encourages departments to conduct college level workshops to enhance the teaching-learning atmosphere.

2.15 Plan of Action by IQAC/Outcome

Sl No	Plan of action	Outcome
1	Distribution of time table and academic calendar to students at the start of each semester.	Enabled the students to plan and implement their academic activities in advance.
2	Action plan of various departments to be submitted	Many activities were organised in the institution in tune with the action plan.
3	Setting up of an admission committee for the smooth conduct of UG and PG admissions.	Smooth and transparent admission process in accordance with the rules and regulations of the parent University was achieved.
4	All the heads of departments were instructed to create awareness among students regarding anti ragging rules.	No major complaint with regard to ragging was reported in the institution.
5	College hand book to be updated and prepared.	College hand book was prepared and distributed to all the students and staff of the institution.
6	Regular Parent –Teacher-Student (PTS) meetings to be conducted by all departments.	PTS meetings were conducted in all departments. IQAC took note of the grievances and suggestions made by parents and students and steps were taken for addressing the same.
7	Remedial classes to be conducted for slow learners.	Departments have conducted remedial classes to ensure academic progress of slow learners.

8	Meetings of the tutorial committee to be held regularly.	Departments conducted tutorials and difficulties of students were duly addressed.
9	Student centric learning to be promoted.	Peer teaching sessions, field trips, industrial visits etc were conducted.
10	ICT training to be imparted to students.	IT workshop was held for the benefit of the students.
11	Proper conduct of internal examinations and publishing the CE marks on time.	Internal examinations were conducted, CE marks were published and the marks were uploaded to the University on time.
12	Environmental awareness campaign to be carried out.	Bhoomithrasena club organised training programme on "Haritha Nagara Padhathi" and IQAC initiated "Keep our Campus Clean" programme with stress on plastic-free campus. With an aim towards eco friendly campus, more trees were planted in the campus under the initiatives of Bhoomithrasena club, Nature club, NCC and NSS. Visits to Peppara Dam, Kottur Elephant park etc were also organised.
13	Feedback to be collected from students.	Departments collected feedback form from students. This was analysed by the IQAC and the findings were reported to the departments.
14	Ensuring faculty participation in workshops, orientation and refresher courses.	Faculty members participated in these programmes and this has helped the faculty keep track of latest advancements in their respective fields.
15	Research outcome to be improved.	Research scholars participated in various regional, national and international seminars and presented papers. There are many publications of our faculty

		members and research scholars in reputed journals.
16	Programmes to ensure Institutional Social Responsibility to be carried out.	Motivational classes for school students, awareness programmes on AIDS and mental disorders were organised by the institution. Blood donors forum is active in the college and distribution of food packets to the inmates of Medical College Hospital are frequent.
17	National or Regional Level Seminars to be conducted by various departments.	Department of Mathematics, Economics, Hindi and Malayalam conducted UGC sponsored National Seminar during this academic year.
18	Faculty to involve more in extension activities and uphold social responsibility.	Faculty members conducted radio talks, TV programmes, science popularisation programmes and consultancy services. Articles were also published in many journals
19	Coaching classes for competitive examinations to be conducted.	Coaching classes for UGC-NET and PSC were organised by various departments.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   College council √

Provide the details of the action taken

> AQAR report was verified and approved by the management for submission.

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	7	0	0	0
PG	10	0	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	3	0	0	0
Others	0	0	0	0
Total	33	0	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

The college offers thirteen undergraduate and ten post-graduate programmes. Undergraduate programme is Choice Based Credit and Semester System programme comprising of six semesters. Post-graduate courses follow semester system programme comprising of four semesters. Seven departments offer Doctoral programmes as well. Since the college is an affiliated college under University of Kerala, we follow the curriculum set by the parent University.

(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) [ ]

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

> University of Kerala has revised the syllabus for graduate and post graduate course in Physics this year.

1.5 **Any new Department/Centre introduced during the year.**   No
   If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 **Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
99	56	42	0	1

2.2 **No. of permanent faculty with Ph.D**.

70

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
8	6	0	0	0	0	11	0	19	6

2.4 **No. of Guest and Visiting faculty and Temporary faculty**   11   0   2

2.5 **Faculty participation in conferences and symposia**:

No. of Faculty	International level	National level	State level
Attended	13	79	20
Presented papers	13	51	6
Resource Persons	3	15	7

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

- Promoting e learning using INFLIBNET

- Group Discussions and Seminars on recent developments in science and technology

- ICT enabled teaching, Game based learning

- Class room debates.

- Peer teaching and group discussions.

- Remedial teaching

- Use of audio-visual aids for teaching

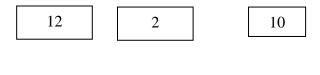- 'Each one teach one' English outside the classroom

- Entrepreneurship Development Programme and Live class for capital market operations.

- UGC-NET Coaching

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)**

Since our college is affiliated to University of Kerala, the college follows the examination and evaluation patterns provided by the University for the end-semester Exams. But, for continuous evaluation, some departments have adopted Open book Exams, Peer evaluation, Surprise tests, Oral test and evaluation based on Multiple Choice Questions. All these evaluation patterns have helped in monitoring and continuously assessing the quality and level of students.

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 |

2.10 **Average percentage of attendance of students**

| 88.2% |

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 (Hindi)	41	24.39	48.78	2.44	0	75.61
(Malayalam)	44	-	18.18	45.45	27.27	91
(English)	34	14.7	82.35	2.94	0	100

(Sociology)	45	5	65	20	5	95
(History)	35	-	-	34.28	25.71	60
(Economics)	61	-	53	41	6	52.5
B Sc (Physics)	50	8	40	30	-	78
(Chemistry)	47	14.89	38.29	23.40	-	76.59
(Botany)	33	18.18	60.60	6.06	3.03	88%
(Zoology)	34	14.70	64.70	8.82	-	88.23
(Mathematics)	50	12	64	12	-	88
(Psychology)	29	3.45	62.06	0	3.45	65
BCom	64	35.93	54.68	4.68	0	95.31
M A (Hindi)	7	-	85.71	-	-	85.71
(Malayalam)	17	0	47.05	41.18	5.88	94.1
(Economics)	14		83	17		86
M Sc (Physics)	18	11	4	-	-	83.33
(Chemistry)	12	91.67	8.33	-	-	100
(Botany)	13	23.07	76.92	-	-	100
(Zoology)	13	93.30	-	-	-	92.30
(Mathematics)	17	64.70	11.76			76.47
M Com	20	0	85	10	0	95

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

- IQAC instructs all the departments to prepare detailed Academic Calendar for each semester at the very beginning of the academic year

- Undertake periodic visits to various departments and monitors the activities of the department such as conduct of PTS meetings, Internal examinations, extension/outreach programmes, student centered activities, student's social initiatives etc .

- Teachers are motivated to adopt new methodologies in teaching/learning, especially by making use of e-resources.

- Monitors all the academic activities of various departments and sees to it that internal examinations are conducted on time, and internal assessment is done meticulously.

- Result analysis report is collected from various departments and suggestions are given towards improvement.

- Monitors the conduct of PTS meetings in various departments, and collects the details of parent feedback. Suggestions and grievances of parents are studied and suggestions are given to solve their problems.

- Student feedback is collected at the end of academic year and measures are taken to implement their suggestions towards improving the academic process and making it more students centric.

2.13 **Initiatives undertaken towards faculty development**

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	17
UGC – Faculty Improvement Programme	5
HRD programmes	2
Orientation programmes	6
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	17
Others	2

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	22	6		2
Technical Staff	15	2		

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 advisory committee with the Principal as Convenor and research guides of all departments as members. This committee tracks all the research activities of the institution.

- IQAC and the Research committee encourage faculty members to apply for major/minor projects, and various research grants of UGC/DST/CSIR/KSCSTE etc.

- IQAC also motivates research scholars, PG students and faculty members to attend and present papers in various regional/state/national and international seminars.

- Quarterly work report of research scholars is reviewed and necessary suggestions are given for betterment. Research scholars were motivated to publish papers in the interdepartmental Science journal of the institution.

3.2   **Details regarding major projects** NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2		
Outlay in Rs. Lakhs	-	43 lakhs		

3.3   **Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	-	3
Outlay in Rs. Lakhs	-	2.5 lakhs	-	-

3.4   **Details on research publications**

	International	National	Others
Peer Review Journals	25	24	
Non-Peer Review Journals		15	7
e-Journals			
Conference proceedings	13	51	6

3.5 Details on Impact factor of publications:

Range | 0.5-3.3 | Average | 1.8 | 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	3	UGC	43 lakhs	-
Minor projects				
Mathematics	1	UGC	1 lakhs	1
Chemistry	2	UGC	1.5 lakhs	1.5
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	CPE	-	-
Total	-	-	-	-

3.7 **No. of books published**   i) With ISBN No. | 9 | Chapters in Edited Books | 5 |

ii) Without ISBN No. | 3 |

3.8 **No. of University Departments receiving funds from**   NA

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 **For colleges**   Autonomy [ ]   CPE [√]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]

Any Other (specify)   [DST-FIST]

3.10 **Revenue generated through consultancy** | nil |

3.11 **No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number		4			6
Sponsoring agencies		UGC			PTA

3.12 **No. of faculty served as experts, chairpersons or resource persons** | 15 |

3.13 **No. of collaborations**: International | 0 | National | - | Any other | - |

3.14 **No. of linkages created during this year**: 0

3.15 **Total budget for research for current year in lakhs**:

From Funding agency | - | From Management of University/College | 0.5 lakhs |

Total | 0.5 lakhs |

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

Internal guides: 23   Students registered: 57

External guides: 15   Students registered: 22

3.19 No. of Ph.D. awarded by faculty from the Institution   5

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

JRF   4   SRF   4   Project Fellows   -   Any other   49*

(*all types of research fellowships are included)

3.21 No. of students Participated in NSS events:

University level   200   State level   50

National level   3   International level   0

3.22 No. of students participated in NCC events:

University level   5   State level   9

National level   10   International level   0

3.23 No. of Awards won in NSS:

University level   1   State level   0

National level   0   International level   0

3.24 No. of Awards won in NCC:

University level   1   State level   1

National level   1   International level   0

3.25 No. of Extension activities organized

University forum   -   College forum   4

NCC   5   NSS   7   Any other   1

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

- "Keep our campus clean" programme was launched aiming at an eco-friendly campus. This was conducted many times in the campus under the initiatives of IQAC, NCC and NSS.

- Motivational classes were conducted for school students under the initiative of the NCC wing of the college.

- Stems Cell Collection 2014 was a unique venture by NSS, which was inaugurated by the Health Minister of Kerala in the college campus.

- NSS in association with Nature club organised a visit to Peppara Dam to study the diversified ecosystem of the area.

- NSS Volunteers participated in Alpha Palliative Care-Walkathon 2014

- Awareness programme and Poster Presentation was organised in the college by NCC cadets and NSS volunteers on World Aids day.

- Cancer awareness programme was organised by the NCC wing of the institution.

- Students of NCC, NSS and Sports club participated in RUN KERALA RUN programme to support National Games hosted by Government of Kerala.

- Snehakoodu' was prepared as part of World Mental Health Day. Students enacted a street play based on the theme "Living with Schizophrenia".

- Training programme on "Haritha Nagara Padhathi" was organised in the college in association with the Ministry of Water Resources, Government of Kerala.

- "Ramayanolsavam" and "Nattarangu" was organised with an aim to spread the message and values of Indian culture and tradition among students so that they learn to appreciate our rich culture and heritage.

- Talks on "Legal Awareness" and "Women in the World" were organised as part of an effort to create awareness among girl students and thereby promoting women empowerement.

- 'As part of science popularisation programmes, faculty members from our institution delivered radio talks and interacted with students of various schools all over the state. Faculty members also published articles in magazines such as *Sasthragathi, All Kerala Private College Teachers magazine* etc.

- Faculty members also conducted book reviews and interviews in social media and participated in radio talks and television shows on various topics of social relevance.

- With an aim for knowledge dissemination among research community, National seminars were organised by four departments of the institution, which were attended by research scholars and faculty from other institutions.

- NSS volunteers distributed food packets to the inmates of Medical College Hospital.

- Blood donation forum is active in the college.

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 (≥ 1-0 lakh) during the current year.	10	12	CPE FIST	22
Value of the equipment purchased during the year (Rs. in Lakhs)	33.47	6.64		40.11
Others				

4.2 **Computerization of administration and library**

- Administrative office and college library is partially computerised.
- Salary bills of staff are processed digitally via SPARK as part of e-governance.
- Information and Library Network Access (INFLIBNET) facility is made available to teachers and students.

4.3 **Library services:**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	63862	Approx 92 lakhs	877	370320	64739	~ 96 lakhs
e-Books*	-	-	-	-	-	-
Journals	5	8450	1	1800	6	10250
e-Journals*	-	-	-	-	-	-
Digital Database	-	-	-	5000	-	5000
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

*The college has INFLIBNET facility. The students and teachers have direct access to hundreds of e-books and e-journals.

4.4 **Technology up gradation (overall)**

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	92	22	2	0	0	4	56	8
Added	-	-	-	-	-	-	-	-
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 the departments have adequate computers with internet facility. Faculty make use of this facility for academic purposes and for uploading internal marks to the University.
- Faculty members make use ICT facilities as part of their regular teaching.
- In addition to the main computer lab, Department of Chemistry, Physics and Mathematics have their own computer labs with internet facility.
- A computer awareness programme was organised for the under graduate students of Malayalam department on 19th February, 2014. A hand on training was given to the students on using computers.

4.6 **Amount spent on maintenance in lakhs** :

i) ICT

2.07

ii) Campus Infrastructure and facilities

1.07

iii) Equipments

6.64

iv) Others

2.05

Total :

11.83

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC ensures that all relevant information is provided in the college website which is constantly updated.

- College calendar is revised every year and is issued to all students in which complete details of fees, scholarships, various welfare schemes is given.

- All notices/brochures pertaining to various activities in the college, inter-collegiate competitions, various competitive examinations etc are displayed in the college/department notice board.

- Information relating to University exam registration, exam fees, exam dates etc are displayed in the notice board. Pubic addressal system of the college is also used for this purpose.

- Student representatives are selected from each class and IQAC holds frequent discussions with these representatives to discuss student grievances. Steps are taken for their redressal as well.

- IQAC monitors the functioning of Career guidance and placement cell of the college so that maximum students are benefitted.

5.2 Efforts made by the institution for tracking the progression

- For academic progress of weak students, remedial classes and student support programmes are conducted.

- Extra classes and classes by resource persons are frequently arranged by various departments to improve the quality of education.

- Feedback from students is carefully analysed and this has helped in progressing towards excellence.

- Regular PTS meetings are conducted.

- All these activities are carefully monitored by the institution and timely corrections are ensured for betterment.

5.3 (a) **Total Number of students**

UG	PG	Ph. D.	Others
1684	336	79	

(b) **No. of students outside the state**

-

(c) **No. of international students**

5

Men

No	%
774	36.87

Women

No	%
1325	63.12

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1333	177	72	245	16	1843	1406	322	31	332	7	2099

Demand ratio: Allotment to all graduate and post-graduate courses are carried out by University of Kerala through a centralised admission process. Hence calculation of demand ratio is not attempted.

Dropout: 0.6%

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

- Department of Commerce, Malayalam, Hindi, Economics and Mathematics is conducting UGC-NET examination coaching to PG students.
- Department of English is conducting weekend classes for PSC aspirants.
- Department of Economics is conducting classes for Civil Service Aspirants.
- Department of Psychology is conducting a programme 'English outside the classroom' to improve the English speaking skills of students.

No. of students beneficiaries

134

5.5 No. of students qualified in these examinations

NET [5] SET/SLET [ ] GATE [ ] CAT [ ]

IAS/IPS etc [ ] State PSC [ ] UPSC [ ] Others [1]

5.6 Details of student counselling and career guidance

Centralised career guidance and counselling cell is functioning in the college under the leadership of Dr K R Madhusudanan Pillai. In addition, departments conduct tutorials through which problems of students are identified. The class tutor or senior teachers of the department looks into the problems of students. Special cases are handled with the help of Psychology teachers of the department.

Brochures relating to call for admission in reputed Universities and research institutions are displayed in college notice board and in the notice boards of concerned departments, thereby allowing students to know about opportunities for higher education and research leading to attractive jobs in future.

No. of students benefited [184]

5.7 **Details of campus placement**

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	38	7	-

5.8 Details of gender sensitization programmes

- Women's Cell of the college addresses various issues of girl students in the institution.
- An invited talk on "Women in the world" by a well known writer Dr Chandrika Balan, Former Reader, All Saints College, Thiruvananthapuram was organised.
- Skill Development Programme and Cycling programme for girls was conducted.
- State Bank of Travancore (SBT) Vellayambalam and Vijaya Bank, Kesavadasapuram sponsored 5 bicycles for girls to learn cycling. SBT Chief Manager Mr. C Ajithan inaugurated the function and flagged off the cycle rally.

- Celebrated International Day for girls and International Women's Day

- An invited talk on Legal awareness was organised.

- The Cell monitors the proper functioning of Ladies Waiting Shed in the college.
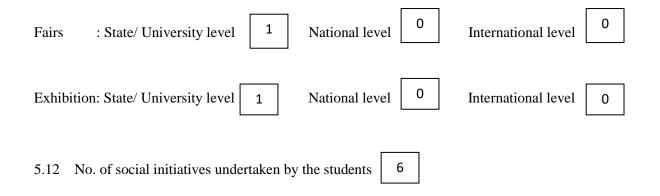
5.9 **Students Activities**

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

State/ University level | 43 | National level | 21 | International level | 4

No. of students participated in cultural events

State/ University level | 24 | National level | 0 | International level | 0

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

Sports : State/ University level | 92 | National level | 11 | International level | 0

Cultural: State/ University level | 4 | National level | 0 | International level | 0

5.10 Scholarships and Financial Support

	Scholarship	No. of Students	Amount
1	Higher Education Scholarship	133	634000
2	Central Sector Scholarship	119	180000
3	Suvarna Jubilee Scholarship	48	100000
4	State Merit Scholarship	125	25750
5	Post Matric Scholarship	26	39000
6	Hindi Scholarship	84	120000
7	Muslim Nadar Girls Scholarship	2	125
8	C.H.Muhammedkoya Scholarship	4	4000

9	Blind/PH Scholarship	12	20000
10	District Merit Scholarship	4	2500
11	Indira Gandhi Scholarship (Single girl)	6	54000
12	University Merit Scholarship	215	191000
13	Prathibha Scholarship	23	23000
15	Inspire Scholarship	5	120000
16	Aspire Scholarship	3	8000
17	Forward community Scholarship	46	460000
18	Snehapoorvam Scholarship	8	80000
19	Muslim Girls Scholarship	8	17000
20	Fishermen Scholarship	6	51608

5.11   **Student organised / initiatives**

Fairs   : State/ University level   [1]   National level   [0]   International level   [0]

Exhibition: State/ University level   [1]   National level   [0]   International level   [0]

5.12   No. of social initiatives undertaken by the students   [6]

5.13 **Major grievances of students (if any) redressed**:

Students had complaints regarding that many of lights and fans in most class rooms are not working. The institution has addressed this issue and electrical maintenance was done using PTA fund.

Criterion – VI

6. Governance, Leadership and Management

6.1 **State the Vision and Mission of the institution**

"Sa Vidya Ya Vimukthaye" - "Liberation through Knowledge". The vision of the college is Education is the means of socio-cultural emancipation and economic empowerment of the underprivileged masses and also acts as a tool for the development of character and commitment.

The college stands for excellence, equality, inclusiveness and social justice in education. It aims to set standards in educational excellence and competence through curriculum enrichment and information dissemination. The mission of the college is to disseminate the seeds of knowledge among the students with love care and regard for their roles as future nation builders, especially to those students who come from economically disadvantaged sections of society

6.2 **Does the Institution has a management Information System**

Yes. All the departments and the administrative office are corrected through LAN which enables centralised storage and efficient retrieval of data. The institution has a whole campus Wi-Fi facility, public addressing system and a quality website 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 lay down by it throughout its academic year. Also the college has Members of the Senate, Academic council; Faculty and Board of Studies among our teaching faculty have played their role to ensure that the syllabus followed in par with other leading National level institutions.

The syllabus is drafted in adherence to UGC norms and guidelines so that students acquire fundamental basic and practical skills, and are aware of their social responsibilities.

6.3.2 Teaching and Learning

The teaching-cum-learning system of every department functions in accordance with the academic calendar provided by the University of Kerala. At the beginning of the academic year, 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.

Each department conducts their meetings to discuss term-wise allocation of syllabus, assignments, and seminars, fix dates for the term-end tests and prepare the academic calendar. Further, all the members of the faculty of the department discuss the way in which improvements can be made to the pedagogical system and also to make due allowance for the redressal of student's grievances from previous years.

Every department conducts internal examinations regularly in every semester and students are graded for their performance in tests and assignments. The college is very assiduous about the collection of data related to the attendance of students and follows the practice of informing the parents of underperforming students of their offspring's academic downswings.

The results of the term tests will be published on the notice board. Continuous Evaluation marks (CE) will be provided 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. As for the uploading of marks to the university website, there is a two-tier verification process, one at the departmental level and another at the Principal level. The purpose of this thorough going verification process is to ensure that marks are uploaded without any potential errors.

Technology is used to aid the imparting of lessons. Every department have LCD projectors, Wi – Fi facilities and laptops so as to enable ICT assisted teaching.

PTA meetings are held every semester so as to apprise parents of the relative standings of their ward and discuss possible measures whereby underperformers can be brought on par with meritorious students.

Invited lectures, seminars, workshops, students' seminars, quiz contests, field study, Symposium, Project work and dissertation work, poetry/drama workshops etc are conducted by various departments for providing quality education.

More than 80% teachers have Ph D's denoting the higher academic back ground of the institution. Their research expertise ensures that PhDs produced from the institution are of high standard. Departments of Mathematics, Hindi, Economics and Malayalam conducted National Seminars as part of promoting research among research community.

There is a general library open to all the students. In addition each department also holds their own library which has a good collection of books, Journals, PhD, UG and PG Dissertations etc.

The college has INFLIBNET facility which gives access to hundreds of e-books and journals for reference. The college also provides the use of instrumentation facility to students of other colleges on payment basis.

Various co-curricular activities organised by various departments are given below:

Department of Psychology has organised lecture series on various topics such as '*The role of psychologists in Cancer treatment*', '*Psychology Beyond the Curriculum*', '*Complementary and Alternative Medicines and Mental Health*', '*Utility factor of Traditional Astrology*', '*Hypnosis: Myths and Facts'* and '*Demonstrations of Hypnosis*'. 'Snehakoodu' and 'Emotional Expressions' organised by the department was widely appreciated by all.

'*Ramayanolsavam*' and '*Nattarangu*' by the Department of Malayalam proved to be a real reflection of Indian epics, culture and tradition. Invited lectures and interdepartmental lectures were organised by Department of Chemistry to promote academic excellence. Student Seminar to commemorate International year of light and Exhibition to commemorate International year of crystallography was conducted by Department of Physics and Chemistry respectively to create scientific awareness among students and to motivate them to the inspiring world of Science. In addition, Lectures on Nobel Prize Winners in the field of Physics, Chemistry, Physiology and Medicine, Literature, Economics and Peace for the year 2014 was organised by the Science Club.

6.3.3 *Examination and Evaluation*

The College follows the pattern of examination as stipulated by the University of Kerala. There is an end semester examination conducted by the University and an internal examination conducted by the college. A Department level monitoring committee and a college level monitoring committee monitors the smooth conduct of internal examinations and uploading of continuous evaluation marks to the University. The internal marks are calculated

based on the marks scored by the students in internal exams, their performance in seminars and assignments and based on the percentage attendance of students for each semester.

In addition to the internal examinations, the faculty members conduct regular class tests. Minor assignments are given on selected topics to enhance knowledge level of students. Open book exams, surprise tests and objective tests are conducted by various departments to enhance critical and creative thinking level of the students as part of continuous evaluation process.

6.3.4 *Research and Development*

The college has a research committee coordinated by Dr K G Ajitkumar, Head of the Department of Botany. The forum aims at the promotion of inter disciplinary research as well as socially useful, productive activities in the college. The committee conducts regular meetings to discuss the research activities of the institution. Departments like Chemistry, Physics and Malayalam have their own research association for promoting and inculcating research aptitude among students.

Quarterly evaluation of research scholars are done in department level. PG project presentation is conducted in departments which has helped them to face their end semester viva voce examination with ease. UG students of various departments visit industries/research institutes/Universities to develop subject-related knowledge and also to know more about research. The research association give information about the conferences/symposia, workshops and summer/winter schools. Research scholars participate in the national/international seminars and give oral and poster presentations. PhD students and their guides have published 71 papers in the Journals of national and international repute.

Research forum keeps the research scholars and faculty updated about available avenues for applying for research grants. The space and infrastructural support provided for research work is within the constraints of the institution.

The DST–FIST, UGC–CPE schemes have helped in the enhancement of instrumentation facility. Grants and fellowships like UGC-NET/JRF foster an environment of research and academic pursuit.

Department of Botany has started a peer reviewed Journal "Journal of Advances in Biological Science" with Print ISSN: 2394 – 7837 this academic year. Department of Physics

publishes an yearly intercollegiate research journal – '*Coherence'* containing the research works of the research scholars, post graduate students and teachers of our institution.

6.3.5 **Library, ICT and physical infrastructure / instrumentation:**

- College have periodically updated library with bar coding. 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 with in the budgetary allocations of the departments. In addition to the General library facility, there are departmental libraries.

- Library related information is provided to the students and the teachers at the time of joining. Implementation of ICT facility has been done effectively with LCD projectors, Wi – Fi facilities and laptops so as to enable ICT assisted teaching.

- The INFLIBNET facility is open to all teachers and students.

- Total automation of the library service has been initiated.

- College has computer labs, well-equipped instrumentation laboratories in science departments and digitalized seminar halls.

- Addition and modernization of equipments in research laboratories are done based on the availability of funds.

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.
- College council, committees, various clubs, alumni and non-teaching staff association provides support for the smooth functioning of all the activities in the college.
- Human Resource Development Cell organises various activities to develop the leadership quality in students.

6.3.7   **Faculty and Staff recruitment**

- Faculty and staff are recruited transparently by the Management as per Government and UGC norms/rules. 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 concerned department from the list of qualified candidates ascertained by the directorate of collegiate education, Govt of Kerala.

- Security staff is recruited by the PTA.

6.3.8 **Industry Interaction / Collaboration**

- Industrial visits are conducted every year by various departments for graduate and post graduate students as part of the curriculum which helps to improve the understanding of the topics and thereby the performance and intellectual output of the students.
- MSc students of Department of Chemistry carry out their dissertation work at various research institutes like CSIR-NIIST, VSSC (Thiruvananthapuram) etc.
- One month internship programme for post graduate students of Commerce department is done in various companies.
- Department of Psychology also provides internship programme for the degree students of the department.

6.3.9 **Admission of Students**

      The admission of students is as per the norms of Government of Kerala and University of Kerala. Admission is carried out by online centralised allotment process. The university selects the students through on line admission process and allocate the eligible candidates to the college according to their merit and their reservations as per the Government norms. Only 20% seats are filled by the management as per the norms of the Government of Kerala, and 10% of seats are filled on Community quata.

6.4 **Welfare scheme for**

Teaching staff	Pension schemes, Group Insurance Scheme, Staff Credit Co-Operative Society, College canteen, Accidental Benefit Schemes, Provident Fund, State Life Insurance, Festival allowance, Festival Advance etc as per the norms of Govt of Kerala.
Non teaching staff	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	Merit Scholarship by Central and State Govt, AL Lalitha Bhai, Dr N Chandrasekharan Nair endowments, KPCR fee concessions, Post metric scholarship, scholarship for physically handicapped, Post graduate scholarship for single girl child, Students' Health check up by the university, Students group insurance scheme, food at subsidised rate in the canteen, Study materials at concessional rate by the Cooperative society, Career guidance,, Remedial coaching,

6.5 **Total corpus fund generated**   Rupees 3612923/-

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, DC audit, Accountant General	yes	Planning board & College council

6.8 **Does the University/ Autonomous College 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 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?**

NA

6.11 **Activities and support from the Alumni Association**

Department Alumini extent support to the institution at various levels.

6.12 **Activities and support from the Parent – Teacher Association**

- The College level PTA meets frequently to discuss the student's affairs.

- PTA support the college in improving infrastructure and student amenities.

- PTA provides financial assistance for Guest Faculties, Security staff, cleaning staff, and temporary computer lab/office assistants.

- 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 and their assessment is taken into account for improving the teaching and evaluation process.

- In association with IQAC, PTA distribute prizes to both UG and PG students who excelled in University Examinations as a part of MERIT Day Celebrations

- In association with IQAC, PTA give prizes to outstanding students in co-curricular and Extracurricular activities

- PTA supports poor and backward students in their academics and also provides mid day lunch to students from economically backward class.
- Financial assistance for repairing and maintenance works

6.13 **Development programmes for support staff**

- Institution sends the support staff to workshops conducted by Govt of Kerala for acquiring knowledge in GAIN PF, SPARK transactions etc.
- A training programme on ICT enabled administration was given for the office staff under the initiative of IQAC.

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

- IQAC started "Keep our Campus Clean Campaign" on 29th September 2014. The students were informed to bring lunch in their lunch boxes that help to keep the campus clean.
- Bhoomitrasena club organised a Training programme on "HARITHA NAGARA PADDHADHI" in association with Ministry of Water Resources, Govt of Kerala.
- Planting of tree saplings as part of Environment Day celebrations in association with NSS, NCC and Bhoomithrasena club.
- Campus cleaning programme was conducted many times under the initiatives of IQAC, NCC and NSS.
- NSS organised Stem Cell Collection 2014, a unique programme inaugurated by Mr V S Sivakumar, Health Minister, Government of Kerala

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.

- Interdepartmental lectures on curricular and co-curricular topics.
- With more focus on curricular enrichment many programmes were conducted.

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

Plan of action for this academic year was mainly aimed at strengthening the academic environment of the campus. Hence emphasis was given to curricular and co-curricular activities in the action plan and these were effectively implemented.

- Admissions to various UG and PG programmes were conducted as directed by the University.
- Internal examinations were conducted effectively as planned and the Continuous Evaluation marks were uploaded to the University on time.
- Tutorial and PTS meetings were regularly conducted by various departments and the review of these meetings has helped in timely redressel of many of the student grievances.
- National level seminars were organised by Departments of Hindi, Malayalam, Economics and Mathematics which ensured wide participation of research scholars and faculty all over India.
- Faculty members participated in many workshops, symposia's and seminars and have numerous publications to their credit. Faculty also fulfilled their social responsibility by actively participating in radio talks, science popularisation programmes etc.
- Various environmental awareness programmes, Cancer awareness programmes, AIDS awareness programmes, clean campus programmes etc were organised by the institution.

7.3 **Give two Best Practices of the institution**

- Interdepartmental invited talk series on curricular and co-curricular topics
- Blood donors forum

7.4 **Contribution to environmental awareness / protection**

All the departments participated in the Keep the campus clean campaign. The campaign requested all the students to bring lunch in the steel boxes to make the campus plastic free. Bhoomitrasena club organised a Training programme on "HARITHA NAGARA PADDHADHI" in association with Ministry of Water Resources, Govt of Kerala as a part of green campaign. The institution strictly abides green protocol. The institution observed World Environment Day, World Ozone Day, World Mental Health Day, World Aids Day and National Science Day through awareness programmes. Department of Botany and Zoology has arranged field trips to botanical parks, wild life sanctuaries and different types of ecosystems as part of environmental awareness programmes to students. Visit to Peppara dam and Kottur Elephant park was organised under the initiatives of Nature Club and NSS. All the departments took initiative for inculcating environmental values in students, through green campus programmes, plastic free zones, waste management, biogas utilization, clean campus programmes and awareness campaigns.

7.5 Whether **environmental audit was conducted?** Yes ☐ No √

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

STRENGTHS	WEAKNESS
- Academically brilliant students - BSc and MSc Percentage of result is higher than nearby colleges and University average - Highly competent faculty - Advanced facilities for research. - Low drop out percentage - Direct personal interaction with parents and students	- Semester working days not enough to complete the syllabus on time - Results not published on time. - Lack of financial support to modernize the laboratory - Inadequate institutional linkages - Student strength above the optimum level which hampers individual attention

• Department team work • Mentoring of students • Punctuality • Special attention to weak students • Large number of Research publications • A large number of students from economically backward sectors study in the institution. • Large campus area and excellent scenic beauty in the city.	• No M Phil Courses • No increase in infrastructural and sports facility.

8. **Plans of institution for next year**

- Days of significance such as World pi day, World Mental Health Day, World Ozone Day, International Yoga Day to be celebrated by the institution.
- Health awareness programmes to be conducted.
- Induction program for first year students to be organised.
- More seminars, lecture series and colloquium series to be organised to promote research environment in the campus.
- Infrastructural facilities in the campus to be improved.
- Student initiated programmes to be organised.

Dr M. R Sudarsanakumar

Name and Signature of the

Coordinator, IQAC

Dr Hema NairR

Name and signature of the

Chairperson, IQAC

PRINCIPAL
Mahatma Gandhi College
Thirvananthapuram

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: STUDENTS FEEDBACK

Student feedback was collected at the end of the last semester of UG and PG course to access 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.

Feedback analysis for the institution

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	

Feedback analysis of the faculty

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	

Feedback analysis of the 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	