

**INTERNAL QUALITY ASSURANCE CELL  
(IQAC)  
Annual Quality Assurance Report (AQAR)  
(2015 – 2016)**

**MAHATMA GANDHI COLLEGE  
PATTO M 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)

2015-2016

#### 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. Hema Nair

Tel. No. with STD Code:

0471-2541039

Mobile:

04712439609

Name of the IQAC Co-ordinator:

Dr S Balachandran

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Mobile:

9447102261

IQAC e-mail address:

mgciqac@gmail.com

**1.3 NAAC Track ID** (For ex. MHC0GN 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	1 <sup>st</sup> Cycle	A	87.75	2004	2009
2	2 <sup>nd</sup> Cycle	A	3.16	2013	22/3/2018
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC :** DD/MM/YYYY

14/07/2004

**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)

AQAR 2014-15 on (22.11.2017)

## Annual Quality Assurance Report 2015-16

### 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,  
Trivandrum

### 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	<input type="checkbox"/>	DST-FIST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>	Any other ( <i>Specify</i> )	<input type="checkbox"/>
UGC-COP Programmes	<input type="checkbox"/>		

## **2.IQACComposition and Activities**

2.1No. of Teachers	<input type="text" value="15"/>
2.2No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3No. of students	<input type="text" value="0"/>
2.4No. of Management representatives	<input type="text" value="1"/>
2.5No. of Alumni	<input type="text" value="1"/>
2. 6No. Of any other stakeholder and Community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10No. of IQAC meetings held	<input type="text" value="4"/>

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**2.11 No. of meetings with various stakeholders:**

No.

Faculty

Non-Teaching Staff

Students

Alumni

Others

**2.12 Has IQAC received any funding from UGC during the year?**

Yes

No

If yes, mention the amount

**2.13 Seminars and Conferences (only quality related)**

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

Total Nos.

International

National

State

Institution Level

(ii) Themes

IQAC have organized a workshop for the Administrative Staff for making them familiar with TC printing program.

**2.14 Significant Activities and contributions made by IQAC**

IQAC organized a Merit Day function and distributed awards to faculties and students who have made remarkable contributions to various fields.

IQAC has contributed to enhancement in teaching-learning process and research work.

IQAC has organized seminars, conferences and invited talks

IQAC has created more avenues for students to engage in community services

IQAC has organized various activities for sensitizing students to ecological and environmental issues

### **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
Distribution of time table and academic calendar to students at the start of each semester.	It was possible for the students to plan and implement their academic activities in advance.
Action plan of various departments to be submitted	Many activities were organised in the institution in tune with the action plan.
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.
All the head of departments were instructed to make the students aware of anti ragging rules.	No major complaint with regard to ragging was reported in the institution.
College hand book to be updated and prepared.	College hand book was prepared and distributed to all the students and staff of the institution.
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.
Remedial classes to be conducted for slow learners.	Departments have conducted remedial classes to ensure academic progress of slow learners.
Meetings of the tutorial committee to be held regularly.	Departments conduct tutorials and difficulties of students are duly addressed.

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Student centric learning to be promoted.	Peer teaching sessions, field trips, industrial visits etc were conducted.
ICT training to be imparted to students.	IT workshop was held for the benefit of the students.
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.
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.
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.
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.
Implement a close surveillance system in the college for helping in the improvement of examination	Close surveillance cameras were installed in the key points of the college campus and examination halls.
Organise Alumni Meetings of different batches department wise	Department of Chemistry, Sociology and Commerce organized alumni meetings
Organise Talent Hunt in cultural activities for the students for University Youth festival	The students who were selected participated in University Youth Festival and won prizes
Department of Sociology regularly conduct 'Day for older persons'	Encouraging students to work with NGOs to understand social reality.



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anti-drug campaign	The Department of English conducted anti-drug campaign, for which the beneficiaries are in commendable numbers
Social activity, Charity, Environment	Students regularly visit, learn and serve at Karunasayi deaddiction centre. Some students are also taking classes regularly for students of Poojappura Mahila Mandiram. Department of Psychology accompanied by faculties Visited old age home (Hermitage for retired school teachers).
National and International Days of Importance	World Ozone Day, Environment Day, Yoga Day etc, imparts knowledge and values to the beneficiaries.

*\* Attach the Academic Calendar of the year as Annexure.*

**2.15 Whether the AQAR was placed in statutory body      Yes**

Management

Syndicate

College council

Provide the details of the action taken

The AQAR was placed before the Management after being verified and approved before 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	4	0	0	0
Others	0	0	0	0
<b>Total</b>	34	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 programme is also semester system programme comprising of four semesters. Seven departments offer Doctoral programmes as well. This year The Department of Psychology started a Certificate Programme in 'Yoga and Stress Management. Since the college is an affiliated college under Kerala University, we follow the curriculum set by the parent University.

**(ii) Pattern of programmes:**

Semester ~~Pattern~~ 23

**1.3 Feedback from stakeholders\*** Alumni   
(On all aspects)

Parents

Employers

Students

**Mode of feedback:**

Online

Manual

Co-operating schools (for PEI)

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

The college has no provision for revising or updating the syllabus. Kerala University has revised the syllabus for the Under Graduate Programmes BA Hindi, BA Economics and B.Sc Psychology. We have adopted the same.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

**2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
100	57	32	0	1

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

74
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**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
3	5	0	0	0	0	2	0	5	5

**2.4 No. of Guest and Visiting faculty and Temporary faculty**

10	0	3
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**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended	5	71	29
Presented papers	9	52	8
Resource Persons	0	15	8

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

All the departments of the institution are equipped with ICT facilities with enough computers and internet connectivity both wired and Wi-Fi. All the departments also possess one smart class room equipped with LCD/LED Projector and audio systems. The Department of Zoology and Botany possess Interactive Board and associated systems. All the departments have been extensively using the said modern systems to modulate learning process of the students, through innovative methods. Peer teaching is one of them practiced by the departments of Sociology, Chemistry and Economics. Remedial teaching is employed whenever necessary to enhance the learning process of the needy students. Postgraduate students of the department of English went out to schools to teach SSLC and Plus Two students. Field visit and Report writing have been effectively employed by the Department of Sociology for their students to understand their theoretical knowledge in real scenarios. Department of Psychology introduced an approach of 'Each One Teach One', and senior students teach Juniors to ensure student participation in both teaching and learning process. The department of Hindi collect materials from different sites which is innovative and upto date in the subject of Hindi. The students are provided internet facility for browsing articles and books through inflibnet. Debates and seminars are conducted. They also provide language lab. Monthly review of recent developments in science is arranged for MSc

students by research scholars in Department of Physics. Visit to scientific institutions to motivate students. Student seminars are mandatory for the PG students and introduced for UG students also whenever possible.

**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)**

Evaluation was two parts as per the Parent University Norms, which includes Continuous Assessment and End Semester Assessment. Changes and Novel Methods in Internal assessment have been introduced and practiced wherever possible. Some of which includes Surprise quiz programmes by almost all departments in different ways. The Department of Physics introduced open book examination, to enable the students for competitive exams. Online exams were effectively conducted by various departments through creating Google forms, for multiple choice exams.

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

18

11

5

**2.10 Average percentage of attendance of students**

88.91%

**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	36.6	26.8	17.1	17.1	97.6
(Malayalam)	47	0	8.51	55.3	21.3	85.1%
(English)	37	10.8	27	10.8	0	48.6
(Sociology)	51	9.8	9.8	58.8	15.7	94.1
(History)	29	0	0	17.3	10.3	27.6
(Economics)	57	5.26	29.8	24.6	7.02	63.2
B Sc (Physics)	46	54.3	37	8.7	0	100

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(Chemistry)	44	18.2	40.9	0	0	59.1
(Botany)	26	3.85	38.5	0	0	42.3
(Zoology)	37	0	0	0	18	48.6
(Mathematics)	43	20.9	62.8	11.6	0	95.3
(Psychology)	27	10	76	4.5	9.5	70
BCom	62	7.74	61.29	15.52	0	93.55
M A (Hindi)	11	0	90.9	0	0	90.9
(Malayalam)	16	0	93.8	0	0	93.8
(English)	19	0	84.2	10.5	0	94.7
(Economics)	14	0	21.4	42.9	0	64.3
M Sc (Physics)	19	66.7	20	0	0	86.7
(Chemistry)	13	53.8	38.5	0	0	92.3
(Botany)	13	0	76.9	0	0	76.9
(Zoology)	13	7.69	92.3	0	0	100
(Mathematics)	19	31.6	47.4	10.5	0	89.5
M Com	19	0	84.21	10.53	0	94.74

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

- Continuous evaluation of students learning process by conducting tests/examinations.
- Motivating teaching faculty to adopt new methodologies. Motivating them to attend seminars, workshops, conferences, presenting papers.
- IQAC 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 .
- Motivating teachers to attend refresher course, orientation, seminar etc. Encouraging departments to conduct seminars. Encourage student participation for various curricular and extracurricular activities. Monthly test for students. Regular PTS meeting and tutorials.
- 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.
- Student feedback is collected at the end of every semester 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**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	15
UGC – Faculty Improvement Programme	5
HRD programmes	0
Orientation programmes	8
Faculty exchange programme	1
Staff training conducted by the university	3
Staff training conducted by other institutions	8
Summer / Winter schools, Workshops, etc.	6
Others	4

**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	8	0	2
Technical Staff	15	2	2	0

### Criterion – III

#### 3. Research, Consultancy and Extension

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

All the programmes conducted in the Institution is triggered and monitored by the IQAC through proper guidance and systematic documentation. Seven of the departments are Research centres approved by the Parent University as per the latest UGC guidelines. The IQAC conducted ICT training programmes for Research Students for enhancing their computer skills. Programmes for regional language typing, INFLIBNET using, know-how of Statistical Software Packages, etc are to name a few. Department of Chemistry conducted Research oriented seminar by students and experts. Conducted workshops, Industry and research organization visit. Department of Hindi held meeting with class tutors. The students were made aware of different welfare schemes. 80% of the staff rooks guideship. Department of Psychology conducted regular talks arranged, Seminar presentations by students and faculty encouraged to attend and present papers outside the institution. Monthly presentation by research scholars on their research work and reviewing half yearly progress report in the Department of Physics.

##### 3.2Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	2
Outlay in Rs. Lakhs	0	0	0	43 Lakhs

##### 3.3Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	0	0	0
Outlay in Rs. Lakhs	-	0	0	0

##### 3.4Details on research publications

	International	National	Others
Peer Review Journals	23	30	4
Non-Peer Review Journals	0	10	0
e-Journals	1	0	0
Conference proceedings	7	6	2



**3.5 Details on Impact factor of publications:**

Range  h-i  . 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	43 Lakhs
Minor projects	3	UGC	2.5 Lakhs	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
<b>Total</b>	-	-	-	-

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

ii) Without ISBN No.

**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)

**3.10 Revenue generated through consultancy**

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

Level	International	National	State	University	College
Number	0	2	5	0	17
Sponsoring agencies		UGC	KSCSTE		PTA

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**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	1
	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
1	0	0	0	0	0	1

**3.18 No. of faculty from the Institution who are Ph.D.Guides and students registered under them**  
 internal guides: 26                      Students registered: 50  
 External guides: 11                      Students registered: 21

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

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

JRF  SRF  Project Fellows  Any other

*\*University JRF's included*

**3.21 No. of students Participated in NSS events:**

University level  State level   
 National level  International level

**3.22No. of students participated in NCC events:**

	University level	10	State level	3
National level		15	International	0

**3.23No. of Awards won in NSS:**

University level	2	State level	0
National level	0	International level	0

**3.24No. of Awards won in NCC:**

University level	4	State level	3
National level	6	International level	0

**3.25No. of Extension activities organized**

	University forum	0	College forum	2	
NCC		6	NSS	11	Any other
					3

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

- The Department of Sociology regularly conducted ‘Day for older persons’ which includes visit to old age home and encouraging students to work with NGOs to understand social reality.
- The Department of English conducted one-day workshop on French language and culture, anti-drug campaign, for which the beneficiaries are in commendable numbers. Teaching English grammar for higher secondary students has also got great response from various institutions.
- The students of the Department of Psychology accompanied by faculties Visited old age home (Hermitage for retired school teachers) and interacted with inmates and did cultural programmes for the inmates. Students regularly visit, learn and serve at Karunasayi deaddiction centre. Some students are also taking classes regularly for students of PoojappuraMahilaMandiram.
- The World Ozone Day was celebrated with focal theme “30 Years of Healing the Ozone Together- All there is Between You and UV”, by Nature Club on 18<sup>th</sup> September 2015. Dr. Hema Nair (Principal), Dr. K. G. Ajit Kumar (Assoc. Prof. and HoD, Dept. of Botany), Dr. Asha V. G. (Asst. Prof., Dept. of Zoology), and other notables were present. Inaugural address was by Dr. Kmalasanan Kokkal (Joint Director and Head, KSCSTE, Sasthra Bhavan) and Keynote address

by Prof. M Jayaprakash (Former Prof. and head, PG Dept. of Zoology, Mahatma Gandhi College).

- Science Club conducted a talk on “Science, Non- Science and Pseudo Science” by Prof. K. Pappootty (Former Director, State Institute of Encyclopaedia, Govt. of Kerala) on 22<sup>nd</sup> September 2015.
- The inauguration of “Tourism Club” of Mahatma Gandhi College was done by Dr. B. Vijayakumar (Principal, Kerala Institute of Tourism and Travel Studies, Trivandrum) on 28<sup>th</sup> September 2015. Dr. Hema Nair (Principal), Dr. Balachandran, Convener IQAC) and other notables were present.
- Department of Sociology organized a programme as part of “International Day of Old Persons” on 1<sup>st</sup> October 2015. Dr. Hema Nair (Principal), Dr. Sarita (assoc. Prof. and Head, Dept. of Sociology), Mr. N. K. Sunil Kumar (Asst. Prof., Dept. of Sociology) and other notables were present. Also presented the documentary “Returning to Life” by Mahesh P. Nair (HOPE Charity, Trivandrum).
- The Nature Club of Mahatma Gandhi College conducted a talk on “Combating Desertification, Land Degradation and Drought” by Dr. Sreekumar (Organic Farming Consultant) as part of National Environment Awareness Campaign, NEAC 2014-15 on 8<sup>th</sup> October 2015. The event was sponsored by Ministry of Environment and Forest and Climate Change, Centre for Environment and Development. Dr. Hema Nair (Principal), Dr. K. G. Ajit Kumar (Assoc. Prof. and HoD, Dept. of Botany), Dr. Asha V. G. (Asst. Prof., Dept. of Zoology), and other notables were present.
- As a tribute to the Missile Man, Dr. A. P. J. Abdul Kalam, Science Club of Mahatma Gandhi College, Thiruvananthapuram, Organized a one-day programme, with activities like Planting trees in the campus, Poster exhibition, Seminars etc on 15<sup>th</sup> October 2015. Dr. Hema Nair (Principal), Dr. Balachandran, Convener IQAC), Dr. Bijukumar (Secretary PTA) and other dignitaries were present. Seminar Sessions were handled by Mr. Syam Krishnan (SCI/ENGR SE, ISRO), and Mr. Kiran Mohan (SCI/ENGR SE, ISRO), on the topic “Introduction to Space Technology”.
- In connection with the birthday celebration of Dr. A. P. J. Abdul Kalam, the students of the Department of Botany provided mid-day meal for temporary residents of Medical College, Trivandrum on 15<sup>th</sup> October 2015.
- The Department of Psychology Celebrated World Mental Health Day on 9<sup>th</sup> October 2015. Variety of programmes like Short Skit, Documentary, Illustrations, Exhibition, and Psycho-Games were conducted. The chief guest was Dr. L. R. Madhujan (Diresctor, Karunasai Institute of Mental Health).
- Department of Commerce organized a short film presentation by showing “Blind Eyes” on 17<sup>th</sup> February 2016. Dr. Hema Nair (Principal), Dr. Manoharan Nair Dr. Dipa S. Krishnan, (Assoc.

Prof., PG Dept. of Commerce), Dr. G. Pushpangathan, (Assoc. Prof., PG Dept. of Commerce), and other dignitaries were present.

NCC Activities

- World Environmental Day, June 5<sup>th</sup> : Planting trees in connection with world environment day near Aakulam lake.
- Celebrated World Yoga day, June 21<sup>st</sup>: 600 cadets from various institutions participated in the programme.
- Campus cleaning on August 15<sup>th</sup> and January 26<sup>th</sup> in connection with Independence Day and Republic Day celebrations.
- Cleaning the surroundings of Aakulam Lake and removing plastic waste from the area on August 22<sup>nd</sup> and October 2<sup>nd</sup>.
- NCC cadets regularly participated in parades organized by the Government during important days.
- Regular parades are organized in the college.

NSS Activities

- Conducted environmental survey in Kowdiar powered by HLL
- Environmental Survey on October 2<sup>nd</sup> and 3<sup>rd</sup> in Peroorkada area under Swatch Bharath Mission Programme. 120 students participated.
- Gandhi Jayanthi celebrations and plastic free campaign was conducted on October 2<sup>nd</sup>. Dr. M. R. Sudarsanakumar, Principal, VTMNSS College, Dhanuvachapuram, inaugurated the event.
- Distribution of lunch to the Medical College inmates
- 'Snehaputhappu', distribution of bedsheets to cancer patients in RCC.
- Palliative care for needy at homes in Medical college ward
- Cleaning of Kowdiar Park.
- Conducted 'Lehari Vimuktha campaign' and seminar in the college
- Seminar for giving awareness on Dengue Fever was organized by doctors of Medical College Hospital, and mass awareness programme against Dengue fever was conducted in participation with Thiruvananthapuram Cooperation.
- Distributed old clothes to Swapnakoodu, an organisation to help the poor.
- NSS volunteers regularly participate in blood donation programmes.

**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	0		10
Value of the equipment purchased during the year (Rs. in Lakhs)	40.11	8		48.11
Others				

**4.2 Computerization of administration and library**

Total automation of the library service is going on.

**4.3 Library services:**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books & Reference Books	64739	9570320	677	258119	65416	9828439
e-Books*	0	0	0	0	0	0
Journals	6	10600	0	0	6	10600
e-Journals*	0	0	0	0	0	0
Digital Database	0	0	0	5000	0	5000*
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

\*The college have inflibnet 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	92	22	2	0	0	4	56	8
Added	20	4	-	-	-	2	14	-
Total	112	26	2	0	0	6	70	8

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

Almost all the departments got their regular upgradation in ICT facilities with adding of computers with internet facilities. The Department of Zoology got 6 computer with internet access. The Department of English got ICT enabled class room. They also Provided opportunity for students to enhance their aesthetic sense by showing films on books prescribed for students. In the department of Hindi 90% of the students were made aware of computer. They are trained through ICT. Also 90% students were made aware of Hindi typing.

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

i) ICT	0.4
ii) Campus Infrastructure and facilities	0.9
iii) Equipments	2.25
iv) Others	1.56
<b>Total :</b>	<b>5.11</b>

## **Criterion – V**

### **5. Student Support and Progression**

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

- IQAC has been constantly triggering and monitoring the Student Support Services both External and Internal constituted.
- Programmes like walk with scholars, student support programme have been effectively carrying out in selected departments for the needy students.
- 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 addressing 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.



<b>5.3 (a) Total Number of students</b>	UG	PG	Ph. D.	Others
	1794	344	71	0

(b) No. of students outside the state -

(c) No. of international students 9

Men

Women

No	%
827	37.36

No	%
1382	62.64

~~General Science (2015)~~ ~~Physics~~ ~~2014~~ ~~General Science (2015)~~ ~~Physics~~ ~~2014~~  
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Demand ratio: Allotment to all graduate and post-graduate courses are carried out by Kerala University through a centralised admission process, and hence exact number of students who have applied for various courses in our college is not known to us. Hence calculation of demand ratio is not attempted.

Dropout: 0.5 %

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

Faculties of various departments are seriously concerned with the academic and career progression of the students. The initiatives include programmes to give awareness regarding various exams and opportunities to serious academic sessions. Conducted sessions for NET oriented coaching, Orientation for Civil Service and Bank test. The Department of Physics conducted Objective examinations for GATE, NET, SET, etc, was conducted for MSc students and tests on general science and current science were conducted for BSc students with help them for JAM, CAT, and other entrance exams. The Department of Botany gave awareness to the students in PG level in connection with the opportunities after their PG programme. Special attention given for NET and JRF examination of CSIR.

No. of students beneficiaries 255

**5.5 No. of students qualified in these examinations**

<span style="border: 1px solid black; padding: 2px 10px;">7</span>	<span style="border: 1px solid black; padding: 2px 10px;">3</span>	<span style="border: 1px solid black; padding: 2px 10px;">0</span>	<span style="border: 1px solid black; padding: 2px 10px;">0</span>
--	--	--	--

NET		SET/SLET		GATE		CAT	
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	3

**5.6 Details of student counselling and career guidance**

The institution has a department of Psychology with faculties with formal training in counselling. Also a counselling cell which is part of the department is available for the students. Counselling sessions conducted regularly but special one to one and personal sessions were given to needy students as and when required. Counselling is done at the tutor level also. The Department of Hindi with collaboration with the department of Psychology and College Career Development Cell incorporated career guidance classes and counselling. The Department of Economics conducted Counselling for students in the following areas – Personality development, Job related orientation, Preparation for facing an interview board. The Department of Physics conducted Monthly tutorial sessions are conducted and problems of students are identified. Effective counselling is given to the students either by the group tutor or senior teachers of department. Special cases are handled with the help of practicing clinical psychologist Dr. B. Jayaraj, of the department of Psychology of the college.

No. of students benefited 184

**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
3	61	6
		0

**5.8 Details of gender sensitization programmes**

The institution has Women’s Cell in whose purview programmes were conducted regarding gender sensitization and associated issues. The Department of Sociology conducted group discussion and debate for students. The department of Hindi in association with Women’s cell conducted a seminar on Gender Equality. Elocution conducted on the subject. Talk on domestic violence and cybercrime. Students (Both boys and girls) participated in Women’s Day programme organized by Department of Psychology in association with Women’s Cell.

**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**

	<b>Scholarship</b>	<b>No. of Students</b>	<b>Amount</b>
1	Higher Education Scholarship	201	288000
2	Central Sector Scholarship	101	210000
3	Suvarna Jubilee Scholarship	87	210000
4	State Merit Scholarship	175	11250
5	Post Matric Scholarship	Under processing	Under processing
6	Hindi Scholarship	103	85000
7	Muslim Nadar Girls Scholarship	4	250
8	C.H.Muhammedkoya Scholarship	1	Under processing
9	Blind/PH Scholarship	14	28500
	Sanskrit Scholarship	6	Under processing
11	Indira Gandhi Scholarship (Single girl)	Under processing	Under processing
12	University Merit Scholarship	134	134000
13	Prathibha Scholarship	79	Under processing
15	Aspire Scholarship	3	8000

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16	Inspire Scholarship	Under processing	Under processing
17	Forward community Scholarship	261	322000
18	Snehapoorvam Scholarship	46	200000
	M.G.Col.Co.Operative Society Sc.	30	17000
19	Fishermen Scholarship	16	79495
20	Study Tour	Under processing	Under processing

**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:**

Construction of girls' toilet initiated with fund from management

## **Criterion – VI**

### **6. Governance, Leadership and Management**

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

"Sa Vidya Ya Vimukthaye" meaning "Knowledge is that which liberates". The college envisages the translation of its motto into actuality. The vision of the college is Education is the means of socio-cultural emancipation and economic empowerment of the underprivileged masses and also 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 is to provide cultural and physical training inputs for building a healthy and viable society through the balanced orientation in basic and applied sciences with due importance to humanities and social sciences.

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

Yes. All the departments and the administrative office are connected through LAN which enables centralised storage and efficient retrieval of data. The institution has a whole campus wi-Fi facility, Publish 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 of University of Kerala. The curriculum development process is undertaken by duly constituted academic bodies like Academic Council, Board of Studies and Faculty member. 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, workshops, 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 laptops so that the information from WWW can be directly transferred to class room.
- 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 a general library open to all the students. In addition each department have a good collection of books, Journals, PhD, UG and PG Dissertations etc. The college have an INFLIBNET facility and also provide the use of instrumentation facility to student of other colleges on payment basis.
- Among the 13 departments of the college, 10 are PG departments and 7 are Technology enabled Teaching Learning process practised in college.
- Special classes on holidays and remedial coaching, display of newspaper cuttings related to economics and frequent discussions and debates on the same are to name a few activities conducted by the Department of Economics.

#### **Activities**

- The Dept. of Psychology in association with National Service scheme organized “The First International Yoga Day” celebration on 21<sup>st</sup> June 2015.
- Famous writer Gireesh Puliyoor released “Ezhuthakam 2014-15”, an annual publication of Department of Malayalam, on 14<sup>th</sup> July 2015 at Seminar hall. Dr. Hema Nair (Principal), Dr. Ajayapuram Jyothushkumar (Associate Prof. and HoD, Dept. of Malayalam), Dr. A. G. Oleena (Associate Prof., Dept. of Malayalam) and other notables were present.

- The research Association of Dept. of Chemistry organized an invited talk on “New Avenues for the Realization of Smart Surfaces and Polymers” by Dr. Santhosh Kumar K. S. (Scientist SE, VSSC, Trivandrum) on 16<sup>th</sup> July 2015. Dr. Hema Nair (Principal), Dr. Asha T. (Assoc. Prof., and HoD, Pg Dept. of Chemistry) Dr. resmi Reghunandan (Asst. Prof, PG Dept. of chemistry) and other notables were present.
- Department of Chemistry conducted Colloquium Series in coincidence with the supernannuation of Dr. Asha T. (Assoc. Prof., and HoD, Pg Dept. of Chemistry) from 25<sup>th</sup> to 30<sup>th</sup> January 2016. Prof. George Thomas deliberated on “applications of Photochemistry”, and Mr. Satheesh Chamdran deliberated on “Bio-inorganic chemistry/Organometallic chemistry”. Dr. Hema Nair (Principal), Dr. Sudha Devi (Assoc. Prof., Dept. of Chemistry), Dr. K. G. Ajit Kumar (Assoc. Prof. and HoD, Dept. of Botany) and other notables were present.
- Department of Chemistry conducted a lecture series from 27<sup>th</sup> to 29<sup>th</sup> February 2016, on different topics. Dr. Achutsankar S. Nair (HoD, Department of Computational Biology and Bioinformatics, University of Kerala) deliberated on ‘Thinking Skills for Higher Education’. Dr. M. R. Sudarsanakumar (Principal, VTMNSS College, Dhanuvachapuram) deliberated on “Supramolecular Chemistry” and Dr. Jayakumar (Formal Principal, Mahatma Gandhi College, Thiruvananthapuram) deliberated on “Organic Spectroscopy).
- Department of Mathematics conducted an exhibition “Mathematica 2016” in connection with the ‘world pi day’, on 18<sup>th</sup> March 2016 at seminar hall.

### **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 was intimated to parents either in PTS meetings or sends the progress cards.

- Department of Psychology conducted the Project Presubmission Presentation of BSc Psychology students on 28<sup>th</sup> March 2016 at Seminar Hall. Sri. Hari Krishnan (Asst. Prof. of Psychology, University College, Trivandrum) delivered Key Note Address and did the evaluation of the presentations. Dr. Dr. Adithi N. (HoD, Dept. of Psychology), Jayaraj (Asst. Prof., Dept. of Psychology), Dr. Sreekumar (Assoc. Prof, Dept. of English), Dr. Biju (PTA Secretary), Dr. Prathibha S. Nair (Asst. Prof., Dept. Of Psychology), and other notables were present.

#### **6.3.4 Research and Development**

- The college has a research committee coordinated by Dr K G Ajithkumar, HoD, 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.
- The research scholars conduct monthly seminars at their concerned departments. Evaluation, criticism and improvement of synopsis presented by all PG Students at the end of their Master thesis. UG final year 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 83 papers in the Journals of national and international repute.
- Research forum keep updated about available avenues for applying for research grants and all the faculty members are given required information regarding the art of preparing projects. The space and infrastructural support is provided for research work within the constraints of the institution.
- The DST–FIST, UGC–CPE project helped in the accession of instrumentation facility. Grants and fellowships like UGC-NET/JRF foster an environment of research and academic pursuit. Both teachers and students of the college have set a precedent of promoting research and venturing into new areas of inquiry.
- Department of Botany is publishing a peer reviewed Journal “Journal of Advances in Biological Science” with Print ISSN: 2394 – 7837 since 2014. Department of Physics publishes yearly interdepartmental research journal – RESONANCE containing the research works of the research scholars and teachers of our institution.



**6.3.5 Library, ICT and physical infrastructure / instrumentation: Any newly added one????**

- For common reading there are newspapers 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 INFLIBNET facility is open to all teachers and students.
- Total automation of the library service is going on.
- Latest books and journals are purchased 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.

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**

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 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.

#### **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 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	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

**6.5**

**Total corpus fund generated**

The institution is run by Nair Service Society the largest non Govt educational organization of Kerala. An amount of Rs. 4491200/- has been generated as corpus fund.

**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       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?**

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 imitative, 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 and a new one is installed near the Department of Chemistry,
- The clean campus green campus is the motto of the college
- The World Ozone Day was celebrated with focal theme “30 Years of Healing the Ozone Together- All there is Between You and UV”, by Nature Club on 18<sup>th</sup> September 2015.
- He Nature Club of Mahatma Gandhi College conducted a talk on “Combating Desertification, Land Degradation and Drought” by Dr. Sreekumar (Organic Farming Consultant) as part of National Environment Awareness Campaign, NEAC 2014-15 on 8<sup>th</sup> October 2015.
- As a tribute to the Missile Man, Dr. A. P. J. Abdul Kalam, Science Club of Mahatma Gandhi College, Thiruvananthapuram, Organized a one-day programme, with activities like Planting trees in the campus, Poster exhibition, Seminars etc on 15<sup>th</sup> October 2015.

## **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**

- 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 redressal of student grievances.
- Faculty eagerly participated in many workshops, symposia's and seminars and have numerous publications to their credit.
- Various environmental awareness programmes, Cancer awareness programmes, Dengue awareness programmes, clean campus programmes were organised by the institution.

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

- Discipline, Academic Improvement
- Promote values and social harmony and incorporation of ICT in curriculum
- 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
- 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)

STRENGTHS	WEAKNESS
<ul style="list-style-type: none"> <li>• Academically brilliant students</li> <li>• BSc and MSc Percentage of result is higher than nearby colleges and University average</li> <li>• Highly competent faculty</li> <li>• Advanced facilities for research.</li> <li>• Low drop out percentage</li> <li>• Direct personal interaction with parents and students</li> <li>• Department team work</li> <li>• Mentoring of students</li> <li>• Punctuality</li> <li>• Special attention to weak students</li> <li>• Large number of Research publications</li> <li>• A large number of students from economically backward sectors study in the institution.</li> <li>• Large campus area and excellent scenic beauty in the city.</li> </ul>	<ul style="list-style-type: none"> <li>• Semester working days not enough to complete the syllabus on time</li> <li>• Results not published on time.</li> <li>• Lack of financial support to modernize the laboratory</li> <li>• Inadequate institutional linkages</li> <li>• Student strength above the optimum level which hampers individual attention</li> <li>• No M.Phil Courses</li> </ul>

**7.7. Plans of the Institution for the next year**

- “Great men corridor”: putting up photos and bio-sketches of ‘Great Men’ along the corridor.
- Induction programme for first year UG students
- Organisation of a two-day Annual Research Conference in Science, Arts and Commerce for the scholars under Research Forum
- Setting up a herbal garden and installation of Solar lights in the campus.
- Celebrating major events and days of importance like Ozone day, science day, Environment Day, etc.
- Setting up Close surveillance cameras at the key points of the college campus and examination halls.

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- Conducting National, State and Institutional Seminars during this academic year.
- Student initiated programmes to be organised.
- Talent hunt to be conducted to identify the talents of the institution and ensuring maximum participation in the University Youth Festival and other events.

*Dr S Balachandran*

*Name and Signature of the Coordinator, IQAC*

Dr.M.R.SUDARSANAKUMA  
PRINCIPAL  
Mahatma Gandhi College  
Thiruvananthapuram

*Name and 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

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**Annexure I  
ACADEMIC CALENDER**

Academic calendar showing academic events of first degree programmes under choice based credit and semester (cbcs) system-2013 admissions (fifth semester), 2014 admissions (third semester), 2015 admissions (first semester) and m.sc -2014 admissions (third semester). (excluding M.Sc-2015 admissions-First semester) .--- 2015-2016

01-06-2015	College re –opens after mid-summer vacation
03-06-2015 TO 09-06-2015	Dates for conduct of first set of test papers for fourth semester classes
08-06-2015 to 12-06-2015	Dates for conduct of first set of test papers for second semester classes
10-06-2015	Last date for submission of assignments/conduct of seminars of fourth semester classes
11-06-2015	Publication of results of first set of test papers of fourth semester classes
15-06-2015	Last date for allotting topics of second set of assignments/conduct of seminars of fourth semester classes
16-06-2015	Publication of results of first set of test papers of second semester classes
	Proposed days for conducting pts meetings
22-06-2015	Last date for submission of first set of assignments/conduct of seminars of second semester classes
01-07-2015 TO 07-07-2015	Dates for conduct of second set of test papers for fourth semester classes
02-07-2015	Publication of notification for university exam for fourth semester classes
06-07-2015	Commencement of first and fifth semester classes and date of publication of notification for university exam for second semester classes
07-07-2015 TO 13-07-2015	Dates for conduct of second set of test papers for second semester classes
09-07-2015	Publication of results of second set of test papers of fourth semester classes
10-07-2015	Last date for receipt of application for university exam, esa without fine of fourth semester m.sc classes
13-07-2015	Last date for submission of second set of assignments/conduct of seminars of fourth semester classes
14-07-2015	Last date for receipt of application for university exam, esa without fine of second semester m.sc classes
15-07-2015	Last date of submission of title of dissertation to the university and last date of receipt of applications for university examinations with fine of fourth semester classes and publication of results of second set of test papers of second semester classes
17-07-2015	Last date of receipt of applications for university examinations with superfine of fourth semester classes and last date of receipt of applications for university examinations with fine of second semester classes
21-07-2015	Last date of receipt of applications for university examinations with super fine of second semester classes
20-07-2015	Last date of registration for the first and fifth semester courses

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28-07-2015	Last date for submission of second set of assignments/conduct of seminars of second semester classes and lastdate for submission of project/ dissertation in the colleges
30-07-2015	Display of results of ca
03-08-2015	Lastdate for submission of project/ dissertation in the university and last date for submission of results of continuous Evaluation(ce)by teachers to the head of the departments of second semester classes
04-08-2015	Last date of submission of complaints if any, by students to the Head of the departments regarding continuous evaluation(ce) of fourth semester classes
05-08-2015	Display of results of caof second semester classes
06-08-2015	Induction programme for first semester students
05-08-2015 07-08-2015 11-08-2015 13-08-2015 18-08-2015	University exams forfourth semester classes
07-08-2015	Last date for allotting topics of assignments/conduct of seminars of first semester classes and last date of submission of complaints if any, by students to the Head of the departments regarding continuous evaluation(ce) of second semester classes
10-08-2015 12-08-2015 17-08-2015 19-08-2015 21-08-2015	University exams for second semester classes
10-08-2015	Commencement of third semester classes
20-08-2015	Onam celebrations
20-08-2015	Last date for sending the list of registered students of first and fifth semester classesto the university
21-08-2015	Last date for submission of assignments/conduct of seminars of first semester classes and last date of receipt of continuous evaluation (ce) results of second semester classes by the Controller of examinations.
21-08-2015	College closes for onam holidays
22-08-2015 To 31-08-2015	Onam holidays
24-08-2015	Last date of registration of the third semester courses
01-09-2015	Last date for allotting topics of assignments/conduct of seminars of fifth semester classes and commencement of third semester m.sc classes
01-09-2015	College re- opens after onam holidays
01-09-2015	Commencement of third semester
09-09-2015	Last date for allotting topics of assignments/conduct of seminars of third semester classes and last date for allotment of topic of assignment(1 and 2) ,conduct of seminars (1 and 2) of third semester m.sc classes
11-09-2015	Last date for submission of assignments/conduct of seminars of fifth semester classes
15-09-2015	Publication of notification for university examinations (ese) of fifth semester classes
17-09-2015	Publication of notification for university examinations (ese) of first semester

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	classes
22-09-2015	Last date of receipt of application for university examinations without fine of fifth semester classes
23-09-2015	Last date for sending the list of registered students of third semester to the university
24-09-2015	Last date of receipt of application for university examinations Without fine of first semester classes
28-09-2015	Last date of receipt of applications for university examinations with fine of fifth semester classes
23-09-2015 TO 30-09-2015	Conduct of test papers of fifth semester classes
28-09-2015 TO 07-10-2015	Conduct of test papers of first semester classes
30-09-2015	Last date for submission of assignments/conduct of seminars of third semester classes and last date of receipt of applications for university examinations With fine of first semester classes
05-10-2015	Last date of receipt of applications for university examinations With super fine of first semester classes
06-10-2015 TO 14-10-2015	Conduct of test papers of third semester classes
07-10-2015	Publication of results of test papers of fifth semester classes
09-10-2015	Last date for submission of first set of assignments/ conduct of seminars of third semester m.sc classes
12-10-2015 TO 16-10-2015	Conduct of first set of test papers of third semester m.sc classes
13-10-2015	Publication of results of first set of test papers of first semester classes
16-10-2015	Last date for submission of results of continuous Evaluation(ce) by teachers to the head of the departments of fifth semester classes
19-10-2015	Publication of notification for university examinations (ese) of third semester classes and publication of results of first set of test papers of third semester m.sc classes
19-10-2015 TO 06-11-2015	End semester evaluation(ese) of fifth semester classes
20-10-2015	Last date for allotment of topics for dissertation of third semester m.sc classes
22-10-2015	Display of results of continuous evaluation(ce) of fifth semester classes and publication of results of testpapers of third semester classes
23-10-2015	Last date for submission of results of continuous Evaluation(ce) of first semester classes by teachers to the head of the departments
26-10-2015	Last date of receipt of application for university examinations without fine of third semester classes
26-10-2015 TO 11-11-2015	End semester evaluation(ese) of first semester classes
27-10-2015	Last date of submission of complaints if any, by students to the

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	Head of the departments regarding continuous evaluation(ce) of fifth semester classes
30-10-2015	Last date of receipt of applications for university examinations with fine of third semester classes and display of results of continuous evaluation(ce) of first semester classes
05-11-2015	Last date of receipt of applications for university examinations with super fine of third semester classes and last date of submission of complaints if any, by students of first semester classes to the head of the departments regarding continuous evaluation(ce)
06-11-2015	Proposed date for conducting science fest
07-11-2015	Proposed date for conducting quiz competitions
16-11-2015	Last date of receipt of continuous evaluation (ce) results by the controller of examinations) of fifth semester classes
16-11-2015 TO 20-11-2015	Dates for conduct of second set of test papers of third semester m.sc classes
20-11-2015	Last date for submission of results of continuous evaluation (ce)of third semester classes by teachers to the head of the departments
23-11-2015	Last date of receipt of continuous evaluation (ce) results of first semester classes by the Controller of examinations
23-11-2015 TO 11-12-2015	End semester evaluation(ese) of third semester classes
24-11-2015	Publication of results of second set of test papers of third semester m.sc classes
26-11-2015	Display of results of continuous evaluation(ce) of third semester classes
01-12-2015	Last date of submission of complaints if any, by students of third semester classes to the head of the departments regarding continuous evaluation(ce) and date of notification for university exams of third semester m.sc classes
04-12-2015	Last date for receipt of application for university exam, esa without fine of third semester m.sc classes
09-12-2015	Last date for receipt of application for university exam, esa with fine of third semester m.sc classes
14-12-2015	Last date for receipt of application for university exam, esa with superfine of third semester m.sc classes
16-12-2015	Last date for submission of second set of assignments/ conduct of seminars of third semester m.sc classes
20-12-2015	Christmas day celebrations
21-12-2015	Last date of receipt of continuous evaluation (ce) results of third semester classes by the Controller of examinations. And college closes for x mas holidays
01-01-2016	Colleges re-opens after xmas holidays
11-01-2016	Last date for submission of ca by teachers to the heads of the departments of third semester m.sc classes
13-01-2016	Display of results of ca marks of third semester m.sc classes

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15-01-2016	Last date for submission of complaints if any,, by students of third semester m.sc classes to the head of The departments regarding continuous evaluation(ce) of third semester m.sc classes
13-01-2016 15-01-2016 18-01-2016 20-01-2016 22-01-2016	University exams (esa) of third semester M.sc classes
18-01-2016	Last date for submission of ca and online submission of the same to the controller of examination of third semester m.sc classes
25-01-2016	Commencement of 1v semester m.sc classes
02-02-2016	Last date for allotting topics of assignments/ conduct of seminars of fourth semester m.sc classes
12-02-2016	Assessment report of dissertation work in the college
18-02-2016	Sports day –indoor
19-02-2016	Sports day –out door
22-02-2016 TO 26-02-2016	Conduct of test papers of fourth semester classes
01-03-2016	Publication of resultsof first set of test papers of fourth semester m.sc classes
02-03-2016	Last date for submissionof first set of assignments/ conduct of seminars of fourthsemester m.sc classes
08-03-2016	Last date for allotting topics of second set of assignments/ conduct of seminars of fourthsemester m.sc classes
17-03-2016	Merit day
18-03-2016	College day
21-03-2016 TO 28-03-2016	Conduct of second set of test papers of fourth semester classes
30-03-2016	Publication of resultsof second set of test papers of fourth semester m.sc classes
31-03-2016	College closes for mid-summer vacation

## Annexure II Feedback analysis

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.

### Feedback for teachers

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 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	

### Feedback for College

Sl. No.	Attributes	Score (1,2,3,4,5)
1	Encouraging academic pursuit	
2	Clubs, NCC, NSS activities	

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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	