

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)
Annual Quality Assurance Report (AQAR)
(2016 – 2017)**

**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*

Part – A

AQAR for the year (for example 2013-14)

2016-2017

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 M R Sudarsanakumar

Tel. No. with STD Code:

0471-2541039

Mobile:

9447711030

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. 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	1 st Cycle	A	87.75	2004	2009
2	2 nd Cycle	A	3.16	2013	22/3/2018
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

14/7/2004

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

AQAR 2013-14 on (22.11.2017)

AQAR 2014-15 on (22.11.2017)

AQAR 2015-16 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	<input type="text" value="18"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="3"/>
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="27"/>
2.10 No. of IQAC meetings held	<input type="text" value="6"/>

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 NA

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

2.14 Significant Activities and contributions made by IQAC

- Maintains records of the entire teaching faculty of the institution and keep tracks of the accomplishments of the faculty.
- Give proper guidelines to prepare plan of action for the major activities during the academic year.
- Contribute towards various activities for research and development activates and conducts of Annual research conference.
- Conduct the merit day function in association with PTA at the end of the academic year.
- Conduct activities for promoting students' cultural abilities.
- Create environmental consciousness among the entire staff and students of the college.

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.

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2.	Visit the departments to review the plan of action and collect opinions from the faculty members about the action plan	IQAC visit to departments and review of action plan.
3.	Take initiative to set up a “Great men corridor” in the college corridor near the office room.	Accomplished “Great men corridor” near the office room
4.	Setting up of an admission committee for the smooth conduct of UG and PG admissions. A help desk for helping first year degree students in University online procedure was successfully established.	Carried out smooth and transparent admission process in accordance with the rules and regulations of the parent University.
5.	Organize induction programme to the first year UG and PG students	Conducted Induction programme for first year UG students.
6.	Conduct the meeting of Anti ragging cell and Discipline Committee. All the head of departments, tutors were instructed to make the students aware of anti ragging rules.	Conducted meeting for anti-ragging cell and Discipline Committee. No major complaint with regard to ragging was reported in the institution.
7.	Regular Parent –Teacher-Student (PTS) meetings to be conducted by all departments.	Conducted PTS meetings in all departments. IQAC took note of the grievances and suggestions made by parents and students and steps were taken to address the same.
8.	College hand book to be updated and prepared.	Prepared college handbook and distributed to all the students and staff of the institution.
9.	Remedial classes to be conducted for slow learners.	Departments conducted remedial classes and academic progress of slow learners was monitored.
10.	Meetings of the tutorial committee to be held regularly.	Departments conducted tutorials and took action to address the difficulties

		of students.
11.	Conduct the meeting of research forum and to discuss the measures to improve the research outcome.	Conducted meeting of research forum. The meeting planned to organise a two day Annual Research Conference in Science, Arts and Commerce for the scholars. Research scholars participated in various regional, national and international seminars and presented papers and won awards. Faculty members and research scholars published research papers in journals of national/international repute
12.	Assignment of PG students to the concerned faculties and also encourage them to carry out their dissertation work at National/ state laboratories.	PG students were allotted to faculty for carrying out their project work. . Students got an opportunity to carry out their dissertation work at prestigious institutes like CSIR-NIIST, VSSC, NCESS, University of Kerala etc.
13.	Take necessary initiative to make the campus green	Herbal garden was set up by the department of Malayalam. NSS unit of the institution organized plastic free campus campaign. Installed solar lights in the campus. Implemented bio gas and rain water harvesting facility.
14.	IQAC gave directions to make each and every programme more students' centered.	Every programme conducted in the college gave opportunities for the students to organize, deliver and involve actively in the programmes. Programmes were organised by student coordinators under the guidance of

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		teachers.
15.	Student centric learning to be promoted.	Conducted peer teaching sessions, field trips, industrial visits etc.
16.	Proper conduct of internal examinations and publishing the CE marks on time.	Effective and timely execution of internal.
17.	Feedback to be collected from students.	Collected feedback form from students, analysed it and reported the findings to the departments.
18.	Promoting knowledge, creativity and communication skills of students by conducting various activities like creative writing, documentary production, presentations etc.	Conducted flash presentations, posters and quiz competitions on behalf of ozone day celebrations, science day and Environment Day. Students selected from these competitions participated in other intercollegiate programmes and won prizes
19.	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.
20.	National or Regional Level Seminars to be conducted by various departments.	Department of Chemistry conducted UGC-CPE sponsored National Seminar during this academic year.
21.	Coaching classes for competitive examinations to be conducted.	Coaching classes for UGC-NET and PSC are organised by various departments.
22.	Initiative to publish newsletter and student magazine.	All the departments published half yearly/annual newsletters. Women's Cell published "Srishti". Department of Physics published two multilingual magazines "DARPANAM" and "ESQUIRE"
23.	Organise Alumni Meetings of different batches department wise	Department of Chemistry, Sociology and Commerce organized alumni

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		meetings
24.	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

Academic calendar attached.

2.15 Whether the AQAR was placed in statutory body

Management

Syndicate

College council

Provide the details of the action taken

Provide the details of the action taken

The suggestions recommended in the future plans of the previous AQAR were implemented over this academic year such as:

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:

Semester ~~Pattern~~ 23

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 Chemistry.

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
103	73	27	Nil	1

2.2 No. of permanent faculty with Ph.D.

74

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
9	5	0	0	0	0	0	0	9	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

13

0

2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	15	65	32
Presented	14	20	9
Resource Persons	2	17	5

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

- Department of Commerce conducted Live classes for Capital Market
- Enhanced ICT enabled teaching and learning.
- Peer teaching.
- Postgraduate students of the certain departments went to schools to teach SSLC and plus one students.
- The students are provided free of cost internet facility for academic purposes like browsing articles and books through INFLIBNET etc.

- Active student participation in Debates and Seminars.
- Language lab for students by certain departments.
- Faculty members of Psychology made students make models of physiology as part of their physiology course and encouraged students to make short films on Abnormal Psychology topics to make them more aware of the topic.
- Faculty members helped the students to form small groups and do skits on topics of study which increases their understanding of the topic.
- Group discussions on various topics were also promoted.

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 the internal examinations, the college has adopted Open book Exams, Double Valuation patterns, 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

13

8

19

2.10 Average percentage of attendance of students

87.85

2.11 Course/Programme wise distribution of pass percentage:

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Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Malayalam	46	9	39	15	0	63
BA English	37	0	41	27	16	84
BA Hindi	41	37	27	17	17	98
BA History	35	3	17	14	0	34
BA Sociology	45	24	16	31	20	91
BA Economics	53	2	15	15	2	34
B. Sc. Botany	30	10	50	0	0	60
B. Sc. Chemistry	42	29	10	38	0	77
B. Sc. Mathematics	46	22	59	0	0	81
B. Sc. Physics	48	15	40	6	0	61
B. Sc. Psychology	32	22	25	47	0	94
B. Sc. Zoology	37	24	46	27	0	97
B.Com	63	13	71	0	6	90
MA Malayalam	22	9	68	23	0	100
MA English	19	11	84	0	0	95
MA Hindi	19	11	63	11	0	85
MA Economics	17	18	47	0	0	65
M. Sc. Botany	13	23	54	0	0	77
M. Sc. Chemistry	13	46	23	0	0	69
M. Sc. Mathematics	19	84	11	0	0	95
M. Sc. Physics	16	44	50	0	0	94
M. Sc. Zoology	13	8	92	0	0	100
M. Com	21	5	90	0	0	95

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

- IQAC actively involved in the preparation of academic calendar.
- IQAC frequently visit the departments to discuss about the action plan, collection of report of the activities, result analysis etc.
- IQAC monitors academic activities of various departments and the proper conduct of PTS meetings.
- Distribute the feedback forms to the students and parents and conduct the evaluation process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	2
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	5
Staff training conducted by the university	0
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	3
Others	29

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 Committee consisting of Principal (as Chair Person), co-ordinator and other research guides of various departments as members.
- The Committee encourages the faculty members to involve in research activities and helps them for applying for Minor/Major Projects by providing details regarding rules, regulation & procedures.
- Monthly presentation by research scholars on their research work as well as invited talk by the subject experts, reviewing half yearly report of research scholars.
- Conducted two day Annual Research Conference (MGC-ARC) with poster and oral presentations.

3.2 Details regarding major projects NIL

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	5	-	-

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	45	39	4
Non-Peer Review Journals	0	7	7
e-Journals	1	-	-
Conference proceedings	2	15	11

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 **No. of University Departments receiving funds from** 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		1	4	10	0
Sponsoring agencies		UGC-CPE	KSCSTE		PTA and management Fund

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: 4

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 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
9		1	2			6

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them Guides: 53 Students registered: 122

(int + ext guides)

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

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- Environment awareness programme
- Science popularisation programme
- Initiation of School Adoption programme by Department of Chemistry.
- Conducted Seminars in connection with NGOs.
- A workshop on Entrepreneurial Development skill for students was organised.
- Soft skill development programmes were organised by ASAP.
- WWS mentees were given industrial/ laboratory exposure by visiting several organisations likes IISC, IIM, Vishweswaraya Museum, Hindustan Aeronautic Limited (HAL) Museum.
- Conducted awareness programme in connection with National Service Scheme and promote Plastic free Campus
- NSS and NCC organised camps for the awareness of dengue fever for the public.
- NSS in connection with HLL conducted a survey at Kowdiar and gave awareness to the residents of the locality on hygiene.
- NSS conducted a program on Sustainable Development and Ecological Footprint, by Mr Renjan Mathew Varghese on 21-Feb-2017
- NSS promoted students for the pro social activities i.e. Blood Donation, Hunger free campus, Food for the needy.
- NSS celebrated National Youth Day
- NSS conducted annual camp from March 3rd to March 9th 2017 with the motto "Glimpses on reality".

- Army and Naval wing NCC cadets of Mahatma Gandhi College conducted an awareness rally on 'Drug Abuse and Illicit traffic' on 2nd July 2016.
- NCC organized Anti Narcotics Campaign on July 2th 2016, Awareness programme in connection with World AIDS day on Dec 1st 2016,
- NCC cadets gave a Help desk for the students, going for SSLC exams in Model school Feb 18th 2017
- NCC and NSS joined hands to clean the college campus programme on January 26th 2016
- Planting trees in connection with World Environment day, Ozone Day etc
- Faculty members also conduct book reviews and interviews in social media and participate in radio talks and television shows on various topics of social relevance.
- The psychology students visited the NGO S.I.C.K (St. Ignatius Charity Kendra) which is a psychosocial rehabilitation centre for the mentally ill patients. Cultural programs and games were held for the inmates. The lunch for the inmates and staff of S.I.C.K and the students was sponsored by State Bank of Travancore.
- BSc Psychology students screened documentaries related to abnormal psychology and disorders like OCD, GAD, Phobia and Medical Student Syndrome.
- On behalf of forestry club activity, students and teachers wholeheartedly participated in the cleaning endeavour in connection with Navakerala mission-Haritha Keralam 2016 under the aegis of social forestry Division, Thiruvananthapuram.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Newly created	Source of Fund	Total
Campus area			
Class rooms			
Laboratories	Modernization	FIST	500000
Seminar Halls	Modernization	CPE	800000
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	6	CPE	
Value of the equipment purchased during the year (Rs. in Lakhs)	37,30,000	CPE	
Others			
1. ICT	53,35,000	CPE	
2. Close Surveillance of Campus	1,86,000	PTA	
3. College Automation System	13,00,000	CPE	
4. Training Programme	5,00,000	CPE	
5. Extension Activities	4,00,000	CPE	
6. Environmental Protection			
a. Solar	3,75,000	CPE	
b. Environmental conservation	1,25,000	CPE	
c. Biogas	1,50,000	CPE	
d. Rainwater harvesting	1,50,000	CPE	
e. Herbal Garden	25,000	CPE	
f. Science Museum	1,00,000	CPE	

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	64739	~99 lakhs	546	2,10,158	65285	~1.01 crores
Reference Books						
e-Books						
Journals	6	10600	3	15000	9	25600
e-Journals						
Digital Database				94,800		
CD & Video						
Others (Periodicals)				46,616		

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

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	112	26	2	0	0	6	70	8
Added	13	0	0	0	0	1	12	0
Total	125	26	2	0	0	7	82	8

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

- We have well equipped computer lab for teachers and students.
- Department of Chemistry, Mathematics and Physics departments have their own computer lab for their students.
- Provide ICT enabled teaching in all departments.
- Connected Optical Network Unit to existing network of Departments.
- Connected OPTIC network to existing network of Wi – Fi radio antennas.

4.6 Amount spent on maintenance in lakhs :

i) ICT 80,000

ii) Campus Infrastructure and facilities 20, 31,000

iii) Equipments 5, 40, 000

iv) Others 2, 13, 000

Total : 28, 64, 000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC conducted induction programme for first year 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 notice board.
- Information relating to University exam registration, exam fees, exam dates etc are displayed in the notice board. Public address system of the college is also used for this purpose.
- Student representatives are elected from each class and IQAC holds frequent discussions with these representatives to discuss student grievances. Steps are taken for their redressed as well.
- IQAC monitors the functioning of career guidance and placement cell of the college so that maximum students are benefitted.
- IQAC conducts Merit Day for appreciating the students in their academic and co-curricular excellence.
- “Great Men Corridor”- An initiative taken to know about the great men. Placed photographs of great men’s in the College corridor near by the office.

5.2 Efforts made by the institution for tracking the progression

- Feedback from students was carefully analysed and this has helped in progressing towards excellence.
- Regular PTS meetings were conducted.
- All these activities are carefully monitored by the institution and timely corrections were ensured for betterment.
- Attendance was recorded hourly basis and same to evaluate and reported monthly on the notice board. If the students are short of the attendance their parents are intimated.

5.3 (a) **Total Number of**

UG	PG	Ph. D.	Others
1871	339	85	2

students

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

-

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

9

Men	No	%	Women	No	%
	881	38.35		1416	61.65

General	SC	ST	OBSC	Physically Challenged	Total	General	SC	ST	OBSC	Physically Challenged	Total
1422	255	36	385	11	2209	1464	260	4	417	7	2297

Demand ratio: Centralised online Admission by University

Dropout: 0.5%

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

- Conducted UGC - NET and SET coaching classes for Commerce, English and Malayalam PG Students by their respective departments.
- Civil Service aspirants coaching classes conducted with the help of NSS Civil Service Academy
- Providing PSC Coaching Classes for the aspirants.

No. of students beneficiaries

225

5.5 No. of students qualified in these examinations

NET	<input type="text" value="6"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="2"/>

5.6 Details of student counselling and career guidance

- Personality development
- Job orientation
- Preparation for facing an interview board.
- Counselling cell functions in the department and all teachers do counselling for the students of the department and also to other department students
- As part of the counselling cell motivational classes were taken by the faculty for the students of the English Department and also for the sports students.

Career-Guidance cell

- Introduce the students to Career Guidance classes; bring as many job opportunities as possible, conduct motivational classes and career guidance sessions and special training for campus interviews to be organized for those who aspire to reach heights.
- Conducted civil service orientation program in association with NSS IAS Academy, ensure the participation of students for Educational Expo 2017, and to conduct Kerala University Career Fair for PG Students on 14 January 2017.
- Under the initiative of Career guidance cell, A Motivational Talk Series was organised.
- Interactive session was conducted for civil service aspirants by Santi Nikethan Kerala Forum at YMCA Hall, TVMP.
- Educational Expo was organized at Al Saj Convention Centre, Kazhikutam, Trivandrum. It was packed with interactive sessions, motivational talks and informative value added career guidance talks.
- In connection to campus recruitment, The SBI conducted campus recruitment. 15 students took part in the recruitment, yet none got through.
- Recruitment was organised by the Federal Bank. One student got selected as

Probationary Officer.

- In a recruitment held by Idea customer care, 15 students got selected; from which 5 only joined their posts.

No. of students benefited

210

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	70	4	9

5.8 Details of gender sensitization programmes

- Women's' Cell of the college addresses various issues of girl students in the institution.
- The Cell monitors the proper functioning of Ladies Waiting Shed in the college and also established an incinerator.
- In association with PTA and management the college built a new washroom facility for girls.
- International Women's' Day was celebrated on March 8th. A hand written magazine "Srishti" was published and released.
- Women's' Cell conducted talks on the topic gender equality, Applying cyber law in our society and Domestic violence & cybercrime.
- There was a gender equality seminar organised by the college. Students also prepared poster regarding the same. Also male and female students participated in Women's' day celebrations

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

SL.No	Scholarship	No. of Students	Amount
1	Higher Education Scholarship	225	2,860,000
2	Central Sector Scholarship	80	800,000
3	Suvarna Jubilee Scholarship	20	280,000
4	State Merit Scholarship	49	68,750
5	Hindi Scholarship	14	37,000
6	Muslim Nadar Girls Scholarship	1	125
7	Blind/PH Scholarship	2	12,000
8	University Merit Scholarship	16	36,000
9	Aspire scholarship	1	80,000
10	Snahapoorvam Scholarship	37	370,000
11	M.G.College.Co.Operative Society Schol.	15	15,000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level

National level

International level

A large number of programmes were conducted by students in college level

5.12 No. of social initiatives undertaken by the students

2

5.13 **Major grievances of students (if any) redressed:** Grievance box was kept in front of the Principal's Room. An online facility for grievance submission by student is also made available in the college website.

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: “*Sa Vidya Ya Vimukthaye*” – The college envisages the translation of its motto Sa Vidya Ya Vimukthaye into actuality. We see education as a means of socio – cultural emancipation and economic empowerment of the underprivileged masses and also as a tool for the development of character, competence and commitment.

Mission: Mahatma Gandhi College stands for excellence, equity, 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 institution 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 a 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, 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

- Syllabus and regulations were revised by university.
- Faculties from various departments participated in syllabus revision workshops.
- 13 faculty members from the institution are engaged in University Board of Studies.

6.3.2 Teaching and Learning

- Induction programme conducted for the newly joined students.
- Allows flexibility in transactional strategies and encourages the use of ICT in class room teaching.
- Identify exceptionally talented students and providing them with advanced training in their discipline to promote their pursuit of excellence.
- Remedial coaching for under achievers and slow learners.
- Development of interpersonal communication, ICT and leadership skills to keep the students abreast of the changing world scenario.
- Institution strictly follows the Institutional and University academic Calendar, Master Timetable of the college.
- Conducting one month internship programme for Commerce PG Students
- Effective redressal of student's grievances
- Continuous Evaluation marks (CE) will be provided as per university norms for attendance, assignments, seminars and performance in the internal examinations
- Proper Verification of the marks uploaded to the University undergoes three tier verification by Tutor, HoD and Principal.
- Every department have smart classrooms with LCD projectors, Wi – Fi facilities and laptops so as to enable ICT assisted teaching
- Regular PTS meetings
- 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
- Teachers have high academic background and nine of the departments are research centres
- College have an INFLIBNET facility and also provide the use of instrumentation facility to students of other colleges on payment basis
- General and Department Library holds good collection of books, Journals, PhD, UG and PG Dissertations etc.

As a part of teaching and learning various departments and clubs have organised the following programmes:

Science Day was organised by Department of Physics based on the theme “Science and Technology for Specially Abled Persons” supported by KSCSTE. They also conducted “LANTERNS OF THE LAST MILLIENIUM” where students from each department depicted two great personalities who have significantly contributed to their field which changed the course of mankind. The talk by **PADMASHREE Dr THANU PADMANABHAN** was the major highlight among the talks conducted this academic year. A handwritten magazine “IGNITED MINDS” based on the life and work of scientists from India and outside by Department of Physics were also highly appreciated. The department also releases intercollegiate journal ‘COHERENCE’ every year.

Department of Chemistry organised Environment and Ozone day celebrations in association with KSCSTE creating a scientific awareness among the students. UGC CPE sponsored National Seminar on “COMPUTATIONAL CHEMISTRY” was organised by Department of Chemistry to promote academic excellence.

The research forum for the first time conducted two day MGC-ARC conference in the areas of Science, Arts and Commerce for the research scholars during March 2016. Department of Botany celebrated “WETLANDS DAY” funded by KSCSTE.

On behalf of International Yoga Day Department of Psychology organized a talk on ‘Meaning of Yoga and Different Yoga Systems’ given by Sri Shanmuga Sundar, lecturer IQBAL college. There was a Yoga demonstration by Sri Suneesh, which was full of grace. Department of Psychology has organised discussions on various topics such as “Gender Equality”, ‘Psychiatric Emergencies’. As part of World Mental health day celebrations, ‘Kite making and kite flying’ was organised in the campus

“Malayala Vayanadina Acharanam” organised by the Department of Malayalam was inaugurated by Bhasha Institute Director Dr M R Thampan. They also hosted one day workshop on “Short story” on 23rd June 2016. As part of the series of lectures initiated by the Department of English in the new academic year, an insightful lecture titled “Cultural Studies: An Introduction” was given by the renowned academician and literature Sri. Sunil P. Ilayidom on 24 June 2016. Department of Malayalam conducted a one day seminar and during the occasion Film Director and Writer Adoor Gopala Krishnan released a book on “NOVELUM KALPPANIKATHAYUM” by Dr Nandiyathu Gopalakrishnan published by Kerala Bhasha Institute. ‘Ramayanolsavam’ and “Nattarangu”

conducted by the Department of Malayalam and Folklore club proved to be a real reflection of Indian epics, culture and tradition.

Department of Sociology organised a Job orientation training program for PG and Research students of the college on 16th July. Dr Jacob John Kattakayam who was the Ex- Director of the Academic Staff College of Kerala University inaugurated the program. 'SANJIVANI', the subject association of the Department of Sociology has conducted a novel interactive program "MEET AN OUTSTANDING ALUMNI" Sini Susan Varghese, who won the President Gold Medal while pursuing her MA in Society and Culture from The Indian Institute of Technology, Gandhi Nagar, Gujarat. Department of History in connection with Tourism club inauguration organised a talk on "Human Rights; A Historical Overview" by Dr. Robinson Jose. K and Mr. Sudheeshkumar. J

Other major talks included "Impact of Nanotechnology on materials research" by Prof. Vijayamohanan Pillai conducted by Department of Chemistry, "French language and culture" organized by the Department of English in collaboration with the Alliance Francaise, the premier institute for French learning in Trivandrum.

The media club was inaugurated by noted filmmaker and director Sri.Lenin Rajendran, Chairman of KSFDC. After the inauguration, the club screened an original screenplay written by a 3rd year BSc. student of the Department of Physics, Bhavapriya J.U titled "ATHMAVINTE CHIKILSALAYAM".

DEBATE CLUB organised "Vaakkarangu 2017"- An Inter collegiate Debate Competition in association with HASKE foundation.

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 by each member of the faculty on selected topics 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 R Sudha Devi, HoD, Department of Chemistry. 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 103 papers in the Journals of national and international repute. Some of the research guides works as editors and reviewers for the publishing journals

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 have started a peer reviewed Journal “Journal of Advances in Biological Science” with Print ISSN: 2394 – 7837 this academic year which is approved by university department. Department of Physics publishes yearly interdepartmental research journal – Coherence containing the research works of the research scholars and teachers of our institution.

6.3.5 Library, ICT and physical infrastructure / instrumentation:

- Well updated library. College has one centralised library and each department has its own separate libraries.
- INFLIBNET is provided to students and Faculty in library , departments and computer club
- ICT enabled teaching in all departments.
- Wi - Fi Campus.
- Centralised Computer lab.
- Language lab provided for language subjects.
- Well-equipped and modernised lab for all science departments supported by UGC, DST-FIST and University of Kerala research grants.
- Eco friendly environment in campus.
- Solar system and Biogas are provided.
- Physical education department provided health club facilities for students as well as the staff.
- IQAC in collaboration with ICT academy, Kerala organised two day programme on ICT assisted research and learning.

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, various clubs, alumni, research forum and non-teaching staff association provides support for the smooth functioning of all the activities in the college.

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 and thereby the performance and intellectual output of the students. BSc S6 students of Chemistry visited Travancore Titanium Products Ltd as a part of industrial visit.
- One month internship programme for post graduate students of Commerce department is done in various companies.
- Entrepreneur Development club conducted entrepreneurial workshop
- Some of the PG students get chance to carry out their MSc dissertation work at national laboratories such as CSIR-NIIST, VSSC, NCESS etc.

6.3.9 Admission of Students

The admission students are as per the norms of Govt of Kerala and university of Kerala. Admission is carried out by online centralised allotment process.

- 70 percent seats is filled by university through online procedure
- Out of 70 percent 20 percent of seats are only for SC/ST students.
- Out of 70 percent 3 percent for persons with disabled students and another 3 percent for sports students.
- 20 percent is management quota
- 10 percent is Community quota.

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, Career guidance,, Remedial coaching,

6.5 Total corpus fund generated: Rupees 5488350/- only

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

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

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

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

NA

6.11 Activities and support from the Alumni Association

Department alumina associations support 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 supports the college in improving infrastructure and student amenities.
- PTA provides financial assistance for Guest Faculties, Security staff, cleaning, 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 as well their assessment is taken into account for teaching and evaluation purpose.
- In association with IQAC, PTA give 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
- Supports poor and backward students.
- Financial assistance for repairing, electrical, plumbing and maintenance works
- Provides financial assistance to Women's' Cell, Counselling Centre, Internal Examinations, Onam and X-mas and college day celebrations etc

6.13 Development programmes for support staff

- Basic training on computer data entry for new recruits
- Regular staff meeting

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

With an aim for a eco friendly campus, the institution follows green protocol. The campus is plastic free and has a biogas plant for effective recycling of degradable waste. Rain water harvesting and installation of solar panels is another initiative towards eco-friendly campus. Herbal garden is maintained by the Department of Botany. New saplings are planted in the campus under the initiatives of various departments, Bhoomithrasena club, and Nature club.

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.

- The departments organized various activities to enable the students understand best practices in their respective disciplines so that they go out of the textual knowledge.
- Departments initiated various exhibitions led by the students to identify and relate themselves with the world they live in by actively engaging, discussing and debating on the current socio political events and realizing the dynamic connections between academics, livelihood and the struggles of everyday.
- The best practices, mostly designed and deliberated off campus provide opportunities to the students to come face to face with the pluralities of life and living. This inculcates in them a sense of duty and moral right which would make them better individuals. A sense of responsibility is nurtured throughout the programme. The department takes pride in the enthusiasm and commitment shown by the students in performing their social/personal role plays.

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

- There were various programmes of invited talks, seminar, endowment lectures, conferences which were conducted at the department and college level as planned during the academic year.
- The college has taken an ardent effort to motivate students to come in large numbers for various special programmes like coaching classes for English, remedial and mentoring, WWS, ASAP etc.
- The college has initiated various action on issues related to infrastructure, academic and research by the students.
- Every program of the college conducted a review meeting to analyze and find out the flows and areas of improvement. So that such errors are minimized in future.
- Various activities in the department and college were properly documented.

- 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. Faculty also fulfilled their social responsibility by actively participating in radio talks, science popularisation programmes etc.

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

- Annual Research Conference was conducted by the Research Forum. All the research scholars of our institution joined the event and presented papers on the occasion. This is a unique and best practice of the institution.
- UG and PG students jointly ventured a campaign against Drug abuse titled *BACK SPACE*. The programme conceived as a dance-drama was performed within and outside the campus. The program was well appreciated by the academic and the public community for the perseverance and the commitment of the group and the message it put across.

7.4 Contribution to environmental awareness / protection

The institution strictly abides green protocol. The institution observed World Environment Day, World Ozone Day, World Mental Health Day, World Aids Day, National Science Day and Women's 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. As a part of green initiative, solar lights, biogas and rain harvesting facilities were installed in campus. A herbal garden was set up. NSS organized a plastic free campus campaign and a program on Sustainable Development and Ecological Footprint.

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
<p>Academically brilliant and talented students and highly qualified faculty.</p> <p>Highly environmentally conscious and eco-friendly campus.</p> <p>Located in the heart of the city.</p> <p>Well-equipped lab facility and infrastructure facility to the students.</p> <p>Secured Wi- Fi campus.</p> <p>Providing Curricular, co- curricular and extension activities.</p> <p>Well-known research centres and experienced research guides.</p> <p>Ragging free campus with a well grievance mechanism.</p> <p>Accredited with potential for excellence.</p> <p>Well-disciplined campus.</p> <p>Supporting Management.</p>	<p>Laboratory has to be modernised.</p> <p>No, guest room and Indoor Stadium for boys and girls.</p> <p>Only nine departments are research centres.</p> <p>Partial office automation.</p> <p>Permanent office and technical staff shortage.</p>
OPPORTUNITY	THREATS
<p>Reputation of the college.</p> <p>Potential to start more PG, MPhil and certificate courses</p> <p>Encourage Interdisciplinary research.</p> <p>Enough free land.</p> <p>Availability of nearby institutions like Medical College, Research Institutes, Govt Offices, Schools etc.</p> <p>Campus interview</p>	<p>Keeping the balance between a friendly open door atmosphere and discipline.</p> <p>Intervention in government departments relating to staff recruitment</p>

8. Plans of institution for next year

- Publish student's magazine.
- Promote student initiated curricular and co-curricular activities.
- Conduct environmental audit.
- Research conference to be conducted elaborately.
- Give training programme to the office staff for office automation.
- Conduct more student initiated activities such as exhibitions and workshop.

Dr S Balachandran

*Name and Signature of the
the Coordinator, IQAC*

Sudars

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

*Name and signature of
Chairperson, IQAC*



Annexure I: 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
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
UPSC	-	Union Public Service Commission

Annexure II: STUDENTS FEEDBACK

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 analysis for the institution

SI 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	
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