

**The Annual Quality Assurance Report (AQAR)
2012-13**

**Submitted to
The National Assessment and Accreditation Council [NAAC]
Bangalore – 560 010**

**By
The Internal Quality Assurance Cell [IQAC]**



**V.T.M. N.S.S. College, Dhanuvachapuram
Thiruvananthapuram, Kerala – 695 503**

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April 2015

The Annual Quality Assurance Report (AQAR) of the IQAC

2012-13

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

VELUTHAMPI MEMORIAL N.S.S. COLLEGE

1.2 Address Line 1

DHANUVACHAPURAM

Address Line 2

NEYYATTINKARA

City/Town

THIRUVANANTHAPURAM

State

KERALA

Pin Code

695503

Institution e-mail address

vtmnsscollege@yahoo.in

Contact Nos.

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Name of the Head of the Institution:

Prof. K.JAYAKUMAR

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Name of the IQAC Co-ordinator:

SHEELA. S

Mobile:

9744953868

IQAC e-mail address:

vtmiqac@gmail.com

1.3 **NAAC Track ID** (For ex. MHCogn 18879): NA

1.4 Website address:

www.vtmnsscollege.ac.in

Web-link of the AQAR:

<http://vtmnsscollege.ac.in/aqar/AQAR/>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺	75.50	2002	5 Years
2	2 nd Cycle	B	2.74	2012	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

05/8/2008

1.7 AQAR for the year (for example 2010-11)

2012-13

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*)

- i. **AQAR 2008-09 submitted to NAAC on 14-9-2009**
- ii. **AQAR 2009-10 submitted to NAAC on 15-10-2010**
- iii. **AQAR 2010-11 submitted to NAAC on 20-10-2011**
- iv. **AQAR 2011-12 submitted to NAAC on 27-11-2012**

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ ☐ Private

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF KERALA

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

Autonomy by State/Central Govt. / University

NA

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

10

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

0

2.4 No. of Management representatives

3

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and community representatives

2

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

2.9 Total No. of members

22

2.10 No. of IQAC meetings held

2

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

- Politics of Occupation and Resistance
- Gender Security and Empowerment

2.14 Significant Activities and contributions made by IQAC

- ❖ Prepared plan of action for 2012-13 and confirmed its implementation.
- ❖ Conducted awareness programmes.
- ❖ Organised seminars / workshops
- ❖ Encouraged teachers to carryout research related works
- ❖ Took steps to implement programmes of Government. [ASAP]
- ❖ Supported career guidance cell.
- ❖ Assisted Parent Teacher Association.
- ❖ Offered guidance for club activities
- ❖ Promoted extension activities
- ❖ Assisted departments for the conduct of feedback.

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

- ❖ Organisation of seminars by various departments.
- ❖ Strengthening of the activities of clubs and forums in the college.
- ❖ Introduction of Additional Skills Acquisition Programme of the Government of Kerala in our college.
- ❖ Purchase of computers and reprographic equipments.

Outcome

- ❖ Seminars, workshops and awareness classes were conducted by almost all departments.
- ❖ Extension activities were properly coordinated.
- ❖ Addition Skills Acquisition Programme (ASAP) was started.
- ❖ Computers and reprographic equipments were purchased.

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

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken: Sanction accorded

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3			
UG	11			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	14			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
Trimester	
Annual	

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.

<p>YES</p> <p>❖ The Board of Studies and Academic Council of the university update the syllabi from time to time after conducting workshops for teachers / experts at university level. Teachers of our college regularly participate in those workshops.</p>
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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
61	34	26	0	1

2.2 No. of permanent faculty with Ph.D.

29

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
0	1	0	0	0	0	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest - 12

0

1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	18	0
Presented papers	2	18	5
Resource Persons	0	2	2

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

- ❖ Continuous evaluation method is adopted to ensure the steady progress of the students.
- ❖ Conducted Seminars / workshops to update the knowledge of staff and students.
- ❖ Departments arranged study tours.
- ❖ Departments conducted quiz programmes, workshops and debates.

2.7 Total No. of actual teaching days during this academic year

194

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Internal assessment is done through assignments, seminars and model tests.
- Feedbacks are collected from students and parents to ensure better results.
- Software was introduced for the conduct of University examinations

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

4	3	4
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2.10 Average percentage of attendance of students

86%

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 English	48	25.92	55.08	13.5	2.5	97%
MA English	20	---	60	25	15	100%
M.Com	17	---	63%	28%	4%	95%
B.Com	61	---	33%	43%	12%	88%
BA History	60	---	28%	17%	5%	50%
MA History	10	---	---	60%	---	60%
BA Economics	41	2%	39%	38%	2%	81%
BSc Botany	35	---	11.4%	54.3%	20%	85.7%
BSc Chemistry	29	41.38%	34.5%	3.4%	---	79.3%
BSc Zoology	38	2%	72%	16%	---	90%
BSc Physics	32	45%	45%	0%	---	90%
BSc Mathematics	48	2%	73%	19%	0	94%
BA Malayalam	55	2%	72%	8%	8%	90%
BA Political Science	60	---	10%	20%	32%	62%

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

- Organises expert lectures on various disciplines.
- Ensures the renewal of INFLIBNET facility
- Facilitates to create a conducive learning atmosphere
- Assists in the infrastructure development

- Initiates in the conduct of co-curricular activities.
- Monitors the periodic assessment of students.
- Introduces training programmes to improve various skills
- Offers guidance in the preparation of academic calendar
- Monitors distribution of library books

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	10
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	8
Others	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	0	0	0
Technical Staff	13	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- Offers guidance for dissertations
- Familiarises the teachers with details regarding research projects of various agencies.
- Provides information to conduct seminars / workshops with the help of various funding agencies like UGC, STEC etc.
- Inspires faculty for publishing research related articles.
- Helps teachers to avail of faculty development programme / QIP.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	1	0
Outlay in Rs. Lakhs		3.12	24.3	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	4	0	0
Outlay in Rs. Lakhs		2.6		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	4	
Non-Peer Review Journals	2	16	
e-Journals	0	0	
Conference proceedings	1	5	

For details see annexure IV

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	3	SERB, DST	24.3	13.6
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

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	2		
Sponsoring agencies		UGC	College		

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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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
0						

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

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	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="2"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="5"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="1"/>	Any other <input type="text"/>

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

- ❖ Planted seedlings of various plants in different parts of Kollayil Panchayat.
- ❖ Arranged adult literacy programmes for illiterate housewives in the neighbourhood.
- ❖ Administered women empowerment programmes.
- ❖ Provided insight through pesticide and fertilizer awareness programme to the nearby farmers.

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	19.465 acres			19.465 acres
Class rooms	37			37
Laboratories	5			5
Seminar Halls	01			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- ❖ Provided reprographic facilities in the office.
- ❖ ‘Grandhalaya’ software package is used in the library for efficient functioning.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	29012	1338822	163	48638	29175	1387460
Reference Books	1031	280465	67	11442	1098	291907
e-Books	Nil		Nil		Nil	
Journals	26	24560	6	4864	32	29424
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	43	15	1	2	---	4	12	9
Added	6	2	1	0	---	3	0	0
Total	49	17	2	2	---	7	12	9

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

- ❖ Internet facility is available in all the departments, library and office.
- ❖ Internet facility is accessible to the students in the college library and computer lab.
- ❖ Administrative staff is provided with ample opportunities to attend various training programmes conducted by the Government to update with various schemes.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.5
ii) Campus Infrastructure and facilities	1.5
iii) Equipments	1.0
iv) Others	1.2
Total:	4.2

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ Informs the students about the modalities for getting financial assistance from government, scholarships from various agencies etc.
- ❖ Offers guidance to ensure physical fitness.
- ❖ Encourages counselling by the teachers.
- ❖ Takes initiatives for the conduct of stress management classes.
- ❖ Observes the functioning of various cells viz. women's cell, grievance cell, anti-ragging cell, human rights forum.
- ❖ Takes initiatives to introduce Additional Skill Acquisition Programme (ASAP).

5.2 Efforts made by the institution for tracking the progression

- ❖ Conducts result analysis regularly.
- ❖ Tutorial system functioning in the college is very effective. Tutors collect data about the students' performance in academics and extracurricular activities. On the basis of the analysis of the data, proper guidance is given to the students and their parents.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1528	106	---	---

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
438	27

Women

No	%
1196	73

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
932	286	2	372	5	1597	956	308	2	364	4	1634

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

- ❖ Assists P.G. students for the preparation of competitive exams like PSC / UPSC etc.
- ❖ Organises spoken English classes and aptitude tests.
- ❖ Ensures the availability learning materials in the library.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	8	UPSC	<input type="text"/>	Others	13

5.6 Details of student counselling and career guidance

- ❖ Organises counselling programmes.
- ❖ Undertakes personality development programmes.
- ❖ Informs about job opportunities and various courses.
- ❖ Ensures the availability of books and periodicals in the library related to various courses / job opportunities.
- ❖ Maintains a good rapport with reputed private companies.
- ❖ Provides opportunities for students to attend leadership training camps

No. of students benefitted

175

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	85	2	26

5.8 Details of gender sensitization programmes

- Celebrates women's day under the guidance and supervision of the women's cell of the College.
- Arranges programmes to ensure emancipation and women empowerment.

5.9 Students Activities

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

State / University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State / University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution	45	45000
Financial support from government	1470	2205000
Financial support from other sources	---	---
Number of students who received International / National recognitions	Nil	---

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:

- More number of benches and desks were purchased to solve the seating problem of the students in the Language classes.
- A new bore well was made to solve water scarcity.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To build up a powerful, educated community endowed with the highest standards of academic excellence through improved teaching-learning processes, effective evaluation and assessment system and a healthier teacher-student-parent relationship.

Mission

To disseminate knowledge for exploring new realms in science, technology, art and culture, to improve the socio-economic status of the community and to serve as a platform to instil values of life, hard work and skill in students.

6.2 Does the Institution has a management Information System

- The College has a full-fledged Management information system for the academic and administrative functioning of the college.
- The College library is also automated.

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

6.3.1 Curriculum Development

- ❖ The college implements the Curriculum planned by the University of Kerala.
- ❖ Many of the faculty are members of various academic bodies of the university and are actively engaged in the revamping of the syllabi.

6.3.2 Teaching and Learning

- ❖ Preparing academic calendar.
- ❖ Conducting unit tests, group discussions and home assignments etc.
- ❖ Exposing students for outdoor learning through educational trips, camps etc.
- ❖ Special coaching and remedial classes for slow learners.
- ❖ Feedback from the students is collected and analysed to enhance the quality of teaching.
- ❖ Displays new arrivals in the library.
- ❖ Ensures the availability of reference books and encyclopaedia.

6.3.3 Examination and Evaluation

- Examination committee ensures the smooth conduct of exams.
- Constituted an internal squad to minimize malpractices.
- Evaluation is based on the objectives conveyed through the syllabi.
- Regular department wise PTS meetings are conducted and the progress of the students is discussed with the parents.
- Seminar presentations, assignments, etc. are also used as part of continuous evaluation.
- The senior faculty members act as Chairmen and also as question paper setters for other universities.

6.3.4 Research and Development

- Teachers are encouraged to publish their research works in national and international journals.
- UGC & DST funded the ongoing major projects.
- Expert lectures are organised to create research culture among the students.
- Recent journals and periodicals in the library kindle the attitude for research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library is well equipped with required titles and volumes of text books and e-journals.
- U.G.C. & P.D. Funds are used to purchase latest books.
- ICT based instruments are made available.
- INFLIBNET facility is renewed.

6.3.6 Human Resource Management

- Students are provided with information pertaining to higher education, scholarships, career advancement possibilities and personality development through N.S.S., N.C.C., social, cultural and sports activities.
- Refresher courses, workshops, seminars, conferences etc and additional charges of various extra-curricular and co-curricular activities enable the teaching staff to give their best for the college.
- College administrative staff undergoes various government and college organised training programmes [office automation and computer based training] to get updated.

6.3.7 Faculty and Staff recruitment

- Faculty and staff recruitments are done by the Management, strictly following the rules and regulations laid down by the government, university and U.G.C.

6.3.8 Industry Interaction / Collaboration

Teachers have research collaboration with various institutes such as ISRO, CSIR, RRL etc.

6.3.9 Admission of Students

Admission is done either by the University under the single window system and by the College Management [purely on the basis of merit and the whole procedure is transparent].

6.4 Welfare schemes for

Staff - The facility of Personal Loans is offered by co-operative society & Salary - in - advance is provided from PTA fund.

Students - Career guidance, remedial coaching, KPCR, Single girl child scholarship, Government aided funds / scholarships, cash awards and endowments [PTA].

6.5 Total corpus fund generated

2,00,000

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 IQAC
Administrative	Yes	Dy. DCE, Kollam, AG Office	Yes	Management IQAC

6.8 Does the University / Autonomous College declares 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?

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

- The alumni of the college are employed at different places and hold reputed positions. They assure job opportunities for the students of our college.
- They are always ready to cooperate with the development of the college. They guide and provide suggestions to college students.

6.12 Activities and support from the Parent – Teacher Association

- The Institution has an active PTA. It provides financial assistance for routine maintenance work and in emergency. It also acts as an advisory body.
- Cash Awards to top scorers, N.C.C, N.S.S., Sports and Arts.
- Fund for the conduct of Seminar.
- Monitors the general welfare of the college.
- Gives valuable suggestions for the smooth functioning of the college.

6.13 Development programmes for support staff

- Training and awareness programmes
- Computer orientation

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

- Staff and Students are encouraged to minimize waste in all walks of life. This includes digital maintenance of files, avoiding wastages of paper and planting of new saplings in the campus.

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.

- Afforestation, cultivation of medicinal plants, Additional Skill Acquisition Programme.
- Introduced new software for the smooth conduct of university examinations.
- Special training was given to the students who participated in the university level literary competitions.

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

- ❖ Seminars, workshops and awareness classes were conducted by almost all departments.
- ❖ Extension activities were properly coordinated.
- ❖ Addition Skills Acquisition Programme (ASAP) was started.
- ❖ Computers and reprographic equipments were purchased.

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

- Modernisation of fitness centre
- Eco-friendly campus
- Internal squad

7.4 Contribution to environmental awareness / protection

- Varieties of trees such as Neem, Teak and Jack fruit tree were planted in nearby areas.
- Natural Environment Awareness Campaign is organized in association with NSS through posters.

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

- ❖ An effective Career Guidance and Placement Cell is working in the campus which acts as a link between the students and the prospective employers.
- ❖ The institution maintains a good success rate in University examinations.
- ❖ Dedicated Teaching Staff.
- ❖ Well-organized office & efficient Administrative staff
- ❖ Diligent students
- ❖ Consistently good performance in sports activities at university level.
- ❖ Well functioning Library.
- ❖ Strong and supportive PTA

Weakness

- Lack of research centers
- Lack of public transport
- Want of sanitation facilities for students

Opportunities

- Introduction of new courses
- Introduction of more PG courses

Threats

- Emergence of new generation courses is a main threat to institutions like this college which offer conventional programmes in science / arts / humanities
- Increasing number of professional colleges (engineering/medical/para-medical) is a real threat to institutions like this college which offer conventional programmes in pure science.

8. Plans of institution for next year

1. Conduct Seminars on various disciplines.
2. Encourage the teachers to apply for minor and major projects.
3. Modernization of existing class rooms.
4. Expansion of rain water harvesting system.
5. Organise class on 'Self Employment Schemes and Subsidies' introduced by the government.

Sheela.S.

Smt. Sheela. S.

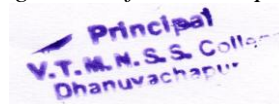
Name & Signature of the Coordinator, IQAC



Prof. Jayakumar. K.

Prof. Jayakumar. K.

Name & Signature of the Chairperson, IQAC



ANNEXURE I

Academic Calendar 2012-13

4-6-12	College Reopened
5-6-12	Department Meetings
7-6-12 to 13-6-12	Second internal Exam (Sem II)
20-6-12 to 2-7-12	Second Sem University Examination
3-7-12	First Year Degree Admission
9-7-12	University Supplementary Exam
9-7-12	First Semester Classes Started
13-7-12	University Examination (A N)
25-7-12	University Examination (A N)
30-7-12 to 8-8-12	First Internal Exam for Sem V
24-8-12	College closes for Onam holidays
3-9-12	College reopens after Onam holidays
7-9-12	Department meeting
12-9-12	Fourth Sem Practical University Exam
13-9-12	University Valuation started
17-9-12 to 21-9-12	First Internal Exam for Sem V
15-10-12 to 19-10-12	First Internal for Sem I and Sem III
23-10-12 & 24-10-12	Pooja holidays
26-10-12 & 31-10-12	Second internal Statistics for Sem V

5-11-12 to 10-11-12	Second Internal for Sem III
8-11-12 To 19-11-12	Sem V University Exam
20-11-12 To 29-11-12	Sem I internal Exam
21-11-12	Sem VI started
22-11-12	College Union Inauguration.
23-11-12	Women's day
28-11-12 To 17-12-12	Sem III University Examination
3-12-12	Department meeting
4-12-12	Sem I-Assignment,
22-12-12 to 31-12-12	Christmas holiday
1-01-13	Re-open, Sem IV started
3-01-13	Sem I University exam started. Department meeting
16-01-13 To 28-01-13	Sem I University exam
30-01-13	Sem II started
1-02-13	Department meeting.
4-02-13 To 8-02-13	Remedial teaching.
21-02-13 To 28-02-13	Sem VI Internal Exam
4-04-13 To 16-04-13	Sem VI University Exam

ANNEXURE II

FEEDBACK ANALYSIS

PARENTS and STUDENTS

Strengths

- Healthy Teacher-Student relationship
- Efficient administrative section
- Regular conduct of PTS meeting
- Internet accessibility for students
- Punctuality in the conduct and evaluation of internal examinations
- Systematic remedial coaching for the poor learners
- ICT enabled teaching
- e- journal accessibility through INFLIBNET
- Effective functioning of career and counselling cell

Weaknesses

- Shortage of drinking water
- Lack of intercom facility
- Meagre encouragement for cultural activities
- Deficiency of benches and desks
- Inadequacy of spacious waiting room for girls
- Insufficient toilet facilities

ANNEXURE III

Name and Designation	Details of Refresher / Orientation courses / Seminars / Conferences / Workshops attended / Paper presented
Dr. M. SUJATHA, Asso. Professor in Chemistry	Attended UGC sponsored National level workshop on 'Microscale Experiments in Chemistry', at Mahatma Gandhi College, TVM, 26 th - 28 th Nov 2012,
	Attended workshop for College Chemistry Students and Teachers sponsored by FCBS, TVM and JNCASR, Bangalore, 09- 11 November 2012 at TVM.
	Attended workshop on 'Students projects for B.Sc. Chemistry(Core) organized by Department of Chemistry, Univ. of Kerala & Academy of Chemistry Teachers(ACT) at Dept. of Chemistry, Univ. of Kerala, Kariavattom, TVM on 7 th Sept 2012.
Dr. Thankamani. D, Asso. Professor in Chemistry	Attended workshop on 'Student Projects for BSc Chemistry(Core)' State ACT 7/9/2012
	Attended workshop on New Frontiers in chemistry National Govt. of Kerala 18/2/2013
Dr. C.M. Prekash, Asst. Professor in Botany	Presented a paper in the U G C sponsored National Seminar conducted by Department of Botany Iqbal College Peringammala on Biodiversity conservation on 12/02/2013.
Dr. Remeshkumar. S., Asst. Professor in Botany	Successfully completed the UGC Sponsored Orientation programme (IT - Oriented) at Academic Staff College, Karyavattom from 17-04-2012 to 14-05-2012.
	Successfully completed the UGC Sponsored Refresher Course in Life sciences (Inter- Disciplinary) at Academic Staff College , Karyavattom from 19-07-2013 to 08-08-2013.
Dr. K.P. GeethaKumari Asso. Professor in Commerce	Paper presented in the International Seminar on Foreign Direct Investment – The Indian Scenario, organized by Department of Commerce, School of Business, Management and Legal Studies, University of Kerala, Thiruvananthapuram, on March 23 rd and 24 th , 2013
Dr. V. S.Santhosh, Asso. Professor in Commerce	'Kerala Tourism – Emerging Trends in Marketing', Paper presented in the UGC Sponsored National Seminar on 'Recent Trends in Accounting, implication of demographic Transition in Marketing and Fractal Market Hypothesis', organized by P G Department of Commerce, NSS Hindu College, Changanacherry,

	on 16 th and 17 th August 2012.
	<i>'Tourism Industry in Kerala – A Study on the Problems and Prospects in Tourism'</i> , Paper presented in the National Seminar on 'Tourism Industry an Indian Perspective', jointly organized by Institute of Hotel Management and Catering Technology, Researchers' Forum, Department of Commerce, University of Kerala and Kerala Commerce Association on 26 th September 2012.
	<i>'India Tourism – bring into play Fractal Marketing Strategies'</i> , Paper presented in the Eighth All India Conference of KAAS, jointly organized by the Kanniyakumari Academy of Arts and Science (KAAS) and SreeAyyappa College for Women, at Chunkankadai, Nagarkovil, Tamilnadu, on October 5 and 6, 2012.
	<i>'Creation of Awareness about Entrepreneurship Among Women in Kerala – Role of the Government'</i> , Paper presented in the National Seminar on Government's Role in Awareness Creation on Entrepreneurship Among Women in India, jointly organized by the Director of Collegiate Education, Government of Kerala and P G Department of Commerce, Government Arts College, on March 15 th and 16 th , 2013.
	<i>'Foreign Direct Investment in Developing Infrastructure - A Case of Kerala Tourism'</i> , Paper presented in the International Seminar on Foreign Direct Investment – The Indian Scenario, organized by Department of Commerce, School of Business, Management and Legal Studies, University of Kerala, Thiruvananthapuram, on March 23 rd and 24 th , 2013.
K. G. Manjula, Asst. Professor in Commerce	International Seminar on Foreign Direct Investment – The Indian Scenario, organized by Department of Commerce, School of Business, Management and Legal Studies, University of Kerala, Thiruvananthapuram, on March 23 rd and 24 th , 2013.
Priya. L.G, Asst. Professor in Economics	Paper Presented on "SHGs & Inclusive Growth" in National seminar on Kerala Economy: Issues, Challenges and Prospects held by the Dept. of Economics, KNM Govt. Arts & Science College, Kanjiramkulam on 5 & 6 February, 2013
Dr. K.B Anand, Asso. Professor in English	Presented paper in the International Conference at Central University of Kerala, Kasargod. (17 October 2012)
	Attended the International Conference on Global Diaspora Studies- University of Kerala. (21,22 March 2013)
Dr. Sreela P Nair, Asst. Professor in English	Successfully completed Refresher Course at UGC Academic Staff College, University of Kerala, Thiruvananthapuram (29/11/2012 - 19/12/2012)
	Attended the Regional Seminar, Govt. College for Women,

	Thiruvananthapuram (January 28 & 29 2013)
	Presented Paper in National Seminar, University College, Thiruvananthapuram on 7 February 2013.
Dr. M S Gayathri Devi, Asst. Professor in English	Successfully completed Refresher Course (1/02/2013-22/02/2013) University of Kerala, UGC Academic Staff College, Thiruvananthapuram
	Attended National Conference on <i>Converging Disciplines: Canada and India</i> Centre for Canadian Studies, Kerala University.
	Participated in Residential Training Programme for Master Trainers of Training Partner Scheme of ASAP at Maria Rani Centre, Thiruvananthapuram.
	Successfully completed Orientation Course (25/07/2012-31/07/2012) for NSS Programme Officers held at Rajagiri College of Social Sciences, Ernakulam.
	Attended UGC Sponsored Workshop (16/04/2013-20/04/2013) on “Capacity Building of Women Managers in Higher Education” at Women’s Studies Centre, CMS College, Kottayam.
	Paper Presented in the National Seminar organized by Dept. of Politics, VTM NSS College, Dhanuvachapuram on 25 th & 26 th March 2013.
	Participated in UGC Sponsored National Seminar at the Dept. of English, Sree Sankaracharya University of Sanskrit, Kalady from 17 to 19 December 2013.
Chitra V S, Asst. Professor in English	Attended National Workshop in ELT : Developing Multimedia package for General English Courses, Centre for English Language Teaching University of Kerala, 26-28 July 2012
	Attended workshop on Capacity Building for Women Managers in Higher Education, Dept.of Commerce, University of Kerala, 10-15 Sept 2012
Radhika R, Asst. Professor in English	Presented Paper in National Seminar, Udaya Arts and Science College, Vellamodi, 28 September 2012
	Successfully completed Refresher Course at UGC Academic Staff College, University of Kerala, Thiruvananthapuram (28/09/2012-19/10/2012)
Dr. D. Prabha, Asso. Professor in History	Attended South Indian History Congress, Feb 15-17.2013 Tvm
Dr. K.R. Ushakumari,	Attended South Indian History Congress, Feb 15-17.2013 Tvm

Asso. Professor in History	
Dr. S. Venumohan, Asst. Professor in History	Attended South Indian History Congress Feb.15-17, 2013Tvm
Bindu. K. Ravi, Asst. Professor in History	Attended South Indian History Congress Feb. 15-17, 2013 Tvm Presented a Paper on Social Movements under Sree Chitra Thirunal @ The National Seminar organized by the Sree Uthradom Thirunal Institute of Culture May 15, 2013Tvm
Harikrishnan. G, Asst. Professor in History	Presented a paper on “Formation and the making of nationalist modernity in Kerala on 23 Jan 2013 at Govt college Chalakkudy
	Presented a paper in the South Indian History Congress on Feb, May 15-17, 2013 Tvm on the topic -“Charity to human rights changing dimensions of disability reforms
Sajini. P, Asst. Professor in History	Presented a paper on kalari and women in medieval Malabar society in the South Indian History Congress Feb. 2013
Aparna. S, Asst. Professor in History	Attended South Indian History Congress Feb. , May 15-17, 2013
Dr. Harikrishnan. S, Asst. Professor in History	Presented a paper on Absentee Tenants in Agrarian Kerala @ South Indian History Congress Feb. 2013 Attended The National Seminar organized by the Sree Uthradom Thirunal Institute of Culture, May 15, 2013Tvm
Dr. R. Manoj, Asst. professor in Malayalam	Successfully completed refresher course at Academic staff college, Kariavattom, December 2012 Presented a paper titled “Vivara sankethika vidyayum puthu kavithayum” in the National seminar held at Govt. college, Kanjiramkulam. Presented a paper titled “Ayyappankavithayile paristhithika darsanam” in the National Seminar at SN College Kollam, 2012
Jayakrishnan.P.R., Asst. professor in Mlayalam	Successfully completed refresher course at Academic staff college, Kariavattom from 2.11.2012 to 23.11.2012
Dr. B.S. Binu, Asst. professor in Malayalam	Successfully completed refresher course at Academic staff college, Kariavattom from 2.11.2012 to 23.11.2012
Anitha.V.Nair Lecturer in Mathematics	Successfully completed Refresher Course in Human Rights by UGC in University of Kerala 16-7-2012 to 6-8-2012. Successfully completed Refresher Course Special Winter School by UGC in University of Kerala 28-11-2013 to 18-12-2013
Jayasree N., Asst. professor in Mathematics	Attended National Seminar on Number Theory and Ramanujan’s Contribution (NSNRC2012) Department of Mathematics,

	University of Kerala [13-12-2012 to 14-12-2012].
	Successfully completed Refresher Course in Mathematics by UGC in University of Kerala 5-9-2012 to 26-9-2012.
	Successfully completed Refresher Course in Mathematics by UGC in University of Kerala 20-8-2013 to 9-9-2013.
Dr.H.Padmakumar, Asst. Professor in Physics	Successfully completed Orientation Course -Nov.2012
	Successfully completed Refresh Course – Jan.2013
Dr.B.R.Bijini, Asst. Professor in Physics	Presented a paper on ‘Crystal structure, spectral and dielectric studies of calcium oxalate polymer crystal’, in the International Conference on Materials Science and Technology (ICMST 2012), 10 - 14 June 2012, Kottayam, Pala.
Dr.N.P.Suresh Babu, Asso. Professor in Zoology	Training and workshop on medicinal plants at SHM and Ayurveda college, Thiruvananthapuram.

ANNEXURE IV

Details of Research Publications

Name and Designation	Details of Publication
Dr. V. S.Santhosh, Asso. Professor in Commerce	Published an article in Kerala Tour - A Truly Memorable Travel Experience to All, ' <i>Memorabilia -The Conference Souvenir</i> ', XXXIII All India Accounting Conference, November 13 to 14, 2010, Pp 49-60.
	'India Tourism – bring into play Fractal Marketing Strategies', <i>Proceedings of the Kanniyakumari Academy of Arts and Science - Vol. II Social Science</i> , (A Peer-reviewed Research Papers of KAAS National Seminar), ISBN 978-93-81658-02-4, Kanniyakumari Academy of Arts and Science, 2012, Pp Commerce 57-60.
	'ICT and Rural Tourism in Kerala - Opportunities and Challenges', Rural E-Commerce in India Emerging Trends and Challenges, ISBN: 978-93-5104-594-6, Department of Commerce, Government Arts College, Thiruvananthapuram, 2013, Pp 2-8.
Dr. S.Jayadev, Asso. Professor in Commerce	Published an article entitled " <u><i>An Analytical Study of Cassava and Rice Cultivation in Kerala with special reference to Climate Change</i></u> " in the Proceedings of the International Conference on the Impact of climate change on Food Security, held at Bishop Moore College Mavelikara, Sponsored by UGC, New Delhi, & KSCSTE, Thiruvananthapuram with ISBN NO:978-81-7821-340-8,Page Nos;116-125.
	Published an article entitled " <u><i>Backwater Tourism in Kerala with Special reference to Alappuzha District: Major Threats and Remedies</i></u> " on the book "Tourism Trends and strategies" Published by Sonali Publications, New Delhi with ISBN NO:978-81-8411-370-9,Page Nos;97-111.
	Published an article entitled " <u><i>Influence of FDI on retail sector</i></u> " in the National monthly Journal "YOJANA" published by Publication Division, Ministry of Information and Broadcasting, East Block-IV, level –VII, New Delhi, February 2012, vol.56, pages 21-26, ISSN-0971-8400.
	Published an article entitled "A Case Study on Testing the Market Efficiency of NSE" on the "Management Researcher" a Research Journal of Institute of Management Development and Research TVPM, Volume-XV111, Number-3,January-March 2012 with ISSN: 2230--8431,Page No; 67-71.
	Published an article entitled " <u><i>Concern for drop outs in Govt.Schools-Problems and Anxieties</i></u> " in the Malayalam monthly Journal "YOJANA" published by Publication Division, Ministry of Information and Broadcasting, East Block-IV, level –VII, New Delhi, February 2012, vol.40,Issue-9, pages 63-65, ISSN-0971-8397.
	Published an article entitled " <u><i>AN EMPIRICAL STUDY ON THE FINANCING PATTERN OF PADDY CULTIVATION IN KERALA</i></u> " on the "Journal of Commerce and Management Research" Published by

	Dr.N.G.P. Arts and Science College,Coimbatore, Volume-2,Issue-1,January-2012 with ISSN: 2249-0442,Page Nos; 90-96.
	Published an article entitled “An Analytical study on Students Educational Loan in Malabar Region of Kerala” on the “Mirror” a Peer Refereed Bi-annual Research Journal of Commerce and Management and Social Science Published by Scholars Association of Kerala, Volume-11,INumber-1,March 2012 with ISSN: 2249-8117,Page No; 134-141
	Published an article entitled “Financing of educational loans by commercial banks in Kerala-Justified or not” in a Journal of seminar papers published by Post Graduate Department of Commerce, NSS College Manjeri, Malappuram District.
Dr. K.B Anand, Asso. Professor in English	M T yude Rachanakal- A Critical Study-2012
	Malayala Kavithayum Paristhithiyum- A Critical Study. 2013
Dr. Sreela P Nair, Asst. Professor in English	<i>A New Paradigm for Clinicians</i> in International Journal of Social Science Tomorrow(IJSST), September 2012
	<i>The Minds of Myths</i> in International Journal of Social Science Tomorrow (IJSST), September 2012
	<i>Isla Negra and the Neptunic Thrust</i> in The Atlantic Critical Review, July-September 2012
	Colonial Discourse on the Hindi Short Story in International Journal of Social Science Tomorrow (IJSST), January 2013
Dr. M S Gayathri Devi, Asst. Professor in English	<i>Voicing as an Expression of Liberation</i> , 2012
Chitra V S, Asst. Professor in English	Article titled ‘Nativism in the works of Three Women Writers: The changing phase in Indian English Fiction’ in <i>Changing worlds: Reviewing and Reinventing Literature and Culture</i> , IDEA GORA by Post Graduate Department of English Catholicated College, Pathanamthitta , 2012.
	‘Domestic Violence: “Breaking the Silence in <i>Human Rights Global Focus</i> ” published by The International Human Rights Foundation Vol.b June 2012.
Radhika R, Asst. Professor in English	The Stone Angel as Vollendungsroman in KAAS Publication, 2012
Dr. S. Venumohan, Asst. Professor in History	Published a book titled “Communist Pratyasastravum Prayogavum”
	Published a book titled “Congressum Keralavum; Sahanasamarathilekku Oru Ethinotam”

Dr. R. Manoj, Asst. professor in Malayalam	Arivu oru nervayana (Vijnana Kairali)
	Unarnnupirannellamoruma (Vijnana Kairali)
Dr.B.R.Bijini, Asst. Professor in Physics	Crystal structure, spectral, thermal and dielectric studies of a new barium complex of benzoic acid single crystal, <i>Solid State Sciences</i> , 20, 2013, pp.92-96.
	Crystal structure, spectral, thermal and dielectric studies of a new zinc benzoate single crystal, 97, 2012, pp.1002–1006.
	Spectral, thermal, dielectric studies and crystal structure of novel nonlinear optical diaquabis(salicylato)zinc, <i>International Journal of ChemTech Research</i> , 4(2), 2012, pp.739-748.
Dr.N.P.Suresh Babu, Asso. Professor in Zoology	Proceedings of International seminar CWRDRM Kozhikode -2013
	Proceedings entitled - Immunological studies of a lotic ecosystem Vamanapuram river.
