

**The Annual Quality Assurance Report (AQAR)  
2013-14**

**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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**November 2017**

## The Annual Quality Assurance Report (AQAR) of the IQAC 2013-14

### Part – A

#### 1. 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.

04712232240

Name of the Head of the Institution:

Dr.G.S.SREELATHA

Tel. No. with STD Code:

04712230919

Mobile:

Name of the IQAC Co-ordinator:

Dr.K.JAYAKUMAR

Mobile:

9447222584

IQAC e-mail address:

vtmiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

NA

1.4 NAAC Executive Committee No. &amp; Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.**EC/58/RAR/094 dated 10-3-2012**This EC no. is available in the right corner- bottom of your Institution's Accreditation Certificate)*

1.5 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>

1.6 Accreditation Details

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

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

05/08/2005

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

2013-14

1.9 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 2012 – 13 submitted to NAAC on 15-04-2015**

1.10 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	<input type="checkbox"/>	Private
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text"/>								

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

UNIVERSITY OF KERALA

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

Autonomy by State/Central Govt. / University	<input type="text" value="NA"/>	
University with Potential for Excellence	<input type="text"/>	UGC-CPE <input type="text"/>

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

300000

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

- Right to Information and Community Empowerment
- Quality Assurance and Learner centred Teaching
- Sahithyam, Cinema, Sankethikavidya

2.14 Significant activities and contributions made by IQAC

- ❖ Devised plan of action for 2013-14 and ensured its execution
- ❖ Directed the departments to prepare the action plan for the academic session, reviewed the same and provided feedback for improvement
- ❖ Arranged a training programme on ICT enabled teaching
- ❖ Organised awareness programmes on Environmental Issues and Drug Abuse
- ❖ Organised seminars / workshops on contemporary issues
- ❖ Strengthened Career Guidance and Placement Cell
- ❖ Enriched the library with the latest edition of books and periodicals
- ❖ Supported Parent Teacher Association in its functioning
- ❖ Offered guidance for club activities
- ❖ Monitored the 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	Achievements
To reinforce the activities of clubs and forums in the college	Succeeded in organizing various activities of the clubs and forums. Assisted in developing leadership qualities among students.
To conduct conferences / workshops	Brought in opportunities to the students and faculty to obtain new experiences and awareness of the latest avenues of knowledge.
To organize invited lectures	TALLY and SPSS Programmes were introduced to M Com students. Post Graduate students got benefitted from the NET and SET related classes.
To convert present classrooms to smart classrooms	Facilitated effective teaching through visual learning.
To monitor the student facilities in class rooms	Prompted the PTA to acquire furniture and ceiling fans for classrooms, aiming at enhancing student facilities.
To submit proposals to the management to start M Sc Physics, Mathematics and M.A. Malayalam	Obtained permission from the management.
To procure computers and reprographic facilities	Purchased computers, printers and photocopier machines using various funds received from UGC, PD & PTA.
To furnish constructive suggestions in the conduct of examinations	Ensured fair and effective conduct of examinations by constituting an internal squad.
To effectively coordinate the activities of various committees	Facilitated the smooth functioning of the college and brought in a better academic ambience.

2.15 Whether the AQAR was placed in statutory body

Yes

☒

No

☐

Management

☒

Syndicate

☐

Any other body

☐

Provide the details of the action taken:

The Report was approved by the Management

## 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				
PG	3	1		
UG	11			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	14	1		

  

Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni ☐ Parents ☒ Employers ☐ Students ☒  
*(On all aspects)*  
 Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

In addition to formal feedback, faculty members obtained informal feedback from the students and parents to review them for taking necessary corrective measures.

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

- ❖ University updates the syllabi from time to time after conducting workshops. Teachers of our college participate in these workshops
- ❖ First Semester Degree syllabus has been revised and the format for the evaluation of CBCSS system has been changed from direct grading to indirect grading by the University
- ❖ The change has brought in significant positive difference in the end semester exam scores of the students

##### 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	Asso. Professors	Professors	Others
62	41	20	0	1

2.2 No. of permanent faculty with Ph.D.

37
----

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Asso. Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
11	7	0	0	0	0	0	0	11	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

10	0	0
----	---	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars / Workshops	2	8	2
Presented papers	9	16	1
Resource Persons	0	3	1

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

- |  |
|--|
| <ul style="list-style-type: none"> <li>❖ Motivated students through activities such as quiz competitions, debates on various contemporary issues, campaigning etc.</li> <li>❖ Conducted Seminars / workshops and Group discussions</li> <li>❖ Conducted field surveys</li> </ul> |
|--|

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

180
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2.8 Examination / Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Introduced software for the conduct of University examinations
- Constituted internal squad to conduct examinations fairly
- Internal assessment is done through assignments, seminars and model tests

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

4	0	4
---	---	---

2.10 Average percentage of attendance of students

89

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	27.08	50	10.41	2.08	89.57
MA English	19	---	63.15	31.57	--	94.72
M.Com	20	---	60.15	20.65	14.25	95
B.Com	64	---	35.94	20.31	14.06	70.31
BA History	62	---	16.12	38.70	--	54.83
MA History	16	56.25	12.5	1.25	--	75
BA Economics	49	---	48.98	14.29	2	65.2
BSc Botany	35	14.28	51.42	22.85	---	88.55
BSc Chemistry	39	38.46	41.03	---	---	79.49
BSc Zoology	32	3.12	75	----	---	78.12
BSc Physics	32	31.25	50	6.25	---	87.5
BSc Mathematics	48	2	83.5	2.26	---	87.76
BA Malayalam	55	87.27	10.9	---	----	98.18
BA Political Science	67	---	25.37	23.88	5.97	55.22

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

- Ensures the renewal of INFLIBNET facility
- Promotes a favorable learning atmosphere.
- Monitors the periodic assessment of students.
- Introduces training programmes to improve various technological skills
- Assists in the preparation of the academic calendar.

## 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programme	Number of faculty benefitted
Refresher courses	7
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programme	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	5
Others	

## 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	18	1	0	1
Technical Staff	11	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Facilitated the teachers to be acquainted with the notifications regarding research projects of various agencies.
- Provided information to conduct seminars / workshops with the help of various funding agencies.
- Shared information about upcoming conferences, seminars, workshops etc, among the staff and students.
- Helped teachers to avail faculty development programme / QIP.
- Identified problems in the locality and encouraged the faculty to take up research in those areas.
- Encouraged publications by the faculty and students.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs		23.76		

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	3	0	0
Outlay in Rs. Lakhs	3.5	1.8		

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	20	2
Non-Peer Review Journals	0	3	1
e-Journals			
Conference proceedings	1	0	2

#### 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 (Lakhs)	Received
Major projects	3	SERB, DST	23.76L	13.6L
Minor Projects	1.5	UGC	5.3L	2.82L
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			29.06L	16.42L

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			1
Sponsoring agencies		UGC			IQAC

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	16.98	From Management of University/College	0.3
Total	17.28		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	1
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	District	College
		1				

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

3.22 No. of students participated in NCC events:

University level	<input type="text" value="10"/>	State level	<input type="text" value="21"/>
National level	<input type="text" value="2"/>	International level	<input type="text"/>

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       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

- ❖ Women's Cell of the college organised training programmes for the students in the preparation of eco-friendly items like paper bags.
- ❖ National Service Scheme Units of the college arranged adult literacy programmes for illiterate housewives in the neighbourhood.
- ❖ Blood group detection camp was carried out by NCC.
- ❖ In association with National Service Scheme, the college conducted women empowerment programmes.
- ❖ As a part of Literary and Debate club activities, Spoken English classes for the nearby school students were arranged.
- ❖ An "Anti-Plastic Drive" was conducted by the volunteers of National Service Scheme.
- ❖ Arranged a "Science Exhibition" by the Science Club for the neighbouring schools.
- ❖ National Service Scheme and Department of Physical Education organised a rally with the theme 'Fight against Drugs'
- ❖ National Service Scheme held an Interaction with HIV Victims - an attempt to identify the problems of HIV victims in Kerala.
- ❖ National Service Scheme, in association with SINDRP, held a survey and took steps to protect water resources in Kollayil Panchayath
- ❖ Under the auspices of NSS, a seminar was organised on 'Challenges of Resource Management in Kerala'
- ❖ The Department of History conducted a Survey on the literacy rate of Kollayil Panchayath.
- ❖ A Coin Exhibition was conducted by the department of History
- ❖ The Economics department organised 'Share a Meal' programme on World Food Day.
- ❖ A survey on 'The impact of MNREGS on the lives of local population' by the Department of Economics.
- ❖ Invited talk on space science and its opportunities in India and abroad by C.Nandakumar, scientist VSSC Thiruvananthapuram
- ❖ Conducted waste management awareness programme to the local population
- ❖ Conducted a discussion on the Budget 2013-14.

## 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	39			39
Laboratories	9			9
Seminar Halls	2			2
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

- ❖ Office is fully computerized.
- ❖ Provided reprographic facilities in the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29175	1387460	342	86771	29517	1474231
Reference Books	1098	291907	245	15000	1343	306907
e-Books	72000					
Journals	32	29424	4	3157	36	32581
e-Journals	INFLIBNET	5000			INFLIBNET	5000
Digital Database	Grandha soft				Grandha soft	
CD & Video	524	41400	4	600	528	42000
Others (specify)						



## 4.4 Technology up gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Internet</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Departments</b>	<b>Others</b>
Existing	49	17	2	2	---	7	12	9
Added	0	0	0	0	---	0	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.)

- ❖ The college subscribed to the online INFLIBNET library service to facilitate access to libraries around the world by teachers and students.
- ❖ Students' attendance, continuous internal assessment marks, registration for examinations were managed online effectively.

## 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.25000
ii) Campus Infrastructure and facilities	1.33334
iii) Equipments	
iv) Others	
Total:	1.58334

## Criterion – V

### 5. Student Support and Progression

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

- ❖ Encouraged counselling / mentoring by the teachers
- ❖ Informed the students about the financial assistance from government, scholarships from various agencies
- ❖ Gave awareness about skill development programmes and industrial visits
- ❖ Holistic health practices imparted
- ❖ Identified the economically backward students and ensured financial support
- ❖ Strengthened the functioning of various cells

#### 5.2 Efforts made by the institution for tracking the progression

- ❖ The tutorial system was tailored to suit the needs of the students
- ❖ Result analysis was regularly done in the college council and pertinent matters relating to student progression were devised and implemented.

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

UG	PG	Ph. D.	Others
1633	123	---	---

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

13
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#### (c) No. of international students

0
---

Men	No	%	Women	No	%
	664	37.8		1092	62.2

No	%
1092	62.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
956	308	2	364	4	1634	1021	267	6	456	6	1756

Demand ratio:                  Dropout % 3.4

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

- ❖ Supported P.G. students for the preparation of competitive exams like NET / SET and PSC.
- ❖ Classes were conducted on personality development and stress management.
- ❖ Final year students were given coaching for PG entrance examinations.

No. of students beneficiaries

138

## 5.5 No. of students qualified in these examinations

NET	5	SET/SLET	1	GATE		CAT	
IAS/IPS etc		State PSC	24	UPSC	1	Others	29

## 5.6 Details of student Counselling and Career Guidance

A Career Counselling Cell has been established in our college to look into the diverse socio-economic problems that our students encounter. One of the objectives of this cell is to help the students who hail from economically backward families, with placement opportunities and also provide institutional support. We also provided them with guidance such as:

- ❖ Helped the students to sharpen their interview skills
- ❖ Provided support for language development
- ❖ Gave information about job opportunities and various courses.
- ❖ Displayed information of various courses and job opportunities on the notice boards.
- ❖ Maintained good rapport with reputed private companies.
- ❖ Provided opportunities to attend leadership training camps for students.
- ❖ Arranged stress management classes.

No. of students benefitted

156

## 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
2	24	3	6

## 5.8 Details of gender sensitization programmes

- Took initiatives to conduct awareness class on 'Women's Rights'.
- Organised discussion on 'Gender Equality'.
- Conducted counselling programmes for the girls.

## 5.9 Students Activities

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

State / University level 116 National level 11 International level

No. of students participated in cultural events

State / University level 22 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

	No. of students	Amount
Financial support from institution	36	50200
Financial support from Government	1296	3443487
Financial support from other sources		
Number of students who received International / National recognitions		

## 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:

- Sanitation facilities for the students were improved.
- Formed a monitoring cell including student representatives

## 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

Yes

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

##### 6.3.1 Curriculum Development

- ❖ Two members of the faculty acted in capacity of Senate member and Academic council member in the University and actively contributed towards curriculum development
- ❖ Many of the faculty members, who were part of various academic bodies of the University, keenly participated in the syllabus revision
- ❖ Students' feed-back on the existing curriculum and evaluation system was collected by the IQAC from all students.
- ❖ Departmental expert committees were constituted to study in detail, the extent of changes required in curriculum and evaluation.

##### 6.3.2 Teaching and Learning

- ❖ Special coaching and remedial classes for slow learners were held.
- ❖ Feedback from the students was collected and analysed to enhance the quality of teaching.
- ❖ Department Level Monitoring Committees and College Level Monitoring Committee gave feedback to carry out the academic and non-academic activities efficiently.
- ❖ Displayed new arrivals in the library.
- ❖ Promoted peer teaching.
- ❖ Exposed students for outdoor learning through educational trips and camps.

### 6.3.3 Examination and Evaluation

- The internal squad was very effective.
- Evaluation was based on the objectives conveyed through the syllabi.
- Regular department-wise PTS meetings were conducted and the progress of the students was discussed with the parents.
- Class tests were regularly conducted.
- The faculty members acted in different capacities for the conduct of examinations of various Universities.
- Mock viva was conducted by the departments to ensure better performance

### 6.3.4 Research and Development

- Research project funded by SERB, DST
- Teachers were encouraged to publish their research works in national and international journals.
- Minor research projects were undertaken with UGC assistance.
- Expert lectures were organised to create research culture among the students.
- Subscribed recent journals and periodicals in the library to kindle the attitude for research.

### 6.3.5 Library, ICT and Physical infrastructure / instrumentation

- The library was enriched with the addition of required titles and volumes of text books and e-journals.
- The U.G.C & P.D. funds were used to purchase the latest books.
- The intricacies of the syllabus were made more coherent through the purchase of new books.
- ICT based learning was encouraged by making such instruments easily available.
- INFLIBNET facility was renewed.
- Computer lab with internet facility was made accessible to the students and staff.

### 6.3.6 Human Resource Management

- Constituted various committees, schemes and clubs to give ample support to the management and administration of the College for the conduct of curricular, co-curricular and extra-curricular activities.
- The College Council, the prime statutory body, engaged itself to run the institution very smoothly.
- Encouraged teachers to attend refresher courses, workshops, seminars and conferences.
- The teachers were selectively given additional charges of various extra-curricular and co-curricular activities to effectively carry out the functions.

## 6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment was done by the N.S.S. Management, strictly following the rules and regulations laid down by the Government, University and the U.G.C.

## 6.3.8 Industry Interaction / Collaboration

- Teachers have research collaboration with various institutes such as ISRO, CSIR and RRL
- Botany Department offered a course on Mushroom Cultivation and Marketing in collaboration with the industry 'Koonpura'

## 6.3.9 Admission of Students

- ❖ As per University regulations
- ❖ Single window system
- ❖ Purely based on merit

## 6.4 Welfare schemes for

Staff - The facility of personal loans was offered by the Co-operative society & salary advance is disbursed to the teachers awaiting approval from the University, by the PTA.

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

## 6.5 Total corpus fund generated

12844119

*(Through fees, PTA fund and management fund (fee remitted to Government fund))*

## 6.6 Whether annual financial audit has been done

Yes ☒No ☐

## 6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes / No	Authority
Academic			Yes	College Council / IQAC
Administrative	Yes	Dy. DCE, Kollam & AG's Office	Yes	Management

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

For UG Programmes      Yes ☐      No ☐

For PG Programmes      Yes ☐      No ☒

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

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

- Interacted with present students, shared their knowledge and experience, and also gave suggestions.
- Lecture classes were delivered by the alumni on their areas of expertise.

6.12 Activities and support from the Parent – Teacher Association

- An active PTA. Provided financial assistance for routine maintenance work and in emergencies. Acted as an advisory body.
- Remuneration for the guest faculty.
- Financial assistance to appoint two contract labourers to neatly maintain the premises of the campus.
- Cash awards to top scorers, for excellence in N.C.C, N.S.S, Sports and Arts.
- Development of facilities and maintenance.
- Monitored the general welfare of the College.
- Many of the problems and grievances of the students were brought to the attention of the authorities and steps were taken to resolve them.

6.13 Development programmes for support staff

- Ensured participation in Government sponsored training programmes to get acquainted with the latest service rules.
- The institution encouraged the support staff to attend internal and external training programmes in order to amplify and polish their skills



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

- The use of plastic and flexes were banned
- Maintained rain water harvesting dug outs
- Plantation of saplings to prevent soil erosion by N.S.S. and N.C.C.
- The staff and students were given orientation through the cultivation of medicinal plants, awareness programmes and display of message boards.

## 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.

- Arranged classes on methodology for P G students.
- Strengthened the existing Bio-diversity park with new plants and herbs
- Participation of the administrative staff in various training programmes was ensured.
- Classes conducted for preparing students for NET/SET examinations

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

- ❖ Extension activities of various clubs were properly coordinated.
- ❖ Final year classrooms of science subjects were provided with LCD projectors.
- ❖ The management granted sanction to start the procedure to apply for M.Sc Physics and M.A. Malayalam.
- ❖ Purchased computers, printers and photocopier machines.
- ❖ Constituted internal squad for the fair conduct of examinations.
- ❖ Invited lectures and awareness classes were conducted.
- ❖ Conducted classes on SPSS Programme and Accounting TALLY to M.Com students.
- ❖ Arranged classes for the NET examination on every Tuesday and Thursday by various departments.
- ❖ Under the supervision of English Department, the language lab was upgraded.
- ❖ Facilitated students to put up good performances in Arts and Sports competitions.
- ❖ Apart from special day activities all the departments conducted association activities.

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

- Tutor - ward system
- ICT enabled teaching

7.4 Contribution to environmental awareness / protection

- An awareness programme was conducted on environmental issues by the Health Club.
- Environment Awareness Poster Campaign was organized in association with NSS
- Steps were taken to protect medicinal plants by Botany Department.

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**

- ❖ Strict adherence to admission regulations of the University
- ❖ Good academic ambience
- ❖ The institution maintains a good success rate in the University examinations.
- ❖ Consistently good performance in sports at the University level.
- ❖ Availability and usage of modern technology.
- ❖ Large collection of books in the library.
- ❖ Strong and supportive PTA
- ❖ An effective Career Guidance and Placement Cell

### **Weakness**

- ❖ Lack of separate library building and reading rooms
- ❖ Lack of public transport
- ❖ Girls waiting room not sufficiently equipped

### **Opportunities**

- ❖ High opportunity of expanding the academic programmes by introducing new courses that suit modern and contemporary requirements.
- ❖ Introduction of more PG courses
- ❖ Upgrading of PG Departments into research departments
- ❖ Large play field to be upgraded as a good stadium

### **Challenges**

- ❖ Delayed repairs of infrastructure facilities
- ❖ Focus on vocationalisation of higher education in policy making

## 8. Plans of institution for next year

1. Upgrade the PG Departments to Research Centres
2. Conduct Seminars / Workshops / Conferences on various disciplines
3. Encourage more teachers to apply for minor and major projects
4. Automation of administrative office
5. Conduct of Water Quality Testing
6. Further upgradation of language lab

Dr.K. Jayakumar

*Name & Signature of the Coordinator, IQAC*

Dr.G. S. Sreeletha

*Name & Signature of the Chairperson, IQAC*



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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
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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**ANNEXURE II**  
**Academic Calendar 2013 -14**

03-06-2013	College Reopening
07-06-2013	Department Meeting
17-06-2013 To 28-06-2013	Semester II Internal Examination & Semester IV University Examination started
04-07-2013	Department Meeting
15-07-2013	I Semester Start
16-07-2013	Bridge course for I sem
17-07-2013	II Semester University Examination started
28-07-2013	National statistics day celebration
01-08-2013	III Semester Start
05-08-2013	Department Meeting
08-08-2013	Academic audit
16-08-2013	Waste management awareness programme
03-09-2013	Personality development programme
13-09-2013	Onam Holidays started
23-09-2013	Reopening
07-10-2013	Department Meeting
11-10-2013	Afternoon PTS Meeting
16-10-2013	World food day celebration
17-10-2013	Algae collection
19-10-2013	Seminar on Kerala economy
22-10-2013	Coin exhibition
24-10-2013	V Semester Internal Examination started
04-11-2013	Department Meeting
05-11-2013	Academic audit
08-11-2013	Budget discussion
13-11-2013	V Semester University Examination and III Semester Internal Examination started

19-11-2013	Survey on literacy rate of Kollayil Panchayath
03-12-2013	Inauguration of PG Economics
04-12-2013	Department Meeting, Literary Quiz
05-12-2013	VI Semester Start, Career guidance workshop
9-12-2013 To 18-12-2013	III Semester University Examination I Semester Internal Examination, Remedial classes
21-12-2013	Christmas Holidays started
30-12-2013	Reopening
01-01-2014	IV Semester Start
02-01-2014	Department meeting
03-01-2014 To 15-01-2014	I Semester University Examination
14-01-2014	Workshop on Semesterisation
20-01-2014	II Semester Start
27-01-2014	Visited Thenmala eco tourism
01-02-2014	Survey on impact of MNREGS
05-02-2014	Heritage walk to Chitharal
06-02-2014	2.30 p.m to 3.30 p.m Staff Meeting for RUSA
10-02-2014	VI Semester Internal Examination started
10-02-2014	Department Meeting
11-02-2014	Academic audit
13-02-2014	Science Quiz
17-02-2014	PTS meeting
28-02-2014	Invited talk on Space Science
10-03-2014	Department Meeting
12-03-2014 To 25-03-2014	Remedial teaching.

### **ANNEXURE III**

#### **Feedback**

##### **Students**

Many responses indicated that students felt their lecturers were knowledgeable, skilled, enthusiastic, committed. Comments were typically made concerning the willingness and ability of teachers to employ effective teaching methods and incorporate various learning material resources and technologies into teaching in ways that enhanced students' learning. Some students commented that their workloads were more challenging than they had expected. As a result of students' feedback, the College continues to review, develop and implement policies and practices in key areas such as curriculum governance, supervision and monitoring. An academic culture is created in which all students and staff are expected to deploy higher order thinking skills.

##### **Parents**

The parents were satisfied with the teaching, learning and evaluation practices. They appreciated the new strategies adopted by the teacher which enabled in the improvement and enhancement of lecturers professional knowledge.

##### **Alumni**

Overall responses from both the quantitative and qualitative data indicated moderate to high levels of satisfaction with the quality of teaching, instruction, learning and student engagement. The Alumni was dissatisfied with the inadequate infrastructure. They appreciated the safe, friendly environment, high quality teaching and management of learning. They were pleased with the mechanisms for students to pursue grievances and learning related issues.



## **ANNEXURE IV**

### **Best Practice**

#### **1. Tutor-Ward System**

Goal:	<p>A teacher is a person who walks one step ahead. It is necessary to establish a healthy relationship between a teacher and a student.</p> <ul style="list-style-type: none"> <li>• To enhance the social responsibilities and moral values along with academics.</li> <li>• To mould a sensible and responsible generation for a better society</li> <li>• To expose the student community to the vast and wide opportunities ahead.</li> </ul>
The Context:	<p>With the emergence of professional colleges in the private and self financing sectors, the relevance of Arts and Science colleges was getting diminished. A comprehensive resolution had to be implemented to revive the basic degree courses. As a part of it, members of faculty were entrusted with the responsibility of mentoring the students, dividing them into small groups.</p>
Practice:	<p>The students in each class were divided into small groups and a faculty member was entrusted to monitor the curricular, co-curricular and extra-curricular activities of the group. The specific duties assigned to the tutor were</p> <ul style="list-style-type: none"> <li>• To compile the attendance of the students</li> <li>• To monitor the internal and external examination grades of the students</li> <li>• To inform about the various scholarships and awards they can avail</li> <li>• To make them prepared for seminars and presentations they come across.</li> <li>• To encourage them to participate in co-curricular and extra-curricular activities.</li> <li>• To counsel them if they encounter any sort of problems, irrespective of its nature.</li> </ul>
Evidence of success:	<p>The tutor was monitoring the group consecutively for 3 years. Timely intervention could produce better results in all facets of career of the students.</p> <ul style="list-style-type: none"> <li>• Results and grades in examinations became better year after year.</li> <li>• Discipline of the institution improved.</li> <li>• Number of students facing interviews and competitive examinations increased.</li> <li>• Mental health of the students got improved through stress-free learning and sharing of problems.</li> <li>• Socio- economic balance could be established through strong inter personal relationship between the tutor and ward.</li> </ul>
Problems encountered and resources	<p>Majority of students are socially and economically downtrodden. This is a real obstacle to influence and uplift them in a short span. Tremendous effort has to be put in consistently by a group of committed teachers to bring them to the main stream. Lack of communication skills and confidence was another hurdle. Major resource was the sincerity shown by the head of the institution, faculty and the administrative staff for the betterment of the student community. The serene ambience of the campus added to bring a positive outcome.</p>

## 2. ICT enabled Teaching

Goal:	<p>Technological developments are primarily meant to create a better world by their application through education. Students should get the maximum benefit of teaching from an expert group of teachers. The main aims of ICT enabled teaching are</p> <ul style="list-style-type: none"> <li>• To improve the input in teaching and learning process.</li> <li>• To make the students get accustomed with the advanced learning technology.</li> <li>• To expose the students to research field and equip them to participate in seminars and workshops.</li> </ul>
The Context:	<p>Simple lecture methods and demonstration classes are found to be totally insufficient to stimulate the real potentials and trigger the thought processes of a student. To meet the specifications of advancing technology, it is necessary to inculcate new ideas in students and evoke them for exploring novel pathways.</p>
Practice:	<p>To begin with, one classroom in each department was equipped with audio-visual aids. The actual practice involved</p> <ul style="list-style-type: none"> <li>• Training to faculty on ICT enabled teaching</li> <li>• Classes with the help of power point presentations by faculty</li> <li>• Power point presentations of students on selected topics and evaluation.</li> <li>• Discussions on educational videos</li> <li>• Evaluation of the outcome of the new system, among the students and faculty.</li> </ul>
Evidence of success:	<p>The change from the conventional Chalk and Talk system was found to be highly beneficial to the students. The positive aspects were</p> <ul style="list-style-type: none"> <li>• Better academic performance of students</li> <li>• Enhanced communication skills</li> <li>• Increased analytical ability</li> <li>• Boosted self confidence</li> <li>• Overall personality development</li> </ul>
Problems encountered and resources:	<p>The socio- economic background of the students was the most difficult hurdle in the pathway. Inducing confidence in them was rather a tough job. Moreover, reluctance to change from the conventional mode of teaching and learning was also a problem.</p> <p>Dedicated group of faculty was the main resource.</p>