

**The Annual Quality Assurance Report (AQAR)  
2014-15**

**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 2014-15

## 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

NEYATTINKARA

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.S.JALAJAMONY

Tel. No. with STD Code:

04712230919

Mobile

9895285981

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.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/58/RAR/094 dated 10-3-2012

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 / 8 / 2005

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

2014-15

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**
- ii. **AQAR 2013 - 14 submitted to NAAC on 27-11-2017**
- iii. **AQAR 2014 - 15 submitted to NAAC on 27-11-2017**

## 1.10 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 ☐

## 1.11 Type of Faculty/Programme

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

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

Others (Specify)

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

NA

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="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

'Living with Neo-liberalism: India's Tryst with market and the marginalised' dated 16 & 17 March 2015

2.14 Significant Activities and contributions made by IQAC

- ❖ Formulated plan of action and ensured its execution
- ❖ Familiarised Office Automation to the staff
- ❖ Seminars / workshops on contemporary issues were conducted
- ❖ Strengthened Career Guidance and Placement Cell
- ❖ Procured the latest edition of books and periodicals for the library
- ❖ Incorporated ICT methodology of teaching
- ❖ Provided need based assistance and training to the administrative staff
- ❖ Motivated teachers to carryout research related work
- ❖ Strengthened the functioning of the Parent Teacher Association
- ❖ Supported / reinforced career guidance cell.
- ❖ Monitored the feedback analysis

## 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	Outcome
Organization of seminars by various departments.	Seminars, workshops and awareness classes were conducted by almost all the departments.
Strengthening of the activities of clubs and forums in the college.	Extension activities were properly coordinated.
Submission of a proposal for the construction of separate library block	Submitted a proposal for the construction of the separate library block to the UGC for Rs. 1 Cr
Conversion of present class rooms to smart class rooms	Final year class rooms of science subjects were converted to smart class rooms. Also the final year class rooms of Commerce and arts subjects were provided with LCD projectors.
Modernization of fitness centre	Fitness centre was modernized with more sophisticated equipment
Coordination of activities of various committees.	Coordinated various programmes, ensuring improvement in curricular and extracurricular activities

\* 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

The report was submitted before the College council. Suggestions and recommendations were incorporated.

## 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	4			
UG	11			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	15			

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) ☐

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

Yes

- ❖ The Board of Studies and Academic Council of the University update the syllabi from time to time after conducting workshops for teachers / experts at the university level, in which faculty from our institution also take part.
- ❖ Revision of syllabi was done in certain Science subjects resulting in simplified and comprehensive frame work, more beneficial for 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	Associate Professors	Professors	Others
56	42	13		1

2.2 No. of permanent faculty with Ph.D.

38
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
9	13	0	0	0	0	0	0	9	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

13		
----	--	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	3	2
Presented papers	6	23	4
Resource Persons		2	1

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

- ❖ Apart from computers and internet facility, all PG and Science departments were provided with LCD projectors to materialize ICT enabled teaching in class rooms
- ❖ Conducted Seminars / workshops to update the knowledge of staff and students
- ❖ Departments arranged study tours
- ❖ Besides the usual lecture method, Departments conducted presentations, group discussions and interactive sessions for students
- ❖ Encouraged peer teaching
- ❖ Conducted field surveys
- ❖ Introduced WWS and SSP

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

182

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 done through assignments, seminars and model tests
- Feedback collected from students and parents, gained better results
- Adopted self evaluation methods

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

2

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

83

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG - Physics	28	50	21.42	3.5	--	75
UG - Chemistry	34	29.4	35.3	11.8	--	76.5
UG - Mathematics	32	12.5	50	--	--	62.5
UG - Botany	35	2.8	48	19	--	69.8
UG - Zoology	35	274.28	57.14	5.7	--	77.14
UG - English	49	16.33	38.78	8.16	4.08	67.35
UG – Malayalam	44	81.82	13.64	--	--	95.45
UG-Political Science	60	0	41.67	6.67	5	53.34
UG - History	55	--	34.54	14.54	--	49.09
UG - Economics	44	--	50	22.73	--	72.73
UG - Commerce	61	19.67	49.18	14.75	--	83.61
PG - English	19	--	47.36	42.1	--	89.46
PG - History	17	--	41.17	29.4	--	70.58
PG - Economics	11	--	18.1	9.1	--	27.27
PG - Commerce	17	5.88	70.5	23.62	--	100

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

- Organizes expert lectures in various disciplines
- Monitors interactions and consultations for simplifying the complexities of the syllabus
- Equips the students for research and skill development as a part of the teaching – learning process
- Creates a congenial atmosphere for research among students
- Takes the initiative in conducting co-curricular activities
- Monitors the periodic assessment of students
- Offers guidance in the preparation of academic calendar by providing the examination schedule, working days, celebrations, holidays, vacations and academic events
- Takes steps to introduce more interactive software to upgrade the Language Laboratory

### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	6
UGC – Faculty Improvement Programme	3
HRD programmes	2
Orientation programmes	5
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	1
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	16	0		0
Technical Staff	12	0		0

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Provided information to conduct seminars / workshops with the help of various funding agencies like UGC, STEC etc.
- Encouraged teachers to apply for minor and major projects
- Inspired faculty for publishing research related articles
- Encouraged teachers to attend seminars and workshops
- Identified research areas in the neighboring locality and encouraged the faculty to take up research activities

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		1.2		

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	17	
Non-Peer Review Journals		2	3
e-Journals			
Conference proceedings	1	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	Received
Major projects	3	SERB, DST	2370000	500000
Minor Projects	1.5	UGC	120000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
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		1	6
Sponsoring agencies		UGC			PTA

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

4

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

24.67

From Management of University/College

0.60

Total

25.27

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

3.18 No. of faculty from the Institution who are Ph. D. Guides

1

and students registered under them

1

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

#### Department of Political Science:

- ❖ Took initiatives in conducting weekly discussion programmes in collaboration with other departments of the College



**Department of Malayalam**

- ❖ Organised a discussion on ‘Paristhithiyum Malayala Kavithayum’ dated 24/10/2014
- ❖ Conducted a seminar on the topic ‘Bhashasasthram : Sidhandhavum visakalanavum’ dated 28/10/2014
- ❖ Poetry writing competition was held on 19/9/2014
- ❖ Ramayanam Day Festival was celebrated on 14/8/2014

**Department of Commerce**

- ❖ Organised an awareness programme on various saving schemes on 16 Jan 2015.
- ❖ Conducted an environmental awareness programme on 23 Oct. 2014

**Department of Zoology**

- ❖ A Study and Documentation of Butterfly fauna of VTM NSS College campus in the month of October and November 2014.
- ❖ Conducted a talk on Mobile phone abuse by Dr. Mohan Kumar, Rtd Associate Professor, Government Women’s College, Trivandrum on 12.11.2014.
- ❖ Industrial visit to Tea Factory, Ooty on 11.2.2015.

**Department of Chemistry**

- ❖ Conducted a quiz programme as part of science club activities
- ❖ On 13/01/15, a Group discussion was conducted on Global warming. Students urged themselves to take preventive measures against the rising peril.
- ❖ On 20/02/15, a science exhibition was conducted for the students from the nearby schools.

**Department of English**

- ❖ Adult Literacy programmes were conducted in the locality
- ❖ Peer teaching by PG students in the neighbouring school
- ❖ Communicative English classes for teenagers from the nearby areas
- ❖ Gender sensitization programmes for housewives

**Department of Physics**

- ❖ Invited talk on Quantum Mechanics and recent trends in material science

**Career Guidance Cell**

- ❖ Graduate Aptitude test was conducted in association with NIIT Trivandrum on 19/09/2014
- ❖ Coordinated student participation in the off campus recruitment drive of Federal Bank on 26/09/2014
- ❖ Coordinated student participation in Career Orientation Camp conducted by Altis group on 02/10/2014
- ❖ Coordinated the student participation in the off campus recruitment drive of WIPRO on 11/12/2014 and 12/12/2014
- ❖ Conducted PSC exam orientation programme on 16/02/2015

## 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	41			41
Laboratories	9			9
Seminar Halls	02			2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		34	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		18L	UGC	
Others				

#### 4.2 Computerization of administration and library

❖ Installed office automation software [2014-15]

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29590	1417050	1245	303140	30835	1720190
Reference Books	1098	291907			1098	291907
e-Books	72000					
Journals	32	29424			32	29464
e-Journals	INFLIBNET	5000			INFLIBNET	5000
Digital Database	Grandha soft				Grandha soft	
CD & Video	534	42600	2	200	536	42800
Others (specify)						

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	49	17	2	2	-	7	12	9
Added	13	0	0	0	-	0	11	2
Total	62	17	2	2	-	7	23	11

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

- ❖ At the beginning of the year, all first semester students were given training in the use of library automation system
- ❖ Administrative staff is provided with ample opportunities to attend various training programmes conducted by the Government to get updated with the various schemes

## Criterion – V

### 5. Student Support and Progression

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

- ❖ Informed the students about the modalities for getting financial assistance from the Government, as well as on various scholarships from different agencies
- ❖ Took initiatives in conducting remedial classes, coaching classes for competitive examinations, gave career guidance and counseling
- ❖ Gave awareness on skill development programmes, industrial visits etc.
- ❖ Organised medical camps for students
- ❖ Offered guidance to ensure physical fitness
- ❖ Inspired the poor learners by providing them with sufficient learning aids
- ❖ Observed the functioning of various cells viz. women's cell, grievance cell, anti-ragging committee and human rights forum

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

- ❖ The institution monitored the effective functioning of the Tutorial System
- ❖ The tutors collected data regarding the students' performance and analyzed it accordingly
- ❖ Conducted SWOT analysis at the end of the academic year

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

UG	PG	Ph. D.	Others
1614	125	---	---

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

1

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

No	%
623	35.8

Men

No	%
1116	64.2

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1021	267	6	456	6	1756	1078	288	4	363	6	1739

Demand ratio

Dropout % 1.4

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

- ❖ Organised spoken English classes and aptitude tests
- ❖ Ensured the availability of learning materials in the library
- ❖ Organised mock interviews, group discussions, ICT skill training etc

## 5.5 No. of students qualified in these examinations

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

## 5.6 Details of student counselling and career guidance

- ❖ Arranged training programmes for the development of soft skills
- ❖ Conducted programmes on life skills
- ❖ Provided information on job opportunities and various courses
- ❖ Ensured the availability of books and periodicals in the library related to various courses / job opportunities
- ❖ Maintained good rapport with reputed private companies
- ❖ Provided opportunities for students to attend leadership training camps

No. of students benefitted

132

## 5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			26

## 5.8 Details of gender sensitization programmes

- Celebrated Women's Day under the guidance and supervision of the Women's Cell of the college
- Took initiative to conduct awareness class on 'Women's Rights'
- Organised discussions on 'Gender Equality'
- Arranged 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
Financial support from institution	59	56000
Financial support from government	1268	3737907
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:

- Maintenance of toilets was done by replacing the faulty fittings
- Ensured regular cleaning of the campus

## 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

- ❖ Feedback from the students, parents, alumni and other stakeholders were collected and analyzed
- ❖ Many teachers of the college were members of various academic bodies of the University and were actively engaged in modifying the syllabi
- ❖ Senior members of the teaching faculty discharged their duty as Chairmen of various examination boards and pass boards of the University

##### 6.3.2 Teaching and Learning

- ❖ Using ICT enabled advanced methods for teaching
- ❖ Conducted unit tests, group discussions and were given home assignments
- ❖ Holistic growth was encouraged through outdoor learning experiences like educational trips, camps etc.
- ❖ Motivated the students to venture into research activities
- ❖ Arranged special coaching and remedial classes for slow learners
- ❖ Conducted programmes to sharpen the communicative skills of the students
- ❖ Collected feedback from the students and analysed it to enhance the quality of teaching
- ❖ Displayed new arrivals in the library
- ❖ Motivated the PG students towards the preparation of question bank
- ❖ Ensured the availability of reference books and encyclopaedia

### 6.3.3 Examination and Evaluation

- Constituted an internal squad to minimize malpractices
- Evaluation was based on the objectives conveyed through the syllabi
- Effective evaluation methods were used
- Two internal exams were conducted as part of continuous evaluation
- Class tests were regularly conducted
- The faculty members functioned in various capacities as examiners of various University examinations
- The senior faculty members acted as Chairmen and also as question paper setters for other Universities
- Administered / Conducted mock viva to instil confidence in both PG and UG students

### 6.3.4 Research and Development

- The Research Committee functioning in the college encouraged teachers to publish their research works in national and international journals.
- The college initiated the effective utilisation of the fund received from the UGC & the DST in the ongoing projects
- Minor research projects were undertaken with UGC assistance
- Conducted classes on Research methodology and SPSS programme for PG students
- Recent journals and periodicals in the library kindled a renewed fervour towards research

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

- A well equipped library functioned efficaciously with required titles and volumes of text books and e-journals.
- Latest books were purchased by utilizing the funds received from the U.G.C. & P.D. Funds
- Availability of Modern books catered to the needs of the intricate syllabus.
- ICT based instruments were made readily available.
- Separate department library facilities were made accessible.
- INFLIBNET facility was renewed.
- Library books were arranged categorically.



## 6.3.6 Human Resource Management

- Students were endowed with knowledge regarding higher education, career development and advancement through the placement cell.
- Attending refresher courses, workshops, seminars, conferences and bearing additional charges of various extra-curricular and co-curricular activities enabled the teaching staff to give their best for the College.

## 6.3.7 Faculty and Staff recruitment

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

## 6.3.8 Industry Interaction / Collaboration

- Botany Department offered a course on Mushroom Cultivation and Marketing in collaboration with an industry 'Koonpura'

## 6.3.9 Admission of Students

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

## 6.4 Welfare schemes for

Staff - The facility of Personal Loans was offered by the co-operative society & Salary - in - advance was provided from the PTA.  
Students - Career guidance, remedial coaching, KPCR, single girl child scholarship, Government aided funds / scholarships, cash awards and endowments [PTA] were given.

## 6.5 Total corpus fund generated

11642358

(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	Management / 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 ☐ N

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

- A good number of alumni of the College are employed at different places and hold reputed positions.
- They are always ready to cooperate with the development of the college. They guide and provide suggestions to college students.
- The alumni delivered lecture classes on the areas of their expertise.

6.12 Activities and support from the Parent – Teacher Association

- The Institution had an active PTA. It provided financial assistance for routine maintenance work and in emergency. It also acted as an advisory body.
- Remuneration for the guest faculty were funded from the PTA
- Salary advance for the needy was provided.
- Cash awards to top scorers and for excellence in NCC, NSS, Sports and Arts were given
- Advanced funds for the conduct of Seminars
- Monitored the general welfare of the college.
- Given valuable suggestions for the smooth functioning 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

- Training and awareness programmes
- Computer orientation programmes
- Ensures participation in Government sponsored training programme to get acquainted with the latest service rules

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

- Staff and Students were encouraged to minimize waste in all stretches of life. This included digital maintenance of files, avoiding of wastage of paper and planting of new saplings in the campus
- The staff and students were motivated to cultivate medicinal plants and work towards ensuring a campus rich in biodiversity.
- Ensured minimal use of plastic materials in the Campus. Segregated waste collection was done
- Necessary cultural operations for saplings planted earlier was undertaken

## 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.

- Introduced Smart class rooms, Walk with a Scholar programme and functioning of Internal Squad for examination
- Organised a medical awareness programme on ‘Dengue Fever’ for the students and the local community
- The college organized training programme for teaching staff & administrative staff to use the newly purchased IT equipments such as Short throw projector, photocopiers etc.
- Initiatives were taken to make the campus eco-friendly
- Purchased sophisticated equipment for the fitness centre
- The availability of reprographic facilities in departments, library and office was ensured
- Installed a more interactive software in the language lab

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

- ❖ Departments conducted Seminars and workshops
- ❖ A proposal was submitted to UGC for the construction of the separate library block
- ❖ Final year class rooms of all the departments were converted to smart class rooms
- ❖ Fitness centre was modernized with more sophisticated equipment
- ❖ The shortage of teaching faculty is made up by recruiting guest lecturers
- ❖ Award functions organized for students by the PTA

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

- Green Chemistry
- News letter

*\*Provide the details in annexure (annexure need to be numbered as i, ii, iii)*

## 7.4 Contribution to environmental awareness / protection

- Varieties of trees such as Neem, Teak and Jack fruit were planted in the campus
- Natural Environment Awareness Campaign was organized in association with NSS through posters
- Awareness class on 'Evil Effects of Mobile Phone Tower Radiation' was conducted
- Steps were taken to protect medicinal plants

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**

- ❖ Good success rate in the university examinations
- ❖ Consistent achievements in sports at University level
- ❖ Availability and usage of modern technology
- ❖ Well functioning library
- ❖ Imparting quality education to economically backward and differentially-abled students
- ❖ Career Guidance and Placement Cell acts as a link between the students and the prospective employer

**Weakness**

- Lack of separate library building and class rooms
- Lack of research centers
- Shortage of sanitation facilities for students
- Incomplete compound wall

**Opportunities**

- Conducive opportunities for expanding novel academic programmes that suit modern and contemporary requirements
- Introduction of more PG courses
- Upgradation of PG Departments into research departments
- Fully automated library

**Challenges**

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

## 8. Plans of institution for next year

- Library and PG cum Research block construction
- Starting new PG courses [Physics and Malayalam]
- Wi-Fi accessibility
- Installation of Solar Panel
- Completion of compound wall
- Arrange a programme on 'Orientation about the e-filing of Income Tax' among the staff
- Hands- on training to students on the effective use of information technology
- Career guidance, awareness regarding U.G.C doctoral research etc



Dr.K. Jayakumar

*Name & Signature of the Coordinator, IQAC*



Dr.S.Jalajamony

*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

**ANNEXURE I**  
**Academic Calendar 2014-2015**

02-06-14	College Re opened, Sem II, Sem IV started
03-06-14	Department meeting
04-06-14	Afternoon staff meeting
09-06-14	Sem IV internal exam started
18-06-14	Sem IV University exam Started.
24-06-14	Sem II internal exam, started
30-06-14	Sem I Inaugural Address
01-07-14	Sem II University exam started, Bridge course to Sem I started
02-07-14	Seminar of Dept. of English
08-07-14	Department meeting
11-7-14	Celebration of world population day
20-7-14	Elocution competition
04-08-14	Department meeting
06-08-14	Sem V internal exam started, Academic audit
18-08-14	Quiz competition
28-08-14	Afternoon staff meeting
06-09-14	Onam holidays started
16-09-14	Reopened
22-09-14	Literary Quiz
03-10-14	Documentation of the butterfly fauna of campus started
07-10-14	Department meeting
08-10-14	Afternoon PTS meeting
16-10-14	Workshop on personality development
23-10-14	Environment awareness programme
29-10-14	Sem V internal exam started, Remedial teaching
12-11-14	Talk on mobile phone abuse



18-11-14	Visit to Edakkal caves
20 & 21-11-14	Seminar [Mathematics Department]
04-11-14	Department meeting
06-11-14	Academic audit
12-11-14	Sem III internal exam started
13-11-14	One day workshop
17-11-14	Special time table, Sem 3 Assignment submitted
25-11-14	Sem III University exam started
02-12-14	Department meeting
18-12-14	Visit to CMFRI
19-12-14	Afternoon Campus cleaning.
05-01-15	Department meeting, Club meeting.
07-01-15	Sem I University exam started
16-01-15	Awareness on saving schemes
23-01-15	Industrial estate visit
05-02-15	Academic audit
11-02-2015	Industrial visit to tea factory
12-02-2015	Visit to national fish seed farm and snake farm
13-02-15	IQAC meeting, Sem VI internal exam Started.
18-02-15	IQAC visit
19-02-15	Science Exhibition
23-02-15	Evening meeting of heads of all departments.
28/2/15 to 1/3/15	Socio economic survey
10-03-15	Sports day
11-03-15	Union budget discussion
13-03-15	PTS meeting ,S6 Assignment submitted
16 & 17-03-2015	UGC National seminar
19-03-15	Sem VI Internal Exam started.

### **ANNEXURE III**

#### **Feedback**

##### **Students**

The feedback received from the students, it was evident that VTM NSS College provided the best possible environment and learning experience to encourage students to fulfil their aims. A feedback is collected from the students regarding the performances of teachers and the general facilities available in the campus such as library, canteen, office, laboratories etc. From the analysis, a student centric teaching was ensured. Teachers were eulogized for their punctuality, topic coverage, communication skills and methods of evaluation. It was evident that almost all the students were pleased with the methodology and the ICT enabled teaching. The grievances faced by the students were redressed and students' interest was sustained in the teaching-learning endeavour. They appreciated the transparency in internal assessment. Most of the students demanded the modification of the infrastructure. They asked for spacious classrooms regarding the combined batches and almost all the issues were tackled without fail.

##### **Parents**

Parents' feedback also comments on student politics, their sense of well-being as well as other factors influencing students' life while in college. According to the feedback of the parents, nine factors in our institution emerged as important influences on education and well-being of our students.

1. Infrastructure and facilities were inadequate according to 66% of parents
2. Teaching and teachers performances were rated excellent by 70%, good by 25%.
3. Canteen facility was unsatisfactory for 75%
4. Office was functioning in a smooth manner according to 50% but, about 50% expressed their concern about the time wasted in the office for getting some documents back.
5. Library facility was excellent according to 65% of parents.
6. The condition of the laboratories in our college was very good as to about 75% of parents although they suggested better infrastructure for the laboratories.
7. The general atmosphere in the college was excellent to 87% and very good to 7%, only 6% were dissatisfied with it.
8. The parents were very much happy and encouraging about the discipline and security in our college. It was actually rated as high as 78%.

About 94% of parents did not support their ward being involved in student's politics.

##### **Alumni**

Alumni provided financial help and security. The suggestions provided by the alumni were appreciated and implemented in curricular and co-curricular activities. They claimed that the ICT resources were very much helpful and they have reoriented the learning process. They were satisfied with the restroom and toilet facilities.

## ANNEXURE IV

### Best Practice

#### 1. Green Chemistry

**Goal:**

The conventional laboratory practical methods have been affecting both the persons handling them and the whole environment in a devastating way. To reduce the adversities of chemicals, a better method was sought relentlessly. This ended up in implementing 'Green Chemistry Practice' in the Chemistry laboratory of the College.

**Context:**

Extensive use of chemicals was found to be damaging the health of students and teachers leading to reduced efficiency of the system. Moreover, the cost of chemicals was shooting up every year, becoming unaffordable. The major threat was waste disposal, being an indispensable element in the preservation of the environment.

**Practice:**

Chemistry laboratory underwent a makeover from the conventional one.

- All the reagent bottles were replaced by small polypropylene bottles of 25 ml capacity.
- Volumetric analyses were converted to double burette methods where pipettes were taken away.
- All Qualitative analyses were made Micro scale methods in which the use of chemicals could be reduced to half the amount.
- Reagents after each experiment were collected and reused where ever possible.
- Disposal of chemicals was reduced by giving only the amount exactly required for a particular experiment.
- Chemicals were disposed into a pit for avoiding the damage caused by spreading the adversities to the plants around.

**Evidence of success:**

Considerable positive changes were observed through this practice

- Students became more enthusiastic in doing practical.
- Accidents in the laboratory reduced both in number and severity.
- Results were better in terms of grades.
- Ease of demonstration got enhanced which in turn enhanced the confidence of the faculty.
- Environment became less polluted, the indication of which was evident from the healthy growing plants around the laboratory.

**Problems encountered and Resources:**

Faculty had to undergo a thorough training to implement such a tremendous change. Students were programmed with the conventional practical methods. It was rather a difficult task to make basic corrections in the modus operandi.

Here is the relevance of the commitment of sincere and dedicated faculty whose tireless efforts made the whole endeavour a success. The Head of the institution and administration wing also supported whenever required.

## **2. News Letter**

- News letter presents a cross section of the activities taking place in an institution. By taking such an initiative, we aimed at
- Getting the students know about the curricular, extra- curricular and co-curricular activities of the college every year
- Inspiring the Faculty and students to get involved in practices to materialize new ideas and plans
- Enhancing cohesiveness among all departments in the institution

### **Context:**

- Most of the faculty and students were not aware of the activities conducted by other departments
- All departments were in need of a compiled document of activities that could be used as a reference for future plans
- Passing out students could get a comprehensive list of various seminars and workshops conducted in the college

### **Practice:**

- IQAC collected the photographs and newspaper cuttings of all programmes
- Compilation of the news was done with the help of a committee and was made as a bound document
- A copy of it was given to each department to keep as a reference material for faculty and students

### **Evidence of success**

The initiative got high level of acceptance as it provided a complete picture of the academic and non-academic activities in a year. Most of the departments could frame a series of programmes, in succession to the one they conducted earlier. Total enhancement in the academic ambience was evident

### **Problems encountered and Resources:**

Collecting the news about even the minor activities was rather difficult in the midst of the hectic academic schedules. Compilation had to be done, keeping a time line.

All those hurdles were overcome with a dedicated group of faculty working overtime for the well being of the institution and students.