

**The Annual Quality Assurance Report (AQAR)  
2015-16**

**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 2015 - 16

## 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. M.R. SUDARSANAKUMAR**

Tel. No. with STD Code:

**04712230919**

Mobile:

**9447711030**

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)

1.4 NAAC Executive Committee No. &amp; Date:

(For Example EC/32/A&amp;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/AQAR2012-13.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)

2015 - 16

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 (eg: AICTE, BCI, MCI, PCI, NCI) Yes ☐ No ☐

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  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="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="4"/>		
2.11 No. of meetings with various stakeholders	No. <input type="text" value="2"/>	Faculty <input type="text" value="1"/>	
	Non-Teaching Staff <input type="text" value="1"/>	Students <input type="text" value="1"/>	
	Alumni <input type="text" value="Nil"/>	Others <input type="text" value="Nil"/>	
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
If yes, mention the amount	<input type="text"/>		
2.13 Seminars and Conferences (only quality related)			
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
Total Nos. <input type="text" value="1"/>	International <input type="text"/>	National <input type="text"/>	State <input type="text"/>
	Institution Level <input type="text" value="1"/>		
(ii) Themes			
<div style="border: 1px solid black; padding: 10px; text-align: center;">“Impact and Quality Assurance of Quality Teaching”</div>			

## 2.14 Significant activities and contributions made by IQAC

- IQAC constantly equipped the faculty to address the challenges posed by the changing educational environment; and also to take advantage of the ever increasing opportunities that are being offered
- Held a Merit Day to felicitate the outstanding achievers
- IQAC gave support to the programs like WWS, SSP of the State Higher Education Council
- Created more avenues for students to engage in community services
- Prepared the students to face the challenges of ecological and environmental issues
- Motivated faculty and students to participate in Seminars and Symposia

## 2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
Initiated to strengthen Career Guidance and Placement Cell	<ul style="list-style-type: none"> <li>• Personality development programme &amp; Pre-placement training programme for the students</li> </ul>
Supported to minimize Environmental degradation	<ul style="list-style-type: none"> <li>• Decreased use of paper and plastic</li> <li>• Paper recycling drive</li> <li>• Tree plantation</li> </ul>
Assisted to fulfil social responsibilities	<ul style="list-style-type: none"> <li>• Books and clothes donation camps</li> <li>• Remedial classes for weaker students</li> <li>• Blood donation camp</li> </ul>
Periodical orientation to prepare college for re-accreditation	Awareness drive for all departments and office on the need of timely compilation of reports necessary for re-accreditation
Ensured quality in research	Initiatives for applying Research Projects & conduct of Seminars
Published a compilation of news paper reports of various activities / events	As part of documentation, news paper reports of various activities / events held in the college during the academic year 2015-16 were compiled and published as a News Letter

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 action plan was placed in the College Council and sanction was accorded. The suggestions given by the statutory body were included in the report.

## 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				
Total	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	11 + 4 = 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.

<p>Yes. University is the statutory authority to revise the syllabus.</p> <ul style="list-style-type: none"> <li>This year the syllabus of BA Economics programme was revised and we adopted the same.</li> <li>The revised syllabus was found to bring in a comprehensive layout that suits the learning aptitude of average students</li> </ul>
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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
	64	53	10	0	1

2.2 No. of permanent faculty with Ph.D	31
--	----

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
	10	8	0	0	0	0	0	0	10	8

2.4 No. of Guest and Visiting faculty and Temporary faculty	12	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	6	3	1
Presented papers	6	24	1
Resource Persons	2	3	

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

- Audio-visual aided seminars and presentations were conducted for the students.
- Remedial coaching for the needy was undertaken regularly
- Students were given web assignments and ICT enabled teaching was continued efficaciously
- Students and parents were provided regular feedback on the formers' academic performance for improvement
- Enhancement programmes were introduced to enable students to become professionally equipped. Programmes were also organised on vocational skills and soft skills

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, On-line Multiple Choice Questions)

- Open Book Examination for PG Students
- Provided a platform to the PG students to present research projects and the outstanding paper was endowed with the Best Project Award

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

2	0	5
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2.10 Average percentage of attendance of students

85
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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	35	17.14	45.71	--	--	62.8
UG - Chemistry	37	5.4	48.7	--	--	54.1
UG - Mathematics	45	11.11	31.11	--	--	42.22
UG - Botany	37	8.1	27.02	--	--	35.13
UG - Zoology	35	22.85	45.7	--	--	48.5
UG - English	42	--	52.38	4.76	--	57.14
UG – Malayalam	48	10.41	35.41	25		70.83
UG-Political Science	60	1.67	15	--	--	16.67
UG - History	55	--	3.6	14.54	--	18.14
UG - Economics	45	--	28	.9	--	28.9
UG - Commerce	65	4.61	40	--		44.61
PG - English	18	--	66.66	5.55	--	72.21
PG - History	15	--	86.66	--	--	86.66
PG - Economics	20	--	45	10	--	55
PG - Commerce	18	--	90	4.44	--	94.44

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

IQAC monitored and evaluated class tests, assignments and question answer sessions conducted by all the departments. It ensured the effective implementation of the tutorial system. In order to enhance and enrich the academic ambience and the learning process, various seminars and workshops were organized. It also catered to the required infrastructure and technological facilities to enrich teaching and learning process.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	4
HRD programmes	
Orientation programmes	3
Faculty exchange programme	1
Staff training conducted by the university	3
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	3
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	19	0		
Technical Staff	10	1		1

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The IQAC provided a platform to the students to develop an aptitude in research by organizing workshops and seminars
- Journals and books were made available to the students for consultation as per the directions of the research committee
- The faculty was given access to INFLIBNET by providing them with individual User name and password
- Motivated the faculty members to submit research proposals by providing them with information regarding various funding agencies

#### 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	1	1	3	
Outlay in Rs. Lakhs	0.6	0.6	5.9	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	9	
Non-Peer Review Journals	2	2	
e-Journals			
Conference proceedings	1	1	

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

Range 1-3    Average     h-index 10    Nos. in SCOPUS 15

### 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	2376000	400000
Minor Projects	1.5	UGC	650000	400000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	6 Months	KSCSTE	30000	30000
Any other(Specify)				
Total			3326000	1100000

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		2	2	6	4
Sponsoring agencies		KSCSTE	Ministry of environment and Forest DIC	PTA KSCSTE	PTA

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
		1		1		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  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	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

## 3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="2"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="2"/>
		Any other	<input type="text"/>

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

**Department of Botany**

- Celebrations of World Environment Day on Friday 5<sup>th</sup> June, 2015 at VTMNSS College based on the theme 'Bio-diversity Threats and Conservation' lecture by Dr. Anilkumar V.S.
- Science Day Celebration was co-ordinated on 26 & 27<sup>th</sup> of February 2016 under the theme Space Mission of India and ISRO with an invited lecture by Prof. Jayadev Sreedar.
- A seminar on Recent Trends in Bio-Technology, by Dr. Murugan K.Pillai, HoD, Botany, Uty College, Trivandrum on 27<sup>th</sup> Feb 2016
- A food festival was organised under the auspices of the Nature club and the College union on 16.03.2016. All departments participated in it.
- Science Exhibition on medicinal plants and organic farming.

**Department of Chemistry**

- Ozone day celebrations funded by KSCSTE , Invited lecture and Quiz and Oral presentations for students on 16/09/2015
- Outreach programme on Nano Technology in association with the Institute of Nano Science and Technology, Mohali, Punjab on 19/10/2015

**Department of Mathematics**

- Conducted one day seminar on Computer Programming on 17/10/2015 and the classes were handled by Mr. Sumesh S.S, Assistant Prof Mathematics, St John's College, Anchal.
- Organized one day seminar on 29/2/16 and Dr V.Vilfred, Associate Prof. Mathematics delivered a talk on History of Mathematics
- World Mathematics and Universal Pie day was celebrated on 14/3/16.
- Power Point Presentation Competition on Pie was conducted. Dr Anil Kumar M.S was the chief examiner.

### **Department of Malayalam**

- ‘Sreeramanam’ One Day seminar (5/8/2015) Programme based on Ramayana Inauguration and talk: Dr. B. Sandhya IPS
- One Day seminar (30/9/2015) based on Linguistics. Lecture : Dr. K. Joy Paul
- One Day seminar (18/9/2015) based on N. Krishna Pillai centenary
- One Day seminar & Book Exhibition ( 15/10/2015) was conducted By Kerala Sahithya Academy & Dept. of Malayalam

### **Department of Physics**

- ‘Optics’15’- A national seminar on Light was conducted on 12<sup>th</sup> &13<sup>th</sup> November 2015.
- In connection with Space Physics Laboratory (SPL- day)VSSC, students visited ISRO and interacted with Prof.Ashok Sen, an eminent Indian Theoretical Physicist and Professor at Harish Chandra Research Institute Allahabad.
- Celebrated World Space Week. Dr.K Radhakrishnan (Former Deputy Director LPSC, ISRO) delivered a talk on space exploration and students were given an opportunity to present their ideas about space studies.
- PowerPoint presentations were done by students about Nobel Laureates on 10/12/2015.
- Invited talk on Gravitational waves by Prof.Indulekha on 29/2/2016

### **Department of English**

- Awareness programmes on drug abuse for school going students on 4/7/ 2015
- Conservation of the environment programme conducted by PG students in the neighbouring schools on 6/6/2015

### **Department of Commerce**

- A seminar was organised in Association with Tandom institute Thiruvananthapuram. Topic: Easiness of Payroll Preparation.
- One day seminar was organised with Handloom And Textile Department, Government of Kerala on 21/3/2016
- Programme on Online Banking Services to selected residents of Kollayil Panchayath on 31/07/ 2015

### **Department of Zoology**

- National Environment Awareness Campaign sponsored by Ministry of Environment and Forests (4-14 September, 2015)
- Talk on ‘Various Aspects of Environment Conservation’ by Dr.N P Suresh Babu, Retd. Associate Professor, Department of Zoology, VTM NSS College on 4.9.2015.
- Talk on ‘Poetry and Literary Works on Environmental Issues’ by Dr. K.B.Anand, Associate Professor, Dept. of English, VTM NSS College on 4.9.2015.
- Documentation of local knowledge practices related to farming in Kollayil Panchayath (2-11 September 2015).
- Tree Plantation drive on 14.9.2015.

- Bio-diversity Club and Dept. of Zoology jointly documented the 'Distribution and Abundance of Soil Invertebrate Communities at the VTM NSS College campus in the months of October and November 2015.

### **Department of Economics**

- Budget discussion & Quiz for school students on 11/3/2016
- Quiz Competition on General Affairs on 21/06/2015
- Essay writing competition on topic titled 'Global Warming' on 19/08/2015

### **Department of Physical Education**

- Conducted a seminar on 'Management of Sport Injuries'
- Guidance was given to the job-seekers to various forces in their Physical Efficiency tests.

### **NCC**

- Observed 'Swatch Bharath Abhiyan'
- Conducted an awareness programme on Health and Body fitness.
- Observed International Yoga Day on 21 June, 2015
- Participated in Aids Day Rally on 01 December 2015
- Observed Armed Forces Flag Day on 7 December 2015.

### **NSS**

- Technological Determination & Youth in India-A seminar by J Sudheesh Kumar (Asst.Prof, Dept. of Politics) on 3/10/14
- Orientation on Blood Donation was conducted on 10/10/2014 by NHRM
- A mass run, run for Unity was organised in connection with Sir Vallabhai Patel's Birthday on 31/10/2014
- Relevance of Gandhism in Present Scenario- A seminar presented by Dr.R Sreekantan Nair (Asst.Prof, Dept of Politics) on 4/1/2015
- Prevention of HIV AIDS, 21st century Pandemic- A health awareness class by Dr. Reena J Sathyan (Kollayil Public Health Centre)
- Run Kerala Run –To make concordance with National games Students, Teachers, Administrative staff, NCC cadets and NSS volunteers of the college participated in the mass run on 20/1/15
- Knowing Indian Constitution and understanding our basic rights- a seminar by Sri.Shibu MP(Asst.Prof, Dept of Politics )on 11/2/15
- 'Penmanasse Prathikarikkoo' –An awareness class on women empowerment by Beenamol.S.G (Life foundation, Neyyattinkara)

### **Career Guidance Cell**

- Career Guidance Cell in association with Noorul Islam Civil Service Academy (NICS) conducted workshops on Civil Service Exams.
- A One Day orientation programme was organized on Acquisition of Employability Skills by Dr. S. N. Kumar, Convenor, Career Guidance Cell, University of Kerala
- Coordinated the Campus Recruitment Drive of Hinduja Global Solutions on 18/06/2015.
- Conducted the Campus Recruitment Drive of Mathrubhumi on 19/08/2015.



- An orientation programme on civil service exams was conducted in association with *NICS* on 09/11/2015.
- Coordinated student participation in the Off- campus Recruitment Drive by TCS on 28/11/2015.
- Conducted an awareness programme for approaching PSC exams on 08/02/2016.
- Coordinated student participation in the career guidance workshop at Loyola College on 29/02/2016.

### **Women's Study Unit**

- Conducted an invited talk on 'Woman Empowerment' by Dr. Rajasree Varrier, renowned Dancer ,Singer and Activist
- Carried out an orientation on 'Cancer Awareness' by Dr.Bhavani, consultant Oncologist from USA
- A hygiene campaign was done among the students to make them get accustomed with the newly installed Sanitary napkin Incinerator and Vending machine

## 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	19.465acres			19.465acres
Class rooms	41			41
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

The college office and Library were computerised. The administrative procedures were digitalised except for those which were mandatory to be recorded manually.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30835	1720190	420	94785	31255	1814975
Reference Books	1098	291907	167	24407	1265	316314
e-Books	7200					
Journals	32	29424			32	29464
e-Journals	INFLIBNET	5000			INFLIBNET	5000
Digital Database	Grandha soft				Grandha soft	
CD & Video	530	42000	4	600	536	42600
Others (specify)						

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	62	17	2	2	--	7	23	11
Added	0	0	0	0	0	0	0	0
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.)

Conducted an orientation programme for the Administrative staff on e-governance
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## 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.305
ii) Campus Infrastructure and facilities	0.501
iii) Equipments	--
iv) Others	--
Total:	0.806

## Criterion – V

### 5. Student Support and Progression

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

- IQAC instructed the tutors to inform the students about the student support services available to them
- Orientation Programme for parents and students was conducted
- Parent teacher meetings were held
- Remedial coaching and Scholar Support Programmes were conducted
- Selected students were directed to attend 'Walk with the Scholar' unit of the college
- Students in need of counselling were identified and guided
- Talented students were encouraged to take part in competitions and fests organised in other Colleges/ Institutions
- Seminars on various topics were conducted

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

- Various committees were formed to monitor the attendance of the students, disciplined conduct of examinations, placement and remedial coaching and also extension activities through NCC and NSS.
- Progression of the students was tracked by obtaining feedback from them.
- Continuous Evaluation was done through internal exams, seminars, assignments etc.

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

UG	PG	Ph. D.	Others
1633	146	--	--

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

Nil

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

Nil

	No	%		No	%
Men	607	34.12	Women	1172	65.88

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1078	288	4	363	6	1739	1028	306	3	435	7	1779

Demand ratio

Dropout % 1.4

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

- PG Departments of our college conducted coaching classes for UGC NET Examination
- Study materials were provided for competitive examinations
- In addition, staff members supported the needy to prepare for other competitive examinations

No. of students beneficiaries

86

## 5.5 No. of students qualified in these examinations

NET	4	SET/SLET	2	GATE		CAT	
IAS/IPS etc		State PSC	5	UPSC	1	Others	1

## 5.6 Details of student counselling and career guidance

- Hinduja Global Solutions conducted a recruitment drive and two students got placement.
- 'Mathrubhumi' conducted campus recruitment
- Neyyar Aqua Products made a placement program and a student was selected.
- Career Guidance Cell, in association with Noorul Islam Civil Service Academy (NICS), conducted an exposure workshop on Civil Service Exams
- TCS conducted online recruitment test and four students from the college qualified for the final phase.
- One day orientation programme was organized on Acquisition of Employability Skills. Dr. S. N. Kumar, Convenor, Career Guidance Cell, University of Kerala, spoke on 'Preparing Oneself for Employment'

No. of students benefitted

183

## 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
			26

## 5.8 Details of gender sensitization programmes

- We have an active Women's Forum functioning in our campus. They conducted talks and seminars on gender sensitization programmes
- Discussions were initiated to introduce students to the problems faced by the transgenders.

## 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	42	52000
Financial support from government	1376	2812920
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:

- Awareness programmes were organised to overcome examination stress.

## 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

- Conducted a workshop for inviting suggestions and inputs on revising the syllabus of UG programmes
- The faculty who were members of the various academic bodies (Board of Studies, Faculty, Academic Council, Senate etc.) in the University actively engaged themselves in the curriculum development

##### 6.3.2 Teaching and Learning

- Scholar Support Programme, Walk with the Scholar Programme etc. contributed to the quality improvement of teaching-learning process of the College.
- The Continuous evaluation, feedback from different stakeholders and various types of Faculty Improvement programmes were some of the quality improvement strategies adopted in honing teaching and learning.
- Remedial classes were conducted for the weak students providing them with study/reference materials and question Banks.

### 6.3.3 Examination and Evaluation

- Examination and evaluation were done by the affiliating University.
- Many of our faculty members acted as external examiners, university board members, university board chairman and evaluators.
- Internal examinations and class tests to evaluate students were conducted periodically.
- The practical examination was conducted with internal and external examiners appointed by the Controller of Examination
- Seminar presentations, assignments, etc. were also used as part of continuous evaluation.

### 6.3.4 Research and Development

- Innovative research programmes were chosen for students for their academic projects
- The Research Development Committee encouraged the scholars to engage themselves in research activities
- Members of the faculty were encouraged to apply for research projects
- Expert lectures were organised to create research culture among the students

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

- New Books were purchased
- Internet facility was extended to students
- Fully automated computerised library facility
- An equipped computer lab with internet facility

### 6.3.6 Human Resource Management

- The efficacy of extension activities was ensured by the effective management of human resources
- A computer training programme was organised for the Administrative staff

### 6.3.7 Faculty and Staff recruitment

The Faculty and staff recruitment were done by strictly adhering to the University and Government norms.

### 6.3.8 Industry Interaction / Collaboration

The department of Botany offered a course on Mushroom Cultivation and Marketing in collaboration with the industry 'Koonpura'



## 6.3.9 Admission of Students

Centralised Allotment Process was followed in admission process as per the University norms

## 6.4 Welfare schemes for

Teaching	Loan facility was provided by the Staff Co-operative Society functioning inside the college campus. Other welfare schemes like PF, SLI, GIS etc. were provided by the Government
Non teaching	Loan facility was provided by the Staff Co-operative Society functioning inside the college campus. Other welfare schemes like PF, SLI, GIS etc. were provided by the Government
Students	Free noon meal, merit scholarships, PTA endowments and KPCR fee concessions were provided.

## 6.5 Total corpus fund generated

9191015

*(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, Management & IQAC
Administrative	Yes	Dy. DCE, Kollam & AG's Office	Yes	College Council and the 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?

NA

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

Colleges are given freedom to conduct the Internal Examinations and to award weightage for the same.

### 6.11 Activities and support from the Alumni Association

The alumni association instituted cash awards to the toppers in different disciplines and to the best outgoing students

### 6.12 Activities and support from the Parent – Teacher Association

The college has a very active and vibrant PTA. The General Body of the PTA was conducted once. The executive committee was elected in the annual general meeting and it took the decisions on the activities of the association. Departmental PTA meetings were convened in every semester. PTA served as the major funding agency for smooth functioning of the important college activities. Cash awards, midday meals to the economically poor students, electrical and, telephone charges, salary to guest lecturers, repairing charges etc are some of the areas looked after by PTA. The feedback from the PTA used to be of immense value as far as the corrective measures were concerned.

### 6.13 Development programmes for support staff

Various training programmes were organised by the college to make the support staff efficient in their respective areas

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

- Planting trees and proper disposal of waste were of top priorities
- Botanical garden was well maintained
- Incinerators are installed in Ladies' rest rooms for better hygiene
- Initiatives have been taken to ensure the campus plastic free
- Segregation of garbage is done by placing bins

## 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.

- In the office administrative work is computerised.
- Students are guided to participate actively in curricular, co-curricular and extracurricular activities.
- Training programmes for student on communicative skills, group discussion, personality development and computer skills were conducted.

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

- Feedback was taken and analysed
- Admission committee was formed and they conducted the whole process without any grievances by complying with all the Government, University and College regulations. The regulations regarding the reservations were also strictly followed.
- All the committees were formed and they functioned effectively.
- All the departments formed their associations
- The Annual Athletic Meet and Interdepartmental football, volleyball and cricket tournaments were conducted.

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

- Green Chemistry initiative.
- News letter

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

7.4 Contribution to environmental awareness / protection

- The NSS, the Environmental Club and Life Science departments contributed to awareness of environmental protection.
- Students are encouraged to visit botanical gardens to study the nature of different plants through biodiversity plan.
- Banned plastic in the college to keep the premises clean.
- Conducted a seminar to make students aware of the need for water conservation and on the misuse of electricity.

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**

- Committed management, faculty and staff for ensuring quality in every aspects of education.
- Very good ambience for teaching, learning and other curricular and extra-curricular activities
- Curricular, co-curricular and extra-curricular programmes aimed at the holistic development of students.
- Good number of young faculty (30 - 40 years of age) with research experience from Premier Institutes
- High level of discipline
- Moulding the rural students who are socially and economically backward
- Extending higher educational environments and graduating the first generation of this rural population

### **Weaknesses**

- Absence of students' hostel and the facility to accommodate facility
- Lack of conveyance facility to reach the college
- Lack of research departments and less PG courses
- Remoteness of the College from the city

### **Opportunities**

- Pro-active Management & committed faculty/staff
- The non segregated heterogeneous student community which shall be moulded into promising and responsible citizens of the nation
- Pleasant climate and exotic scenic beauty
- Opportunities to attract research funding from the Central and State government and other promotional agencies like the UGC

### **Challenges**

- Make a mark at the national level in the realm of research with high impact publications, patents and technology transfers
- Efforts to educate the socially and economically backward students to bring into the main stream

# 8. Plans of institution for next year

- Computerized access, issue & return facility in the library
- OPAC (Online Public Access Catalogue in the library)
- Soft copy of last 5 Years University Question paper in the library
- Training programmes to be organized for the library staff in order to incorporate automation and new technologies
- Issue of Health Card to all students
- Provide opportunities for the students to undertake projects in collaboration with nearby institutions.



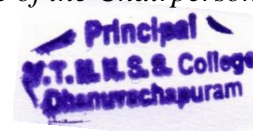
Dr. K. Jayakumar

*Name & Signature of the Coordinator, IQAC*




Dr. M. R. Sudarsanakumar

*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 II**  
**Academic Calendar 2015-2016**

01-06-2015	College reopened
05-06-2015	Environmental day celebration
03-06-2015	Department meeting
04-06-2015	Staff meeting, Nature club meeting
05-06-2015	World Environment Day Celebrations
08-06-2015	Sem 4 Internal Exam started
15-06-2015	Sem 4 University Exam started, CE marks published Invited Talk on research methodology
18-06-2015	Career guidance cell conducted Campus Recruitment
19-06-2015	Staff meeting, Quiz competition
29-06-2015	Visit to VSSC
06-07-2015	Sem 1 started
07-07-2015	Sem 2 Internal Exam started, Interview of Guest Lecturers, Bridge course started for Sem I
04-08-2015	Academic audit
08-07-2015	Sem5 started
9-07-2015	Sem 2 Internal Exam started
10-07-2015	Expert lecture on American literature
15-07-2015	Department meeting
17-07-2015	Workshop on the revised UG syllabus
20-07-2015	Sem 2 University Exam started, CE marks published
31-07-2015	Awareness on online banking services
03-08-2015	Academic committee meeting
04-08-2015	Staff meeting
07-08-2015	Department meeting
10-08-2015	Centralized valuation Sem 4 and Sem 2 started
19-08-2015	Staff meeting, Essay writing competition
22-08-2015	Onam Holiday started
01-09-2015	College Reopened
02-09-2015	Documentation of farming practices in kollayil panchayath started

04-09-2015	National environment awareness campaign started One day seminar on various aspects of environment conservation
07-09-2015	Quiz and essay writing competition
08-09-2015	Department meeting
14-09-2015	Tree plantation drive
16-09-2015	Ozone day celebration
01-10-15	Quiz competition
03-10-2015	Documentation of soil invertebrates of campus started
05-10-2015	Sem 5 Internal Exam started, Visit to CMFRI and Zoological park
07-10-2015	Talk on space exploration
08-10-2015	Welcome function of Sem 1
15-10-2015	Department meeting
26-10-2015	Sem 1 Tutors meeting, class representative meeting
28-10-2015	Club activities
29-10-2015	Sem 3 Tutors meeting
09-11-2015	Academic audit
11-11-2015	Sem 5 University Exam started Inauguration of PG forum
12-11-2015	Debate competition, National seminar on Optics started
16-11-2015	Sem3 Internal Exam started
24-11-2015	Department meeting
25-11-2015	Sem6 started
07-12-2015	Sem3 University Exam started
08-12-2015	Sem1 Internal Exam
10-12-2015	Seminar of dept. of English, Power point presentation about Nobel laureates
21-12-2015	College closed for Christmas holidays
01-01-2016	College reopened sem4 started
07-01-2016	PTS meeting for II Sem, Expert lecture on Indian literature
08-01-2016	PTS meeting for V Sem
11-01-2016	PTS meeting for III Sem
13-01-2016	Workshop on research methodology
20-01-2016	HOD meeting



22-01-2016	I Sem University exam started
26-01-2016	Republic day celebrations
04-02-2016	Academic audit
08-02-2016	II Sem University exam started, CE marks published
11-02-2016	Arts festival
12-02-2016	Arts festival
17-02-2016	Nanotechnology outreach programme
19-02-2016	III Sem valuation camp
25-02-2016	Mannam Samadhi
27-02-2016	Science day celebration
29-02-2016	Talk on gravitational waves
02-03-2016	Sem VI internal exam started
11-03-2016	Union budget discussion
12-03-2016	Literary Quiz
14-03-2016	Sem VI internal exam, world mathematics day and universal pi day celebrations.
16-03-2016	Sem VI internal exam , Assignment submitted
18-03-2016	Lectures and colloquia
21-03-2016	Seminar on Handloom products
23-03-2016	General PTS and Department PTS

**ANNEXURE III**  
**Feed Back**

**Students**

Some of the students demanded the implementation of adequate measures to ensure strict discipline. Almost all the students were satisfied with the cordial atmosphere that existed among teachers and students. They appreciated the teaching methods and the various training programmes conducted for the overall development of students. Most of the students were satisfied with the individual attention given to the students and clarification of classroom doubts. Regarding infrastructure, they demanded the renovation of library and laboratories.

**Parents**

Parents were satisfied at the remedial coaching given to students. They appreciated ICT resources which reoriented the learning process. They were satisfied with the rest/waiting room facilities. They claimed that the PTA meetings provided a platform for a close interaction between teachers and parents.

**Alumni**

Overall responses from both the quantitative data indicated moderate to high levels of satisfaction with the quality of teaching, instruction, learning and student engagement. 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. Green Chemistry Initiative**

**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.