

**The Annual Quality Assurance Report (AQAR)
2016-17**

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 2016-17

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.co.in

Contact Nos. 04712232240

Name of the Head of the Institution: Dr. K.SANKAR

Tel. No. with STD Code: 04712230919

Mobile: 9446334343

Name of the IQAC Co-ordinator: SHEELA.S

Mobile: 9744953868

IQAC e-mail address: vtmiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

NA

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

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

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

1.5 Website address:

www.vtmnsscollege.ac.in

Web-link of the AQAR:

http://vtmnsscollege.ac.in/aqar/

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

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

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

05 / 8 / 2005

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

2016-17

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 15-04-2013
- ii. AQAR 2013 - 14 submitted to NAAC on 27-11-2017
- iii. AQAR 2014 - 15 submitted to NAAC on 27-11-2017
- iv. AQAR 2015 - 16 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

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="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
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="1"/>
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="20"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>
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" value="No"/>
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" value=""/> National <input type="text" value=""/> State <input type="text" value=""/> Institution Level <input type="text" value="1"/>	
(ii) Themes	
	<input type="text" value="NAAC Accreditation in Affiliated Colleges"/>

2.14 Significant Activities and contributions made by IQAC

- ❖ IQAC 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
- ❖ Organised awareness programmes on Ecological Issues and Substance Abuse
- ❖ Conducted seminars / workshops on contemporary issues
- ❖ Strengthened Career Guidance and Placement Cell
- ❖ Enriched the library with latest edition of books and periodicals
- ❖ Incorporated ICT methodology of teaching
- ❖ Monitored the feedback analysis
- ❖ Four faculty members attended a Workshop on FLAIR at Thiruvananthapuram
- ❖ One faculty member attended a Workshop on FLAIR at Bangalore

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Monitoring the Cells / Committees	Various Cells and Committees in the College were rigorously monitored by the Cell
Attending seminars/workshops	Four members of the faculty participated in the FLAIR Workshop at Thiruvananthapuram & one member at Bangalore One of the members of the Faculty attended a Workshop on Radio Physics (URSA –ICTP) at Trieste in Italy.
Department visits	Department visits were conducted as per the schedule to monitor the functions of the department. Ensured timely implementation of projects and programmes. Motivated the faculty to carryout innovative programmes such as interactive methods, organising student centred programmes
Ensuring quality in research	Faculty were urged to do original research in areas that are of socio-economic and scientific relevance.
Monitoring WWS and SSP	All the activities of WWS and SSP were monitored by the IQAC

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

AQAR was placed before the College Council. The IQAC reviewed the suggestions put forward by the College Council and necessary changes were made.

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	0			
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	0
Annual	0

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

Yes

Certain faculty members of this college served as members of UG and PG Board of Studies. They attended curriculum development workshops at the University.

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
	66	55	10	0	1

2.2 No. of permanent faculty with Ph.D. 38

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	6	0	0	0	0	0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty 8 0 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	3	15	5
Presented papers	15	31	2
Resource Persons		6	1

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

- Organised film screening programme, book fest, special lectures as well as panel discussions on vital issues.
- Group study, peer teaching, debates, peer evaluation were strengthened
- Used social networks in teaching-learning
- Advanced coaching methods with the help of videos were introduced
- New initiatives were implemented by the teachers and the students by holding discussions at the open spaces in the college premises
- Aided students for visiting Premier Institutes such as IISC, IIM, NLSIU etc

2.7 Total No. of actual teaching days during this academic year 181

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

- Multiple choice questions were extensively used in the conduct of class tests and internal evaluation tests.
- Classrooms and Exam halls were brought under the CCTV surveillance.
- Physical education department examined players to assess their motor fitness.

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

5	2	6
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2.10 Average percentage of attendance of students

88

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	31.42	20	--	--	51.4
UG - Chemistry	35	34.3	28.7	--	--	63
UG - Mathematics	42	17.77	35.55	--	--	53.32
UG - Botany	36	13.8	36.11	2.77	0	52.77
UG - Zoology	31	16.12	25.8	6.45	--	48.38
UG - English	48	2.08	60.42	4.17	--	66.67
UG - Malayalam	45	8.8	31.11	15.55		55
UG-Political Science	49	--	24.49	10.2	--	34.69
UG - History	55	--	30.90	3.63	--	34.54
UG - Economics	43	--	37.2	7	--	44.2
UG - Commerce	62	6.45	48.55	--	--	55
PG - English	Result awaited					
PG - History	Result awaited					
PG - Economics	Result awaited					
PG - Commerce	Result awaited					

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

- IQAC motivates the faculty to know more about the recent methods of teaching in order to make adequate improvements
- IQAC collects data from departments on a time to time basis, which helps the departments to be vigilant on their academic quality

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	4
Orientation programmes	2
Faculty exchange programme	1
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	9
Others (FDPIIM)	1

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	13	6	0	6
Technical Staff	5	6	0	6

Criterion – III

3. Research, Consultancy and Extension

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

- Inspired faculty members for publishing research related articles
- IQAC provided information pertaining to DST, KSCSTEC, DBT, CSIR etc. and assistance for seminars as well as helped to obtain funds.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs			26.25	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3	1	
Outlay in Rs. Lakhs		5.9	.80	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	6	1
Non-Peer Review Journals			
e-Journals			
Conference proceedings	2	3	

3.5 Details on Impact factor of publications:

Range 1-3 Average 2 h-index 11 Nos. in SCOPUS 9

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	KSCSTE	2625000	2625000
Minor Projects	2	UGC	80000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects(<i>other than compulsory by the University</i>)	2 months	DST	20000	20000
Any other(Specify)				
Total			3625000	2645000

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 conference organized by the Institution

Level	International	National	State	University	College
Number	0	4	1	6	12
Sponsoring agencies		Institute of Parliamentary affairs, Govt of Kerala IAA, Chand Academy	Department	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 or 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
4	2	2				

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

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="11"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="8"/>
		Any other	<input type="text"/>

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

Department of English

- Organized a Creative writing and Poetry reading session on 2-10-2016.
- Awareness classes were organised for higher secondary students on 'Social Media' by the PG students.
- 'Grammar Made Easy' for school students by degree third year students
- Spoken English & Personality development classes

Department of Malayalam

- Organised a seminar on 'Historicity of Literarines' from 13 to 15 January, 2017.
- Organized a One Week study tour for Final BA Malayalam Students to several places of historical importance from 27 January to 04 February 2017.
- Conducted an invited Talk by Sri. C. Asokan, Research Assistant, Kerala Bhasha Institute, Thiruvananthapuram on World Environment Day [5 June 2017]
- Conducted an invited lecture by Sri. H. Sabu, Assistant Professor, University College, Thiruvananthapuram on 15 December 2016.
- Seminar on Ecological movements in Kerala by Dr. C.R. Prasad, Professor, University of Kerala.

Department of Chemistry

- Arranged a Science Exhibition for school students on 12 November 2016
- Conducted a Science Quiz for higher secondary students on 29 October 2016
- An awareness campaign was conducted by the students on 'Adversities of Plastic Bottles and Carry Bags' for the people of the neighbourhood on 19 October 2016
- 'The Adversities caused by Pesticides in Vegetables and Fruits', an outreach programme was conducted on 10 January 2017

Department of Zoology

- Celebrated World Environment Day sponsored by KSCSTE, from 9 to 10 June, 2016
- Rendered a talk on Wildlife Conservation by S. Balasankar, Section Forest Officer, Forest Headquarters, Trivandrum on 9.6.2016.
- A Documentary show was arranged on 'Forests of Kerala', by Forest Headquarters, Trivandrum on 9.6.2016.
- Arranged a talk on 'Upcoming Environmental Issues' by Dr. N P Suresh Babu, Senior Programme Officer, Kerala Biodiversity Board on 10.6.2016.
- Initiated a Tree Plantation Drive and Distribution of plant saplings on 10.6.2016
- Biodiversity Club and Dept. of Zoology jointly documented the 'Distribution and Abundance of Dominant Arthropods on trees in selected parts of VTM NSS College campus' in the months of October and November, 2016.
- Visited 'MedEX – 2017' at Medical College, Trivandrum on 27.1.2017

Department of Botany

- III BSC students visited India's 1st artistic healthcare expo 'MedEX – 2017' at Thiruvananthapuram on 23rd January

Department of Mathematics

- Classes on programming in Latex and Python were conducted for teaching faculty and PG students on 16 November, 2016

Department of Physics

- Conducted a Science quiz for High School and Higher Secondary students 29 October 2016.
- Organised a Science exhibition for school students on 12 November 2016.
- Invited talk on 'Space science- its different perspectives'

Department of Political Science

- Conducted a National Seminar on "Remapping the Democratic State: the Indian Experiments on Parliamentary Democracy"
- Human Rights awareness campaign was organised for public on Human Rights Day on the 10 of December 2016
- Arranged a Conscientising Programme for parents regarding challenges in Higher Education on 17 August 2016
- Organised an Exhibition on "Citizenship Building" for school students.

Department of Economics

- Handed over books collected as a part of "Pusthakathottil - 2016" to newly opened library Vivekodayam Vayanasala, Pankottukonam.
- Organised a talk on "Impact of Environmental Degradation on People" on 6 June 2016.
- On 22nd December, 2016, the Economic Association organised a seminar on the topic 'Demonitisation and its Effects on Economy'

- Organised a social awareness campaign on Digital Payment Systems in association with SBI,Parasala Branch on 5th January, 2017 for students, parents and members of the locality.
- Published REDJ, a research journal and conducted a seminar on Goods and service Tax on 21 February 2017

Department of History

- On 9/6/2016- conducted a Survey on Rural Health issues at A K G colony at Kollayil Panchayat
- Inauguration of the Lecture Series 2016-17 on 16/11/2017 by prof Karthikeyan Nair, Director Kerala Bhasha Institute.
- Talk on nationalism by Muhammed Maheen, University of Calicut on 20/2/2017

Department of Commerce

- Talk on budget analysis 2016-17
- Conduct an awareness programme on tax assessment and e- filing to teachers and selected local population

Department of Physical Education

- Organised an invited talk on “Psychological Preparation” to sportspersons.

NCC

- Observed ‘Swach Bharath Abhiyan’
- Conducted an Anti- drug rally, followed by an awareness class and distribution of pamphlets to students and public
- Coordinated a seminar on awareness on Water Conservation and Misuse of Electricity.
- Observed International Yoga Day on 21 June, 2016
- Participated in Aids Day Rally on 01 December 2016
- Conducted Training programme on ‘Self Defense’ for SW Cadets on 7 December 2016
- Observed Armed Forces Flag Day on 8 December 2016.
- The houses of 12 economically backward families were electrified by the financial support of the NCC unit and the college community on 13 March 2017

NSS

- In order to make the public aware of the need for environmental protection, NSS conducted a rally on the Environmental Day (5 June 2016)
- Celebrated Yoga day on 21 June 2016 by practising Yoga
- To popularize the importance of cleanliness, Celebrated SwachBharat Pakhwada
- More than 140 volunteers participated in the Thiranga March, a mass run conducted by NSS Kerala University on 23 August 2016
- Visited Saphalyam, an old age home at Kottamom and supplied bed sheets to the inmates on 1 October 2016 as part of the Senior Citizens Day
- Celebrated Keralapiravi by distributing laptops to the Physically challenged students of the college on 1 November 2016
- Launched Haritha mission to induce self reliance in agricultural production on 18 November 2016

- Conducted AIDS awareness class on 1 December 2016
- Gave financial support to one of the students of Malayalam department (whose father is suffering from cancer)
- Conducted a Socio-economic Survey in AKG Colony, an NSS adopted village
- Launched NSS Blog by C.K Hareendran, MLA on 28 December 2016
- Started a programme “One Day One Rupee” on 26 January 2017 for supporting economically backward sections of the society and for inculcating human values among the students
- Conducted a health survey on February 2017 within the campus to identify health problems among the students.
- The volunteers cleaned Udiyankulangara-Dhanuvachapuram water canal on 21 December 2017 to protect it from degradation
- The houses of 12 economically backward families were electrified by the financial support of the NSS unit and the college community on 13 March 2017

Career Guidance Cell

- Coordinated student participation in *Edu Expo* job fair on 12/01/2017.
- Aptitude test was conducted in association with *Be Positive Institute of Skilling* on 20/02/2017.

Women’s Study Unit

- Awareness class was undertaken on ‘Gender Equality’ on
- Installation of a Water Purifier in the ladies’ waiting room

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	2			2
No. of important equipments purchased (≥ 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

<p>Office was fully computerized with internet access. Information on admission, fee payment, examination etc. were generated through the technology assisted mechanism.</p> <p>SPARK-(Service and Payroll Administrative Repository for Kerala)- G2E, a web based personnel administration and accounting software was used for service, salary, income tax, and account related facilities.</p> <p>Library information system was utilised for disbursing books to the students. Information and Library Network (INFLIBNET) access were available for students and teachers.</p>

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31255	1814975	1313	397686	32568	2212661
Reference Books	1265	316314	63	9532	1328	325846
e-Books	7200	Free			7200	Free
Journals	36	32581			36	32581
e-Journals	INFLIBNET	5000			INFLIBNET	5000
Digital Database	Grandha soft				Grandha soft	
CD & Video	536	42800	4	600	540	43400
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	17	2	2	--	9	22	11
Added	15	10	-	--	--	--	5	--
Total	81	27	2	2	--	9	27	11

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

- Students were given classes on using computer and online resources in order to facilitate them for project presentations
- Malayalam department gave training in language typewriting
- Internet (wi-fi) was made accessible for the Staff and PG students
- Enhanced teaching learning process through Smart class rooms
- Group mailing system for teachers was introduced for allocating examination duties.
- Group mailing system was introduced for official circulars, notices and announcements.

4.6 Amount spent on maintenance in lakhs:

i) ICT	85000
ii) Campus Infrastructure and facilities	322000
iii) Equipments	0
iv) Others	0
Total:	407000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Suggested best practices to various departments
- New students were provided with orientation classes
- Supervised the functioning of remedial teaching
- Ensured the service of various units in supporting students

5.2 Efforts made by the institution for tracking the progression

- Tracked the effective conduct of the tutorial system and remedial coaching
- Incentives were provided to meritorious students
- Adopted a continuous and comprehensive evaluation method
- Faculty members acted as mentors
- Monitored the effective functioning of grievance redressal cell.
- Proper recording of attendance
- Tracked the conduct of PTA / PTS meetings at regular intervals
- Adopted effective performance enhancement mechanism for sportspersons
- Carried out various programmes for developing creativity and research aptitude among students
- Arranged expert lectures and talks of eminent personalities.
- Collected data regarding the various achievements of the students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1637	146		

(b) No. of students outside the state

2

(c) No. of international students

0

Men	No	%	Women	No	%
	615	34.5		1168	65.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1028	306	3	435	7	1779	1032	306	3	435	7	1783

Dropout % : less than 0.7%

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

- Coaching for competitive exams like UGC-NET, SET and PSC were provided to the students
- Guidance and coaching was given to final year degree students to appear for the entrance examinations of various PG courses
- Study materials were provided to the students for preparation of NET examination
- Equipped the players to get recruited under sports quota in different establishments

No. of student beneficiaries

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

- Offered counselling to the students having personal and academic problems
- Provided information on suitable job opportunities.
- DLMC identified the needy students and gave proper guidance.

No. of students benefitted

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
4	82	5	2

5.8 Details of gender sensitization programmes

- Awareness programmes on Women Empowerment were organised
- Discussions and seminars were conducted for students on gender equality
- Conducted a short film festival based on Gender Sensitisation.

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	38	54000
Financial support from government	1426	3246810
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:

- Grievance regarding internal marks was discussed in CLMC and redressed.
- Installed a water purifier and a water cooler to compensate the shortage of drinking water.
- Sanitary napkin incinerator and a vending machine were installed in the ladies' waiting room.

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

- The College is affiliated to the University of Kerala and it follows the academic content and curriculum prescribed by the University.
- The departments followed the syllabi and programmes in accordance with the UGC, Government and University norms;
- Faculty members of various departments were part of the Board of Studies, Faculty Committee, and Senate and were involved in the curriculum development of the University.
- Some of the faculty members of this college serve as chairman/chairperson of UG and PG Board of Studies. They organised curriculum development/revision workshops at the college.

6.3.2 Teaching and Learning

- Used ICT enabled Teaching
- Promoted Peer teaching
- Highly qualified and dedicated faculty engaged classes
- Encouraged Learning beyond curriculum.
- Innovative methods were adopted for teaching and learning process.
- Remedial classes were held for the students who require additional help.
- Well-equipped library for both faculty and students.
- Regular feedback from students were recorded to improve teaching and learning methods

6.3.3 Examination and Evaluation

- Conducted regular internal tests for both UG & PG
- Projects were carried out under the guidance of teachers
- Evaluation and progress monitoring were done.
- Continuous evaluation was done through different methods like internal assessment test, assignments, presentations, projects etc.
- Transparency was maintained in evaluation process.
- Examination committee ensured smooth conduct of examinations.
- The end semester examination question paper was set by University of Kerala.
- Examination series was based on roster method.

6.3.4 Research and Development

- Organised Seminars, Workshops and invited lectures to inculcate research motivation and culture among the staff and the students
- Botany department organised an invited talk by Mr. Bosco Lawrence, Asst. Prof. of Botany, Govt. Arts College, Thiruvananthapuram on the topic 'Recent Advances in Bio Technology'
- College provided support for research and development like sanctioning duty leaves, and encouraged faculty to interact with others from different institutions.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Fully equipped library with automation facilities.
- Full-fledged Computer Lab
- Classrooms with projectors.
- INFLIBNET has been provided to research scholars and faculty members to access online research journals.
- The library follows a fully Computerised system for the Cataloguing of books
- Well equipped libraries in all the departments
- Science departments possess well furnished laboratories.

6.3.6 Human Resource Management

- Faculty and Staff were encouraged to participate in self-development programmes
- Administration efficiently supported faculty, staff and students to optimise their work
- Shortage of faculty members and office staff was regularly intimated to the management to be filled. At times, guest faculty and temporary office staff were being employed to fill the gap in human resource.
- The faculty members acted in various positions like staff advisor, NCC officer, NSS programme officer as well as the mentors of WWS and SSP.

6.3.7 Faculty and Staff recruitment

As per UGC and University guidelines.

Faculty recruitment was entirely on the basis of merit which in turn was based on guidelines issued by the University. The recruitment of non-teaching staff was done on the basis of directions provided by the Government of Kerala from time to time.

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

The college followed the rules and regulation as fixed by the university. Admission is done by the University of Kerala under the single window system. Management quota seats are filled by the NSS management.

6.4 Welfare schemes for

Teaching and Non-Teaching	Being a Government aided college, the teaching and administrative staff enjoy all the service benefits offered by the Govt. of Kerala.
Students	Implemented various welfare schemes such as : Career guidance, remedial coaching, KPCR, Single Girl Child scholarship, poor fund programme, financial aid, free counselling for the needy, fee concessions and endowments.

6.5 Total corpus fund generated. Rs in Lakhs

119.29

(* fund generated from PTA, Welfare, sports and cultural)

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes / No	Agency	Yes / No	Authority
Academic			Yes	College Council, 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

For PG Programmes Yes No

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

Not applicable.

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

Not applicable.

6.11 Activities and support from the Alumni Association

- Interacted with the alumni through annual alumni meetings.
- Memorial lectures, scholarships and awards were instituted by the alumni.

6.12 Activities and support from the Parent – Teacher Association

- The college PTA actively involved in the functioning of the college during the period 2016- 2017.
- The PTA concentrated on the maintenance and improvement of the infrastructure of the college and on matters related to student discipline.
- The PTA had an annual fund of Rs 3200000/- (Rupees Thirty two lakhs)
- Student counselling and problem solving was done through frequent Class wise PTA and General PTA meetings.
- Feedbacks from parents could enhance the teaching and learning activities
- The tutors met parents individually and discussed the development of their ward

6.13 Development programmes for support staff

- Motivated the support staff to attend training programmes organised by the college and other institutions for augmenting their performances.
- Welfare measures provided by the management and government were being introduced without any delay.

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

The campus flourishes over more than nineteen acres of panoramic and un-ravished landscape, on the three sides of which there are profusely and densely growing trees of various types. The faculty members and students are well aware of the prominence of this environment and take special care to protect its flora and fauna. The following initiatives have been taken by the college to make the campus eco-friendly.

- Used eco-friendly and recyclable materials for functions conducted by the departments-
- Used internet to circulate notes to students to reduce the use of paper.
- Plantation of trees and flowering plants
- Conducted awareness programmes to control plastics
- Promoted eco-club activities
- Launched campus cleaning,
- Implemented *Swach Bharath* campaign
- Decided not to use flexes for display boards within the campus.
- Proper arrangements were done for waste disposal
- Planted medicinal plants
- Clubs like Bhoomithrasena, Nature club and Biodiversity club functioned jointly for facilitating green campus initiatives.

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.

- Neckband PA systems were introduced in general class rooms.
- Radio and audio recorders were employed in language classes for better interaction.
- Published REDJ(Rural Economic Development Journal) by the PG students of the Economics department.
- Social audit was conducted to assess the effectiveness of extension activities carried out by the college.

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

- Prepared and executed the year plans.
- Monitored the working of various cells and committees.
- Conducted NET and PSC Coaching classes
- Released Student magazines
- Organised Orientation and leadership programmes for the students
- Conducted internal exams systematically and results were published in a time bound manner.
- Regular PTA/PTS meetings were summoned
- Organised extension lectures by the faculty members of the neighbouring colleges
- Assessment of Body Mass Index was done to the students.

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

- Reformed 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

- Botany department maintains a botanical garden with variety of plants.
- Department of Botany documented the entire weed flora of the campus
- Department of Botany documented orchid flora of the Neyyattinkara taluk
- Being a member of the global bird count mission of WWF, the members from the college attended orientation programme and collected data on the birds of Neyyattinkara Taluk
- Proper waste management was done through the *Swach Bharath* programme.
- Use of flexes has been banned for college programmes.
- Imparted awareness on environment protection by celebrating environmental day

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:

- Effective curriculum transaction.
- Provides ample opportunities to the students for wholesome development.
- Environment friendly campus.
- Transparency in admission process that ensured justice for students from socio-economically backward sections and students who are differentially abled
- Nurture a group of socially and economically non segregated heterogeneous student population.

Weakness:

- Inadequate infrastructure.
- PG departments are not upgraded into research centers
- Post graduate programmes in Science are yet to be started.
- Lack of information technology accessing devices.
- Limited number of programmes offered

Opportunity:

- Most of the teachers are doctoral degree holders and this provides an excellent platform to escalate the institution into higher levels, especially in the area of research.
- Active alumni participation
- The college campus has got 19 acres of land, enough area to expand its activities
- College has a large play field which shall be developed into a good sporting arena.

Challenges:

- Upbringing of economically downtrodden, comprising the major chunk of the student community, of which girl students constitute the lion's share

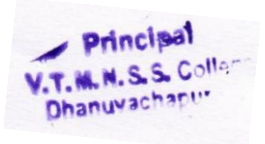
8. Plans of institution for next year

- To make efforts to boost studies and research in thrust areas.
- To conduct more workshops, seminars and lecture series to achieve improvement in professional competence of the faculty
- To apply and obtain more minor and major projects
- To strengthen the alumni
- To publish research articles in peer reviewed journals
- Upgrade UG departments to PG Departments.
- Urgently upgrade major post graduate departments to research departments
- Provide health insurance for all students of the college

Sheela.S.

Smt. Sheela S.
Name & Signature of the Coordinator, IQAC

Dr. K. Mohankumar
Name & Signature of the Chairperson, IQAC



Annexure I**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
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 2016-2017

01-06-2016	College reopened
03-06-2016	Talk on budget 2016-17
06-06-2016	Environmental day celebration
09-06-2016	Survey on Rural health issues, Documentary show
10-06-2016	One day seminar and tree plantation
13-06-2016	Sem IV internal exam started
14-06-2016	Department meeting
17-06-2016	Programme on Tax assessment and e-filing
23-06-2016	Personality development programme
27-06-2016	Sem IV University exam started, CE marks published
28-06-2016	Sem I admission
13-07-2016	Sem I class started
14-07-2016	Bridge course for Sem I started
21-07-2016	Sem V class started
25-07-2016	At seminar hall introduction class for Sem1
27-07-2016	Open course class started, Discipline committee formed
08-08-2016	Spot Admission
17-08-2016	III Sem Started, ID Card Distribution
19-08-2016	Academic audit
06-09-2016	Staff Meeting
08-09-2016	Onam Celebrations
09-09-2016	College closed for Onam Holidays
22-09-2016	Career guidance programme
26-09-2016	Sem V PTS, Campus selection
28-09-2016	Department Meeting
02-10-2016	Staff Meeting
03-10-2016	Documentation of insects of campus started
04-10-2016	Department Meeting, Literary Quiz
14-10-2016	Internal exam, Career guidance class

19-10-2016	Awareness campaign on plastic ban
27-10-2016	Open course internal exam
29-10-2016	Science Quiz
12-11-2016	Science exhibition
16-11-2016	Computer programming classes Latex for PG students Talk on Sixty years of Kerala, History dept.
18-11-2016	Visit to CMFRI and Zoological park
29-11-2016	Sem V University exam
19-12-2016	Sem I &3 internal exam started
21-12-2016	Sem V University exam started
22-12-2016	Seminar on demonetisation
23-12-2016	Christmas holidays started
03-01-2017	College reopened after Christmas holidays
04-01-2017	Sem VI regular class started
05-01-2017	Social awareness campaign
10-01-2017	Outreach programme on pesticides
11-01-2017	Merit day and inauguration of Pusthakathottil
24-01-2017	Expert lecture on literary theory
27-01-2017	Visit to Medex 2017
06-02-2017	Academic audit
10-02-2017	Workshop on parliamentary procedures
13-2-2017	Seminar series started
17-02-2017	Model parliament, Invited talk in Physics
20-02-2017	Talk on Nationalism
21-02-2017	Publication of REDJ
23-02-2017	Exhibition – Polity
27,28 -02-2017	National seminar, Science Quiz
08-03-2017	Gender sensitization programme
25-03-2017	Visit to mysore zoo
27-03-2017	Book exhibition

ANNEXURE III

Feed Back

Students

VTM NSS College aims to offer a congenial atmosphere for academic and non academic activities. The student feedback exercise is entirely confidential. Student responses are collected, analysed and appropriate steps are taken to rectify them. Student feedback is a rich and valuable source of information for both formative and summative purposes. The IQAC committee in our college has designed questionnaires to collect the feedback. The focus of the questionnaires is to assess some aspects of their teachers such as punctuality, topic coverage, sincerity, communication skill, lectures, methods of evaluation etc. From the reports, it appeared that most of the teachers in our college are sincere, systematic and punctual. It was also noted that 80% of the students are satisfied with lecture method and remaining 20% appreciated the audio visual methods of teaching. Students were thoroughly pleased with the encyclopaedic knowledge of the teachers. They expressed their satisfaction in teacher- guidance and course work preparation of teachers. They appreciated the accuracy and transparency in internal assessment. They were happy at the cordial atmosphere prevailing in the college. The students wanted a spacious reading room.

Parents

The Parents were not completely satisfied with the infrastructure. The PTA of our college is an association that meets at least twice a year to discuss matters in the educational, moral and spiritual health of the students in our institution. Class wise PTA meetings are convened providing a platform for a close interaction between teachers and parents. A feedback form is circulated among the parents for their valuable comments and suggestions. Parents' feedback gives an overview of the performances of teachers, general facilities available in the campus such as library, canteen, office, laboratories etc. Their feedback helps us to improve the academic as well as the other facilities available in the campus. According to the results, the following factors emerged as important influences on education and in the well being of our students. The parents were in good agreement with the system of discipline and security maintained in our college. Student attendance was also reported to parents. 94% of the parents were against the students politics. The institution whole heartedly welcomed the valuable suggestions put forwarded by the parents.

Alumni

Alumni feedback was informally collected during departmental and common alumni meets. They were satisfied with the general academic ambience, performance of teachers in completing the course, teacher guidance in academic activities, teacher – student relationship etc.

ANNEXURE IV

Best Practice

1. Reformed 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. Reforms are introduced for more positive outcome.

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. Also, reforms are to be introduced with the changes in the curriculum from time to time.

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
- Laboratory Coat, Mask, Hand Gloves and Goggles were made compulsory

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
- Threat from hazardous chemicals could be reduced manifold

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.