

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF

M.M.N.S.S. COLLEGE, KOTTIYAM
KOLLAM, KERALA, S. INDIA

www.mmnsscollege.ac.in

2016 - 2017



Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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Part – A

1. Details of the Institution

1.1	Name of the Institution	M.M.N.S.S. College, Kottiyam				
1.2	Address Line 1	Kottiyam P. O.				
	Address Line 2	Kollam				
	City/Town	Kollam				
	State	Kerala				
	Pin Code	691 571				
	Institution e-mail address	mmnssc@yahoo.com				
	Contact Nos.	0474 - 2530522, 0474 - 2531971				
	Name of the Head of the Institution:	Dr. G. Girija Devi				
	Tel. No. with STD Code:	0474 - 2530522				
	Mobile:	9446909232				
	Name of the IQAC Co-ordinator:	Dr. Ratheesh Kumar. V				
	Mobile:	9744868256				
	IQAC e-mail address:	iqac.mmnssc@gmail.com				
1.3	NAAC Track ID (For ex. MHCOGN 18879)	KLCOGN13899				
1.4	NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate	EC/49/A&A/55 dated 15/06/2009				
1.5	Website address:	www.mmnsscollege.ac.in				
	Web-link of the AQAR	http://mmnsscollege.ac.in/aqar.php				
1.6	Accreditation Details					
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
	1	1 st Cycle	B	2.27	2009	5 Years
1.7	Date of Establishment of IQAC	01.06.2009				
1.8	AQAR for the year	2016-2017				
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 2011-2012 submitted to NAAC on 18/12/2016 (ii) AQAR 2012-2013 submitted to NAAC on 18/12/2016 (iii) AQAR 2013-2014 submitted to NAAC on 18/12/2016 (iv) AQAR 2014-2015 submitted to NAAC on 18/12/2016 (v) AQAR 2015-2016 submitted to NAAC on 18/12/2016					
1.10	Institutional Status					
	University	State <input checked="" type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>		
	Affiliated College	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

	Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Regulatory Agency approved Institution	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/> Women <input type="checkbox"/>
		Urban <input type="checkbox"/>	Rural <input checked="" type="checkbox"/> Tribal <input type="checkbox"/>
	Financial Status	Grant-in-aid <input type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/> UGC 12B <input checked="" type="checkbox"/>
		Grant-in-aid + Self Financing <input type="checkbox"/>	
		Totally Self-financing <input type="checkbox"/>	
1.11	Type of Faculty/Programme	Arts BA	Science B.Sc., M.Sc. Commerce B.Com
	Others (Specify)	Not Applicable	
1.12	Name of the Affiliating University (<i>for the Colleges</i>)	University of Kerala, Thiruvananthapuram	
1.13	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.	Not Applicable	
2.	IQAC Composition and Activities		
2.1	No. of Teachers	9	
2.2	No. of Administrative/Technical staff	2	
2.3	No. of students	2	
2.4	No. of Management representatives	1	
2.5	No. of Alumni	1	
2.6	No. of any other stakeholder and community representatives	1	
2.7	No. of Employers/ Industrialists	1	
2.8	No. of other External Experts	1	

2.9	Total No. of members	18
2.10	No. of IQAC meetings held	9
2.11	No. of meetings with various stakeholders	Total No. <input type="text" value="8"/> Faculty <input type="text" value="5"/> Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="-"/>
2.12	Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, mention the amount <input type="text" value="Rs. 3,00,000/-"/>
2.13	Seminars and Conferences (only quality related) i. No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC ii. Themes	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"/> “Role of ICT in Education and the importance of Smart Class Rooms”
2.14	Significant Activities and contributions made by IQAC	<ul style="list-style-type: none"> ✓ Faculties were encouraged to make use of ICT enabled teaching. ✓ Motivated teachers to participate in seminars and workshops and undertake major and minor projects. ✓ Workshops are conducted for support staff. ✓ Orientation programme for first year UG students on CBCSS. ✓ Skill development and motivational programmes. ✓ Regular Interaction with class representatives and class coordinators of each and every department for maintaining and sustaining quality education as directed by IQAC. ✓ IQAC is constantly evaluating teaching learning process through feedbacks. ✓ Strengthening the campus placements process to provide job opportunities for the students. ✓ Encouraging Students for Industrial Visits to understand and to gain the knowledge of new concepts. ✓ Students are encouraged to apply their innovative projects to get funding from various Granting Agencies.

2.15	<p>Plan of Action by IQAC/Outcome</p> <p>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 *</p>
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Plan of Action	Achievements
1. To give more emphasis to eco-friendly activities (Green chemistry initiatives).	✓ Implemented microscale experiments for various batches of laboratory courses to reduce hazardous wastes. Certain indoor plants that are reported to absorb gases like H ₂ S are kept in the Department of chemistry as well as in the laboratory.
2. Orientation classes for first semester UG students and parents	✓ One day orientation programme is conducted on 17.08.2016.
3. Promoting gender equity through activities of the Women's Study Unit	✓ Women's Study Centre focused on eradication of the use of plastics and to make the campus plastic free. ✓ Tailoring class was organized during the April-May vacation using four tailoring machines. 24 women attended the course. Of these 10 women teachers from the neighboring schools and 14 students of the college took time to attend the classes. ✓ Classes by eminent women personalities were provided to promote mental health among girls for empowerment.
4. Women empowerment programs	✓ NSS conducted classes on Adolescent problems, legal awareness for girls' students. Ensuring hygienic toilet facilities for students and staff.
5. Motivating faculty for undertaking quality research activities.	✓ Department of chemistry renovated their research lab. ✓ Encouraged faculties to attend international/national conferences, symposium and workshops and also to publish papers in reputed journals. ✓ Faculties were prompted to pursue Ph.D. ✓ One of the faculties received UGC Minor research project.
6. To purchase more books and equipment.	✓ More books and equipment were purchased in various departments. Rotary evaporator, Fume hood, UV lamps, electronic oil baths and magnetic stirrers were purchased.
7. Application was forwarded to University of Kerala to start courses like B.Sc. Chemistry.	✓ The existing B.Sc. Polymer Chemistry course was changed to B.Sc. General Chemistry during the academic year 2016-17.
8. Plan for Industrial Visit and Educational Tours	✓ Visiting various industries for updating current scenario to students.
Academic calendar is attached as Annexure II . The college follows the Academic calendar of CBCSS of the University of Kerala.	

2.16	Whether the AQAR was placed in statutory body: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Management <input checked="" type="checkbox"/> Syndicate <input type="checkbox"/> Any other body <input checked="" type="checkbox"/>
	Provide the details of the action taken The AQAR was placed in the College Council. The Council entrusted all HODs to verify the report and point out corrections if any. They were also requested to put forward suggestions for quality improvement in the next year. The council on another sitting approved the corrected report. This was then presented before the college Management and was approved.

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	1	-	-	-
UG	6	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	7	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

*(Please see Annexure III)***1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options**

Core	-	1 st -6 th Semesters
Extension activities	-	3 rd & 4 th Semesters
Open course	-	5 th Semester
Electives	-	6 th Semester

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6 (UG) & 1 (PG)
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 see Annexure IV)

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

The syllabi for the various programs are updated regularly by the University of Kerala.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The existing B.Sc. Polymer Chemistry course was changed to B.Sc. General Chemistry during the academic year 2016-17.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total Number of Permanent Faculty

Asst. Professors	Associate professors	Professors	Others	Total
18	6	0	1 (Part- time law)	25

2.2 Number of permanent faculty with Ph.D

14

2.3 No. of faculty position recruited (R) Vacant (V) during the Year

Asst. Professors	Associate professors	Professors	Others	Total
1(R) 13(V)	0	0	0	1 (R)13(V)

2.4 No. of Guest Visiting and Temporary faculty

13

2.5 Faculty participation in conferences and symposia

No. of faculty	International level	National level	State level	Total
Attended	5	7	-	12
Presented papers	-	-	-	-
Resource persons	-	-	-	1

2.6 Innovative processes adopted by the institution in Teaching and Learning

- ✓ Use of audio-visual aids and smart boards.
- ✓ Virtual lab.
- ✓ Additional skill Acquisition Programme benefitted students to acquire self confidence and better communicative skill to pursue a bright future.
- ✓ Walk with a Scholar (WWS) and Scholar Support Programme (SSP).
- ✓ Peer teaching.
- ✓ Remedial coaching.
- ✓ Industrial Visits, field trips are conducted to enhance learning process.
- ✓ Debate and Quiz

2.7 Total no. of actual teaching days during the academic year

180

2.8 Examination / Evaluation Reforms initiated by the institution (for example: open book examination, bar coding, double valuation, photocopy, online multiple choice questions)

Examinations conducted as per University rules. Examinations are conducted and evaluation is performed based on the regulations of the affiliating university. 80% weightage is given to end semester examination and 20% weightage is allotted for continuous evaluation.

2.9 No. of faculty members involved in curriculum restructuring/ revision/ syllabus development as member of Board of study/ faculty/ curriculum development workshop

3

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Physics	14	Result Awaiting				
B.Sc. Physics	37	48.65	21.62	-	-	70.27
B.Sc. Polymer Chemistry	29	20.69	27.58	-	-	48.27
B.Sc. Zoology	24	29.17	16.67	-	-	45.84
BA English	61	22.95	36.06	1.64	-	60.65
BA Economics	36	5.55	38.88	11.11		55.54
B.Com	31	36	29	-	-	65

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

- ✓ In its different meetings, IQAC evaluates the teaching learning process in the institution. It takes the opinion of different heads of the departments in this regard.
- ✓ To arrange departmental meeting at a regular interval to implement the above mentioned teaching plan.
- ✓ The college encourages research, publications, paper presentations and participations in international/national/regional workshops conferences and symposia.
- ✓ Organizes workshops for teaching and support staff.
- ✓ Recommend teachers to practise ICT enabled teaching and virtual lab.
- ✓ Prepared an academic calendar to convey the examination schedule teaching days, celebration, holidays, vacations etc. to the faculty and students.
- ✓ Senior faculty and administrative heads discuss future plans of the institution, and prepare a modus operandi for quality assurance and enhancement.
- ✓ Collects feedback from students, teachers, parents and alumni. Feedback analysis is done and action is taken for the suggestions. The same is uploaded on the college website.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	0

Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	5
Others (<i>Seminar participation</i>)	4

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	12	Nil	Nil	Nil
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- ✓ The IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty to do Ph.D, Orientation programmes and Refresher courses. In addition, IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to UGC, DST, DBT/CSIR etc.
- ✓ The College has a Research Cell which tracks the schemes of the different funding agencies such as UGC, DST, CSIR, etc.
- ✓ Guides the faculty to submit project proposals.
- ✓ The IQAC encourages faculties to participate in international/ national/ regional workshops conferences and symposia.
- ✓ The IQAC of the college encourages the staff to apply for Major and Minor Research projects and to organize seminars, workshops and Conferences etc.
- ✓ IQAC encourages the students to conduct/ involve themselves in research activities.
- ✓ Motivates the faculty to get research guide ship.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	1	Nil	2
Outlay in Rs. Lakhs	-	4.85	-	1,80,000/-

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range 3 - 46

Average -

h-index -

Nos. in SCOPUS -

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs.)	Received (Rs.)
Major projects	-	-	-	-
Minor Projects	2	UGC	4,85,000/-	3,95,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	4,85,000/-	3,95,000/-

3.7 No. of books published i) With ISBN No.

-

Chapters in Edited Books

-

ii) Without ISBN No.

2

3.8 No. of University Departments receiving funds from

UGC-SAP -

CAS -

DST-FIST -

DPE -

DBT Scheme/funds -

3.9 For colleges Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	-	1
Sponsoring agencies	-	-	KSCSTE, Trivandrum	-	Dept. of Physics

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	-	-	-	-

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 State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Celebrated the World Environment Day on 07.06.2016 in association with Forest Department, Kollam and a talk on **“The necessity of conserving our environment”** was organized.
- On 02.07.2016, NSS unit observed the international Yoga day in association with the Brahmakumary Yoga Centre and conducted a class on **“The importance of Yoga in transforming Human mind and stress management”**.
- **Oru Kaisahayam:** The NSS volunteers collected an amount and handed over the amount to the Guardian of Mr. Syam who is suffering from Kidney and pancreas disease and need a surgery for his survival.
- **Snehapoorvam :** NSS unit conducted the “Snehapoorvam programme” on 08.07.2016. The NSS volunteers visited the CSI orphanage Balabhavan at Kollam and distributed the study kits including note books, pen, pencil, geometry box, sketch pens, eraser, pencil box, umbrellas and sweets to the kids.

- NSS volunteers collected e-waste from the different departments of the college and the neighbouring houses of the college and handed over to Clean Kerala Company.
- **Annam Punyam** : On 31st August 2016 our NSS volunteers Visited Agathymandiram and distributed food Packets to the inmates.
- Cleaning of campus and public places by NSS and NCC as a part of Swachh Bharath campaign.
- Blood donation by NSS & NCC.
- Analytical studies of ground water in the neighbor areas of Kottiyam were conducted as a part of extension activity.
- Awareness programme was given to school students about the usage of library.

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	24 acres	Nil	-	24
Class rooms	18	Nil	-	18
Laboratories	5	Nil	-	5
Seminar Halls	1	Nil	-	1
No. of important equipments purchased (≥ 1.0 lakh) during the current year.	Nil	1	UGC Minor Project	1
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	~2.1 lakhs	UGC Minor Project	~2.1 lakhs
Others	<ul style="list-style-type: none"> ➤ Auditorium ➤ Open air auditorium ➤ Gym ➤ Play ground ➤ Store Room ➤ Staff Rooms ➤ Non-teaching rest room ➤ Examination room ➤ Project room ➤ Sick room ➤ Ladies waiting room ➤ IQAC Room 	Fume hood	UGC Minor Project	1

4.2. Computerization of administration and library

- ✓ The administrative office regularly interacts with the various sections of the university via e-mails and the data concerning attendance, exam results of various courses are uploaded to the university website.
- ✓ Administrative section is equipped with computers and Internet facility.
- ✓ Salary bills and pay particulars are computerized and managed through SPARK system as part of e-governance.
- ✓ Admission process is fully computerized.
- ✓ Library is computerized and the issue and return of the books are regulated by Grandha library software system.

4.3. Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14252	2822011	633	100000	14885	2922011
Reference Books	525	541000	-	-	525	541000
e-Books	-	-	-	-	-	-
Journals	-	-	4	1200	4	1200
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	52	15	13	-	-	3	17	12 (Language lab) 5 (Library)
Added	2	-	1	-	-	-	1	1
Total	54	15	14			3	18	18

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

- ✓ Teachers attended IT-oriented Refresher Courses organized by UGC.
- ✓ Internet access for teachers and students.
- ✓ ASAP Training.
- ✓ Training class was given to the teachers to handling the smart board and trained them to manage smart classes.
- ✓ I.C.T enabled teaching learning process.
- ✓ All departments and office have computers with internet access.
- ✓ Annual accounts, financial statements, salaries received from the government, Provident fund, Arrear bills (excel format) and Income Tax have been computerized through administration office.

4.6. Amount spent on maintenance in lakhs:

i) ICT	1.41
ii) Campus Infrastructure and facilities	-
iii) Equipments	0.49
iv) Others	0.75
Total	2.65

Criterion – V

1. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ Renders student support service through Public Address System, department notice board, information through local newspapers, orientation classes on various clubs and organizations functioning in the college.
- ✓ Important messages conveyed through group tutors
- ✓ College calendar is updated annually and provided to the students
- ✓ Anti-Ragging committee, Grievance Redressal cell and Anti-narcotic cell look after the various issues of students and finds prompt solutions.
- ✓ Students are provided information about free studentship, Merit Scholarship, Remedial Class, Career Counselling etc.

5.2 Efforts made by the institution for tracking the progression

- ✓ Personal guidance is provided to the academically poor students and feedback taken from them.
- ✓ Career counselling service is provided to the students for appearing in Competitive examinations.
- ✓ Information of vacancies in various government and private sectors is given to the students.
- ✓ Students are encouraged to join the courses like Computer diplomas, Sewing and fashion designing as an add-on course.
- ✓ Students can meet the teachers at any time to discuss their academic as well as personal problems.

5.3 (a) Total Number of students

UG			PG			PhD			Grand Total		
M	F	Total	M	F	Total	M	F	Total	M	F	Total
195	564	759	6	23	29	-	-	-	201 (26%)	587 (74%)	788

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
548	76	-	102	4	730	532	90	-	161	5	788

Demand ratio: Data available at the University as admissions are conducted by the University.

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

- ✓ Career Guidance and placement cell takes initiative to facilitate placements.
- ✓ The students are offered assistance and coaching for PG admission programs of various Universities and institutes
- ✓ The concerned faculty members of various departments of the college educate the students about the chances of higher studies in various universities within and outside the state.

No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	1	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

- ✓ An active career guidance and counseling cell is functioning in the college. It organizes classes for the students to make them aware of the prospects of the courses taken by them and various related career prospects.
- ✓ ICICI Bank conducted a career recruitment programme for the post of Sales officers.
- ✓ Talent hunt IAS coaching network conducted a competitive test.
- ✓ Mr. T. P. Sreenivasan, IFS conducted motivational class on Civil service for students in different stream.
- ✓ Career Guidance and Placement Cell provides guidance and counselling to the students regarding higher studies.
- ✓ To facilitate the needs of the students, an induction programme is conducted for the fresher's at the entry level to know the basics of higher education.

No. of students benefitted

20

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
1	45	12	8

5.8. Details of gender sensitization programmes

The Women's Study Unit 'Manaswini' of the college organizes activities on gender sensitization. The College has an active Women's cell which comprises of senior faculty members and student representatives. The cell coordinates several women empowerment programs and also in association with the NSS unit holds classes on social issues like women empowerment, health issues like the now common cancer of breast, thyroid issues etc. Women's Study Unit focused on paper bag making in order to avoid the use of plastics and to make the campus plastic free. Tailoring class was organized during the April-May vacation using four tailoring machines. It was benefitted to women teachers from the neighboring schools as well as girl students of the college.

5.9 Students Activities

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

	Participated
State/University level	3
National level	0
International level	0

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	3	National level	0	International level	0
Cultural: State/ University level	0	National level	0	International level	0

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	32	28,000
Financial support from government	512 (E-Grants) 8 (other scholarships)	8,78,400 98,000
Financial support from other sources	27	49,000
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised/ initiatives

Fairs	State/University level	0	National level	0	International level	0
Exhibition:	State/University level	0	National level	0	International level	0

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

To recognize that education is the way towards the progress of the community and is not a mere transaction of syllabus but an effort to enlighten an individual through imparting pure knowledge.

MISSION

To impart to the students knowledge in various branches of learning and mould them into men of character and culture so that they will be useful to our nation, to themselves and to the future.

6.2 Does the Institution has a management Information System

The college does not have a management information system.

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

6.3.1 Curriculum Development

- ✓ The college indirectly participates in the process of curriculum development as and when the faculty members are selected as members of Board of Studies, Academic Council, the Syllabi Revision Committee, Chairman of Examinations, Question paper setters etc .
- ✓ The CBCSS system was introduced in the first year of UG programmes.

6.3.2 Teaching and Learning

A continuous improvement in curriculum as per the contemporary trends creating more space for students' learning abilities, student seminars, assignments, mentoring and constant assessment of students through tests to enable them to find strengths and weaknesses and take measures for improvement.

6.3.3 Examination and Evaluation

End Semester examinations conducted by the University and Continuous Evaluation by the college are conducted smoothly. All departments conduct internal examinations and class tests. The examined papers are shown to the students and the parents are informed about the progress of the students in the Parent-Teacher-Student meetings. The results of internal assessment examinations are uploaded online to the University. The external examinations are conducted by the university directly and the results are published. The UG and PG Practical examinations are conducted by the external examiners at the college.

6.3.4 Research and Development

- ✓ A Research Committee facilitates overall Research Activities of Faculties and students.
- ✓ Information obtained from various sources regarding upcoming projects, funding agencies, application forms etc are made available to the staff as well as students.
- ✓ The college encourages the teachers to apply for Major/ Minor Research Projects, FDP etc.
- ✓ College authority sanctions leave; adjusts classes with flexi-timing and exempts from some other co-curricular activities.
- ✓ College authority also encourages attending National/International seminars/ Workshop/ Conference.
- ✓ A great number of books have been contributed to the library so as to broaden the Students perspective in Research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ The college has a well equipped computerized library.
- ✓ The library also has a collection of e-books and internet resources which are made available to the students during college hours.
- ✓ To strengthen the learning resources, the college has enhanced the number of books of Library including a large number of reference books.
- ✓ The college has also added few more journals and magazines in its possession.
- ✓ The students can borrow books from Departmental Library managed by various departments.

6.3.6 Human Resource Management

The college has an efficient Human Resource Management and monitoring System. The management of the college takes a keen interest in handling the promotions, transfers and related issues of the teaching and non-teaching staff of the college. The salary and other service related issues are handled by SPARK (Service and Payroll Administrative Repository for Kerala) which is an Integrated Personnel, Payroll and Accounts information system for all the Employees in Government of Kerala. The system caters to the Personnel Administration, Payroll and other Accounts activities of Government Establishments. At the end of each academic year vacant positions are reported to the management for appointment of teaching and non-teaching staff. Cultural and annual tour programmes are arranged for organized for the staff for their recreation from their busy schedule. Faculties attend Orientation and refresher courses conducted by Academic staff colleges. Different committees function for the efficient management and welfare of students.

6.3.7 Faculty and Staff recruitment

The teaching and non-teaching staff is recruited according to the Government rules and regulations. For this, interviews are conducted by the Head Quarters of the institution consisting of representatives of government, university and management. Appointments of permanent and guest faculties were conducted after inviting applications from eligible candidates via newspaper advertisements.

6.3.8 Industry Interaction / Collaboration

- ✓ Field visits/ tours to related places, industries and institutes
- ✓ Industrialists are invited to share their experiences to motivate our students.
- ✓ PG students carry out their projects in various institutes and industries.

6.3.9 Admission of Students

- The Admission Committee of the college monitors and supervises the part of the admission processes that has to be performed at the college level as per the University norms.
- University of Kerala sets a schedule for admissions.
- Government rules are strictly followed for preparing the rank list.
- All reservation policies of the Government are strictly followed as per the Norms of University of Kerala.

6.4 Welfare schemes for

Teaching	A staff club conducts the activities for the welfare of the teaching staff. Group insurance, Provident Fund, Medical reimbursement, State Life Insurance, Social welfare schemes (Medical leave, maternity, paternity leave, duty leave)
Non-teaching	Medical reimbursement, Group insurance Scheme, State Life Insurance Provident Fund, Career advancement benefits, Social welfare schemes (Medical leave, maternity, paternity leave, duty leave)
Students	Counselling, remedial teaching, Government Scholarships, Other scholarships funded by different agencies, endowments and cash awards have been instituted by the college for the empowerment of the financially weak and deserving students, Student sponsorship by faculty members, Medical attention to the students in case of emergency, Grievance Redressal Cell, Women Cell Women Study Unit for helping girl students.

6.5 Total corpus fund generated

-

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	Finance department	Yes	Principal
Administrative	Yes	Finance department	Yes	Principal

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?

The examinations are held as per the University guidelines. For internal assessments which are conducted by the college, the components include assignments, surprise tests, quizzes, seminars, etc. CCTV cameras are installed in examination halls to control malpractices including copying. Internal squads are also appointed for the smooth conductance of the examination.

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

Not Applicable

6.11 Activities and support from the Alumni Association

- ✓ The Alumni Association contributes various services to the institution in general and to the students opting for higher studies and getting employment in particular.
- ✓ The Alumni association offers guidelines to the students for higher education and employment opportunities.
- ✓ The alumni maintain a very strong interaction with the college via social network sites and encourage their juniors to apply for various positions which arise in their respective organizations.

6.12 Activities and support from the Parent – Teacher Association

- ✓ The faculty members always keep close contact with the guardians. Various problems relating to the students and institutions are discussed.
- ✓ Valuable suggestions are received from the parents regarding infrastructure facilities and cleanliness.
- ✓ Meetings are arranged half yearly by the Parent-Teacher Association at the college campus to find out the strengths and weaknesses of the institution and faculty members. Their valued suggestions are taken into account in connection with welfare and development of the college in general and students.
- ✓ Financial support from the PTA is a major source of revenue for maintenance activities, salary for temporary staffs, etc.
- ✓ PTA aided in installing CCTV cameras in examination halls to control malpractices.
- ✓ PTA cash prizes were distributed to the best academic performers from each discipline.
- ✓ PTA aided in putting up sign boards and banners for the various clubs of the college.
- ✓ Stood against ragging and provided support for the anti-ragging cell.

6.13 Development programmes for support staff

- ✓ Computer literacy training.
- ✓ The administrative staffs are given training in computer software like SPARK.
- ✓ A training programme on Income tax – How to file Tax Deducted at Source (TDS) was conducted for the administrative staff in association with the Sub Treasury, Chathannoor.
- ✓ ‘Best employee award’ was implemented for the administrative staff.
- ✓ Conducted yoga classes for the staff.
- ✓ Sports events were arranged for the administrative staff on the college sports day.
- ✓ Assigned supporting staff as active volunteers for the sports day, arts day and college day.
- ✓ Office E-mail ID’s are provided to all administrative office staff and they are trained to use E-mail.
- ✓ The technical staffs are given in-house training on maintenance of lab instruments and equipment.
- ✓ Picnic programme was arranged with the teaching staff.

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

- ✓ Planting of trees in association with the Forest Department, inside the college and the premises of the nearby hospital and homes.
- ✓ Students are advised to bring lunch in metal boxes so as to minimize the use of banana leaves and plastic carry bags.
- ✓ An internal squad of teachers and students is appointed for the routine inspection of plastic waste.
- ✓ Implemented a fine on throwing plastic bottles and carry bags inside the college.
- ✓ Cleaning of the campus by NSS and NCC units.
- ✓ Land areas are assigned to different clubs and departments for regular maintenance.
- ✓ Recycling of the existing plastic waste from the campus with the help of local authorities.

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.

- ✓ Environment Management Training Programme was conducted by Department of Physics in association with Kerala State Council for Science, Technology and Environment, Thiruvananthapuram.
- ✓ Orientation programme for the fresher's in the beginning of the year.
- ✓ Virtual lab.
- ✓ Maintaining an eco-friendly and plastic free green campus.
- ✓ To implement personality development programs and pre-placement training program for the students.
- ✓ Career Guidance and Placement Cell is strengthened.
- ✓ SSP (Scholar Support Programme) and WWS (Walk With a Scholar).
- ✓ Number of activities by the nature club brought the students closer to nature.
- ✓ Conducted talent search examinations for college students in association with Academy of Physics Teachers, Kerala.
- ✓ Best department competition was started to develop a healthy competition among the faculty and students of different disciplines and to promote effective interaction between students and teachers.
- ✓ The college library conducted UGC sponsored extension programme on web designing.

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

As per the Action Plan chalked out at the beginning of the year, all possible efforts were taken to implement it.

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

1. Love Nature, Leave Plastic, Save Tomorrow
2. Easy English

(Please see Annexure V)

7.4 Contribution to environmental awareness / protection

- ✓ *Celebrated Harithakeralam Day* – The launching Day of the prestigious mission of Govt. of Kerala by organizing an awareness programme on water conservation, cleanliness and organic farming. The classes were handled by ASAP students of the college and the message was conveyed by building a model on “Haritha Keralam”.
- ✓ College focused on eradication of the use of plastics and to make the campus plastic free.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

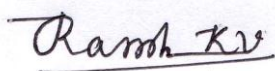
SWOT ANALYSIS

Strength	Weakness
<ul style="list-style-type: none"> ✓ The institution has good amount of support from the management. ✓ Highly qualified teachers. ✓ Good infrastructure for curricular activities, and high enrolment. ✓ Conducts various extension and awareness programs. ✓ Fully computerized administration, library and departments. ✓ Promote research culture and publications in faculties. 	<ul style="list-style-type: none"> ✓ More better infrastructural facilities needed for the newly sanctioned courses. ✓ Limitation of space and funds which restricts expansion in infrastructure. ✓ Need for more linkages with industry and other institutions. ✓ Financial Problems for the students. ✓ Lack of more PG courses. ✓ Delay in university results. ✓ The students absolutely depend on the public transport system. ✓ Some portions of the syllabus are irrelevant.
Opportunities	Threats
<ul style="list-style-type: none"> ✓ Scope for opening PG courses in some departments. ✓ If infrastructure is developed there is more scope for Research activities 	<ul style="list-style-type: none"> ✓ Most students come from economically backward families. ✓ Transferability of head of the institution as well as teaching and non-teaching staff.

<ul style="list-style-type: none"> ✓ Provides guidance for interested and deserving students for jobs and higher education. ✓ Our students are trained in entrepreneurial and soft skills to meet the demands of the global markets. ✓ Peaceful location and good ambience for learning and facilitating higher studies. 	<ul style="list-style-type: none"> ✓ Inadequate availability of funds. ✓ Concerns like conventional courses, saturated market and resources replacing the teacher.
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8. Plans of institution for next year

- ✓ To give more emphasis to eco-friendly activities.
- ✓ To insist modern ICT enabled teaching-learning methods.
- ✓ Request to management regarding infrastructural requirements.
- ✓ Advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours.
- ✓ To provide awareness on gender equity.
- ✓ To purchase more books and equipments.
- ✓ To take up Minor and Major Research Projects.
- ✓ Plans to organize national conferences.
- ✓ Apply for new UG and PG programmes.



Dr. RATHEESH KUMAR. V

Coordinator, IQAC



Dr. G. GIRIJA DEVI

Chairperson, IQAC/ Principal



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

SEMESTER PLAN FOR FDP UNDER CBCSS (2014 Admission onwards)

FIRST SEMESTER (2016 Admission) DEGREE PROGRAMME:

July 2016 to November 2016

23/06/2016	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
29/06/2016	Last date for the submission of Department Time-Table for the Semester to the Principal
04/07/2016	Commencement of classes
18/07/2016	Last date of registration of the course
16/08/2016	Last date for sending the list of registered students to the University
25/08/2016	Last date for allotting topics for Assignments/Seminars
31/08/2016	Last date for the submission of Assignments/conduct of Seminars
07/09/2016	Date of submission of the mark list of Assignment/Seminar to the HOD
10/09/2016 to 19/09/2016	Onam Holidays
28/09/2016 to 05/10/2016	Conduct of Test Paper
05/10/2016	Publication of notification for University examinations (ESE)
15/10/2016	Last date of receipt of application for University examinations without fine
13/10/2016	Date of submission of Mark lists of the Test Paper to the HOD
14/10/2016	Date of publication of the results of the Test Paper on the Department notice board
19/10/2016	Last date of receipt of applications for University examinations with fine
21/10/2016	Last date of receipt of applications for University examinations with superfine
31/10/2016	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
04/11/2016	Display of results of Continuous Evaluation (CE) on the Department notice board
04/11/2016 to 07/11/2016	PTA Meeting
08/11/2016	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
09/11/2016 to 23/11/2016	End Semester Evaluation (ESE)
30/12/2016	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2014 Admission onwards)**THIRD SEMESTER (2015 Admission) DEGREE PROGRAMME:****July 2016 to December 2016**

21/01/2014	Date of Department meeting for preparation of teaching and evaluation plan for the semester
24/01/2014	Last date for the submission of Dept. Time table for the Semester to the Principal
16/08/2016	Commencement of classes
31/08/2016	Last date of registration of the course
01/09/2016	Last date for allotting topics of Assignments/Seminars
08/09/2016	Last date for submission of Assignments or conduct of Seminars
10/09/2016 to 19/09/2016	Onam holidays
30/09/2016	Last date for sending the list of registered students to the University
05/09/2016	Date of submission of the mark list of Assignment/Seminar to the HOD
17/10/2016 to 26/10/2016	Conduct of Test Paper
02/11/2016	Date of submission of Mark lists of the Test Paper to the HOD
04/11/2016	Date of publication of the results of the Test Paper on the Department notice board
07/11/2016	Publication of notification for University examinations (ESE)
15/11/2016	Last date of receipt of application for University examinations without fine
18/11/2016	Last date of receipt of applications for University examinations with fine
21/11/2016	Last date of receipt of applications for University examinations with superfine
28/11/2016	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
02/12/2016	Display of results of Continuous Evaluation (CE) on the Department notice board
04/12/2016 to 07/12/2016	PTA Meeting
06/12/2016	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
07/12/2016 to 23/12/2016	End Semester Evaluation (ESE)
30/12/2016	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2014 Admission onwards)**FIFTH SEMESTER (2014 Admission) DEGREE PROGRAMME:****July 2016 to December 2016**

23/06/2016	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
29/06/2016	Last date for the submission of Department Time-Table for the Semester to the Principal
11/07/2016	Commencement of classes
25/07/2016	Last date of registration of the course
01/08/2016	Last date for allotting topics for Assignments/Seminars
08/08/2016	Last date for the submission of Assignments/conduct of Seminars
24/08/2016	Last date for sending the list of registered students to the University
01/09/2016 to 09/09/2016	Conduct of Test Papers
10/09/2016 to 19/09/2016	Onam Holidays
12/09/2016	Date of publication of the results of the Test Paper on the Department notice board
14/10/2016	Publication of notification for University examinations (ESE)
22/10/2016	Last date of receipt of application for University examinations without fine
26/10/2016	Last date of receipt of applications for University examinations with fine
28/10/2016	Last date of receipt of applications for University examinations with superfine
25/09/2016	Date of submission of Mark lists of the Test Paper to the HOD
07/11/2016	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
10/11/2016	Display of results of Continuous Evaluation (CE) on the Department notice board
11/11/2016 to 15/11/2016	PTA Meeting
14/11/2016	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
17/11/2016 to 30/11/2016	End Semester Evaluation (ESE)
14/12/2016	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2014 Admission onwards)**SECOND SEMESTER (2016 Admission) DEGREE PROGRAMME:****January 2017 to August 2017**

30/01/2017	Commencement of classes
16/02/2017	Last date of registration of the course
16/03/2017	Last date for sending the list of registered students to the University
29/03/2016	Last date for allotting topics for Assignments/Seminars
01/06/2017 to 08/06/2017	Conduct of Test Paper
09/06/2017	Last date for the submission of Assignments/conduct of Seminars
19/06/2017	Date of publication of the results of the Test Paper on the Department notice board
19/06/2017	Publication of notification for University examinations (ESE)
23/06/2017	Last date of receipt of application for University examinations without fine
28/06/2017	Last date of receipt of applications for University examinations with fine
03/07/2017	Last date of receipt of applications for University examinations with superfine
19/06/2017	Date of submission of Mark lists of the Test Paper to the HOD
26/06/2017 to 28/06/2017	PTA Meeting
10/07/2017	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
14/07/2017	Display of results of Continuous Evaluation (CE) on the Department notice board
18/07/2017	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
03/07/2017 to 14/07/2017	End Semester Evaluation (ESE)
16/08/2017	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2014 Admission onwards)**FOURTH SEMESTER (2015 Admission) DEGREE PROGRAMME:****January 2017 to August 2017**

30/01/2017	Commencement of classes
13/02/2017	Last date for sending the list of registered students to the University
14/03/2017	Last date of registration of the course
20/03/2017 to 29/03/2017	Conduct of Test Papers
30/03/2017	Last date for allotting topics of Assignments/Seminars
01/06/2017	Date of publication of the results of the Test Paper on the Department notice board
05/06/2017	Last date for submission of Assignments or conduct of Seminars
09/06/2017	Date of submission of the mark list of Assignment/Seminar to the HOD
19/06/2017	Date of submission of Mark lists of the Test Paper to the HOD
12/06/2017	Publication of notification for University examinations (ESE)
16/06/2017	Last date of receipt of application for University examinations without fine
22/06/2017	Last date of receipt of applications for University examinations with fine
27/06/2017	Last date of receipt of applications for University examinations with superfine
28/06/2017	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
04/07/2017	Display of results of Continuous Evaluation (CE) on the Department notice board
04/07/2017 to 07/07/2017	PTA Meeting
07/07/2017	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
12/07/2017 to 21/07/2017	End Semester Evaluation (ESE)
08/08/2017	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2014 Admission onwards)**SIXTH SEMESTER (2014 Admission) DEGREE PROGRAMME:****December 2016 to April 2017**

21/12/2016	Commencement of classes
05/01/2017	Last date for sending the list of registered students to the University
06/02/2017	Last date of registration of the course
13/02/2017	Last date for allotting topics for Assignments/Seminars
20/02/2017	Last date for the submission of Assignments/conduct of Seminars
01/03/2017 to 08/03/2017	Conduct of Test Paper
01/03/2017	Publication of notification for University examinations (ESE)
10/03/2017	Last date of receipt of application for University examinations without fine
16/03/2017	Last date of receipt of applications for University examinations with fine
17/03/2017	Date of publication of the results of the Test Paper on the Department notice board
22/03/2017	Last date of receipt of applications for University examinations with superfine
20/10/2017	Date of submission of Mark lists of the Test Paper to the HOD
22/03/2017	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
29/03/2017	Display of results of Continuous Evaluation (CE) on the Department notice board
21/03/2017 to 31/03/2017	PTA Meeting
03/04/2017	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
17/04/2017 to 28/04/2017	End Semester Evaluation (ESE)
28/04/2017	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR MA/ M.Sc. /M.Com. DEGREE COURSES
(2015 Admission onwards)
FIRST SEMESTER (2016 Admission) : September 2016 to February 2017

26/09/2016	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
08/09/2016	Commencement of classes
13/10/2016	Last date for allotting topics for Assignments/Seminars
14/11/2016 to 18/11/2016	Conduct of first set of Test Papers
21/11/2016	Date of publication of the results of First Internal Examination on the Department Notice Board
22/11/2016	Last date for the submission of first set of Assignment/conduct of Seminars
06/12/2016	Date of Publication of notification for University Examinations (ESA)
09/12/2016	Last date of receipt of application for University examinations without fine
15/12/2016	Last date of receipt of applications for University examinations with fine
20/12/2016	Last date of receipt of applications for University examinations with superfin8
16/12/2016 to 22/12/2016	Conduct of Second set of test papers
23/12/2016 to 02/01/2017	Christmas Holidays begins
04/01/2017	Date of publication of the results of Second Internal Examination on the Department Notice Board
06/01/2017	Last date for the submission of second set of Assignment/conduct of Seminars
24/01/2017	Last date for submission of CA marks by the Teachers to the HOD (enabling online submission)
27/01/2017	Display of results of CA Marks
18/01/2017 to 20/01/2017	PTA Meeting
30/01/2017	Last date for submission of complaints, if any, regarding CA, by students to the HOD
27/01/2017 to 06/02/2017	University End Semester Examination (ESE)
06/02/2017	Last date for submission of CA marks (hard copy) and online submission of the same to the Controller of Examinations

SEMESTER PLAN FOR MA/ M.Sc. /M.Com. DEGREE COURSES
(2015 Admission onwards)
SECOND SEMESTER (2016 Admission) : February 2017 to August 2017

27/01/2017	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
20/02/2017	Commencement of classes
02/03/2017	Last date for allotting topics for Assignments/ conduct of Seminars
20/03/2017 to 24/03/2017	Conduct of first set of Test Papers
24/03/2017	Date of submission of results of First Internal Examination to the HOD
27/03/2017	Date of publication of the results of First Internal Examination on the Department Notice Board
27/03/2017	Last date for the submission of first set of Assignment/conduct of Seminars
03/07/2017	Date of Publication of notification for University Examinations (ESA)
17/07/2017 to 21/07/2017	Dates for the conduct of second set of Test Papers
24/07/2017	Date of publication of results of Second Internal Examination to the HOD
25/07/2017	Date of publication of the results of Second Internal Examination on the Department Notice Board
27/07/2017	Last date for the submission of second set of Assignment/conduct of Seminars
09/08/2017	Date of submission of attendance statement by the Principal to the CE
11/08/2017	Last date for submission of CA marks by the Teachers to the HOD (enabling online submission)
13/08/2014	PTA Meeting
16/08/2017	Display of results of CA Marks
18/08/2017	Last date for submission of complaints, if any, regarding CA, by students to the HOD
16/08/2017 to 25/08/2017	University End Semester Examination (ESE)
29/08/2017	Last date for submission of CA marks (hard copy) and online submission of the same to the Controller of Examinations

**SEMESTER PLAN FOR MA/ M.Sc. /M.Com. DEGREE COURSES
(2015 Admission onwards)
THIRD SEMESTER (2015 Admission) : August 2016 to January 2017**

23/08/2016	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
30/08/2016	Commencement of classes
07/09/2016	Last date for allotting topics for Assignments/ conduct of Seminars (I/II)
17/10/2016 to 21/10/2016	Conduct of first set of Test Papers
23/10/2016	Date of submission of results of First Internal Examination to the HOD
25/10/2016	Date of publication of the results of First Internal Examination on the Department Notice Board
27/10/2016	Last date for the submission of first set of Assignment/conduct of Seminars
28/10/2016	Last date for allotment of topics for dissertation
14/11/2016 to 18/11/2016	Dates for the conduct of second set of Test Papers
21/11/2016	Date of publication of the results of Second Internal Examination on the Department Notice Board
22/11/2016	Date of Publication of notification for University Examinations (ESA)
25/11/2016	Last date for receipt of application for university exam (ESA) without fine
29/11/2016	Last date for receipt of application for university exam (ESA) with fine
02/12/2016	Last date for receipt of application for university exam (ESA) with super fine
14/12/2016	Last date for the submission of second set of Assignment/conduct of Seminars
12/01/2017	Last date for submission of marks of CA, by teachers to the HOD
16/01/2017	Display of results of CA Marks
16/01/2017	PTA Meeting
19/01/2017	Last date for submission of complaints, if any, regarding CA, by students to the HOD
18/01/2017 to 27/01/2017	University End Semester Examination (ESE)
30/01/2017	Last date for submission of CA marks (hard copy) and online submission of the same to the Controller of Examinations

**SEMESTER PLAN FOR MA/ M.Sc. /M.Com. DEGREE COURSES
(2015 Admission onwards)
FOURTH SEMESTER (2015 Admission) : January 2017 to August 2017**

23/01/2017	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
30/01/2017	Commencement of classes
06/02/2017	Last date for allotting topics for Assignments/ conduct of Seminars
13/02/2017	Assessment report of dissertation work in the college
27/02/2017 to 03/03/2017	Conduct of first set of Test Papers
06/03/2017	Date of submission of results of First Internal Examination to the HOD
07/03/2017	Date of publication of the results of First Internal Examination on the Department Notice Board
09/03/2017	Last date for the submission of first set of Assignment/conduct of Seminars
15/03/2017	Last date for allotting topics of second set of Assignment/conduct of Seminars
21/03/2017 to 27/03/2017	Dates for the conduct of second set of Test Papers
30/03/2017	Date of submission of results of Second Internal Examination to the HOD
31/03/2017	Date of publication of the results of Second Internal Examination on the Department Notice Board
19/06/2017	Date of Publication of notification for University Examinations (ESA)
23/06/2016	Last date for receipt of application for university exam (ESA) without fine
27/06/2017	Last date for the submission of second set of Assignment/conduct of Seminars
29/06/2017	Last date of submission of title of dissertation to the University
29/06/2017	Last date for receipt of application for university exam (ESA) with fine
04/07/2017	Last date for receipt of application for university exam (ESA) with super fine
21/07/2017	PTA Meeting
17/07/2017	Last date of submission of project/ dissertation in the college
21/07/2017	Last date for submission of marks of CA, by teachers to the HOD
24/07/2017	Last date of submission of dissertation to the University
26/07/2017	Display of results of CA
01/08/2017	Last date for submission of complaints, if any, regarding CA, by students to the HOD
26/07/2017 to 04/08/2017	University End Semester Examination (ESE)
04/08/2017	Last date for submission of CA marks (hard copy) and online submission of the same to the Controller of Examinations

Annexure III**DETAILS OF PROGRAMMES DURING THE ACADEMIC YEAR 2016-2017**

Level of the Programme	Name of existing Programmes	Name of programmes added during the year	Name of self financing programmes	Name of Value Added / Career Oriented Programmes
PhD	-	-	-	-
PG	Physics	-	-	-
UG	Physics, Polymer Chemistry, Zoology, English, Economics & Commerce	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	7	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

Annexure IV**ANALYSIS OF STUDENTS FEEDBACK**

At the end of each semester, feedback from students was used to evaluate teacher's performance. For this purpose a questionnaire comprising 10 questions were distributed among the students. In the evaluation process parameters such as subject competency, communication skill, teaching skill, sincerity and commitment, approach to students, participation in extracurricular activities etc. were included. Teachers were rated on a 5 point scale, 0 indicated very poor and 4 indicated very well. The completely filled feedback from students were collected and subjected to a detailed analysis. The I.Q.A.C. team collected and analyzed the survey reports from all the departments. The results were expressed in percentage. Based on the findings, a report was prepared.

The format is given below:

Sl. No.	Attributes	Percentage
1	Skill of the teacher to communicate	
2	Skill to generate interest in the subject	
3	Ability to combine the subject with current affairs and latest developments	
4	Ability to teach about other related courses to provide new information	
5	Availability of the teacher outside the class hours for general discussion and help	
6	Ability to design test papers, assignment and project work	
7	Methods adopted by the teacher to obtain your opinion as feedback	
8	Your opinion about the knowledge of the teacher in the subject taught	
9	Your opinion about the sincerity and commitment of the teacher	
10	Overall rating	

Summary of the analysis

Scores (%)	Number of Faculty	Overall Percentage
Above 90	28	70
80 - 90	8	20
Below 80	4	10
Total	40	100

ANNEXURE V**BEST PRACTICES OF THE INSTITUTION****Practice -1**

Title: Love Nature, Leave Plastic, Save Tomorrow.

Goals:

To eradicate the use of plastic and to initiate a sustainable mode of development.

The Context:

With the increase in the use of plastic, man has created for himself a quite difficult situation. Being a non-biodegradable material, it proves to be a source to several deadly diseases, including cancer. It is high time that we should find a suitable alternative for plastic.

The practice:

Paper-bag making: Experts were brought to supervise the making of carry bags that used environment friendly materials like paper, cloth, etc. The programme was meant for the common man. Forty women from in and around the district of Kollam participated in this session.

Evidence of success:

The programme served as a good awareness scheme. It also proved to be a wonderful step towards women empowerment as it paved new vistas for these unemployed women.

Problems encountered and Resources required:

In the beginning, it was quite difficult to drive home the attention of the people. Plastic carry bags were treated by many as the most convenient thing. But once on board, the programme invited the attention of many, both on economic and ecological terms.

Practice - 2

Title: Easy English.

Goals:

To rectify the unpardonable mistakes in the notebooks of CBSE school students.

The Context:

We have conducted a survey on the mistakes committed by the school teachers while correcting the notebooks of students. “Today’s students are tomorrow’s citizens”. So we have to give more importance to improve the communication competency of the school children. After analyzing the reports of the survey, we have found that it is better to train the teachers rather than giving a training for students. A teacher is a candle who can light up so many candles. So if we give a training to the teachers, it will be beneficial to a lot of students.

The practice:

Teachers went to local CBSE schools to give a session to improve the communication competency of the school teachers. We have selected schools in rural places as they are much backward than the schools in the urban areas.

Evidence of success:

We have collected filled up feedback forms from the beneficiaries. We got a very positive feedback from the teachers.

Problems encountered and Resources required:

One of the greatest problems is to get a platform for the programme because teachers have a lot of other activities like valuation, examination duties and refresher courses.
