SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

MANNAM MEMORIAL N. S. S. COLLEGE

MANNAM MEMORIAL N.S.S. COLLEGE, KOTTIYAM
691571
mmnsscollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mannam Memorial NSS College is an aided Arts and Science College affiliated to the University of Kerala situated at Kottiyam village, Kollam. The institution is owned and managed by The Nair Service Society. Our founder Bharatha Kesari Sri Mannathu Padmanabhan considered education as the only tool for progress and directed at providing pure knowledge and skills to the students and modulate them as total individuals. The College was established in 1981 as a Junior college. Degree courses were started during 1991. During the year 2004 the college was recognized under 12B and 2f of the University Grants Commission. At present, the college offers degree courses in Physics, Chemistry/Polymer Chemistry, Zoology, English, Commerce, Economics and a post graduate degree course in Physics.

The choice based credit and semester system for both undergraduate as well as the post graduate programmes are offered, as per the curriculum prescribed by the University of Kerala. The open courses at the fifth semester give an interdisciplinary touch. Regular evaluative and feedback measures are also adopted. Extracurricular talents are nourished through activities of different clubs. The selection of club co-ordinators is by voluntary representation of the faculties. Full freedom is given to the faculties to conduct the activities of their respective clubs. The IQAC unit monitors the activities of the college. It motivates and supports the departments in all activities to ensure the quality enhancement of the institution. Financial support is offered to students by facilitating fee concession by Govt. of Kerala, scholarships, endowments and financial aid.

Vision

The great visionary, our founder Sri Mannathu Padmanabhan truly recognized that education is the only solace for the community to escape from disunity and blind beliefs. Education at that time was in the hands of a few and was available only to the socially and economically advanced communities. He, with the help of a few dedicated workers, started a number of educational institutions throughout the length and breadth of Kerala with a view to provide free and fair education to all. True to this ideology, this institution recognizes the importance of imparting education,as a means of socio-cultural emancipation and economic empowerment of the underprivileged masses. Education to us is not a mere transaction of syllabus, but is an effort to enlighten an individual through imparting pure knowledge. The knowledge imparted should make him mentally strong, induce in him an urge to learn more and to arrive at the true understanding of the world.

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"NA HI NJENE SADRISAM PAVITHREMAHI VIDYATHE"

In this world there is no purifier like knowledge

Our country is in need of young men and women with minds free of prejudice and capable of impartial thinking. Our policies are so directed as to make our students capable of free thinking. All thoughts, beliefs and systems are received with an open mind. We begin our classes with a prayer, which without supporting any system of worship, implore upon the almighty to open up our mind to the realms of true knowledge

Mission

- Free and fair education to all without any distinctions of caste, creed or culture
- Give special attention to the economically and socially weaker sections of the society
- Cultivate free thinking by making students mentally sound and physically strong.
- Open up the frontiers of knowledge before students so that they may have a desire to learn more.
- Create atmosphere for the holistic development of the individual and develop them into good citizens who love their fellow beings, care for the society and live for the country.
- Provide the student with adequate skills for gainful employment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A relatively young college with more than 30 years of reputation and an institution which offers quality education at affordable cost.
- A dedicated team of highly qualified and motivated faculty members who are actively involved in teaching, research and academic activities.
- Rural College located on the National Highway and connected with the nearby villages.
- Ample scope for infrastructural development
- College has several Multimedia enabled class rooms and e-learning facilities
- Several research projects successfully completed by the faculty members.
- Winners of State level and national level games
- Excellent job placement records.
- Community oriented activities are given high priority.
- A well-stocked library which is accessible to students throughout the working hours.
- Extension activities are being conducted by each department as a part of social service.
- Very effective tutorial system and counselling facility.
- Higher pass percentage in different courses than the neighbouring colleges under the same university
- An effective PTS and an encouraging Alumni Association.
- Teachers acting as role model for students in social service and community extension.
- Eco-friendly, hygienic campus and peaceful, but vibrant atmosphere, conducive for learning.
- Well organized, efficient administrative office.
- Teaching-learning through innovative models.
- Clean, calm, peaceful and environment friendly campus.

- Almost 90% of students are enjoying free education through fee concession as per Kumara Pillai Commission Report (KPCR) of Government of Kerala.
- The Additional Skill Acquisition Programme (ASAP) has brought out skill oriented individuals among students who can confidently move about seeking higher prospective.

Institutional Weakness

- Inordinate delay caused by the government in approving faculty vacancies.

- Undue prolongation of the centralized admission process of the university causing very late commencement of the programmes and time deficiency for effective teaching-learning process
- Poor communication skills of students
- Syllabus needs to be revised once in three years to meet the technological demand.
- Conducting a seminar and conference in the international level is a dream due to financial issues.
- Infrastructure facilities including classrooms and laboratories need to be improved to materialize new job oriented courses
- The library building needs up gradation and more computerization is required

Institutional Opportunity

- ICT facility is only limited and every class has to be transformed into a smart class.
- Laboratory facility has to be improved with more equipment and computers.
- More ladies waiting rooms and toilets need to be constructed.
- Unexpected power cuts are very common. A solar powered online UPS system needs to be installed.
- Various short-term certificate courses to improve communicative and soft skill, computer proficiency, computerized accounting, hardware etc.
- The open course of the fifth semester equips children with additional knowledge and skill that may complement job opportunities before they attain permanent employment.
- New job oriented courses in UG and PG may be started.
- Service of the college alumnae can be utilized for more placement and linkages with research centres and industry.
- To have more number of bio gas plants using the food waste and tapping of solar energy to meet the full electricity requirements of the college
- Opportunity to start more add-on courses and skill development programmes.
- Collaboration with other Research Institutions and Universities.
- Emerging priority to Basic Science education and research.
- Greater participation in research related activities.
- Up gradation of UG departments to PG and PG to Research.
- More certificate/add-on courses to be introduced.
- Value education to be made a part of curriculum.

Institutional Challenge

- Low socio- economic background of vast majority of students.
- Low student proficiency in English language at the entry level.
- Over dependence of students on smart phones and e-materials which need not be authentic, drawing them away from the habit of reading books and other publications.
- Insufficient working days for completion of portions in the CBCSS system.
- Increase in running cost and budget reductions by govt. agencies for education.
- In the aided colleges no receipt of funds from RUSA
- Disposal of e-waste and chemical waste.
- Delay in sanctioning the funds hampered the conduct of seminars, execution of research projects, maintenance of the laboratories etc.
- Outdated syllabi which need to be revised once in every 3 years at par with the industrial requirement.
- Insufficient supporting staff (change sentence frame.

- Due to financial constraints from funding agencies
- As per government decisions student teacher ratio in language classes are high.
- Due to tight schedule of Semester system lack of time for extended research and extension activities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Mannam Memorial NSS College, Kottiyam is a post graduate college offering 6 undergraduate and 1 postgraduate programme. The college has a clear vision and mission and upholds its motto "In this world there is no purifier like knowledge". In 2010, the University of Kerala introduced the Choice based Credit and Semester system which has given a new dimension to the degree programmes with the introduction of elective and open courses in the programmes offered. The PG programme also comes under the Credit Semester System. Being an affiliated college to the University of Kerala, the college has to follow the curriculum prescribed by the University. Computers, smart board, LCD projectors etc. were provided for ICT delivery. Our faculty members participate in the design and development of the syllabi and curricula through representation in academic bodies. Workshops and seminars organized by the institution, Kerala State Higher Education Council etc. provide opportunity for faculty members to familiarize with the curriculum as well as any changes introduced to the existing curriculum. The Career Guidance and Placement Cell of the college take the initiative to facilitate industry interactions, internships and placements. The teachers prepare the teaching plan of the topics they are assigned. The UG and PG monitoring committees and IQAC supervises and monitors the implementation of the curriculum within the stipulated time. Our faculty members are persistently on the way to quality improvement. It is mandatory that they attend refresher and orientation courses and keep their knowledge updated.

Teaching-learning and Evaluation

The admission process of the undergraduate and postgraduate programmes are done directly by the University of Kerala under the Common Admission Process (CAP), so transparency is effectively maintained by the University. The marks obtained in the qualifying examination are the main criteria for selection. The rank list is prepared on the basis of merit and the reservation policies of the Government. The college has a good record of results with several ranks and toppers in the University level. The college conducts orientation programme for freshers and their parents. Tutorial meetings are conducted regularly. The group tutor maintains a Tutor's Register as a record of all details of the wards. Performance of the students is constantly evaluated and slow learners are given remedial classes and counselling. Walk With a Scholar (WWS) programmes cater to the needs of the bright students. Student Support Programmes (SSP), ASAP etc. which go parallel with the regular courses helps to develop talents, self-confidence and skills, which will lead them to greater heights. The college has 25 permanent teachers, 11 guest lecturers and one part time lecturer. The teachers attend lectures, seminars etc. to be up to date with the emerging fields of knowledge. The IQAC collects curriculum and institutional feedback, prepares the report and action is taken. The student evaluation is based on the norms set by the university. To facilitate the achievement of the learning outcome, ICT aided methods of teaching are adopted. Teaching and learning are well supported with library, laboratory and internet facilities.

Research, Innovations and Extension

College has an active research committee which monitors and motivates the research activities of the college. 5 minor projects have been sanctioned by the UGC. Dr. Kishore Ram has been awarded the UGC research award to take up research work at Kerala University during 2014-17. Several research seminars, conferences and workshops are organized by the departments. Eminent academicians and researchers have interacted with the academic community of the college through seminars and conferences arranged in association with several agencies and institutions. The institution also receives a quantum of research grant from UGC and other statutory agencies for major, minor projects and seminars. Number of publications has been published by the faculty of the college during the last five years in peer reviewed journals and conference proceedings of international and national importance. The students and faculty members actively participate in the extension programmes for the community. The NSS and NCC units organize need based extension programmes for the local community. Many departments are rendering such services. Students and teachers have actively participated in the extension activities through National Service Scheme. Department of Chemistry, Zoology, Library and Physics organized extension activities funded by UGC. Most of the activities of NSS and NCC are undertaken in collaboration with government agencies.

Infrastructure and Learning Resources

With a campus of 21 acres, the college has adequate infrastructure facilities that meet the curricular, co-curricular and extra-curricular requirements. The growth of infrastructure is in tune with the growth in academic activities and need of the hour. The buildings and other infrastructural facilities are well-maintained and are put to optimum use. The college has been included in the UGC section 2(f) and 12(B) in the year 2010. Since then the funds available from UGC were utilized efficiently to improve the infrastructure of the college. The campus is eco-friendly and the buildings optimally utilize natural light and air passage to reduce energy consumption. The laboratories of the college are well equipped. The access of internet is provided to every department, administrative office, and library through reliable and fast connectivity of network. College is Wi-Fi enabled. The library is automated with reading and reference section for teachers and students. Computer literacy is ensured to all students as the programmes and curriculum offered in the college contains ICT based course. The college has a well-equipped multipurpose auditorium for intellectual, cultural and co-curricular events. Safe drinking water facility is provided at different strategic points in the campus and the unrestricted water supply is ensured. A badminton court, playground and a fitness centre are the facilities available for sports and games. It is expected that the resource requirements for future developments will be met by the funding agencies like UGC, DST, etc., and the management of the college in a potential manner.

Student Support and Progression

Most of students of this institution belong to low socio-economic categories. The college website, the hand book and the annual prospectus are regularly updated and contain all information about the college. Scholarships and freeships are provided to the needy students by the government and the institution. More than 90% of the students enjoy fee concession for tuition and examination. The college encourages the publication of wall magazines, manuscript magazines, newsletters and the annual college magazine by the students. The students are assigned suitable club activities that suit their tastes. The college provides various counselling services that the students need. The Career Guidance and Placement Cell and Grievance Redressal Cell provide support services and facilities to students. The antiragging cell, minority cell, committee for SC/ST, OBC cell, internal compliant cell and Women's Study Unit curb the atrocities in connection with ragging, caste and gender issues. The meritorious students, university rank holders etc. are honored with awards, scholarships and mementos. The PTA, the faculty and the alumni contribute for the awards, prizes, financial support and

endowments. The college facilitates financial support of the government and UGC to the needy students. The college library is well stacked and ICT enabled. The laboratories are well equipped with state-of-the-art instruments and equipment. Sufficient comfort rooms and amenity rooms are provided for the students and staff. The Career Guidance and Counselling Cell trains the students to be well prepared for obtaining placements. The college conducts regular campus recruitment drive.

Governance, Leadership and Management

The vision and mission of the college is perfectly in tune with the higher education policy of the Government, which aims to remove disparities in society and promote equality through education. It also envisions the empowerment of women and gender equality through education. The College has a transparent, flexible and effective administrative system which ensures smooth and efficient conduct of college in terms of academic and administrative levels. The administration is decentralized to give participation to every stakeholder in the uplift of this institution. Under the Principal, the College Council, the IQAC, the staff and student representatives and all other stakeholders of the college have significant roles to manage the institution. All serious decisions are implemented in the college after the Manager's consent. All quality improvement strategies are planned and deployed in a transparent and effective manner. All recruitments in the college are made as per government norms in the presence of a government nominee. Quality enhancement strategies like participation in orientation classes, seminars, refresher courses and FDP etc, call for the written consent of the Manager and the recommendation of the Principal. The administrative wing of the college is assisted by the faculty and vice versa. All finance and accounts are audited by the government. Management of the college encourages faculty engaging research work by giving opportunity and willingness to depute for FDP. As per guidelines of NAAC, the IQAC was constituted in 2009. All quality enhancement policies are censured and reviewed by the IQAC before they are implemented.

Institutional Values and Best Practices

The college aims for a sustainable development with a green campus. National Service Scheme of the College takes care of the environmental related issues of the college with the active support of the Nature Club and departmental clubs. The students are encouraged to keep the campus plastic free. The NSS volunteers and teachers are providing midday meal to the Old Age home inmates. This is considered as one of the best practices by the college. Talks on Carbon footprint, Global Warming, Climate Change, Greenhouse Emission etc. are carried out in the College to create awareness among the students about the need for environment protection. The Bhoomithrasena club, NSS and nature club organize classes on the topic. They also conduct nature surveys and organize camps to bring them closer to nature. Planting of trees are encouraged. The saplings obtained from the forest department are distributed among students and also saplings are planted on the campus. The College observes Environment Day and other important days related to nature conservation in a befitting manner.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Mannam Memorial N. S. S. College
Address	Mannam Memorial N.S.S. College, Kottiyam
City	Kollam
State	Kerala
Pin	691571
Website	mmnsscollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	G. Girijadevi	0476-2848133	7034626370	0474-2531971	mmnssc@yahoo.com
IQAC Coordinator	Ratheesh Kumar. V	0474-2530522	9744868256	0474-2790170	rkvratheeshkumar@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-09-1981

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Kerala	University of Kerala	View Document

Details of UGC recognition	
Under Section	**Date**
2f of UGC	10-03-2004
12B of UGC	10-03-2004

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Mannam Memorial N.S.S. College, Kottiyam	Rural	21	5299

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Plus Two	English	67	66
UG	BA,Economics	36	Plus Two	English	50	50
UG	BSc,Physics	36	Plus Two	English	48	46
UG	BSc,Chemistry	36	Plus Two	English	38	38
UG	BSc,Zoology	36	Plus Two	English	29	25
UG	BCom,Commerce	36	Plus Two	English	31	31
PG	MSc,Physics	24	B.Sc. Physics	English	15	15

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				4				23
Recruited	0	0	0	0	3	1	0	4	7	15	0	22
Yet to Recruit				0				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				1
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				1

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				17
Recruited	9	1	0	10
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	0	0	0	0
Yet to Recruit				7

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				2
Recruited	1	0	0	1
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	0	0	0	0
Yet to Recruit				1

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	5	8	0	15
M.Phil.	0	0	0	1	0	0	0	2	0	3
PG	0	0	0	1	0	0	0	6	0	7

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	3	8	0	11

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	4	0	0	0	4
	Female	11	0	0	0	11
	Others	0	0	0	0	0
UG	Male	74	0	0	0	74
	Female	182	0	0	0	182
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	21	18	13	12
	Female	25	23	26	17
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	65	69	57	48
	Female	166	164	163	137
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		277	274	259	214

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during last five years

Response : 7

Number of self-financed Programmes offered by college

Response : 0

Number of new programmes introduced in the college during last five years

Response : 2

3.2 Student

Number of students year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
788	730	661	589	539

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
51	53	50	42	43

Number of outgoing / final year students year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
208	174	166	151	139

Total number of outgoing / final year students

Response : 838

3.3 Academic

Number of teachers year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	26	26	27	27

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
24	25	25	26	27

Number of sanctioned posts year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
27	27	27	27	27

Total experience of full-time teachers

Response : 639.7

Number of teachers recognized as guides during last five years

Response : 3

Number of full time teachers worked in the institution during the last 5 years

Response : 39

3.4 Institution

Total number of classrooms and seminar halls

Response : 19

Total Expenditure excluding salary year wise during last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
15.11	13.64	31.86	5.14	3.55

Number of computers

Response : 54

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.471

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.0207

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

1. The institution ensures effective curriculum delivery through a well planned and documented process.
2. The college implements the curriculum of the University of Kerala by strictly adhering to the academic calendar of the University.
3. The faculty members are encouraged to attend regular meetings on curriculum design and restructuring.
4. The effectiveness in curriculum delivery is close monitored by Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC) .
5. The faculty members are encouraged to function as members in various academic bodies of the University.
6. The management also provide adequate technical and infrastructural support (like the installation of new audio systems, installation & maintenance of projectors for the smart class rooms, maintenance of labs etc.).
7. Internal examinations are conducted in each semester following the university examination pattern and the faculty-in-charge ensures sufficient time gap before the university examinations.
8. The management also ensures timely filling up of vacancies through appointment of regular and guest teachers.
9. Besides the internal examination, open book tests, surprise tests, achievement tests and diagnostic tests are conducted frequently.
10. Invited lectures by experts from relevant areas for the benefit of faculty and students are organized.
11. Weak students are provided remedial teaching classes to assist their learning. The college also encourages peer teaching which ensures the maximum student participation in teaching learning process.
12. Industrial visit, institutional visit etc. are conducted as part of curriculum.
13. Regular updating of the library and enhancement of ICT facilities are done.
14. Annual Teacher evaluations are conducted regularly.
15. Internet facility for students helps them to collect study materials and project work.
16. Class wise PTA and PTS meetings are conducted for every semester.
17. Virtual Lab facility is provided for Physics, Chemistry and Zoology experimentation in association with the Amrita University.
18. Science students are encouraged to visit Research Institutes/organizations for data/material collection in connection with their project works.
19. Analytical instrumentation facility for project work is provided by NIIST, Trivandrum, the University of Kerala and Amrita University.
20. Extension activities of the college provide the students adequate opportunities to identify the needs and problems of the society and search for solutions.

21. Placement assistance is offered to candidates who are interested in seeking jobs after their UG programmes. To this end, campus interviews are organized by the college every year.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 5

1.1.2.1 **Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 19

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	9	5	4	3

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 28.57

1.2.1.1 How many new courses are introduced within the last five years

Response: 2

File Description	Document
Any additional information	[View Document](#)
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 7

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 15.12

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
137	166	70	70	70

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The descriptions of courses which address issues regarding Gender, Environment and Sustainability in the curriculum of English are listed below.

The sixth semester students of B.A. English Language and Literature has **Women's writing** as their Core Course which addresses the grievances like marginalization, gender discrimination, sexual exploitation and Women suppression by the patriarchal society. Women's Writing includes the selected works of eminent women writers to familiarize students with the diverse concerns addressed by feminism and also to motivate them to critically analyse literary works from a feminist perspective.

Module 4 of **Writings on Contemporary Issues**, The Language Course for semester I B.A./B.Sc. students also addresses the issues of Gender in the contemporary world.

Environmental studies, the Language Course for semester II B.A., B.S.C students discusses the current environmental issues and its drastic effects on human life. It also inculcates an environmental awareness among students. As today's students are tomorrow's citizens, it is inevitable to evoke an environmental awareness among students. The module also exhorts their responsibility to protect the mother earth from pollution.

The B.Com course also covers topics including Gender, Environment and sustainability, Professional ethics and human values in the curriculum. They are listed below:

The First semester B.Com students have Environmental Studies as a core paper. It helps to create an awareness among students about environmental problems and the importance of protecting nature. It imparts basic knowledge about the environment and its allied problems and helps to develop an attitude of concern for the environment. It enables students to attain harmony with Nature and motivates students to participate in environment protection and environment improvement. It also helps them to acquire skills in identifying and solving environmental problems. It also projects the adverse effects of human atrocities on nature.The course titled as Entrepreneurship Development contains the relevance of women entrepreneurs and the different support programmes given by various agencies including government. It promotes in developing a positive attitude among students to take up entrepreneurship which leads to women empowerment. The course titled as Auditing contains the professional ethics to be followed by the Accountants, Auditors and Company Directors. The course titled as Capital Market contains different ethics and norms to be followed by the market intermediaries. In addition almost all course aim at giving importance to human values.

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 3

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during last five years

Response: 3

File Description	Document
Details of the value-added courses imparting transferable and life skills	

1.3.3 Percentage of students undertaking field projects / internships

Response: 70.81

1.3.3.1 Number of students undertaking field projects or internships

Response: 558

File Description	Document
Institutional data in prescribed format	

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	
URL for stakeholder feedback report	

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	[View Document]()

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrolment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
List of students (other states and countries)	[View Document](#)

2.1.2 Average Enrolment percentage (Average of last five years)

Response: 97.7

2.1.2.1 Number of students admitted year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
277	274	259	214	193

2.1.2.2 Number of sanctioned seats year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
279	276	264	218	206

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 77.34

2.1.3.1 Number of actual students admitted from the reserved categories year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
46	41	39	29	31

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

1. During the first semester itself, the tutors identify the advanced learners from each batch via verification of academic records, personal interaction with student and parents, their performance in the class, etc.
2. Later these students are encouraged to enroll for career orientation programmes like Additional Skill Acquisition Programme (ASAP) , Walk With a Scholar (WWS), etc. which are run throughout the entire three years of stay.
3. The ASAP provides students with technical skills in disciplines related to their courses. Thus when commerce students will get training in banking, stock market etc, students of physics opt for mobile phone technology, electronic manufacturing, etc.
4. The highly motivated students are encouraged to take part in quiz competitions, essay contests, debates, etc. which are conducted at the college, university and state levels.
5. Advanced learners are given opportunities to participate in various inter/ intra college and university level competitions like quiz, debate, poster presentations, elocution etc.
6. Once the weak students are identified by the tutors, these students are advised to join the remedial coaching classes as well as the Scholar Support Programme.
7. The remedial coaching classes provide teaching assistance to weak students in all disciplines after the regular class hours according to the convenience of the students. These students are also provided access to library and regular assignments and test papers monitor their progress throughout the programme.
8. The Scholar Support Programme also provides tutoring sessions for weak students in the respective courses by teachers belonging to the college during the after hours. The progress of such students is monitored closely.
9. The Scholar Support Programme also provides the needy students with books, stationary, etc.
10. When a student plans to discontinue his studies, the college collects data regarding the reasons for such an exit mainly through a personal interaction with the tutor, the Head of the Department and the Principal.
11. The parents of such students are then contacted and informed about the situation.

12. In most cases, the reasons for drop out include: Employment (e.g. Recruitment in armed forces), Marriage (mainly in the case of female students) or to change the course of study.

2.2.2 Student - Full time teacher ratio

Response: 20.74

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.14

2.2.3.1 Number of differently abled students on rolls

Response: 9

File Description	Document
Institutional data in prescribed format	View Document
List of students(differently abled)	View Document

2.3 Teaching- learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

We strongly appreciate the concept 'a teacher is not a sage on the stage but a guide by the side'. We motivate the students to actively participate in the teaching learning process rather than being a passive listener.

1. The college provides facilities for student activities during weekends and holidays.
2. Group activities like discussions, field survey, role playing, academic debates are arranged
3. Encourage and guide students in using ICT sources like overhead projector and power point presentation for presenting their project work and assignment.
4. The assignments and projects are given both individually and collectively which contribute to their collaborative learning potential and problem solving skill.
5. The faculty engages the students in various practical assignments in science labs and computer labs. Smart classroom facilities are utilized to sharpen the critical thinking among the students.
6. Peer study groups consisting of strong and weak students are formed in which better performers help slow learners in their studies. This ensures maximum student participation in teaching learning process and this peer learning method benefits students much better than conventional teaching.

7. Students are involved in the research projects of faculty members and are thus encouraged to develop research interest at the undergraduate level. This generates a great deal of motivation and enthusiasm towards research and at the same time activates the problem solving skill in the students.

8. Science students are encouraged to visit Research Institutes/organizations for data/material collection in connection with their project works.

9. As film studies are a part of the curriculum we conduct film festival every year in order to give them an experiential learning

10. Entrepreneurship club arranges 'meet the entrepreneur' programme to nurture the latent entrepreneur talent and give them a sound knowledge about the needs and relevance of industrialization.

11. They are encouraged to make maximum use of the library which is open beyond the working hours of the college. The college library houses a decent collection of all leading newspapers in India, important journals in all disciplines, career magazines, etc. which are meant to inculcate the habit of reading among the students.

12. Quiz club motivates the students for knowledge updating through regular competitions. We also encourage students to dig deeper with the questioning activities and develop the skills required for a quiz master.

13. Introduced monthly student seminar series for the PG students.

14. Encourage PG students to attend workshops and seminars organized by other institutions and also to present paper/poster.

15. Incorporated Additional Skill Acquisition Programme offered by the higher education department for the benefit of the students which is mainly activity oriented.

2.3.2 Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 42.11

2.3.2.1 Number of teachers using ICT

Response: 16

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 30.31

2.3.3.1 Number of mentors

Response: 26

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

The college encourages faculty members to implement new concepts in the teaching-learning process within the framework of the rules and regulations prescribed by the affiliating university. For instance, the Chemistry department organized a tutorial programme on Chromatographic Techniques for undergraduate students of Chemistry. The syllabus for this course was the same as prescribed by the university. The programme was conducted in three modules. In the first module which comprises for six lectures, the students are given class room lectures on the fundamental aspects of chromatography and a surprise test was also conducted. Later, the students provided three ICT enabled classes where videos and animations of the above said topics and another test paper was conducted. In the third module, an institutional visit to an advanced Mass Spectrometry Research Laboratory was organized and the students were provided an opportunity to witness the advanced applications of the techniques they had learned in the class. A feedback of the above tutorial programme by the students proved the effectiveness of such innovative practices.

The Continuous evaluation system provides ample information about the effectiveness of teaching-learning process. There are two components for each course of study- college level assessment and External level assessment. The college level assessment is based on continuous evaluation of a student which comprises periodical class tests, quizzes, assignments, seminars and attendance. Students as well as parents are informed about the internal assessment marks. The academic calendar of the college describes the curricular, co-curricular and extension activities of each department and programmes. Extension and co-curricular activities are conducted with a teacher in charge as the coordinator/convener. A report of each co-curricular and extension activities is published and recorded by each department.

Periodic review in department meeting helps to know the progress, identify the difficulties, and act appropriately to ensure the committed coverage of the syllabi. The progress is reported frequently in the staff council meeting by the head of the department. Students' attendance and the details of the teacher and subject taught are recorded in the attendance book of the class during each hour of teaching. A model examination is conducted during the end of each semester in all the courses taught. Internal assessment marks are calculated and published based on attendance, assignments, seminars and performance in the class test. Students are given sufficient time to appeal for the internal marks and grievances are redressed without any complaints. Internal marks are uploaded to the University server on stipulated dates given by the University. College Level Monitoring Committee is designated to monitor the formalities regarding the internal assessment. A hard copy of the internal assessment mark lists are also forwarded to the University by each department through the Principal.

Besides the performance in academic activities, weightage is also given to his/her behavioral aspect, communication skill, the role played for extracurricular activities like sports/ arts etc, the social responsibility and participation in NSS, NCC, nature club and other club activities, etc.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 94.07

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 46.67

2.4.2.1 Number of full time teachers with Ph.D. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	13	12	10	11

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	

2.4.3 Average teaching experience of full time teachers in number of years

Response: 16.83

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 2.4

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	2	1	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

In the year 2010, the University of Kerala introduced the Choice Based Credit and Semester System (CBCSS). As part of this, the University of Kerala has introduced a distinct pattern of evaluation, in accordance with the recent trends in higher education, for UG and PG courses.

1. Internal assessment system, grading system and grade points are introduced.
2. A continuous evaluation of student is made possible on the basis of active participation in class and lab through regular monitoring of attendance, assignment, seminar presentation, internal examinations, etc.
3. The project and viva-voce system are introduced in the UG programmes which helps to evaluate the students on the basis of their creativity and efficiency.
4. The co-curricular and extracurricular performances of the students are considered for the evaluation process.
5. Provisions are made available for the students to gain grace marks by participating in the activities of various clubs.
6. The College is bound to accept and implement the evaluation reforms introduced by the University

of Kerala and the college has introduced the following evaluation system according to University guidelines:

- Scrupulous records on student attendance.
- Appraisal through Seminars & Assignments.
- Systematic monitoring of practical sessions
- Conducting internal test papers in each semester before the University End Semester examination.

1. Students have the freedom to choose the various clubs functioning in the college. Each club has one convener and other teacher members to evaluate the activities of student members and record it for evaluation. Club activity report is sent to the university along with internal assessment statements.

1. In addition to their core subject, the students have the opportunity to select an open course during the fifth semester. The evaluation of open course also comprises of an internal assessment & university examination.
2. Online registration for examination is introduced by the University in 2011. Each faculty member is provided with distinct username and password for a safe login.
3. The institution uploads continuous evaluation reports, through a three tire system comprising of the tutor, HOD and the Principal, in the university website regularly and the final results are published in the university website.
4. The most recent evaluation reform made by the university is the introduction of mark system with effect from 2013 admissions.
5. According to the new system 20 marks is fixed for continuous evaluation and 80 marks is for end semester examination of each paper.
6. In place of two test papers as per the present system, one test paper shall be conducted.
7. For all courses grades are given on a 7-point scale based on the total percentage of mark.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

1. The college performs the internal assessment transparently and is comprehensively communicated to the various stakeholders' viz., students, parents, faculty and the Principal.
2. The evaluation based on marks obtained by the student is introduced in 2013.
3. Both continuous evaluation (CE) and end semester evaluation (ESE) will be carried out using Indirect Grading system on a 7?point scale. The maximum mark for a Course (ESE theory) is 80. The duration of ESE is 3 hours.
4. The internal examinations are conducted as per the guidelines issued by the University of Kerala.
5. Assignments, seminars, paper presentations and demonstrations are provided based upon the various disciplines of study.
6. Declaring the results of internal examinations in the shortest possible time
7. Implemented a fee on students who skip internal examination without a genuine reason.
8. The students at both under graduate and post graduate levels are encouraged use power point presentations during the seminars.
9. The students are evaluated on the basis of clarity in thought, organization of ideas, presentation skills, and other non-verbal skills such as voice modulation, body language etc.

10. At the postgraduate level, students' present seminars on topics related to the course. Critical analysis of concepts is encouraged.
11. CCTV camera installed in the examination halls for curbing malpractices and unfair means in the internal as well as university examinations.
12. Continuous absence for a long period can be condoned only by the University after submitting supportive documents.
13. The continuous assessment mark is published at the end of every semester and is duly authorized by obtaining signatures from the students, faculty advisor, HOD and the Principal.
14. Any grievances regarding the continuous assessment mark is adequately addressed and if required corrective measures are adopted.
15. The CA marks are uploaded to the university web site and a hardcopy duly signed by concerned authorities is also sent to the university. Hardcopies of grade sheets are kept as record in departments.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

1. A three level Committee viz., Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC), and University Level Monitoring Committee (ULMC) are entrusted with the redressal of grievances with reference to the evaluation.
2. The responsibility to redress the grievances of the students, if any, is entrusted with Department Level Monitoring Committee (DLMC) and the College Level Monitoring Committee (CLMC).
3. Any grievances need to be addressed at the University level is forwarded through proper channel by the Principal.
4. All internal assessment marks are published in the notice board of respective departments. Students are given sufficient time to appeal for the internal marks and grievances are redressed without any complaints.
5. The complaints about delay in the completion of teaching portions before examination, student favouritism in giving internal marks if any will be treated with utmost importance.
6. An aggrieved student who has any Grievance or Grievances related to examination at the Department level shall make an application first to the Department Level Monitoring Committee (DLMC). The committee after verifying the facts will try to redress the grievance within a reasonable time. However, if the student is not satisfied with the verdict or solution, then the same should be placed before the College level committee and remedial actions are taken.
7. Complaint and Suggestion boxes are placed at the most convenient locations of the two main buildings in the college. The boxes will be checked and complaints if any are collected and sorted by the members of the CLMC once in a week.
8. The CLMC acts upon those cases which have been submitted along with suitable explanation/documents. Considering the nature and depth of the grievances due enquiry is made by the members of the committee and solutions will be found through personal discussions and necessary actions. The committee will assure that the grievance has been properly solved in a stipulated time limit.
9. The committee normally does not entertain anonymous complaints especially appeals. However, an initial enquiry will be conducted behind any reasonable grievance.

10. The suggestions and recommendations of the students are treated with due consideration and appropriate steps are initiated for implementation.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

Based on the academic calendar of the University of Kerala, an academic calendar of the college is prepared and published at the beginning of each year. The academic calendar of the college describes the curricular, co-curricular and extension activities of each department and programmes. Extension and co-curricular activities are conducted with a teacher in charge as the coordinator/convener. A report of each co-curricular and extension activities is published and recorded by each department.

At the beginning of each academic year, staff meetings are held in all departments. For the preparation of semester, College Level Monitoring Committee and Department Level Monitoring Committee are convened at the beginning of each semester. The month of November and March are dedicated for University examinations and evaluations. Teachers are directed to complete the syllabus within stipulated time as per the academic calendar. Department meetings are conducted to constantly monitor the progress of teaching and evaluation in each course. Periodic review in department meeting helps to know the progress, identify the difficulties, and act appropriately to ensure the committed coverage of the syllabi. The progress is reported frequently in the staff council meeting by the head of the department. Students' attendance and the details of the teacher and subject taught are recorded in the attendance book of the class during each hour of teaching.

A model examination is conducted during the end of each semester in all the courses taught. Internal assessment marks are calculated and published based on attendance, assignments, seminars and performance in the class test. Internal marks are uploaded to the University server on stipulated dates given by the University. College Level monitoring committee is designated to monitor the formalities regarding the internal assessment. A hard copy of the internal assessment mark lists are also forwarded to the University by each department through the Principal. The internal assessment mark lists on each course as well as the consolidated mark list are filed in the department concerned.

However, completing the curriculum within the planned time frame is a real challenge due to the shortage of time and exhaustive nature of topics. Anyhow the college has the practice of covering the syllabi well in advance and fulfilling the requirements of internal assessments and University examinations in time. Teachers arrange extra classes during morning hours, evening and on Saturdays to complete portions. The loss of regular classes due to Harthals or strikes is compensated by additional classes on Saturdays or through extra hours. Arts and sports programmes and the various extension activities envisaged under the new curriculum being an integral part of campus education, demands several teaching hours of the academic calendar. Progress of the curriculum is closely monitored by the Principal, IQAC and College Council and necessary instructions are given from time to time. Department meetings are also held regularly to evaluate the progress of the curriculum. Special time tables are prepared to complete the curriculum of those courses that are lagging behind.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The mission and vision of the college clearly states that the institution aims at the overall development of a student, which includes his moral, social and academic achievements. The courses offered in this college are perceived and handled in such a way that the students who enroll themselves with this institution achieve this kind of transformation. Clubs like the ethics club, NSS, NCC also try to impart these values in the students.

Communication of course outcomes

1. The college conducts orientation programmme for freshers and their parents. In the orientation programme conducted for first year degree students, the evaluation process is explained in great detail to the students and parents. The learning outcomes are also communicated to the students during the orientation programme itself.
2. The IQAC discusses the learning outcomes with the various departments and give suggestions in tracking the academic progression of the students.
3. Faculty members communicate course outcomes and program outcomes to students enrolled in their programmes during PTA and PTS meetings through informational materials.
4. Through student teacher interactions in college union and class representative meetings these matters are effectively communicated.
5. Faculty members outline learning objectives to students in class and through course syllabi.
6. Each department holds regular meetings to discuss and review issues pertaining to the syllabus covered by each teacher and other academic issues.
7. Moreover, the detailed syllabi, course outcomes and programme specific outcomes are available in the college website also.
8. Institution notify the faculty and students about course, syllabus updates etc.
9. Faculty members remind the course outcomes to students during lectures, tutorials and labs through hard copy reports and documents.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The academic performance of each student is evaluated at the PTA meetings held every semester. The students and the parents interact with their teachers concerned and thereby get to know about the strengths

and weaknesses of the students and adopt appropriate measures to rectify them. The tutors discuss various aspects of the student performance including attendance, assignments, performance in examinations etc. with the parents and ensure their participation in the teaching-learning process. Over the years, this has reflected on the overall performance of the college and we continue to be the topper in pass percentage among the various colleges under the university. The continuous and comprehensive evaluation under the CBCSS is very useful in ensuring the achievement of learning outcomes of the students.

1. The college collects the data about student performance from the university. The evaluation of the student is based on the continuous assessment, the pattern of which is prescribed by the university. In general, student marks consists of University exam marks, internal marks and grace marks obtained for NSS, NCC, sports and arts. The internal marks are awarded by the faculty in charge based on the internal examinations, submitted assignments and attendance percentage. In addition, students have to do a project as part of their course requirements in the sixth semester. They work under the guidance of a supervisor.

2. To attain the required learning outcomes, different course delivery methods are adopted by the faculty like interactive lecture sessions with discussions, lecture with a quiz, surprise tests, achievement tests, demonstration (Such as model, laboratory, field visit), Group Discussion, Group Assignment/Project and Presentations.

3. The individual departments maintain records pertaining to the assessment and evaluation of the students in the internal and end semester examinations. The Department level monitoring committee (DLMC) and the College Level Monitoring Committee (CLMC) ensure transparency in the evaluation process. CLMC and DLMC meetings analyze the results and decide on steps to be taken to improve academic performance. Slow learners and bright learners are given the attention and extra support they need to achieve their respective potentials. The mentor system plays an important role in evaluating student performance and achievement of learning outcomes.

4. Indirect attainment of programme outcomes was obtained from the course exit surveys. Course exit surveys are an excellent means to obtain feedback from students. The student feedback, mainly from outgoing students as well as the alumni serves as significant sources of information. The college uses this data for prospective planning which help to locate our strength and weakness in the overall performance.

5. The attainment level of the programme outcomes from the exit survey for the year 2016-17 is given in the attachment.

   From the analysis of the course exit survey it was found that 80-90 % of BA English, 60-70% of BA Economics, 75-80% of BSc Physics, 90-95% of BSc Zoology, 75-80% of BSc Chemistry and 90-95% of Bcom students agree, they have satisfactorily attained the projected outcomes for the respective programs.

File Description	Document
Any additional information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 67.58

2.6.3.1 Total number of final year students who passed the university examination

Response: 148

2.6.3.2 Total number of final year students who appeared for the examination

Response: 219

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 5.26

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.13

3.1.3.1 Number of research projects funded by government and non-government agencies during last five years

Response: 5

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Funding agency website URL	[View Document](#)	

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The Entrepreneurship Club is an initiative that engages and inspires students to pursue their careers & life by doing what they love. Entrepreneurship is not a buzzword limited to business students, it is a way of thinking and viewing the opportunities around. The ED Club was created to teach students from all disciplines how to experience the world through this lens. Students who are creative, motivated, and looking for ways to apply the knowledge they have gained are made to Learn about Entrepreneurship and pursue their Passion.

An Entrepreneurship development club started functioning in the college in the year 2014. The club arrange lectures of experts to nurture the latent entrepreneurial talent and provide training Programmes on various aspects.The training provided enables the club members to identify opportunities, evaluate them as viable and then decide to exploit them. Recent advances, stress the fundamentally uncertain nature of the entrepreneurial process because although opportunities exist their existence cannot be discovered or identified prior to their actualization into profits.Every year ED Club organizes an Awareness class on entrepreneurship to make the students acquaint with the various prospects available in the field of business and to attract those students with entrepreneurial qualities. The ED club of the college organizes an ecosystem for promoting entrepreneurial talents among its members and initiates and creates various programmes that promote entrepreneurial culture among the students. The club organizes

- Awareness programmes on Entrepreneurship so as to enable the students to develop a positive attitude towards it
- Training Programmes for studentson various activities like jewellery making, paper bag making etc
- Arranging Exhibition cum sale of products made by students through transfer of knowledge gained by the students from various training programmes
- visits to various Business units and Industrial Units
- Motivational Classes by successful entrepreneurs
- Providing opportunities to the students to have discussion with successful entrepreneurs

Entrepreneurship programmes/club in the college operate within an entrepreneurship ecosystem which often includes programmes and services that promote entrepreneurship and support students with entrepreneurial qualities to take up new ventures and start their own business rather than going in search of white collar jobs. Non-governmental organizations such as small-business associations and organizations offer advice and mentoring to budding entrepreneurs through entrepreneurship training resources and facilities, industrial visits, and seminars. It promotes the creative talents of the students and is an

inspiration to them as well.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.38

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	7	14	6	15

File Description	Document
List of research papers by title, author, department, name and year of publication	

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.27

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	11	2	7	6

File Description	Document
List books and chapters in edited volumes / books published	

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The institution engages in various activities that are beneficial to the students and the community. Students are made to involve themselves in the development of the society through various activities.

Environmental issues are given priority and with the help of NSS , NCC , Nature Club and BhumithraSena, many activities were conducted. World Environment day is celebrated each year by planting trees in the compound, conducting awareness classes and by providing seedlings and saplings to students. Ozone day is celebrated each year. The students go around, creating awareness about global warming, with posters and placards. House visits to create awareness about the use of plastics were conducted at the adopted village. An essay competition was conducted on the International Day for Natural Disaster Reduction. Students are taken on trekking camps to get first-hand information about wild life. Thenmala, Eco tourist site is a favourite spot for such adventurous activity. Groups of students visit eco-centres facing the threat of human interference as part of preparing a project for the environmental studies paper.

Highlight is given to health related issues. Blood group analysis for college students and blood donation camps are conducted in the college. Eye camps are conducted and local people are motivated to do cataract surgery. World Mental Health day is usually celebrated with an awareness class by an expert. Cancer awareness class was conducted for the benefit of students. Students are motivated to practice yoga and to follow a healthy life style.

Social development is given utmost priority. The students took initiative to collect funds for the flood affected people of Chennai. Handing over their afternoon lunch to the inmates of Old Age Home, Mundakkal is done occasionally. NSS and NCC camps conducted annually give thrust to social development. The NCC cadets donated ceiling fans to the BalikaMandir, Mundakkal and provisions were supplied to the Old Age home in Mundakkal. The NCC took the initiative to fill the gutters on the roads near the college campus. NCC volunteers acts as 'Special Police Officers' in Parliament and Assembly Elections. The NCC cadets, with the help of local people, took the initiative to construct the Kambivila-Kannanaloor road. They visited the *Karunalayam* (old age home) at Chathanoor and stayed with them for a whole day.

The Women Study Unit started a project called "Stitching Together Dreams and Life", with the objective to provide vocational training to girls and thereby empowering them financially. Mural designing on clothes, providing stitching classes and new methods of tailoring was a part of the initiative. Another project was training students to make traditional and new dishes. The cookery classes conducted enabled the students to take up the task of making dishes and selling them in the market. Craft classes were also given and students were trained to make dolls. The students were trained to make eco-friendly handbags out of paper and jute thereby cultivating an environmental awareness to preserve nature.

Department of Zoology took initiative to promote blood donation among students. An exhibition of medicinal plants for students of various schools was conducted. Awareness classes on various issues including drug abuse were conducted. The students were given first-hand information about development of coconut farming by taking them to the CPCRI, Kayamkulam

Department of Commerce conducted Digital Banking class with the assistance of SBI, Kottiyam. Classes were conducted on topics like demonetization, digital payment and cashless transaction.

Department of Chemistry conducted a survey of groundwater from neighbouring areas with the help of Jalavinjana Bhavan. Following this, an awareness class was conducted with expert hydrologists took the class.

Department of Physics took an active interest in conducting programmes on energy conservation. Energy saving activities were explained to the participants.

The General Library of the college organized a web designing practical session as an extension activity. The research scholars of the university of Kerala were allowed to visit the library and use the available resources to enhance their research.

3.4.2 Number of awards and recognitions received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 56

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	14	8	6	6

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<u>View Document</u>

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 95.95

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
776	714	628	545	517

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<u>View Document</u>

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 26

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	8	5	3

File Description	Document
Number of Collaborative activities for research, faculty etc.	<u>View Document</u>

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

College focuses primarily on fulfilling the academic needs and the overall development of the students. College has a good ambiance for the effective teaching- learning process. The students are given good platform for the holistic development by inculcating moral values, civic sense and responsibility while extending institutional resources to society for befriending environment. The teachers give ample attention to improve the slow learners by giving diagnostic tests, achievement tests, remedial classes, student support programme, open book tests and surprise tests. Bright students are also given a platform for peer teaching as peer groups can identify the stress and problems easily. So the teachers can identify the problems of the slow learners with their help and support them to make their learning enjoyable. Apart from the traditional lecture method the teachers adopted a student centered approach by ensuring enough student participation in the teaching learning process by giving assignments, seminars, book reviews and quiz competitions, etc. Discussions and debates are conducted on social issues within the framework of the syllabus. The institution endows adequate infrastructure facilities with special focus on quality education availing of financial assistance from the UGC, the Management, the Parent Teacher Association. The college has sufficient buildings including class rooms and laboratories for running the current programmes. However, in case of addition of new courses, the management takes initiatives to provide the necessary basic infrastructure including buildings. The general approach of the management gives special emphasis on providing annual maintenance for all buildings including class rooms and toilets. Whenever the college receives funds from UGC, the management takes special care in providing smart class rooms, at least one each for every department.

There are 6 UG and 1 PG courses offered in this college. The institution provides enough class rooms as per the requirement to accomplish the various courses offered by the University. The campus is extensive of an area of 21 acres. The college has 25 class rooms, auditorium, gymnasium and a seminar hall. All the class rooms have black boards, podiums and adequate seating facilities. The seminar hall is provided with facilities including a public address system, a computer and an LCD projector. All departments have at least one smart class room provided with interactive multimedia projector and Wi-Fi connectivity. All the labs of the institution are well equipped and updated from time to time, to face the revisions incorporated in the syllabus. There are separate labs for PG and UG students in Science Departments. The UG Chemistry laboratory can accommodate 38 students whereas the Physics laboratory can house about 50 students. The Physics department has two separate laboratories for M.Sc. programme. The department of Commerce has a well-equipped computer lab with 25 PCs and the department of English has an English Language Lab with several computers and multimedia projectors.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

Response:

The college gives prime importance to the extra-curricular activities of our students. Over the years our college has won several accolades at the University level and also at the national levels in sports items including hand ball, soft ball, etc. We have a general purpose sports ground for conducting various annual sports events. The college playground has the provision for Football, Cricket, and Athletics. We have constructed a cricket practice net cage and a new fitness centre for the students. The Intramural Tournaments and the Coaching Camps for various disciplines are conducted in this ground. A Volleyball court, kabaddi court and Shuttle Badminton court are also laid in the campus. The College provides Football, Cricket, Volleyball, Handball, kabaddi and Shuttle Badminton as Outdoor Games. The Indoor Games provided by the college are Table Tennis, Chess and Shuttle Badminton. It is conducted in the free space of the Auditorium. The College teams of Football, Cricket, Volleyball, Handball, kabaddi, Shuttle Badminton, Wrestling, Archery, Boxing and Athletics participated in the inter Collegiate Tournaments and are also selected for the University teams. The College has a well-equipped gymnasium with modern equipment. The college also has an auditorium which can accommodate about 500 students. The NCC unit of 7 Battalion is active in all the various programmes of the college. More than 100 students benefit from the NCC programme which offers B and C certificates to the cadets. Several students who pass the B & C certificate examinations get placement in the armed forces every year. In the recent past several students of our NCC unit have represented the state in the Republic Day parade held in New Delhi. The NSS unit also is active in the college with more than 200 student volunteers participating in various camps and other voluntary activities including health camps, blood donation, etc. Yoga classes are organized for volunteers during the annual NSS camps held every year. The programmes like ASAP, WWS etc. provide internal and external mentoring classes for students on communication skills and life skills.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 31.58

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 11.07

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3	1.1	2.3	0.75	0.2

File Description	Document
Any additional information	View Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Name of the ILMS software   :   Granda library automation software

From 2011-2014 book issued on manual basis

Grandha software re-installed for 3 years back so book issue &   return via software started from 2015 onwards.

Details as follows:

2015

Books transaction

Students	-	1200
Teaching faculty	-	200
Non teaching staff	-	25
Total	-	1425

2016

Students	-	1510
Teaching faculty	-	235
Non teaching staff	-	30
Total	-	1775

2017 till August

Students   -   551

Teaching faculty   -   55

Non teaching staff -   8

Total   -   614

Nature of automation   :   Fully automated

Version   :   2015

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

1 Manuscript

Name of Manuscript   :   Bhagawatgita (written on palm leaves)

Number of copies   :   1

Language   :   old Malayalam and sanskrit

2 Handwritten Magazine

Name of books   :   Handwritten magazine

Name of Publisher   :   Arts club Mannam Memorial NSS College, Kottiyam

Name Of Author   :   Pre degree Students

Year of publication :   2001

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)

Response: 0.92

4.2.4.1 Annual expenditure for purchase of books and journals year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.37	0.26	0.86	1.42	1.67

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Any additional information	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 15.13

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 125

File Description	Document
Details of library usage by teachers and students	

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college makes a variety of IT facilities available to its members. It provides secure high speed network connections to all departments. In addition we provide a wireless hotspot service which enable members to access the service at a various strategic areas within the college. Every staffroom is provided with computers and internet facility to allow free access for staff. The college library provides browsing centers for both staff and students. Staff members can make use of the internet facility for official use in the campus. Every year, the college ensures that additional IT facilities are made available as per requirements. The software is also upgraded from time to time to meet the demand. The institute has 24x7 Wi-Fi facilities in the college campus for the students and faculty members to avail the internet connection at any place in the college. The connectivity through a fully networked campus with state of the art IT infrastructure computing and communicating resources, offers students the facilities of e-mail, net surfing, up/down loading of web based application, besides helping them in preparing projects and seminars.

4.3.2 Student - Computer ratio

Response: 14.59

File Description	Document
Student - Computer ratio	

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 35-50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<u>View Document</u>

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<u>View Document</u>

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 38.65

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
3.88	3.78	7.46	2.35	2.51

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<u>View Document</u>
Any additional information	<u>View Document</u>

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The fee structure for the various programmes offered by the college is fixed by the University of Kerala and the Government. The College collects the same and remits the same with the respective authority. The efficient use of financial resources is coordinated and monitored by the designated Committees. Formal discussions are held at given intervals and the decisions made are communicated to the stakeholders. The various infrastructural requirements for classrooms, computer labs, and equipment

for innovative teaching, library and other requirements are forwarded to the management. The purchases are according to the quotations and the budget allocated to them. The payment procedures are regulated by the head accountant and the administrative office. Furthermore, the Principal allots and disburses available funds to various departments according to the received demand request. The college ensures optimum utilization of the available financial resources. The expenditure incurred during the year was audited by the auditor appointed by the Management and government audit is conducted for the expenditures from the UGC and other governmental agencies.

Internal Audit: The College has an efficient and transparent mechanism for management of the financial resources. Annual audit for the internal resource mobilized is conducted through qualified auditors appointed by the Management. It is presented before the Governing Council for approval before and after Internal Audit.

External Audit: Accounts of the Funds received other than management contributions are prepared in the College office and audited as per the norms of the UGC, Government and University. The external audit of the funds from the Government is done by a Government auditor appointed by the Department of Collegiate Education, Accountant General's Office and Local Fund Audit. The funds received from the UGC are properly utilized and utilization certificate along with the audited accounts prepared by a Chartered Accountant are sent to the UGC. Last Audit was done on **the first week of January 2017**. The errors and omissions usually occurring in the books of accounts and registers are detected when the books and account registers are presented for verification by Head Accountant and finally by the Principal. In the audit report of the Dy. DCE, Kollam, they pointed out certain irregularities regarding the PD account fund utilization, i.e., Library fine, and Special fee, lab Fee, P.D Treasury reconciliation of P.D. Account etc. All the objections were cleared after proper verification.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 64.53

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
581	464	384	376	342

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
upload self attested letter with the list of students sanctioned scholarships	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 18.58

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
123	122	121	119	119

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)

5.1.4 Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 38.05

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
399	409	165	165	165

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during

the last five years

Response: 4.29

5.1.5.1 Number of students attending VET year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
29	30	59	28	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 16.5

5.2.1.1 Number of outgoing students placed year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
30	50	19	15	25

File Description	Document
Details of student placement during the last five years	
Self attested list of students placed	

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 28.85

5.2.2.1 Number of outgoing students progressing to higher education

Response: 60

File Description	Document
Details of student progression to higher education	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 51.51

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	10	10	15	8

5.2.3.2 Number of students who have appeared for the exams year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
31	33	13	16	15

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 2

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	1	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<u>View Document</u>

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has a students' union and its members are elected through election announced by the University every year. The college follows parliamentary system for the selection of office bearers of the students union. The union is constituted and functions as per the guidelines of the University of Kerala. Students having academic arrears are not allowed to contest in the election. Thus inclusion of candidates with good academic background is ensured in the students union.

Students' union consists of a Chairman, Vice Chairperson (reserved for women), General Secretary, two University Union Councillors, Lady Representatives, Arts Club Secretary and Magazine Editor. A faculty member acts as the advisor to the Students Council.

The students council acts as a representative body of the students of the college, they prepare college magazine, plan and organize various students competitions such as debate and quiz, conduct various social

activities such as blood donation camp, eye camp for the public. University Union Councilors' functions as the link with the university in various students related issues. Students Union organizes the college cultural fest. They also help the physical education instructor for the smooth conduction of sports day activities. Students' grievance redressal cell, Library Advisory Committee, Department Associations and Sports Committees are the various academic and administrative bodies that have student representatives in them.

1. Student Grievance Redressal Cell:

The committee is responsible to analyze and to settle any type of grievances of the students of the college. Student Grievance Redressal cell is functioning under the leadership of Smt. Jayalekshmi K. K (NSS programme officer).

2. Library advisory Committee: The committee consists of Principal, librarian, all department heads and student member. The Principal acts as the chairman and librarian as the secretary of the committee. Regular meeting of the committee are held to discuss the major policy decisions of the library such as library rules and regulations, infrastructure developments, fund allotment, stock verification of books, etc. Suggestions were given to improve the library services and facilities.

3. Various Department Associations: One student representative from each department was selected during the college union election.

4. Sports Committee: The committee member from the union looks into the following matters:

- **Coordination with the Physical Education teacher**
    - Keeping stock of previous and current years' sports goods.
    - Ordering sports goods in consultation with the Office Superintendent.
    - Arranging the venues for sports events
    - Drawing lots for various sports.
- **Coordination with the Principal**
    - Obtaining permission to hold sports events in the college campus.
    - To recommend students for permission to participate in the intra-or inter-college events.
    - To recommend sanction for Entry/Registration Fees to participate in various sports events.
    - To recommend attendance to students who have taken part in sports events.
- Sort out any issues taking place during matches (team selections, objections, quarrels etc.).
- Maintaining discipline in all events happening in and outside the college.
- Holding sports events for staff members.
- Maintaining records of sports events attended by students outside the college, within the University and outside.
- The schedule of events for the whole academic year shall be finalised well in advance in consultation with the Students' Sports Committee.

Office Bearers of students union

2014-15 College Union   Dyuthi

Chairman   : Arun Raj D

Vice Chairman : Jiji Gopal

General Secretary : R Anand

Arts Club Secretary : Lekshmi Priya

Magazine editor : Gadha

UUC : Brijeesh, Akhil

Lady Representative : Sony and Rekha G Pillai

College Magazine : Nellikka

Association Secretaries :

       B. Sc. Physics   :   Athira S Kurup

       B.Sc. Chemistry : Rekha G Pillai

       B. Sc. Zoology :Vishnu M S

       B.Com. : Mahesh Krishnan.

2015-16

College Union (Pragathi)

Chairman : Aswanth C

Vice Chairperson : Navaneetha

General Secretary : Aswathy

Arts Club Secretary : Parvathy Soman

Magazie Editor : Harikrishnan S

UUC : Karthik,   Aakshay

Union Advisor : Dr. P Ambilikutty Amma

College Magazine : Ritu

2016-17 (Arangu)

Chairman : Abhinand A S III Eng

General Secretay : Vipin Kumar V U (I Eng)

Magazie Editor : Saikrishna M R

UUC : Akhil A S, Amal B Nath

Arts Club : Revathy Suresh

Vice Chairperson : Arya Devi B S

Union Advisor : Dr. P Geetha

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 29.2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
30	29	29	29	29

File Description	Document
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Alumni Association provides a variety of benefits and service that help them to maintain connections to this educational institutions and fellow graduates. Today alumni relations are the important part of an institutions advancement activity.

Alumni Association of the Dept. of Zoology named 'Shadow' is conducted every year on 26th December as annual meeting. They do services and other non-financial assistance to their college and departments during the academic year. In 2012-13 the alumni presented a Green Board for using Zoology lab. They also contributed notebooks and text books to financially backward students. In 2013-14

academic year, four of our alumni conducted classes about their project work to their juniors. They also prepared benches and desks in zoology classes. A pedestal fan is also contributed to the staff room. During 2014-15 a model human skeleton is presented to the department by alumni association. This was very useful for students for their practical studies. In 2015-16, biological charts were bought by them. Also they bought books and text books to junior students. First DC Zoology had no fan in their class room; they have bought a ceiling fan to the class during 2016-17.

Dept. of Commerce conducts their alumni meeting on January 26 every year. During the year 2012-13, they repaired the benches and desks in B.Com Class. During the years 2013-14;14-15 and 15-16, 50 note books were supplied to the poor students of 1 B.Com Class. During 16-17 year the physical education fitness room is painted with the help of alumni. Dept. of Chemistry conducts their alumni meeting during onam vacation every year. Their alumnae's also contribute much for the benefit of the students. They were also giving non-financial aids such as repairing the furniture of B.Sc. Chemistry classes, contributing note books and text books to students.

Dept. of English conducts their alumni meeting during Christmas vacation. Their alumnae's also contribute much for the uplift of the students by giving an orientation for NET aspirants and a PG entrance coaching. They gave non-financial aids such as repairing the furniture of BA English classes, contributing note books and text books to students.

Dept. of Physics conducts their alumni meting during Christmas holidays every year .Their main contribution to this college includes that an alumni of 2010 batch named Prabin helped for the placement of Gopikrishnan of 2015th batch abroad during alumni meeting of the year 2015 dated 26/12/2015.

5.4.2 Alumni contribution during the last five years
<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during last five years

Response: 25

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	5	5	5

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision and mission statement

"Na Hi Njene sarisam Pavithremahi Vidyathe"

The institution upholds the sublime vision of imparting knowledge as the best known purifier of the world: "In this world there is no purifier like knowledge"

This vision is extended to mould generations of leaders and achievers by shaping self reliant, responsible, and sensitive individuals with well balanced personalities. The institution also promotes "education for an all round development" and inorder to achieve this goal, it is firmly wedded to the ideal of providing every tangible and intangible facilities to its students; so as to develop their potentials and ensure their social compatibility to help them shoulder the responsibilities of later life.

Mission

The institution successfully impacts affordable qualitative education to all sections of society regardless of their caste, creed or culture. It also does not hesitate to provide special attention to those socially and economically weaker sections of the society. The college has devoted itself to the cultivation of free thinking among students by making them mentally sound and physically strong.

The institution has opened up the frontiers of knowledge before its students thereby widening the horizons of their intellectual curiosity. Along with this the students are equipped with adequate skills to push themselves to the forefronts of the society. Thus the institution creates an atmosphere for the holistic development of the individual.

With their humble adherence to the vision of its founder BharataKesari Sri Mannathu Padmanabhan, the NSS institutions continue to serve the society by offering quality education to all at affordable expenditure. The original aim of the founder has been expanded and the NSS institutions have now taken under its fold all economically marginalised sections of the society. The admissions are conducted in such a way that no one is denied of admission due to economic difficulties. The management always ensures that there is no problem to the teaching learning process due to the lack of staff or infrastructure problems. There is fair encouragement from the part of the management for the teachers to acquire better capabilities through research or coordinating projects. They have also recognized the need for teachers to be trained in updating their knowledge base and skills and keep them abreast of the modern techniques of teaching. The teaching fraternity are deputed to attend to orientation programmes, refresher courses, International-National Seminars, Workshops, etc. Leave and deputation for attending such conference or seminars are also granded without any hesitation. The students are also supported by scholarships in their intellectual and moral development. The management takes keen interest in the academic strength of the institution and demand periodic review reports on curricular, co-curricular and extra-curricular activities. There also

exists a fair insistence on the maintenance of discipline among the staff and students.

Our vision and mission find expression through our academic, co-curricular and extracurricular activities. Through a thorough initial planning and periodical review, we ensure complete and effective transaction of the curriculum. Free training in communicative skills and personality development are also provided to all students. Students are also supplemented with proper training to appear for many competitive examinations. Thus, it is with a great sense of pride that we look at our institution- an institution which makes us feel honoured to be a part of and instil in us a sense of belongingness. The applause that we receive from the public is an indication of the work done by the whole team- the management, staffs and students. We have justified our existence by turning out not only brilliant professionals, but also sincere, hardworking, loyal, god-abiding, patriotic individuals.

6.1.2 The institution practices decentralization and participative management

Response:

The college promote a culture of participative management. Faculty members and students council play a significant role in planning and implementing development programmes for the college. A college level monitoring committee (CLMC) comprising of the heads of the Department and the principal meet every month to discuss the progress of the CBCSS programme. The Department Level Monitoring Committee (DLMC) which comprises of the head of the department, faculty members and non teaching staff members also meets regularly to discuss the same at the department level. Besides, the Department Level Staff meet every month to discuss matters including the conduct of internal examinations and seminars, evaluation of students' progress, university practical examinations, over all discipline and students welfare in the college campus, workload, timetable, and work ethics and cleaning of the departments. The periodic review of all these activities, discussions with the respective committees, resolving the problems that emerge during these discussions etc., are taken care of by IQAC on regular basis. Student's club committees and the college union are granted autonomy to ensure their whole-hearted participation. In addition to all this, PTA meeting are held regularly. Valuable suggestion and feedback from parents and well wishers help us to understand ourselves better and improvise upon the existing system. New initiatives such as WWS (Walk with the scholars), Flairs, ASAP (additional skill acquisition programme), SSP (Scholar Support Programme) etc are also conducted to increase the students and teachers potentials.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

A continuous qualitative improvement drive with special emphasis on enhancing the academic ambience and physical infrastructure is the highlight of the perspective plan formulated by the college. This is achieved by including the following items in the perspective plan:

- Attempts to empower the underprivileged classes through education

- Knowledge dissemination with special emphasis on the prescribed syllabi
- Extension activities through various cultural clubs that instill social responsibility, civic sense and environment awareness in students

From the long-term point of view the college plans to introduce new undergraduate and postgraduate courses. Also, the college is aspiring to transform its various departments into research centres. The IQAC formulates yearly plans to ensure and sustain quality in all levels.

Strategic Plan for Waste management and Eco friendly campus 2012-16

Vision and Mission

The strategic plan for waste management envisages the standard delivery of an integrated, cost-effective, and environmentally sound solid waste management system, and to promote sustainable community programs and policies in the society. Creating awareness among the students and society as a whole in the matter of waste management. The mission of waste management and eco-friendly society has been accomplished by the coordinated efforts of NCC, NSS, Nature club ,Bhoomitrasena etc.

Strategic Goals and Objectives

Strategic goals are practical manifestations of our general strategies. They usually encompass a multi-year scope. Strategic objectives are tangible targets for efforts or activity areas that are intended to be the means of achieving strategic goals.

1. Rain water harvesting structures and utilization in the campus
2. Facilitate the optimal use of waste management system in the college.
3. Deployment of students squad to ensure the misuse of the plastic in the College
4. Organize campaign and programmes to educate the need and importance of waste management in a society
5. Conservation of bio diversity

Strategies adopted and implemented

The implemented programmes over last 5 years include the area of rain water harvesting , ecofriendly campus ,waste (solid ,liquid ,e-waste) management etc.

Rain water harvesting

The college is located in a water scarce locality where there is intense shortage of water during summer. To circumvent this situation, the college has adopted rain water harvesting strategies in the recent past. This has helped to replenish the ground water levels to significant levels. We have also submitted proposals to the UGC to install rain water harvesting systems in the building which will help to collect, filter and recycle rain water for use in toilets and gardens.

The Nature Club and Bhoomitrasena club educates the students about the Plastic misuse and has adopted proactive measures to reduce it. The students are encouraged to bring water in steel bottles instead of plastic disposable bottles. They are also encouraged to reduce the use of plastic carry bags.

To reduce the use of paper as a part of Green Campus campaign, all official communications including university circulars, mark sheets, etc are e-mailed to the faculty members and students

Waste management

Waste management is an area of high priority of the institution. Manly 3 types of wastes are accumulated in the campus - Biological waste including food and waste materials from the laboratories and class rooms. The students are encouraged to bring their lunch in tiffin boxes which eliminate the accumulation of food waste and plastic carry bags. The college also takes maximum effort to minimize solid wastes produced from the laboratories. For instance, the chemistry laboratory is implementing semi micro methods of analysis which significantly reduces the usage of chemicals during practical sessions. Double burette titrations are practices which are also a means of reducing chemical wastage. The college also ensures that banners of cloth are used during seminars and workshops to reduce the environmental impact.

Due to improper waste disposal systems the wastes heap up and become a problem. This type of dumping allows biodegradable materials to decompose under uncontrolled and unhygienic conditions. Through the installation of waste disposal ring the institution addressed the issue of waste to a greater extend .In addition to this waste baskets are installed in the key areas of the campus to reduce the litter .NSS extended the programme initiated in the college to the nearby panchayat (PARAKULAM) and initiate a programme for the promotion of pile composting .

NCC, NSS and Bhoomitrasena jointly participated in campus cleaning activity on a regular basis .NCC and Nature club also coordinated various initiatives in connection with waste management .

As part of the plastic free campus programme in coordination with Mathrubhumi daily, organized a programme named "Love Plastics" to create a culture among the students to reduce the use of plastics. As an outcome of the programme the plastic wastes are collected from the campus regularly, segregated, cleaned and handed over to the Panchayath workers.

The e-waste arising from various departments including computer montiors, printers and other peripherals are collected and segregated. The segregated waste is then handed over to Clean Kerala Company Ltd which is an initiative of the Government of Kerala for the systematic and scientific disposal of e-waste

The major source of liquid waste is from toilets and canteen and laboratories. All these waste materials are systematically drawn to drains which are collected in septic tanks.

File Description	Document
Any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as

grievance redressal mechanism

Response:

The Institution is controlled by the Governing Body comprising of theUniversity of Kerala, Directorate of Collegiate Education, Management and Institution Head. Manager looks after the total functioning of the college. The decisions of the management are forwarded to the Principal for implementation. Director of Collegiate Education monitors the overall development in pursuing excellence in every aspect. The College Council constituted as per the University Statute to formulate strategies for executing the decisions taken by the top management. The Principal as the head of the institution has a very important role in coordinating the different activities of the college and monitoring the functions of different sections. He is assisted in this area by the college council. Thus the college council and the department meetings help the transmission of information from the principal to the teachers and from the teachers to the students. The academic committee is the body that permits the reverse transmission of information. The academic committee is the coordinating and monitoring body for the curricular and extracurricular activities. The first step in its functioning is the formulation of the academic calendar during the beginning of the academic year. The calendar lists all the activities of the college and fixes the time schedule. This is communicated to all Departments and each department is asked to draw up its academic plan for the year in accordance with the calendar. The success of the arrangement lies in the monthly review, which is also included in the calendar. The IQAC of the college chaired by the Principal comprises of one Co-ordinator, one Joint coordinator, Seven core committee members and seven steering committee members. IQAC enjoy considerable autonomy and ensure academic and nonacademic excellence. There are various academic and non- academic clubs and their coordinators including NSS and NCC, and the College Union which contribute in the decision making process. The non-teaching staff comprises of the office staff with the head Accountant, UD clerks, LD clerks, attenders, peons. The librarian also is an integral part of the organization. The PTA of the college functions with the Principal as the President, a parent elected as the Vice President, a teacher elected to act as the Teacher Secretary. Besides these executive committee members comprising of both teachers & parents. The PTA is the back bone of the college that supports and assists all the activities.

File Description	Document
Any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Different committees and clubs in the college jointly undertake the task of improving quality and employability of students function for the efficient management and welfare of students. IQAC executes different programmes through various committees headed by core committee convenors, in different areas such as curricular aspects, teaching learning evaluation, student support and progression, infrastructure and learning resources, consultancy and extension activities, governance and leadership and innovative practices of the institution. The implementation of the action plan is keenly monitored in every aspect by the relevant committees.

- 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
- Anti-Ragging committee, Grievance Redressal cell, sexual harassment redressal committees and Anti-narcotic cell look after the various issues of students and finds prompt solutions. There was no ragging reported in the last five years. One of the greatest strength of the college is its disciplined students.
- Placement cell in the college offers career counseling and guidance to the students.
- Department level monitoring Committees (DLMC) and College Level Monitoring Committees (CLMC) ensure the effective implementation of the curriculum
- The college has separate committees for the Internal and University examinations
- New initiatives such as walk with the scholar, Flair, additional skill acquisition Programme, Scholar Support Programme are conducted for increasing the student and teacher potentials.
- Ethics Committee inculcate values and moral sense among students.

There is an anti-ragging committee consisting of five members on the faculty functioning on the campus which has been able to caution students about the repercussions following any attempt at ragging. Deployment of anti-ragging squad for monitoring and checking of ragging practices is very effective in the college. Hence no instances of ragging have been reported so far .Various problems regarding the students were discussed in the anti ragging committee meeting. Major recommendations made by anti ragging committee are discussed at the level of the Staff Council and forwarded to the Governing Body for approval and support and suitable inclusion in the strategic plans of the college.

As per the anti-ragging committee meeting conducted on 10/ 08/ 2015. There was a serious discussion on the need for a suggestions/complaint box in the college. The resolution passed and complaint boxes are positioned at all Important places to enable students to inform management of any case of ragging, in case any individual does not want to disclose his/her identity.

The following measures are implemented as per resolution passed in the anti ragging meeting.

- Proper awareness is advertised through posters exhibited in all the key areas, library, corridors and other public areas.
- All students are made to sign anti-ragging declaration at the time of admission that he/she will restrain from any sort of such illegal activities.
- Frequent exhortations by the Principal through the public address system warning the students to refrain from any attempt at ragging are effective in preventing ragging.
- Promote cultural and sports activities for healthy fresher- senior interaction.
- All faculty members ensure that all classes are run as per stipulated timing and under no circumstances, classes be started late or left early to give a chance to seniors to Indulge into undesirable activities.
- Class teachers are vigilant in preventing any attempt at ragging.
- Display of posters with contact number of Government level anti-ragging cells and Govt. penalties are displayed on the notice board.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The Institution is having a staff club where all teaching and non-teaching staff are members. It functions by utilizing the fund of all staff for welfare activities of the teaching staff and non-teaching staff.

- Chit fund facility is provided.
- Group Insurance Scheme
- State Life Insurance
- Festival Allowance/ Advance
- Accident claim
- Provident fund
- medical reimbursement
- Career advancement benefits
- Maternity Leave
- Leave for Study Purpose
- Duty leave
- Special Casual Leave for differently-abled staff
- A fitness center is functioning in the college.
- A charity fund is raised to provide monetary relief to the family members of indisposed and deceased staff.
- Canteen facilities and recreational facilities are provided
- The technical staffs are given in-house training on maintenance of lab instruments and equipment.
- Cultural and annual tour programmes are arranged for the staff for their recreation amidst their busy schedule.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0.8

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 3.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	4	5	2	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 31.95

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during last five years

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2016-17	2015-16	2014-15	2013-14	2012-13
14	3	9	11	3

File Description	Document
Details of of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

An effective performance appraisal system has been implemented for rating the faculty performance in multiple activities, such as seminar participation, paper presentation, article publication, higher education qualifications, innovative undertakings, extension programmes, etc. as well as curriculum transaction. The IQAC provides two ways for performance appraisal that is through HoD's and Students feedback. A faculty profile is prepared by each faculty member as directed by the IQAC. Self-appraisal in the UGC format is given to teaching faculty and is prepared and submitted to the IQAC. The appraisal report of the faculty is made by the concerned Head of the Department on the basis of academic achievements, punctuality, and student's evaluation. The same is considered while giving promotions/placements to the teaching faculty. Students'feedback on teachers also forms an additional source of information for the performance appraisal of the faculty.A Performa based on the quality of teaching, communicative levels of teachers etc. is distributed among students of each department. The feedback is analyzed and each staff members are given a report of his or her performance as assessed by the students. As part of the performance evaluation, department meetings, Staff Council and the college Governing Council evaluate the syllabus target achieved, conduct of internal evaluation, timely publication of internal examination results etc. by the teacher. Student-faculty meetings, written feedback from students at the end of the semester in some courses, faculty meetings to discuss issues related to student performance. Staff committee monitor the performance of the nonteaching staff and the report is evaluated by the Governing Council if necessary.

The management reviews the Performance Appraisal Reports and takes necessary decisions for further improvement. The decisions are conveyed to teaching and nonteaching staff, students and other stakeholders through the Principal who explains the decisions in categorical meetings and general meeting. Shortcomings of the staff (if any) as revealed by their appraisals are reviewed by HOD/Principal/Management. Information is conveyed to the faculty concerned with suggestions for remedial action improvements on a one to one basis. Objective evaluation of these multiple inputs forms the basis of arriving at the performance output of an individual faculty/staff member. Based on the qualitative and quantitative aspects of performance department faculties were praised.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- **Internal Audit:** The College has an efficient and transparent mechanism for management of the financial resources. The efficient use of financial resources is coordinated and monitored by the designated Committees. The college keeps a very transparent and effective system through its bodies such as the Planning Board and Purchase Committee and the College Council. The PTA monitors the effective use of the funds made available. Annual audit for the internal resource mobilized is conducted through qualified auditors appointed by the Management. It is presented before the Governing Council for approval before and after Internal Audit. Plan and non-plan fund utilization is directly monitored by the Principal.
- **External Audit:** Accounts of the Funds received other than management contributions are prepared in the College office and audited as per the norms of the UGC, Government and University. The external audit of the funds from the Government is done by a Government auditor appointed by the Department of Collegiate Education, Accountant General's Office and Local Fund Audit. The funds received from the UGC are properly utilized and utilization certificate along with the audited accounts prepared by a Chartered Accountant are sent to the UGC. Last Audit was done on the first week of January 2017. The errors and omissions usually occurring in the books of accounts and registers are detected when the books and account registers are presented for verification by Head Accountant and finally by the Principal. In the audit report of the Dy. DCE, Kollam, they pointed out certain irregularities regarding the PD account fund utilization, i.e., Library fine, and Special fee, lab Fee, P.D Treasury reconciliation of P.D. Account etc., All the objections were cleared.
- DCE audit was conducted on 04/01/2017 to 10/01/2017 covering the period 01/06/2014 to 31/05/2016 .The funds are audited under the supervision of Accounts officer Mr. V. Ashok Kumar.
- There were no serious financial irregularities or objections detected during audit or examined by audit. Some mismatch were highlighted in the Audit report mainly due to lack of knowhow and expertise.
- Under the PD Account some heads like Association Fee ,CalendarFee, Women study unit fee, Audio visual fee, Magazine Fee, Athlete fee, Library fee, Stationery fee had some mismatch in the revenue and expenditure .Under these heads, revenue exceed the expenditure.College corrected the accounts and submitted register and subsidiary register to the Dy. DCE, Kollam.
- At the time of Auditing the college was failed to submit the Registers on UGC Funds .Later all relevant documents regarding UGC (voucher, cashbook, check book etc.) were submitted in Dy. DCE.
- Some objections were noticed in DCB account ,Admission register and TC book .It was corrected and objections were cleared.
- In CD account there was a balance of Rs. 3,68,226 /- for the year 2014-15 to 2015-16. College give the satisfactory explanation to the Dy. DCE.
- In E-grant account there is balance of 69,906/- were identified .The college submitted detailed statement and submitted to Dy. DCE.
- Non maintenance of Audit objection register and defects in maintenance of cash book are cleared.
- Missing entries, lapse in the entry of interest accrued, overlapping of the credit of the allotted UGC funds in the bank account were cleared.
- AG Audit enquiry was conducted on 15/10/2015 to 19/10/2015 covering the period of 2013-14 and 2014-15.
- There is no serious irregularity mentioned in AG Audit.

Some objections are highlighted below:

- Irregularities in the purchase of electronic equipments from SIDCO
- Defects in the maintenance of cash book and non-maintenance of audit objection register.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropers year wise during last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The fee structure for the various programmes offered by the college is fixed by the University of Kerala and the Government. The College collects the same and remits the same with the respective authority. The efficient use of financial resources is coordinated and monitored by the designated Committees. Formal discussions are held at given intervals and the decisions made are communicated to the stakeholders. The various infrastructural requirements for classrooms, computer labs, and equipment for innovative teaching, library and other requirements are forwarded to the management. The purchases are according to the quotations and the budget allocated to them.. The payment procedures are regulated by the head accountant and the administrative office. Furthermore, the Principal allots and disburses available funds to various departments according to the received demand request. The college ensures optimum utilization of the available financial resources. The expenditure incurred during the year are audited by the auditor appointed by the Management and government audit is conducted for the expenditures from the UGC and other governmental agencies.

As the quality of human resource has prime importance for the development of the college, an active research committee is working in the institution to materialize the objective.Research committee encouraged teachers to apply for projects and secure grants .The college does not have any budget earmarked solely for research. Various sources of research funds of the college are UGC; DST; KSCSTE; Kerala Council of Philosophical Society; IIAS, Shimla; Kerala State Biodiversity Board; and Emeritus Fellowship from UGC. All these funds are fully utilized for research expenses. The PTA also provides research support (as loan) as and when it is needed, to the faculty.Funds received are maintained under

separate bank accounts operated by the Principal. Funds are released as and when Principal Investigators need them. The teachers are reimbursed their registration and travel charges for conferences, workshops and seminars.

File Description	Document
Any additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC is formulated as per the guidelines of the NAAC in order to execute, evaluate and redefine the academic and administrative performances of the college. The Principal is the Chairperson of the Committee. Dr. Ratheesh Kumar V, Department of Physics is the Co-ordinator. In addition to the Co-ordinator, there are 3 to 8 teachers, one member from management, one member from local bodies, one student and one stakeholder as its members. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

The Plan of Action is as follows:

- Designing and Implementing Annual Plans for quality enhancement.
- Arrange for feedback responses from students.
- Development and application of quality benchmarks/ parameters for the various academic and administrative activities of the institution.
- Retrieval of information on various quality parameters of higher education and best practices followed by other institutions.
- Organization of workshops and seminars on quality-related themes and promotion of quality circles and institution-wide dissemination of the proceedings of such activities.
- Development and application of innovative practices in various programmes/activities leading to quality enhancement.
- Participation in the creation of a learner-centric environment conducive for quality education.
- Work for the development of internalization and institutionalization of quality enhancement policies and practices.
- Act as a nodal unit of the institution for augmenting quality-related activities.
- Prepare focused Annual Quality Assurance Reports(AQARs).

The goals of the IQAC are:

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
- To promote measures for institutional functioning towards quality enhancement through

internationalization of quality culture and institutionalization of best practices

The functions of the IQAC are set as

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes /activities of the College, leading to quality improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of institutional website for the purpose of maintaining / enhancing the institutional quality;
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria

The final follow up done:

- The Colleges shall regularly submit AQARs to NAAC
- Colleges shall submit AQARs and follow up reports of AQARs to the UGC as and when called for.
- The IQAC must create its exclusive window on its institutional website, to regularly report on its activities as well as for hosting the AQAR.
- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and integration among the various activities of the college and good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in the Colleges
- Build an organized methodology of documentation and internal communication

File Description	Document
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

IQAC conducts review meetings every month with every department and assess the progress in academics,

- IQAC conducts group discussion on teaching methodologies, communication skills and recent transformations in education
- It monitors the teaching abilities of faculty and take measures to improve teaching skills.
- Implementation of Teaching / Learning process using Multimedia lectures
- Orientation Programmes are organized in the beginning of every academic year
- Faculty course content development: Faculty are involved in course content development to enhance education when syllabus revision workshops are held by the university.
- Guest lecturers in various domains by eminent academicians, Technologists, researchers etc.
- Implementation of Project based Learning by faculty in the departments.
- Incentives to faculty for research, research publications and qualification up gradation.
- To nurture and fortify the skills of the students and faculty, all the departments has Departmental Associations.
- Departmental Associations and clubs are functioning
- Publication of College Magazine
- It monitors the faculty to use latest teaching methodologies in the class room.
- It encourages staff members to publish papers in reputed Journals.
- It helps faculty members to write research proposals to UGC, DST, AICTE Development of Quality benchmark / parameters for various academic and administrative activities of the institute.
- Organization of workshops, seminars and quality related themes in association with various departments.
- Documentation of various programmes/ activities leading to quality improvement.
- Conducting internal quality, Academic quality audit periodically.
- In addition to this self-assessment report from faculty is collected and analyzed.
- Students Feedback is collected and analyzed to improve the quality of teaching and necessary action is taken.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 10.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	11	8	8	8

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)
e-copies of the accreditations and certifications	[View Document](#)
Annual reports of institution	[View Document](#)

6.5.5 Incremental improvements made for the preceding five years with regard to quality *(in case of first cycle)* **and post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

* As per the recommendations of the NAAC committee,we have introduced new courses both at Post graduate and Undergraduate levels. Thus, M.Sc. Programme in Physics was started in 2013-14 and BA Economics programme was started in 2014-15. We have also applied for several other PG programmes both in arts and science disciplines this academic year.
* As majority of the students of our college are from rural background, the Placement cell has identified soft skill development as an area of high priority. To this end, the placement cell in collaboration with WWS and ASAP imparts training to students in soft skill and related areas. Communicative skills are developed using English Language lab.
* New teaching methodologies including use of ICT enabled learning, surprise tests, open book exams, peer learning initiatives etc are already included in the curriculum.
* The institution aims at improving the research activities of the faculty members by encouraging them to apply for grants from various funding agencies. Post accreditation, four faculty members have secured UGC minor grants. Research cell conducts student research seminars to promote

research aptitude among students.

- Post accreditation, all departments have implemented ICT enabled learning via smart class rooms with multimedia and wifi enabled interactive learning sessions.
- The placement cell interacts regularly with various industries for feedback regarding the curriculum and other aspects. Student counselling centre is present at the college for providing help to the needy students.
- Post accreditation, the college has upgraded the gymnasium with latest fitness equipments. Proposals have already been submitted for indoor courts and galleries for the stadium.
- We have already approached some industry representatives regarding internship programs for the students.
- Several seminars and conferences are organized by various departments of the college at the State and National levels every year.
- We have already submitted proposals for building a new building to facilitate the commencement of new courses.
- The vast majority of students studying in our college commute from their homes which are within 10 km radius. Hostel facility is not preferred by them as they prefer to stay with their parents and can conveniently commute from their homes.
- Constant efforts put in by the faculty brought in 100% results and helped in securing high ranks in many programmes.
- Ethics club "Moolyasudha" work towards the promotion of moral values, through programmes such as Mathruvandanam (to offer respect to the mothers).
- "Educare" A programme to support the junior students of the college by the outgoing senior students is run by the Zoology department.
- Joint efforts by Nature club, Bhoomitrasena, NSS and NCC towards creating a plastic free campus.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 9

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	1	1	2

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)
Report of the event	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
      1. Safety and Security
      2. Counselling
      3. Common Room

Response:

1. Safety and security

      More than a 75% of the students in the college are girls. Due to the rapidly changing social circumstances, girls have to be safeguarded and provided with proper care and attention. The Women's Study Unit is assigned with this task. Sanitary napkins are provided at a considerable lower price and the proper disposal of these napkins is ensured by installing insinuator. In case of sudden and unexpected ailment proper first aid and resting facilities are also made available.

2. Counselling

      The first year Under Graduate students enter college life from a totally different environment. They often take much time to adopt themselves to this new beginning. In the meantime they face several problems including difficult curriculum, unfamiliar surroundings, etc. To overcome these dilemmas the students are provided with proper counselling sessions.

With the introduction of semester system in the year 2010, examinations became a regular affair. During its initial stages, semester system offered little or perhaps no help in understanding the system. Thus creating awareness among parents and students became almost indispensible idea. Starting from the year 2011, the college exhibits considerable interests in organising orientation sessions for parents as well as students. In order to supplement this, counselling classes are also provided so that the students become equipped to face the fears regarding the examinations in particular, and the world in general.

Several students, who could not make it up to their expectations were provided with special counselling sessions under the supervision of Smt. Valsala Kumara and Smt. Divya Devaki. Due to privacy aspects, the names of such students could not be revealed.

3. Common room

Women's Study Unit in the college owns a room of its own. It also owns 4 stitching machines and a bicycle. The bicycle offers a healthy exercise for the students, while the stitching machines teaches them to be self-reliant.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (In Kilowatt)

7.1.3.2 Total annual power requirement (In Kilowatt)

Response: 37169

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 26.63

7.1.4.1 Annual lighting power requirement met through LED bulbs (In Kilowatt)

Response: 3640

7.1.4.2 Annual lighting power requirement (In Kilowatt)

Response: 13667

File Description	Document
Details of of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
* **Solid waste management**
* **Liquid waste management**
* **E-waste management**

Response:

1. Solid waste management

Over the years, solid waste management is an area of high priority for the institution. Our study revealed that solid waste accumulates via three major sources- Biological waste including food and waste materials from the laboratories and class rooms. The students are encouraged to bring their lunch in tiffin boxes which eliminate the accumulation of food waste and plastic carry bags. The college also takes maximum effort to minimize solid wastes produced from the laboratories. For instance, the chemistry laboratory is implementing semi micro methods of analysis which significantly reduces the usage of chemicals during practical sessions. Double burette titrations are practices which are also a means of reducing chemical wastage. The college also ensures that banners of cloth are used during seminars and workshops to reduce the environmental impact. The plastic wastes are collected from the campus regularly, segregated, cleaned and handed over to an organization called "Love Plastics" which is an initiative of the Mathrubhumi daily.

2. Liquid waste management

The major source of liquid waste is from toilets and canteen and laboratories. All these waste materials are systematically drawn to drains which are collected in septic tanks.

3. E-waste management

The e-waste arising from various departments including computer montiors, printers and other peripherals are collected and segregated. The segregated waste is then handed over to Clean Kerala Company Ltd which is an initiative of the Government of Kerala for the systematic and scientific disposal of e-waste.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college is located in a water scarce locality where there is intense shortage of water during summer. To circumvent this situation, the college has adopted rain water harvesting strategies in the recent

past. This has helped to replenish the ground water levels to significant levels. We have also submitted proposals to the UGC to install rain water harvesting systems in the building which will help to collect, filter and recycle rain water for use in toilets and gardens.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college is located in the heart of Kottiyam town on the National Highway. Hence it is well connected by public transport buses viz., the state owned Road Transport Corporation (KSRTC) and private operators. A majority of the students, teachers and non-teaching staff utilizes public transport system to reach the college. A few teachers who use their cars for commuting has successfully implemented adopted car pooling as a part of adopting sustainability. The roads in and around the campus are pedestrian friendly with Zebra crossings and pedestrian walk ways to ensure accident free traffic.

The Nature Club and Bhoomitrasena club educates the students about the Plastic misuse and has adopted proactive measures to reduce it. The students are encouraged to bring water in steel bottles instead of plastic disposable bottles. They are also encouraged to reduce the use of plastic carry bags.

To reduce the use of paper as a part of Green Campus campaign, all official communications including university circulars, mark sheets, etc. are e-mailed to the faculty members and students. The college office also uses mobile phone based applications like SMS, Whatsapp, etc. for official communication.

The college is located in a 26 acre plot, the majority of which is occupied by cashew plantation. We also maintain a small garden in the front of the main building to ensure aesthetic sense. A large number of precious trees like Sandalwood are also grown in the campus.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 20.26

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.78	1.75	1.50	1.60	1.45

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Resources available in the institution:

    1. Physical facilities
    2. Provision for lift
    3. Ramp / Rails
    4. Braille Software/facilities
    5. Rest Rooms
    6. Scribes for examination
    7. Special skill development for differently abled students
    8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
link to photos and videos of facilities for divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 3

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document]

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 4

7.1.11.1 Number of initiatives taken to engage with and contribute to local community during year wise during last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	1	1	0

File Description	Document
Details of initiatives taken to engage with local community during the last five years	[View Document]

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document]

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 3

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

To enlighten the students about the rich cultural history of our country and the sacrifices of the eminent personalities, the college celebrates various cultural festivals and the birth anniversaries of great men like Mahatma Gandhi, Mannathu Padmanabhan, etc. These occasions provide the students an opportunity to appreciate the contributions of these great people in shaping our nation. The college also celebrates regional as well as national festivals like Onam, Christmas, Ramzan, etc. The Onam celebrations in the campus extends to a couple of days with the students actively engaged in various cultural events, making floral arrangements called the "Pookkalam", etc followed by a traditional feast called the Onasadya where the entire campus takes part. The college also celebrates other holidays of national significance including August 15th, January 26th etc when there will be flag hoisting ceremonies, rallies, etc. It is envisioned that these activities inculcate in the students, a sense of pride about our great nation and its rich cultural heritage.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

As explicitly stated in the vision and mission statement, the institution lays special emphasis in moulding character and culture among the students thereby contributing to the overall well being of the society. The institution aims at creating a knowledge-based society who strongly believes in social values and professional ethics. To this end, the college has published separate code of conduct for students as well as teachers and takes effort in adhering to the same. The curriculum of the college has incorporated several topics which are designed to inculcate these values in the students. For the cultural and spiritual upliftment of the students, several clubs including the Moolyasudha, Ethics club etc working in the campus. Over the years, NCC and NSS units of the college which has an impressive enrollment of students, participate actively in social responsibility programmes like blood donation, cleaning of public places, providing food packets to the poor, etc.

7.2 Best Practices

7.2.1 State at least two institutional best practices (as per NAAC template)

Response:

Best Practice - 1

Title: **Stitching together, dreams and life**

Goals: i) To provide vocational training and new job opportunities for our students

ii) To develop self-confidence as they learn a new skill

The Context:

Even in this post-modern era, many social institutions are under the control of men. To change this existing tradition, women should be empowered. This strength only includes physical strength but also economic strength and political strength. It is quite fascinating that, though in India the male female ratio is 1000: 1025, only a few women were able to make it high in their life. The others failed to materialize their dreams, not because they were inefficient but due to lack of proper moulding. Thus, in order to mould the inner creative genius of the girl students in the institution. The women's study unit of MMNSS College, Kottiyam has launched a new project, which involved providing stitching and tailoring classes for the students over the academic year 2012-13. In the present social situations of our state, while everyone is trying to get into a white collar job, chances of unemployment are higher than it used to be in the past. Hence stitching is an art that could enable women to attain self reliance.

The practice:

The programme was launched with an initial strength of 52 students. Mrs. Sreeja was the student's mentor during this programme. She proved to be an excellent teacher. However only 40 students showed genuine interest in learning the art of stitching. Stitching classes were held on Saturdays in the Women's Study Unit's hall. But due to the absence of sewing machines in the college, the first phase of the process of stitching was held at the college. The rest was carried out at Mrs Sreeja's tailoring centre. The students were trained to stitch churidhars, blouse underskirt etc.

Evidence of success: Though there were many odds, the women's study unit has succeeded in conducting an exhibition cum sale of the clothes stitched by the students. Materials were purchased on behalf of the women study unit. The profit obtained through this exhibition was equally divided among the students. Thus, in short it could be analyzed that the stitching and tailoring classes provided a new dimension to the dreams and life of the concerned students. With these skills the trained women will be self reliant and live happily. They earn Rs.3000/- per month. The economic development of women will increase and they participate in decision making process. They will teach these learnt skills to another women who are in need of it.

Problems encountered and Resources required:

Lack of sufficient numbers of sewing machines made it difficult to conduct the programme smoothly. Adequate funds for purchasing the fabric for the course was another major problem. Lack of space for classrooms for conducting the classes for the vocational training was also hard nut to crack.

Best Practice 2

Title of the Practice: **A Comprehensive Approach to Learning Chromatographic Techniques**

Objectives of the Practice:

The conventional classroom approach to teaching chromatographic techniques was revisited by incorporating a multi level approach to understanding the topic. Thus the students were introduced to the topic in the class room, followed by ICT enabled interactive sessions. Later the students were given a hands-on session in the laboratory. In the final stage, a visit to a Research Laboratory was organized where the students learned about the cutting edge applications of the technique like HPLC and GC-MS.

The Context

Chromatography is an area of utmost priority for interdisciplinary research particularly in Chemistry and Biology. However, the undergraduate students receive little opportunity to understand and appreciate the applications of this technique. To generate interest among the students in chromatographic techniques, a course entitled **A Comprehensive Approach to Learning Chromatographic Techniques** was designed in line with the prescribed syllabus for the First Semester BSc Chemistry students.

The Practice

The course was taught in four modules and feedback was collected in the form of surprise tests. The first phase of the course included classroom sessions were the students were taught the fundamental aspects of

chromatography in 3-4 contact hours. Later to enhance the level of understanding, the same topics were discussed in an ICT enabled class room sessions. Techniques like Thin Layer Chromatography are then carried out in the experimental laboratory. Finally, to understand the latest developments in this area, the students were taken for a visit to a Research laboratory where they were enlightened about topics like HPLC, LC-MS, etc.

Evidence of Success

The feedback was collected from the students in the form of surprise tests so as to assess the progress of learning. The test results revealed that the project was successful in generating interest even among the slow learners. A majority of students scored very good marks in the surprise tests and also in the University exams which followed.

Problems encountered and Resources

The above said course was designed for the Undergraduate students, the University syllabus was kept as the guideline for its design.

The techniques like HPLC, etc. demands sophisticated instrumentation which were unavailable in our institution.

The research institute where the students had to be taken was almost 100 Kms away from the college.

Neither transportation nor financial support was available for the project.

The hectic schedule of the undergraduate programme was also another setback for the project.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

The ultimate goal of the organization is to provide free and fair education to all classes of the society with special emphasis on the uplift of socially and economically backward classes. To ensure equity and accessibility to the socially and economically backward students, the management strictly follows the reservation policies of the University and the Government. The college caters to the financial need of these students by providing timely help to avail various scholarships offered by the government. The college is located in a rural area and the majority of the students belonging to the lower economic and social classes. Needless to say, more than 80% of the students avail scholarships from various agencies offering funding for socially and economically weak students. Over the years, the organization has successfully provided quality education at highly subsidized rates to all sections of the society, of which, a vast majority of the beneficiaries are the socially and economically backward classes. Several students from economically weaker sections of the society have secured placements in various organizations including armed forces, public sector banks and government bodies. Thus, the institution has successfully played its role in social

and economic uplift of the downtrodden.

5. CONCLUSION

Additional Information :

As the institution surges onwards, we nurture dreams and aspirations to excel in all spheres. Academic excellence is the premier aim of the institution. We hope to upgrade existing UG Departments to PG and PG to Research Departments, introduce new postgraduate. The construction of a new Complex is another dream project. Setting up more smart classroom in all departments, establishing more industry linkage programmes, availing assistance from Rashtriya Uchchatar Shiksha Abhiyan (RUSA), extending computer and software facility to all possible levels, initiating more outreach programmes, taking up a major project, conducting international conference, conducting more activities of the Women's Study Centre, focusing on gender equity and developing research laboratories are some of colleges future plans. The institution is confident that it will remain a beacon of hope, sustaining and improving its services to the students and the community at large.

Concluding Remarks :

One of the significant hurdles before the College in the path of excellence and progress is related to the socio economic and cultural background of the students. Hailing from families belonging to poor economic conditions, the opportunities for these students for academic progress and cultural attainment have been meager. The challenge before us is to achieve the uplift of these students through enhancement of knowledge and development of proficiency in artistic and literary domains.