

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF
MANNAM MEMORIAL N.S.S. COLLEGE, KOTTIYAM
KOLLAM, KERALA, S. INDIA**

www.mmnsscollege.ac.in

2017 - 2018



Estd: 1981



Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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CONTENTS

			Page Nos.
PART - A			
11.	Details of the Institution	-----	2
12.	IQAC Composition and Activities	-----	3
PART - B			
13.	Criterion – I: Curricular Aspects	-----	7
14.	Criterion – II: Teaching, Learning and Evaluation	-----	8
15.	Criterion – III: Research, Consultancy and Extension	-----	11
16.	Criterion – IV: Infrastructure and Learning Resources	-----	16
17.	Criterion – V: Student Support and Progression	-----	18
18.	Criterion – VI: Governance, Leadership and Management	-----	21
19.	Criterion – VII: Innovations and Best Practices	-----	28
20.	Abbreviations	-----	32

Part – A

1. Details of the Institution

1.1	Name of the Institution	Mannam Memorial N.S.S. College, Kottiyam				
1.2	Address Line 1	Kottiyam P. O.				
	Address Line 2	Kollam				
	City/Town	Kollam				
	State	Kerala				
	Pin Code	691 571				
	Institution e-mail address	mmnssc@yahoo.com				
	Contact Nos.	0474 - 2530522, 0474 - 2531971				
	Name of the Head of the Institution:	Dr. G. Girija Devi				
	Tel. No. with STD Code:	0474 - 2530522				
	Mobile:	9446909232				
	Name of the IQAC Co-ordinator:	Dr. Ratheesh Kumar. V				
	Mobile:	9744868256				
	IQAC e-mail address:	iqac.mmnssc@gmail.com				
1.3	NAACTrack ID(For ex. MHCOGN 18879)	KLCOGN13899				
1.4	NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate	EC(SC)/30/KLCOGN13899, dated 03/07/2018				
1.5	Website address:	www.mmnsscollege.ac.in				
	Web-link of the AQAR	http://mmnsscollege.ac.in/aqar.php				
1.6	Accreditation Details					
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
	1	1 st Cycle	B	2.77	2009	5 Years
	2	2 nd Cycle	B++	2.94	2018	5 Years
1.7	Date of Establishment of IQAC			01.06.2009		
1.8	AQAR for the year			2017-18		
1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011					
	(i) AQAR 2016-2017 submitted to NAAC on 19/08/2017					
1.10	Institutional Status					
	University	State <input checked="" type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>		
	Affiliated College	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
	Constituent College	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				

	Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Regulatory Agency approved Institution	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/> Women <input type="checkbox"/>
		Urban <input type="checkbox"/>	Rural <input checked="" type="checkbox"/> Tribal <input type="checkbox"/>
	Financial Status	Grant-in-aid <input checked="" type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/> UGC 12B <input checked="" type="checkbox"/>
		Grant-in-aid + Self Financing	<input type="checkbox"/>
		Totally Self-financing	<input type="checkbox"/>
1.11	Type of Faculty/Programme	Arts BA	Science B.Sc., M.Sc. Commerce B.Com
	Others (Specify)	Not Applicable	
1.12	Name of the Affiliating University (<i>for the Colleges</i>)	University of Kerala, Thiruvananthapuram	
1.13	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.	Not Applicable	
2.	IQAC Composition and Activities		
2.1	No. of Teachers	8	
2.2	No. of Administrative/Technical staff	2	
2.3	No. of students	2	
2.4	No. of Management representatives	1	
2.5	No. of Alumni	1	
2.6	No. of any other stakeholder and community representatives	1	
2.7	No. of Employers/ Industrialists	1	
2.8	No. of other External Experts	1	
2.9	Total No. of members	17	

2.10	No. of IQAC meetings held	8
2.11	No. of meetings with various stakeholders	Total No. <input type="text" value="8"/> Faculty <input type="text" value="5"/> Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="-"/>
2.12	Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/> If yes, mention the amount <input type="text" value="-"/>
2.13	Seminars and Conferences (only quality related) i. No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC ii. Themes	Total Nos. <input type="text" value="1"/> International <input type="text" value="-"/> National <input type="text" value="-"/> State <input type="text" value="-"/> Institution Level <input type="text" value="1"/> “Hands on training workshop for support staff on advanced skills like preparation of reports, budget and presentations”
2.14	Significant Activities and contributions made by IQAC	<ul style="list-style-type: none"> ✓ Greater focus on ICT enabled teaching. ✓ Hands on training workshops are conducted for support staff. ✓ Feedback from the students, teachers and stakeholders are collected. ✓ Motivated teachers to participate in seminars and workshops and undertake major and minor projects. ✓ Regular Interaction with class representatives and class coordinators of each and every department for maintaining and sustaining quality education as directed by IQAC. ✓ Students are encouraged to apply for summer schools and internships for career enrichment. ✓ Encouraging Students for Industrial Visits to understand and to gain the knowledge of new concepts. ✓ Career Guidance and Placement Cell strengthened. ✓ IQA and SSR were prepared and submitted. ✓ Familiarization of the revised SSR format and A&A process of NAAC to staff members, ✓ Conduct of internal academic audit. ✓ Energy audit.

2.15	Plan of Action by IQAC/Outcome
	The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *
Plan of Action	Achievements
1. To prepare Academic calendar.	✓ IQAC prepared the academic calendar in alignment with that of University of Kerala and guides the departments to prepare department academic calendar.
2. To maintain work allotment registers.	✓ Work allotment registers were maintained in all the Departments.
3. To practise ICT enabled teaching.	✓ Classes are being taken in smart class rooms and ICT enabled teaching was effectively conducted.
4. Plan to use virtual laboratory.	✓ Virtual laboratory was put to practice in collaboration with Amrita University.
5. To increase the students participation in various competitive examinations.	✓ Students were given Counseling to improve their performance in competitive examinations like GATE, UPSC, State PSC, State/Central Govt. Banking Sector Exams, etc.
6. To give more emphasis to eco-friendly activities (Green chemistry initiatives).	✓ Implemented microscale experiments for various batches of laboratory courses to reduce hazardous wastes. Certain indoor plants that are reported to absorb gases like H ₂ S are kept in the Department of chemistry as well as in the laboratory.
7. Yoga classes.	✓ To make the students physically, mentally and psychologically healthy and strong.
8. To conduct online examinations and courses for students.	✓ Model CSIR-NET Examination and spoken tutorial program were conducted.
9. Formation of different committees to monitor the academic progress of teachers and students.	✓ Formation of various committees such as Library committee, Students' grievances redressal committee, Human rights committee, anti ragging committee, etc.
10. Motivating faculty for undertaking quality research activities.	✓ Encouraged faculties to attend international/national conferences, symposium and workshops and also to publish papers in reputed journals. ✓ Faculties were prompted to pursue Ph.D.
11. Plan for Industrial Visit and Educational Tours	✓ Visiting various industries for updating current scenario to students.
12. NAAC 2 nd Cycle Accreditation	✓ Accredited with B++ Grade (CGPA 2.94)
Academic calendar is attached as Annexure II . The college follows the Academic calendar of CBCSS of the University of Kerala.	

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

Part – B**Criterion – I****1. Curricular Aspects****1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	-	-
UG	6	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	6	-	-	-
Others	-	-	-	-
Total	13	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6 (UG)& 1 (PG)
Trimester	0
Annual	0

1.3 Feedback from stakeholders: Alumni ☒ Parents ☒ Employers ☒ Students ☒

(on all aspects)

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

(Please see Annexure IV)

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

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

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

Not Applicable

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total Number of Permanent Faculty

Asst. Professors	Associate professors	Professors	Others	Total
21	4	0	1 (Part- time law)	26

2.2 Number of permanent faculty with Ph.D

15

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

Asst. Professors	Associate professors	Professors	Others	Total
11(V)	0	0	0	11(V)

2.4 No. of Guest Visiting and Temporary faculty

11

2.5 Faculty participation in conferences and symposia

No. of faculty	International level	National level	State level	Total
Attended	2	4	4	10
Presented papers	2	-	1	3
Resource persons	-	2	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning

- ✓ Teacher's study materials [soft copy-power point/PDF presentation] are shared with students.
- ✓ Evaluating the students' academic performances continuously through the internal tests, model examinations and university results.
- ✓ Special attention for the slow learners is given through mentoring, remedial classes, diagnostic tests after the working hours.
- ✓ Use of audio-visual aids and smart boards.
- ✓ Reviewing the progress of syllabus completion, performance of the students, association activities in the department level meetings.
- ✓ Invited talks, seminars, virtual lab etc.
- ✓ Online Examinations
- ✓ Additional skill Acquisition Programme benefitted students to acquire self confidence and better communicative skill to pursue a bright future.
- ✓ Peer teaching and group discussion.
- ✓ Industrial Visits, field trips are conducted to enhance learning process.
- ✓ Debate and Quiz
- ✓ Mass spectrometry course was taught to semester VI (Polymer Chemistry) students in an ICT enabled classroom followed by visit to mass spectrometry laboratory.
- ✓ Wi-Fi enabled campus providing for technology access.

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

180

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

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

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

2

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Physics	15	46.67	26.67	0	0	73.33
B.Sc. Physics	44	63.6	9.4	0	0	73
B.Sc. Polymer Chemistry	32	19	31	19	0	69
B.Sc. Zoology	23	17.39	47.82	0	4.34	69.55
BA English	63	5	30	22	1	58
BA Economics	36	0	2.8	13.9	8.3	25
B.Com	30	26.7	33.3	6.7	0	66.7

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

- ✓ IQAC finalizes the events to be conducted and prepares the academic calendar and the College handbook for the academic year. The hand book is published annually and it includes the details of faculty members, rules and regulations of the college, etc.
- ✓ Recommend teachers to practise ICT enabled teaching and virtual lab.
- ✓ Prepared an academic calendar to convey the examination schedule, teaching days, celebration, holidays, vacations etc. to the faculty and students.
- ✓ Collects feedback from students, teachers, parents and alumni. Feedback analysis is done and action is taken for the suggestions. The same is uploaded on the college website.
- ✓ Group discussions are conducted in the class rooms to improve the learning skills of the students.
- ✓ Periodic review of the teaching learning process at the end of every semester.
- ✓ Organizes workshops for teaching and support staff.
- ✓ Remedial classes for slow learners.
- ✓ Implementation and monitoring of Mentor-mentee system.
- ✓ Rigorous review of the functioning of departments through periodical report of the teaching-learning process at the end of each semester.
- ✓ Introduction of various certificate courses for development of various skills and for the direct placement of students in various fields.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	6
Others (<i>Seminar participation</i>)	16

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	12	1	Nil	Nil
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III**3. Research, Consultancy and Extension**

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

- ✓ The IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty to do Ph.D, Orientation programmes and Refresher courses.
- ✓ Five of our faculty members are pursuing Ph.D.
- ✓ Dynamic and active Research Committee.
- ✓ Motivating faculty members to submit project proposals to various funding agencies like UGC, DST, DBT/CSIR, KSCSTE etc.
- ✓ Motivating faculty to organize and participate in more number of workshops relevant to their area of research.
- ✓ Encouraging faculty members to take up inter disciplinary research projects.
- ✓ IQAC encourages the students to conduct/ involve themselves in research activities.
- ✓ Motivates the faculty to get research guide ship.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	Nil	Nil	Nil
Outlay in Rs. Lakhs	4.85	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	4	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs.)	Received (Rs.)
Major projects	-	-	-	-
Minor Projects	2	UGC	4,85,000/-	4,67,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify) – <i>UGC Research Award</i>	2	-	18,000,00	9,000,00
Total	-	-	22,85,000/-	13,67,000/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

-

3.8 No. of University Departments receiving funds from

UGC-SAP -

CAS -

DST-FIST -

DPE -

DBT Scheme/funds -

3.9 For colleges

Autonomy -

CPE -

DBT Star Scheme -

INSPIRE -

CE -

Any Other (specify) -

3.10 Revenue generated through consultancy

-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	3	-	2
Sponsoring agencies	-	-	KSCSTE, Trivandrum	-	Dept. of Physics (1), Dept. of Environment and Climate change, Trivandrum (1)

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

4

3.13 No. of collaborations:

International -

National 1

Any other 1

3.14 No. of linkages created during this year

7

3.15 Total budget for research for current year in lakhs:

From Funding agency

13.67

From Management of University/College

-

Total

13.67

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist.	College
1	-	1	-	-	-	-

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

2

and students registered under them

7

4 of them submitted their Thesis

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

-

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

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

University level 5

State level -

National level 2

International level -

3.22 No. of students participated in NCC events:

University level -

State level 78

National level 3

International level -

3.23 No. of Awards won in NSS:

University level -

State level -

National level -

International level -

3.24 No. of Awards won in NCC:

University level -

State level -

National level -

International level -

3.25 No. of Extension activities organized

University forum -

College forum -

NCC 5

NSS 20

Any other -

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

- Constructed houses to two poor families at Kollam district.
- **“Help a Poor Programme”** – Provided one month grocery items to a poor family.
- Provided protein rich food to mentally retarded children at *Anandatheeram* at Kollam district.
- Set up pipe composting unit at Parakkulam Colony - NSS adopted village.
- **Snehapoorvam** : NSS unit conducted the “Snehapoorvam programme” on 14.11.2017. The NSS volunteers visited the CSI orphanage Balabhavan at Kollam and distributed the study kits including note books, pen, pencil, geometry box, sketch pens, eraser, pencil box, umbrellas and sweets to the kids.
- **“Annam Punyam”** – Provided food packets to the inmates of Agathy Mandiram at Kollam.
- Blood donation by NSS & NCC.
- Analytical studies of ground water in the neighbor areas of Kottiyam were conducted as a part of extension activity.
- Cleaning of public places like ESI Hospital, Kottiyam market, police station, Government Offices etc. by NSS and NCC as a part of Swachh Bharath campaign.
- Hands on training classes like paper bag and cloth bag making for the unemployed women of Parakkulam Colony - NSS adopted village.
- Set up a library for the inmates of Balabhavan, Kollam.
- NCC volunteers visited Mundakkal Agathy mandiram and provided cooking utensils.
- Energy audit and energy survey.

Criterion – IV

4. Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	24 acres	Nil	-	24
Class rooms	19	Nil	-	18
Laboratories	6	Nil	-	5
Seminar Halls	1 (with ICT facility)	Nil	-	1
No. of important equipments purchased (\geq 1.0 lakh) during the current year.	1	Nil	UGC Minor Project	1
Value of the equipment purchased during the year (Rs. in Lakhs)	~2.1 lakhs	Nil	UGC Minor Project	~2.1 lakhs
Others	<ul style="list-style-type: none"> ➤ Auditorium ➤ Open air auditorium ➤ Gymnasium ➤ Play ground ➤ Store Room ➤ Staff Rooms ➤ Non-teaching rest room ➤ Examination room ➤ Project room ➤ Sick room ➤ Ladies waiting room ➤ IQAC Room ➤ Fumehood (Chemistry Dept.) ➤ Computer lab ➤ Research Lab (Chemistry Dept.) ➤ Language Laboratory ➤ Smart Class Rooms 			1 1 1 1 7 1 1 1 1 2 1 1 1 1 2 1 1 5

4.2. Computerization of administration and library

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

4.3. Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14885	2922011	367	189010	15322	
Reference Books	525	541000	50	30000		
e-Books	25	Nil (Free supply)	10	Nil (Free supply)	35	Nil
Journals	6	950	2	325	8	1275
e-Journals	25000	5900	-	-	25000	5900
Digital Database	-	-	-	-	-	-
CD & Video	10	250	-	-	10	250
Others (specify)	-	-	-	-	-	-

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	54	15	14	-	-	3	18	13 (Language lab) 5 (Library)
Added	1	-	5	-	-	1	-	-
Total	55	15	19			4	18	18

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

- ✓ The college is a Wi-Fi enabled campus which helps staff and students to extensively use the internet for their various purposes.
- ✓ Training class was given to the teachers to handling the smart board and trained them to manage smart classes.
- ✓ ICT enabled teaching learning process.
- ✓ All departments and office have computers with internet access.
- ✓ Annual accounts, financial statements, salaries received from the government, Provident fund, Arrear bills (excel format) and Income Tax have been computerized through administration office.
- ✓ The college has five computers in the library with internet connection where students are allowed to browse for the academic requirements.

4.6. Amount spent on maintenance in lakhs:

i) ICT	0.22
ii) Campus Infrastructure and facilities	10.6
iii) Equipments	0.92
iv) Others	4.25
Total	15.99

Criterion – V**1. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ IQAC conducted one day Orientation programme at the beginning of the academic year for the newly admitted students to make them aware of the student support programmes.
- ✓ The College website also provides updated information about the College.
- ✓ Circulation of notices in classrooms about new facilities and services.
- ✓ Sending messages about support services via SMS to students and parents.
- ✓ Class tutors are entrusted with the task of giving information about scholarships and other student support services.
- ✓ An effective grievance redressal mechanism is in place and students are encouraged to voice out their grievances.
- ✓ Suggestion box is placed in the college for students to write and submit grievances.
- ✓ Anti-Ragging committee and Anti-narcotic cell look after the various issues of students and finds prompt solutions.
- ✓ Placement cell of our college conducts various skill based training programs to develop the students and make them employable.
- ✓ College calendar is updated annually and provided to the students.
- ✓ Library is equipped with various books, references, journals and e-journals to supplement the thrust of students and to enrich their self-learning ability.
- ✓ Earn-While-You-Learn scheme for providing hands on experience for students.

5.2 Efforts made by the institution for tracking the progression

- ✓ Department meeting minutes are checked by IQAC.
- ✓ College has mentoring system for advanced learners and tutor ward system is available to the students.
- ✓ Personal guidance on academic and non- academic matters is made available to the students through counselling, offered in the college by class tutors.
- ✓ Career counselling service is provided to the students for appearing in Competitive examinations.
- ✓ Student's Database is maintained by all the departments.
- ✓ Necessary steps were taken based on parent feedback.
- ✓ Periodic Parent - Teachers meeting to convey the progress of wards and to elicit their views on various issues.

5.3 (a) Total Number of students

UG			PG			PhD			Grand Total		
M	F	Total	M	F	Total	M	F	Total	M	F	Total
205	543	748	7	23	30	-	-	-	212 (27.25 %)	566 (72.75%)	778

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
532	90	-	161	5	788	541	117	-	115	5	778

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

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

- ✓ Career Guidance Cell and Placement Cell of the college have been actively involved in providing guidance to students for appearing at competitive examinations in different disciplines.
- ✓ Career Guidance was given to students by Industrial Experts.
- ✓ Library is equipped with books for competitive examinations.
- ✓ Orientation and guest lectures are conducted by internal and external resource persons for guiding students.
- ✓ Communication skills of the students were improved by giving soft skills training.
- ✓ IES coaching center, Kollam had provided coaching for competitive exams.
- ✓ Brilliance college, Kollam had conducted mock test for competitive exams.
- ✓ TIME conducted National Level Talent Search Examination.

No. of students beneficiaries

200

5.5 No. of students qualified in these examinations

NET	1	SET/SLET	1	GMAT	1	CAT	0
IAS/IPS etc	0	State PSC	2	UPSC	0	Others	2

5.6 Details of student counselling and career guidance

- ✓ The Institute also has a very active placement cell which organizes sessions on career guidance as well as helps in the on campus placement.
- ✓ Career Guidance and Placement Cell provides guidance and counselling to the students regarding higher studies.
- ✓ Coaching for competitive examinations is conducted.
- ✓ Personal counselling to students by respective mentors.
- ✓ Students are given guidance for Entrepreneurship.
- ✓ Soft skill training for students.

No. of students benefitted

220

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	44	11	3

5.8. Details of gender sensitization programmes

- ✓ At the beginning of every academic year all students are given an orientation on gender sensitization along with other areas of concern.
- ✓ The Women's Study Unit organizes several programmes to enhance the confidence level of girl students for their empowerment in the society.
- ✓ International Women's Day was celebrated which is an opportunity to appreciate the remarkable contribution of women to our society.
- ✓ Personal and academic related problems of women are counselled and solved.
- ✓ The college conducts different programmes on women empowerment for girl students.

5.9 Students Activities

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

	Participated
State/University level	48
National level	2
International level	0

No. of students participated in cultural events

State/ University level

4

National level

-

International level

-

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/University level	4	National level	0	International level	0
Cultural: State/University level	0	National level	0	International level	0

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	32	28,000
Financial support from government	574 (E-Grants)	16,92,870
Financial support from other sources	27	49,000
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised/ initiatives

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

5.12 No. of social initiatives undertaken by the students

-

5.13 Major grievances of students (if any) redressed:

2

Criterion – VI**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

VISION

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

MISSION

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

6.2 Does the Institution has a Management Information System

The college does not have a management information system.

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

6.3.1 Curriculum Development

- ✓ As the college is affiliated to the University of Kerala, we follow the syllabi revision as prescribed by the Board of Studies of different subjects. The college cannot make changes in the Curriculum that is designed by the University.
- ✓ The college indirectly participates in the process of curriculum development as and when the faculty members are selected as members of Board of Studies, Academic Council, the Syllabi Revision Committee, Chairman of Examinations, Question paper setters etc .
- ✓ The faculty members are encouraged to participate in curriculum enrichment seminars, workshops, refresher, orientation etc. to update themselves in their respective subjects and same is contributed while developing the curriculum.

6.3.2 Teaching and Learning

- ✓ To ensure enhanced learning experience among students, the faculty follows diverse methods of teaching though practically all the courses are lecture based. In addition to lectures there are also group discussion, presentation by the students, assignment, quiz, industrial visit etc. to enhance the learning process.
- ✓ IQAC and heads of departments collect the feedback about the teaching learning process from various stakeholders. Analysis of this feedback is used to improve the teaching learning.

6.3.3 Examination and Evaluation

End Semester examinations conducted by the University and Continuous Evaluation by the college are conducted smoothly. All departments conduct internal examinations and class tests. The examined papers are shown to the students and the parents are informed about the progress of the students in the Parent-Teacher-Student meetings. Internal marks are allotted based on the test marks and the student's attendance percentage. Theory and practical examinations consists of two components, namely, external evaluation for 80% marks and internal evaluation for 20% marks. The results of internal assessment examinations are uploaded online to the University. The external examinations are conducted by the University directly and the results are published. The UG and PG Practical examinations are conducted by the external examiners at the college.

6.3.4 Research and Development

- ✓ The Research Committee and the IQAC is functional in the institution to promote research related activities of Faculties and students.
- ✓ Information obtained from various sources regarding upcoming projects, funding agencies, application forms etc are made available to the staff as well as students.
- ✓ The college encourages the teachers to apply for Major/ Minor Research Projects, FDP etc.
- ✓ College authority also encourages attending National/International seminars/ Workshop/ Conference.
- ✓ Faculty members are encouraged to initiate research, present and publish research papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ The college has a well equipped computerized library.
- ✓ Students are permitted to access the computers with internet facility in the library.
- ✓ The library also has a collection of e-books and internet resources which are made available to the students during college hours.
- ✓ To strengthen the learning resources, the college has enhanced the number of books of Library including a large number of reference books.
- ✓ The college has also added few more journals and magazines in its possession.
- ✓ The students can borrow books from Departmental Library managed by various departments.
- ✓ The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes.
- ✓ Smart boards and projectors are installed in the seminar hall and one class room in each department to facilitate ICT enabled teaching and learning.
- ✓ Seminar hall, classrooms, staff rooms, well equipped laboratories, library, students' common room, fitness centre, games field, canteen etc. are provided.
- ✓ 24×7 Wi-Fi enabled campus.
- ✓ In order to ensure safety and security of the campus community, the College is under central surveillance with the installation of CCTVs at several locations on campus.
- ✓ Fire extinguishers have been installed on the campus.

6.3.6 Human Resource Management

- ✓ The Institute appoints adequate number of qualified faculties through the procedure of open advertisement and interview by internal expert committee.
- ✓ New recruits are mentored by senior faculty.
- ✓ The Institution organizes various orientation and enrichment programmes for both teaching and non-teaching staff members for upgrading their skills in the latest technology.
- ✓ Medical leave provision is given to the faculty and staff members based on the request.
- ✓ Duty leave is provided for pursuing higher studies, attending enrichment courses/seminars/conferences/workshops and exam duties.
- ✓ The faculty and staff members are entitled to avail summer and winter vacations, casual leave and commuted leave.
- ✓ The management of the college takes a keen interest in handling the promotions, transfers

6.3.7 Faculty and Staff recruitment

Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria stipulated by the UGC and the University are called for an interview. The interviews are conducted by the Head Quarters of the institution consisting of representatives of government, university, management and the external subject expert. Candidates deemed suitable to meet the institutions requirements are appointed on probation for one year. They are given a permanent position by the Management after assessment of their performance.

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done:

Yes

✓

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Finance department	Yes	Principal
Administrative	Yes	Finance department	Yes	Principal

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

No

✓

For PG Programmes

Yes

No

✓

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

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

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

Not Applicable

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

- ✓ Computer training programme for support staff.
- ✓ Assigned supporting staff as active volunteers for the sports day, arts day and college day.
- ✓ Office E-mail ID's are provided to all administrative office staff and they are trained to use E-mail.
- ✓ The technical staffs are given in-house training on maintenance of lab instruments and equipment.
- ✓ Conducted yoga classes for the staff.
- ✓ The management permitted staff to attend seminars, conferences, workshops, etc.

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

- ✓ Regular tree planting and green environment maintenance.
- ✓ Cleaning of the campus and public places by NSS and NCC units.
- ✓ Students are advised to bring lunch in metal boxes so as to minimize the use of banana leaves and plastic carry bags.
- ✓ Awareness in classrooms and campus by putting up energy saving and save water posters.
- ✓ Recycling of the existing plastic waste from the campus with the help of local authorities.
- ✓ Set up pipe composting unit in the college as well as adopted village by NSS.
- ✓ Rain water harvesting.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- ✓ Phase wise ICT strengthening has helped to improve quality of teaching learning process.
- ✓ Department of Physics organized one day seminar on “Energy Conservation and Energy Management”.
- ✓ Celebrated International Day of Yoga.
- ✓ Online mechanism for admission and administrative work has helped in improving the efficiency and time management.
- ✓ Orientation programme for the fresher’s in the beginning of the year.
- ✓ Virtual lab.
- ✓ Certificate courses were introduced.
- ✓ Maintaining an eco-friendly and plastic free green campus.
- ✓ Solid, liquid and e-waste management.
- ✓ To implement personality development programs and pre-placement training program for the students.
- ✓ Career Guidance and Placement Cell is strengthened.
- ✓ Conducted talent search examinations for college students in association with Academy of Physics Teachers, Kerala.
- ✓ The college library conducted extension programme “Vivekananda darshanam” which was based on the life of Swami Vivekananda.
- ✓ A separate section is provided for career guidance books in the College library.

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

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

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

1. Building confidence by learning fluent English
2. Earn while you learn

(Please see Annexure V)

7.4 Contribution to environmental awareness / protection

- ✓ Plantation of tree saplings.
- ✓ Minimizing water wastage.
- ✓ Rain water harvesting.
- ✓ Use of LED bulbs instead of CFL.
- ✓ College focused on eradication of the use of plastics and to make the campus plastic free.
- ✓ Green Audit.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

SWOT ANALYSIS

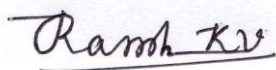
Strength	Weakness
<ul style="list-style-type: none"> ✓ Rural College located on the National Highway and connected with the nearby villages. ✓ Ample scope for infrastructural development. ✓ Community oriented activities are given high priority. ✓ Large eco-friendly campus with profound support of the management. ✓ Admission demand ratio is high. ✓ Strict adherence with the norms and policies set by the government on reservation. ✓ Campus is facilitated with Wi-Fi and ICT 	<ul style="list-style-type: none"> ✓ As the UG & PG programmes are under CBCS stream, hectic schedule of exams and continuous assessment cause a serious setback for the co-curricular and extracurricular activities. ✓ Inordinate delay caused by the government in approving faculty vacancies. ✓ As technical courses are not run in our institution, direct campus recruitment is relatively low. ✓ Infrastructure facilities including

<p>learning.</p> <ul style="list-style-type: none"> ✓ A well-stocked library which is accessible to students throughout the working hours. ✓ Well qualified faculty with doctoral, post-doctoral and other qualifications. ✓ NCC, NSS, WWS, SSP, ASAP, FLAIR and various clubs. ✓ Yoga and counselling, blood donation, anti-narcotic awareness, PSC and NET coaching, field trips, study tours etc. ✓ Efficient feedback mechanism. Regular PTS and PTA meeting. ✓ Department and college alumnus. ✓ Eco-friendly, hygienic campus and peaceful, but vibrant atmosphere, conducive for learning. ✓ Continuous assessment and evaluation. ✓ Almost 90% of students are enjoying free education through fee concession as per Kumara Pillai Commission Report (KPCR) of Government of Kerala ✓ Well organized, efficient administrative office. 	<p>classrooms and laboratories need to be improved to materialize new job oriented courses.</p>
Opportunities	Threats
<ul style="list-style-type: none"> ✓ The level of academic excellence which the college has acquired makes the students capable to get entry into institute of global repute. ✓ ICT facility is only limited and every class has to be transformed into a smart class. ✓ More vocational training, skill development and job oriented schemes are to be implemented. 	<ul style="list-style-type: none"> ✓ Students with varied background with diverse needs and potentials. ✓ Hard to cope with the University's changing schedule of events. ✓ Lack of time for research and extension activities due to busy schedule of semester programmes. ✓ Low socio- economic background of vast majority of students.

<ul style="list-style-type: none"> ✓ Upgrading the UG departments by introducing more PG courses. ✓ Unexpected power cuts are very common. A solar powered online UPS system needs to be installed. ✓ Opportunity to start more add-on courses and skill development programmes. 	<ul style="list-style-type: none"> ✓ 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.
---	--

8. Plans of institution for next year

- ✓ Strengthening of ICT.
- ✓ Eco-friendly measures.
- ✓ To encourage more faculty members to pursue higher degree.
- ✓ To improve the number of publications in peer reviewed international journals.
- ✓ To introduce more certificate courses.
- ✓ To start add on courses and more skill development programmes.
- ✓ Advise the faculties to increase their participation in research-oriented activities and to organize more number of workshops and national conferences.
- ✓ To take up Minor and Major Research Projects.



Dr. RATHEESH KUMAR. V

Coordinator, IQAC



Dr. G. GIRIJA DEVI

Chairperson, IQAC/ Principal



Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II

ACADEMIC CALENDAR

JUNE 2017		
01	Thu	Re-opening Day
02	Fri	
03	Sat	
04	Sun	
05	Mon	Environmental Day
06	Tue	
07	Wed	
08	Thu	
09	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	Model exam QP to CLMC (S4)
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	19-27 Conduct of Test paper S4
20	Tue	Model exam QP to CLMC S2
21	Wed	21-23 Model exam S4
22	Thu	
23	Fri	
24	Sat	
25	Sun	Ramadan
26	Mon	Ramadan
27	Tue	Conduct of Test paper 27- 5/7 (S2)
28	Wed	
29	Thu	29-3/7/17 model exam S2
30	Fri	
JULY 2017		
01	Sat	
02	Sun	
03	Mon	
04	Tue	
05	Wed	
06	Thu	Model exam results to HoD- S4
07	Fri	
08	Sat	
09	Sun	
10	Mon	10- 17 model exam S2
11	Tue	

12	Wed	12-17 MSc model exam S4
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	CE to HoD- S4
19	Wed	Display on notice board - CE S4
20	Thu	Results of Test paper to HoD -S2
21	Fri	Last dt- S4 CE on notice board
22	Sat	
23	Sun	
24	Mon	upload CE to Uty MSc S4
25	Tue	Complaints if any to HoD S4, last date –upload S4 MSc CE to Uty
26	Wed	
27	Thu	
28	Fri	CE to HoD S2
29	Sat	Last dt S2 CE to HoD
30	Sun	
31	Mon	Displat CE in notice board S2, upload CE to Uty S4
AUGUST 2017		
01	Tue	1-7 MSc model exam S2
02	Wed	
03	Thu	Complaints if any to HoD S2
04	Fri	
05	Sat	
06	Sun	
07	Mon	Upload CE to Uty S2
08	Tue	Upload MSc CE to Uty S2
09	Wed	Nagasaakki Day
10	Thu	
11	Fri	
12	Sat	International Youth Day
13	Sun	
14	Mon	
15	Tue	Independence day
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	

27	Sun	
28	Mon	Ayyankaaly Jayanthi
29	Tue	
30	Wed	College closes for Onam vacation
31	Thu	
SEPTEMBER 2017		
01	Fri	Bakrid
02	Sat	
03	Sun	First Onam
04	Mon	Thiruvonam
05	Tue	Teachers Day, Third Onam
06	Wed	Fourth Onam
07	Thu	
08	Fri	
09	Sat	
10	Sun	
11	Mon	College Reopens
12	Tue	Sreekrishnajayanthi
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	Sree Narayana Guru Samadhi Day
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	Mahanavami
30	Sat	Vijayadasami, Muharam
OCTOBER 2017		
01	Sun	World Music day
02	Mon	Gandhi Jayanthi
03	Tue	
04	Wed	
05	Thu	
06	Fri	
07	Sat	
08	Sun	
09	Mon	
10	Tue	

11	Wed	
12	Thu	International Girl Child Day
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	Deepavali
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	UN Day
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	
NOVEMBER 2017		
01	Wed	Kerala Piravi
02	Thu	
03	Fri	
04	Sat	
05	Sun	
06	Mon	
07	Tue	
08	Wed	
09	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	

27	Mon	
28	Tue	
29	Wed	
30	Thu	
DECEMBER 2017		
01	Fri	World AIDS Day
02	Sat	Milad-i-Sherif
03	Sun	
04	Mon	
05	Tue	
06	Wed	
07	Thu	
08	Fri	
09	Sat	
10	Sun	Human Rights Day
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Christmas
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	New Year Eve
JANUARY 2018		
01	Mon	
02	Tue	Mannam Jayanthi – Founder's Day
03	Wed	
04	Thu	
05	Fri	
06	Sat	
07	Sun	

08	Mon	
09	Tue	
10	Wed	
11	Thu	
12	Fri	12-19 MSc model exam S3
13	Sat	
14	Sun	
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	Republic Day
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	
FEBRUARY 2018		
01	Thu	
02	Fri	
03	Sat	
04	Sun	
05	Mon	
06	Tue	
07	Wed	
08	Thu	
09	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	Mahasivarathry
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	International Mother language day
22	Thu	
23	Fri	

24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
MARCH 2018		
01	Thu	
02	Fri	
03	Sat	
04	Sun	
05	Mon	
06	Tue	
07	Wed	
08	Thu	
09	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	Mondi Thursday
30	Fri	Good Friday
31	Sat	

Annexure III

DETAILS OF PROGRAMMES DURING THE ACADEMIC YEAR 2016-2017

Level of the Programme	Name of existing Programmes	Name of programmes added during the year	Name of self financing programmes	Name of Value Added / Career Oriented Programmes
PhD	-	-	-	-
PG	Physics	-	-	-
UG	Physics, Chemistry, Zoology, English, Economics & Commerce	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	(i) 'C' language (ii) Lab safety methods (iii) Food and Nutrition (iv) Film appreciation (v) Paurasthya Bhashapadana Kalari (vi) Kavithalapana Malsara Kalari	-	-	-
Others	-	-	-	-
Total	13	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

Annexure IV

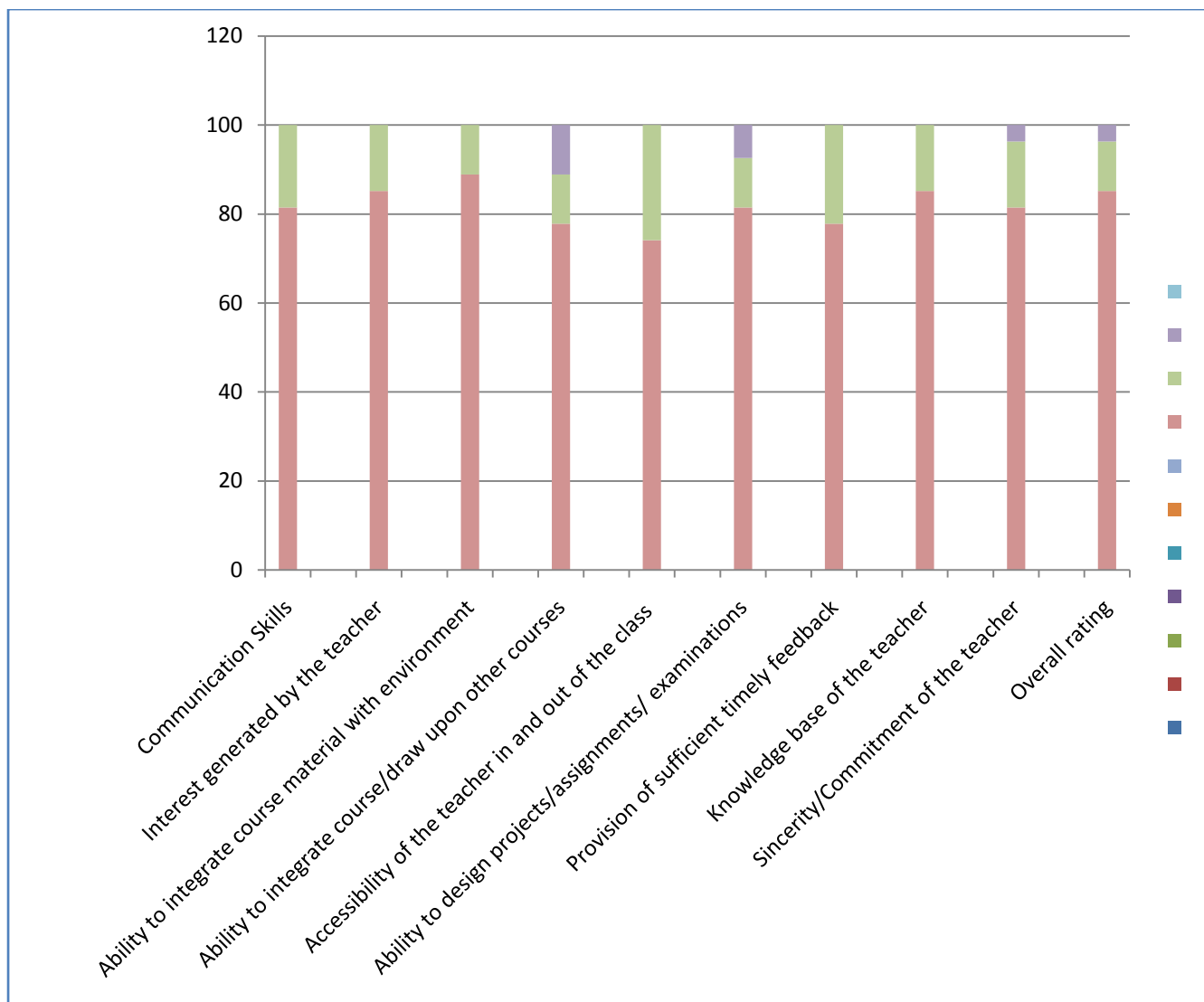
ANALYSIS OF STUDENTS FEEDBACK

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

The format is given below:

Sl. No.	Attributes	Percentage of Response			
		4	3	2	1
1	Communication Skills	81.5	18.5	0	0
2	Interest generated by the teacher	85.2	14.8	0	0
3	Ability to integrate course material with environment	88.9	11.1	0	0
4	Ability to integrate course/draw upon other courses	77.8	11.1	11.1	0
5	Accessibility of the teacher in and out of the class	74.1	25.9	0	0
6	Ability to design projects/assignments/ examinations	81.5	11.1	7.4	0
7	Provision of sufficient timely feedback	77.8	22.2	0	0
8	Knowledge base of the teacher	85.2	14.8	0	0
9	Sincerity/Commitment of the teacher	81.5	14.8	3.7	0
10	Overall rating	85.2	11.1	3.7	0

Summary of the analysis



BEST PRACTICES OF THE INSTITUTION

Practice -1

Title: Building confidence by learning fluent English

Goals:

In this era of modernization, each and every student should be able to communicate in English as it widely opens the opportunities throughout the world as it has become the global language. The students of our college belong to rural area where English is neglected and they are not able to express themselves in English. Considering all these factors, the Institution has established a well-equipped language laboratory to acquire all the four language skills viz. listening, reading, writing and speaking. The laboratory helps the students to assess their own capacity of fluency and enable then to become a fluent speaker of English language.

In teaching learning process, ICT plays a very important role. It creates the interest among the learners. Student get attracted towards the laboratory as it has the virtual display of videos, grammar lessons, and other necessary language learning items. The principal objective of language laboratory is to enable the students to be fluent speakers of English language and make them confident and self-reliant in English communication.

The Context:

English language laboratory is the prime requirement of the institution. A well-equipped language laboratory needs a huge finance as it comprises a basic infrastructure, computers, head-phones, software and many more things. The institution had already overcome all these issues and hence gave preference to this practice.

The first challenging issue was of the expenditure for the set up. However, by deducting other college expenses, the institution managed to set up the laboratory. The laboratory has 17 computers with headphones and the language software.

The second challenging issue was of the student's compatibility. Student are made computer friendly. It was timely appealed to the students to use the language laboratory daily in their free time as it seemed interesting, students are coming regularly now.

The practice:

English plays a vital role in higher education in India. Importance of English in India is developing day by day. Now, Indian English has become its own brand on International level. It opens the wide job opportunities across the world. In this era of globalization we cannot think without English as it is a connectivity link, library language, language of technology.

The place of English in India has got prime importance. But, teaching learning of English has its own problems. Crowded class rooms and no English atmosphere around the learners make it difficult to acquire the four language learning skills viz. Listening, Reading, Writing and Speaking. In this regard, new innovations and devices are made which role among the learners. Of course, to acquire foreign language is a quite difficult task for the learners. English is taught by following various method and approaches. Audio-visual aids in teaching - learning has its unique features.

Language laboratory creates interests among the learners. Our language lab has computers with updated software which consists of three level of learning Beginner, Intermediate level and Advance level. The students can open their account with the password and access to the course. There are certain audio and videos to be listened and the exercises to be solved. Even grammar and vocabulary explanations are available. Student's log in account can be accessed and assessed by the tutor. Student finds it easy to operate and spend their time in this useful activity. The software also records the pronunciations and answer given to the questions. It improves student's pronunciation. So, this is one of the unique and useful activities of the department.

Each computer has a separate head phone. So, the students can carry on his learning activity without disturbing the co-learners. Students use the language laboratory in their free time. The record of their attendance is kept in register as well as their accounts are displayed on the monitor. The facility to record their exercise is available in the software.

The students are from rural background and they are not aware of computer. It is a small hindrance to run this activity. First of all we instruct the new laboratory users how to

use and handle the computers. The working of software and the courses are informed to the new students. There are some challenges in running this activity but, it is necessary for the overall development of the student. It improves their knowledge and communication in English.

Evidence of success:

The demand of linguistic skills is increasing given that learning requirement and command of language are vital in higher education. The student take part in various co-curricular activities such as wall paper presentations, speech competition etc. though the language lab students are able to communicate themselves in various activity. Student participate in speech competition, class seminars etc. Learning a new language just by studying the theory is not enough to guarantee a successful language learning experience. Language lab provides practice in an entertaining and interactive way to acquire the main language skills, listening, speaking reading and writing, students learn more comprehensively through a language lab. Student learns much faster than in a regular class room setting. The language lab boosts the motivation of student's achieving higher levels of language retention and progress. Language lab allows students to practice the language with a much wider variety activities and exercise, based on the computer.

There are many social aspects to learning a language and there are certain aspects which can be extremely helpful to study with other people. Language students often use language lab to do independent work such as listening and re-listening to audio recording testing themselves on grammar rules and practicing vocabulary this enable them to make conversational opportunities. Language lab works by providing language learners with software that allows them to do educational tasks such as listen to audio recovery test their vocabulary and learn grammar rules. Traditionally each student is motivated by language lab and is controlled by the tutor. The students are motivated to speak with English speech sounds word accent intonation. We try to improve the fluency in spoken English and neutralize mother tongue influence. We train students to the language appropriately for public speaking and interaction.

Problems encountered and Resources required:

Mostly our students hail from rural areas so they are not aware of modern means of interaction as so we have to take efforts to compete them to know the importance of language

lab as the student are weak in grammar so more efforts are taken to motivate them special attention is given to students who are studying grammar and vocabulary various resources like audio video learner is silent who can recognize English language but can't speak learning vocabulary is limited up to 500 words in passive vocabulary. The problems encountered is that they are unable to speak fluently more practice session are to be taken. The students are aware of the fact one is learning language. Various problems are faced during language lab training such as pronunciation, accent, tone for that we try our level best to work hard and give more attention to them so as they are able to cope up with these problems . We give them lessons to recite and pronounce so that they can pronounce properly. The magical concept for any new English learner is system of silent letters like is silent in 'know' and L is silent is 'walk' and Talk it is difficult for many new learner to understand that both writing and speaking patterns are different in English. Many students face the problem with syllable structure and feel confused in stressed and unstressed sounds. In all we try our level best to improve the reading speaking ability of the students through the means of language lab.

Practice - 2

Title: Earn while you learn

Goals:

- (i) To prepare students for successful careers.
- (ii) To help students, who might not be able to study without financial assistance.
- (iii) To enable students to explore their subject preferences and develop them into a career.
- (iv) It aims to help and to exploit the immense potential of students as a valuable human resource.
- (v) It prospers belongingness and encourages involvement of the students in management and development of the College.
- (vi) To inculcate in the students values of hard work and dignity of labour.
- (vii) It helps to channelize the in exhaustive energy of the young students in positive activities.

The Context:

Learn and earn is important in today's increasingly competitive and turbulent work environment, particularly for low-income or under-skilled workers who seek better jobs, a better standard of living, and a potential for career success. Additionally, employers want to recruit qualified candidates but are not finding candidates who are adequately prepared. Both these groups could benefit greatly from learn and earn. Learn-and-earn programs provide the flexibility students need to acquire knowledge and skills and earn a living at the same time. Moreover, the programs teach students the work ethic and communications skills needed to make the transition to the workforce.

The practice:

The Earn while learn programme provides opportunities to the students to earn while they are learning through the part-time jobs and the entrepreneurial projects thus preparing them to shoulder professional assignments with relative ease. Various part-time job opportunities are provided to the students within the campus. The part-time student employees could work as Library Assistants, Computer Service Assistants, Data entry Operators, Project/Lab Assistants, Assistant Coaches/Trainers and Career Counselors. Also, the college

provides its budding entrepreneurs with necessary guidance and resources to initiate and run their entrepreneurial ventures as well as provides for incubation of their business ideas.

Evidence of success:

- (i) The programme helped students to earn while learning to meet their expenses.
- (ii) It exposed the students to the world of work before actual employment.
- (iii) It gives students hands on experience and confidence thereby prepares them better for taking up jobs in future.
- (iv) It adds value to the resume of the students.

Problems encountered and Resources required:

Lack of time amidst the busy schedules of the semester system. It could generate interest only a small percentage of the student community.

Try to add the importance of Vocational training in the college curriculum, to recruit skill based professionals to enrich students who are interested in earning along with their studies.
