

ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF

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

www.mmnsscollege.ac.in

2011 - 2012



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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Part – A

1. Details of the Institution

1.1	Name of the Institution	M.M.N.S.S. College, Kottiyam					
1.2	Address Line 1	Kottiyam P. O.					
	Address Line 2	Kollam					
	City/Town	Kollam					
	State	Kerala					
	Pin Code	691 571					
	Institution e-mail address	mmnssc@yahoo.com					
	Contact Nos.	0474 - 2530522, 0474 - 2531971					
	Name of the Head of the Institution:	Dr. G. Girija Devi					
	Tel. No. with STD Code:	0474 - 2530522					
	Mobile:	9446909232					
	Name of the IQAC Co-ordinator:	Dr. Ratheesh Kumar. V					
	Mobile:	9744868256					
	IQAC e-mail address:	iqac.mmnssc@gmail.com					
1.3	NAAC Track ID (For ex. MHC0GN 18879)						
1.4	NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate)	EC/49/A&A/55 dated 15/06/2009					
1.5	Website address:	www.mmnsscollege.ac.in					
	Web-link of the AQAR	http://mmnsscollege.ac.in/category/iqac/aqar/					
1.6	Accreditation Details						
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
	1	1 st Cycle	B	2.27	2009	5 Years	
1.7	Date of Establishment of IQAC	01.06.2009					
1.8	AQAR for the year	2011-2012					
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 : Nil						
1.10	Institutional Status						
	University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>
	Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
	Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
	Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		

	Regulatory Agency approved Institution	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/> Women <input type="checkbox"/>
		Urban <input type="checkbox"/>	Rural <input checked="" type="checkbox"/> Tribal <input type="checkbox"/>
	Financial Status	Grant-in-aid <input type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/> UGC 12B <input checked="" type="checkbox"/>
		Grant-in-aid + Self Financing <input type="checkbox"/>	
		Totally Self-financing <input type="checkbox"/>	
	Type of Faculty/Programme	Arts BA	Science B.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	6	
2.2	No. of Administrative/Technical staff	2	
2.3	No. of students	4	
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	5	
2.11	No. of meetings with various stakeholders	Total No. <input type="text" value="6"/>	Faculty <input type="text" value="2"/>
		Non-Teaching Staff <input type="text" value="2"/>	Students <input type="text" value="2"/>
		Alumni <input type="text"/>	Others <input type="text"/>
2.12	Has IQAC received any funding from UGC during the year?	Yes <input type="text"/>	No <input checked="" type="text" value="√"/>
	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="-"/>	
		International <input type="text" value="-"/>	National <input type="text" value="-"/>
		State <input type="text" value="-"/>	Institution Level <input type="text" value="-"/>
2.14	Significant Activities and contributions made by IQAC	All departments of the college proposed their action plans for the academic year. IQAC reviewed these plans and incorporated additional elements including exam reforms, new teaching methodologies, improvement of infrastructure, etc. Follow up meetings were also scheduled at regular intervals to review the progress accomplished in implementing the various reforms both at the department and college levels.	
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. Improvement of examination results by a) Remedial coaching & b) Implementing new teaching methodologies	✓ Overall improvement in pass percentage.	
	2. Formulation and extensive implementation of academic calendar as per university norms.	✓ Academic calendar for the year has been followed as per the guidelines of Kerala University and it was meticulously observed.	

3. Assessment & evaluation of Infrastructural requirements	✓ The infrastructural requirements of various departments including furniture, computers, new teaching aids, instruments, chemicals and glass wares. Based on this, a request was send to the management.
4. Encouraging faculty members to attend seminars, workshops, conferences etc.	✓ Faculty members attended international and national conferences and published their research papers in reputed journals.
<i>Academic calendar is attached as Annexure II. The college follows the Academic calendar of CBCSS of the University of Kerala.</i>	

2.16	Whether the AQAR was placed in statutory body <div style="text-align: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Management <input checked="" type="checkbox"/> Syndicate <input type="checkbox"/> Any other body <input checked="" type="checkbox"/> </div>
	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	-	-	-	-
UG	5	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	5	-	-	-
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	5 (UG)
Trimester	0
Annual	5 (UG)

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.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total Number of Permanent Faculty

Asst. Professors	Associate professors	Professors	Others	Total
5	16	0	1 (Part- time law)	22

2.2 Number of permanent faculty with Ph.D

8

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

Asst. Professors	Associate professors	Professors	Others	Total
2 (R) 7 (V)	0	0	0	2 (R) 7 (V)

2.4 No. of Guest Visiting and Temporary faculty

7

2.5 Faculty participation in conferences and symposia

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

2.6 Innovative processes adopted by the institution in Teaching and Learning

- Student seminars
- Language lab for English
- Career orientation for students

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)

The college is affiliated to the University of Kerala which follows the CBCSS pattern of examination. Hence the external examinations are all conducted by the university. The internal assessments are conducted by the college as per the pattern provided by the university. In addition, as a part of continuous assessment, the faculty members are encouraged to conduct surprise tests, quizzes, etc. during regular tutoring hours. The answer scripts of these examinations are evaluated and returned promptly to the students.

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

10

2.10 Average percentage of attendance of students

90.5

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. Physics	40	62.5	32.5	5	-	100
B.Sc. Polymer Chemistry	29	7.14	58.62	28.57	7.14	97
B.Sc. Zoology	22	41	81.8	9	-	90.9
BA English	54	-	27.78	22.22	7.40	57.40
B.Com	32	22	31	25	15	93.75

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

The IQAC closely monitors the quality of teaching learning process. The faculty members are encouraged to use ICT enabled teaching including Power point presentations, online examinations and interactive smart class rooms. Continuous evaluation was effected by means of weekly quizzes, surprise tests, short presentations, etc.

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	2
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	4
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	Nil	Nil	Nil
Technical Staff	1	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 and the Research cell of the college jointly promote the research activities of the various faculty members. The IQAC encouraged various departments to apply for grants to organize academic seminars & conferences in various departments. The research cell of the college met once in a month to discuss information regarding various research grants, faculty exchange programs etc. Short seminars on socially relevant topics like composting, rain water harvesting; food adulteration, etc. were organized by department of Zoology, Chemistry, etc.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

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	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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	-	-	1	-	-
Sponsoring agencies	-	-	KSCSTE, Trivandrum	-	-

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level	-	State level	3
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	2	NSS	14
		Any other	-

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

- A seminar on Global Warming & Climate Change was arranged by the Nature Club on 05-01-2012.
- A Seminar on Yoga was conducted by Dr. Lakshmi Natarajan, Principal, Teachers Training College, Mylapore.
- NSS and NSS camps were conducted to foster social responsibility amongst students.

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	29 acres	-	-	29 acres
Class rooms	17	-	-	17
Laboratories	6	-	-	6
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1.0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	12.75	-	UGC	12.75
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 	-	-	-

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.
- ✓ Salary bills and pay particulars are computerized and managed through SPARK system as part of e-governance.
- ✓ The Library of the college is also computerized and the issue and return of the books are regulated by Grantha library software system. There is also an e-books division for the library where students can access books on various topics from the computers installed in the library.

4.3. Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12900	220000	64	27800	12964	247800
Reference Books	335	500000	20	2054	355	502054
e-Books	-	-	-	-	-	-
Journals	8	6500	2	1200	10	7700
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42	15	11	-	-	2	11	12 (Language lab) 2 (Library)
Added	-	-	-	-	-	-	-	-
Total	42	15	11	-	-	2	11	14

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

- The college has a computer laboratory with internet connectivity.
- All the departments have individual internet facility and give access to students.
- Students were given training for using internet effectively.
- Office is computerized and computer training to non-teaching staff for e-governance.

4.6. Amount spent on maintenance in lakhs:

i) ICT	8.21
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	-
Total	8.21

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Departmental notice board.
- On the first day of academic year orientation classes on CBCSS is conducted for first semester students.
- The college has an efficient public address system which is effectively made use of, for timely announcements of upcoming events and projects. In addition to this notices are displayed in notice board kept at all important positions.
- Conducted award functions to honour outstanding students in all streams.

5.2 Efforts made by the institution for tracking the progression

The mentoring system followed by all departments of the college ensures that the curricular & co-curricular activities of each student are monitored. An input-output record which serves as a primary system for tracking the progression. Moreover, exit interviews have been conducted by various departments for outgoing students of various courses every year.

5.3 (a) Total Number of students

UG			PG			PhD			Grand Total		
M	F	Total	M	F	Total	M	F	Total	M	F	Total
123 (22.5%)	426 (77.5%)	549	-	-	-	-	-	-	123 (22.5%)	426 (77.5%)	549

(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
419	59	-	63	2	543	438	62	-	47	02	549

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)

The students are offered assistance and coaching for PG admission programs of various Universities and institutes like IITs, IISERs, etc. The concerned faculty members of various departments of the college educate the students about the chances of higher studies in various Universities within and outside the state. Coaching for examinations held by the State & Union Public Service Commission are also conducted for interested candidates.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- ✓ The college has career guidance and counselling cell.
- ✓ The cell also organizes campus recruitment programs of companies
- ✓ The cell also collects and displays job advertisements from various newspapers and magazines on the notice boards.
- ✓ Conducted a class on stress management by famous psychologist Justin Padamadan. He counselled the students individually.

No. of students benefitted

10

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
2	25	2	More than 20

5.8. Details of gender sensitization programmes

- ✓ The college has an active Women's cell which comprises of senior faculty members and student representatives.
- ✓ The cell coordinates several women empowerment programs like Stitching classes, Jewellery making, etc. and also conducts discussion forums on social issues like women empowerment, alcoholism, drug abuse, etc.
- ✓ Socially Useful Productive Work ((SUPW) was introduced in Department of English with an intention to support economically backward students, especially girl students. As part of it, craft skill development courses on artificial flower making, cut flower arrangement, screen printing etc. were conducted by an eminent expert Ms. Mridula.

5.9 Students Activities

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

	Participated
State/University level	14
National level	6
International level	0

No. of students participated in cultural events

State/ University level National level International level

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

Sports	State/ University level	3	National level	8	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	Nil	-
Financial support from government	356 (E-Grants) 4 (other scholarships)	6,41,160 48,000
Financial support from other sources	5	5,000
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised/ initiatives

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

5.12 No. of social initiatives undertaken by the students

-

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

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

6.1 State the Vision and Mission of the institution

VISION

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

MISSION

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

6.2 Does the Institution has a management Information System

The college does not have a management information system.

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

6.3.1 Curriculum Development

The college is affiliated to the University of Kerala which is regularly engaged in the various stages of curriculum development viz. Planning, Content and Methods, Implementation and Evaluation as well as Reporting. Several senior teachers of the college are members of the Board of studies for various disciplines. The changes suggested by the university are incorporated via revision of the syllabus.

6.3.2 Teaching and Learning

- ✓ ICT enabled learning is provided by the faculty members to enhance the teaching-learning experience.
- ✓ Research seminars are organized by various departments to enlighten the students regarding the recent trends in research in their respective areas.
- ✓ Student feedback is collected periodically and changes are incorporated accordingly.
- ✓ *Experiential learning* – The sixth semester students were exposed to Experiential learning in the workshop organized by Chithranjali film studies. The students had the opportunity to interact with learned technicians and eminent cine artists.

6.3.3 Examination and Evaluation

The Choice Based Credit & Semester System followed by the University entrusts the college to conduct the internal assessment examinations, the results of which are send to the University by online upload. The external examinations are conducted by the university directly and the results are published. Faculty members are encouraged to implement new evaluation methodologies including open-book examination, online tests and quizzes in internal evaluations.

6.3.4 Research and Development

All sixth semester of BA/B.Sc. & B.Com students undertake minor research projects under the guidance of the respective faculty members. The Research cell of the college takes active role in promoting the R& D activities in the institution. The faculty members are encouraged to apply for various research grants and to participate in seminars and conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a computerized library facility which has more than 12000 books on various subjects. The library also has a collection of e-books and internet resources which are made available to the students during college hours. All departments are provided Wi-Fi connectivity and computer peripherals for the use of faculty and students. Most of the departments have Interactive multimedia enabled smart classrooms which further enhances the teaching learning experience.

6.3.6 Human Resource Management

The management of the college takes a keen interest in handling the promotions, transfers and related issues of the teaching and non-teaching staff of the college. The salary and other service related issues are handled by SPARK (Service and Payroll Administrative Repository for Kerala) which is an Integrated Personnel, Payroll and Accounts information system for all the Employees in Government of Kerala. The system caters to the Personnel Administration, Payroll and other Accounts activities of Government Establishments.

6.3.7 Faculty and Staff recruitment

- ✓ The permanent staff vacancies that arises in each academic year were promptly reported to the administrative head quarters of the institution. Subsequently advertisements were given in regional newspapers and interviews were conducted as per the guidelines of the University.
- ✓ Guest faculty appointments were also conducted after inviting applications from eligible candidates via newspaper advertisements.

6.3.8 Industry Interaction / Collaboration

Several students from the final year batches of departments like Physics, English & Commerce took part in the campus placement Programs organized by private banks and insurance companies like ICICI. Based on the feedback from their recruiters, students are given training in key areas including soft skills, goal setting, team work etc.

6.3.9 Admission of Students

The admissions to various BA/B.Sc./B.Com programs in various colleges under the University of Kerala are conducted via on online process and the admissions are done as per directions from the University.

6.4 Welfare schemes for

Teaching	Group insurance, Provident Fund, Medical reimbursement, State Life Insurance
Non-teaching	Group insurance, Provident Fund, Medical reimbursement, State Life Insurance
Students	Counselling, remedial teaching, Government Scholarships, Award, Prizes

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 declares 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.

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 college has a very strong group of alumni who are currently employed in armed forces, banking sector, academics and research.
- ✓ 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

- ✓ From the admission process onwards, the office bearers of the parent teacher association are actively engaged in the various administrative and academic processes.
- ✓ Financial support from the PTA is a major source of revenue for maintenance activities, salary for temporary staffs, etc.

6.13 Development programmes for support staff

- ✓ Computer literacy training
- ✓ The administrative staffs are given training in computer software like SPARK.
- ✓ The technical staffs are given in-house training on maintenance of lab instruments & equipments.

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

Students are encouraged to bring food in reusable steel/plastic containers thereby reducing the use of polythene bags. PET bottles are banned inside the campus and plastic recycling is encouraged. Seminars and awareness programs are organized every year to highlight the need for environment protection.

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.

Student Campaigns for

- ✓ Blood donation
- ✓ Computer literacy for office staff
- ✓ Public ban on Smoking
- ✓ Violence and *atrocities against women*, etc. which has generated a lot of public awareness also.
- ✓ *Banking Vocabulary* – An innovative practice is adopted by Department of English for enriching the English vocabulary of students by showcasing English words, their meanings and synonyms on the notice board.

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

Introduction of New Teaching methodologies: It was decided at the beginning of the academic year to implement new teaching methodologies like ICT enabled teaching, surprise tests, etc. Accordingly, faculty members who have implemented the same have reported the test results and student feedback to the CLMC for further review and implementation.

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

1. Water Quality Analysis
2. Finding the Self- A Skill Developmental Programme for Students

(Please see Annexure V)

7.4 Contribution to environmental awareness / protection

- ✓ Ban on posters, banners & flux boards inside the campus.
- ✓ Plastic-free campus campaign.
- ✓ Planting of trees
- ✓ Environment day celebration

7.5 Whether environmental audit was conducted?

Yes ☐

No ☒

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

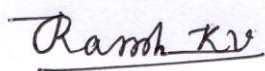
SWOT ANALYSIS

Strength	Weakness
<ul style="list-style-type: none"> ✓ Easy accessibility to college. ✓ Sincerity of existing faculties; Positive attitude; Healthy relation with students. ✓ High quality of teaching at the graduation. ✓ Placement opportunities are provided by arranging campus interviews by different companies. ✓ Separate Departmental Libraries with good collection of books and Journals. ✓ Good governance with immediate attention to the problems of the students. ✓ NCC and NSS wing are functioning to encourage the students to take part in extra-curricular activities. ✓ The college also provides financial assistance to economically backward students. ✓ Proper utilization of grants released by Government and UGC. 	<ul style="list-style-type: none"> ✓ Inadequate infrastructure. ✓ Need for more linkages with industry and other institutions. ✓ Financially backward students. ✓ Lack of PG courses. ✓ Lack of funds. ✓ A student seeking admission is more and it is difficult to provide the hostel facility to all the needy students.

Opportunities	Threats
<ul style="list-style-type: none"> ✓ The college provides scholarships to the students from socially and educationally marginalized sections of the society. ✓ Faculty and staff developing programs. ✓ Organizing the community based extension programs to educate the rural mass. ✓ Organizing National Conference. ✓ Guidance of students for jobs and higher education. ✓ Can start a PG course 	<ul style="list-style-type: none"> ✓ Transferability of head of the institution as well as teaching and non-teaching staff. ✓ Lack of necessary Govt. support for all programmes. ✓ Drop out of students due to family issues. ✓ Lack of finance to pursue higher education.

8. Plans of institution for next year

- ✓ Advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours.
- ✓ To purchase more books and equipments.
- ✓ To arrange remedial coaching to help the slow learners improve their academic performance.
- ✓ Request to management regarding infrastructural requirements.
- ✓ To improve teaching-learning process with the help of feedback received from the students.
- ✓ To take up Minor and Major Research Projects.



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Annexure I**Abbreviations:**

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

Annexure II**ACADEMIC CALENDAR**

**CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM 2011 ADMISSIONS -
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES**

FIRST SEMESTER

11/07/2011	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
14/07/2011	Last date for the submission of Department Time-Table for the Semester to the Principal
18/07/2011	Commencement of classes
12/08/2011	Last date of registration of the course
29/08/2011	Last date for sending the list of registered students to the University
22/08/2011 to 29/08/2011	Conduct of first set of test papers
06/09/2011	Date of submission of Grade sheet of the first internal examination to the HOD
07/09/2011	Date of publication of Grade sheet of the first internal examination on the Department notice board
25/07/2011	Last date for allotting topics of assignments or conduct of seminars
01/09/2011	Last date for submission of assignments or conduct of seminars
07/09/2011	Date of submission of Grade sheet of assignments or seminar to the HOD
08/11/2011 to 15/11/2011	Conduct of second set of test papers
22/11/2011	Date of submission of Grade sheet of the second internal examinations to the HOD
23/11/2011	Date of publication of Grade sheet of the second internal examination on the Department notice board
25/11/2011	Last date for submission of results of Continuous Evaluation (CE) by teachers to the HODs concerned
28/11/2011	Display of results of Continuous Evaluation (CE)
29/11/2011 to 30/11/2011	PTA Meeting
07/12/2011	Last date of submission of complaints, if any, by students to the HODs regarding CE
07/12/2011 to 19/12/2011	End Semester Evaluation (ESE)
19/12/2011	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations

**CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM 2011 ADMISSIONS -
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES**

SECOND SEMESTER

15/12/2011	Date of Department meeting for preparation of teaching and evaluation plan for the semester
20/12/2011	Last date for the submission of Dept. Time table for the Semester to the Principal
21/12/2011	Commencement of classes
15/02/2012	Last date of registration of the course
29/02/2012	Last date for sending the list of registered students to the University
06/02/2012 to 13/02/2012	Conduct of first set of test papers
21/02/2012	Date of submission of grade sheet of the first internal examination to the HOD
22/02/2012	Date of publication of the grade sheet of first internal examination on the Dept. notice board
06/01/2012	Last date for allotting topics of assignments/conduct of seminars
03/02/2012	Last date for submission of assignments or conduct of seminars
10/02/2012	Date of submission of Grade sheet of assignments or seminar to the HOD
15/06/2012 to 25/06/2012	Conduct of second set of test papers
02/07/2012	Date of submission of Grade sheet of the second internal examinations to the HOD
03/07/2012	Date of publication of Grade sheet of the second internal examination on the Department notice board
09/07/2012	Last date for submission of results of Continuous Evaluation (CE) by teachers to the HODs concerned
10/07/2012	Display of results of Continuous Evaluation (CE)
1/07/2012 to 13/07/2012	PTA Meeting
20/07/2012	Last date of submission of complaints, if any, by students to the HODs regarding CE
20/07/2012 to 01/08/2012	End Semester Evaluation (ESE)
01/08/2012	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations

**CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM 2010 ADMISSIONS -
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES**

THIRD SEMESTER

08/06/2011	Commencement of classes
15/06/2011	Last date of allotting the topics of first set of assignments/ Seminars
08/07/2011	Last date of registration of the course
19/07/2011	Last date of submission of the 1 st set of test paper
25/07/2011 to 29/07/2011	Date of conduct of first set of test paper
25/07/2011	Last date for sending the list of registered students to the University
02/08/2011	Publication of the results of first set of test paper
03/08/2011	Date of publication of notification for University Examinations (ESE)
08/08/2011	Last date for allotting topics of the second set of assignments
10/08/2011	Last date of receipt of application for University Examinations without fine
17/08/2011	Last date of receipt of application for University Examinations with fine
24/08/2011	Last date of receipt of application for University Examinations with super fine
07/09/2011	College closes for Onam Holidays
19/09/2011	College reopens after Onam holidays
20/09/2011 to 26/09/2011	Date of conduct of second set of test paper
27/09/2011	Last date of submission 2 nd set of assignments
03/10/2011	Last date of publication of result of 2 nd set of test papers
10/10/2011 to 25/10/2011	University Examinations
20/10/2011	Last date of submission of result of continuous evaluation – teachers to HODs
21/10/2011	Display of results
25/10/2011	Last date of submission of complaints by students if any to the HODs regarding Continuous evaluations
27/10/2011	Last date of receipt of CE by the Controller of Examinations

**CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM 2010 ADMISSIONS -
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES
FOURTH SEMESTER**

14/11/2011	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
17/11/2011	Last date for the submission of Department Time-Table for the Semester to the Principal
21/11/2011	Commencement of classes
22/12/2011	Last date of registration of the course
16/01/2012	Last date for sending the list of registered students to the University
09/01/2012 to 16/01/2012	Conduct of first set of test papers
23/01/2012	Date of submission of Grade sheet of the first internal examination to the HOD
24/01/2012	Date of publication of Grade sheet of the first internal examination on the Department notice board
28/11/2011	Last date for allotting topics of assignments or conduct of seminars
21/12/2011	Last date for submission of assignments or conduct of seminars
12/01/2012	Date of submission of Grade sheet of assignments or seminar to the HOD
05/03/2012 to 12/03/2012	Conduct of second set of test papers
19/03/2012	Date of submission of Grade sheet of the second internal examinations to the HOD
20/03/2012	Date of publication of Grade sheet of the second internal examination on the Department notice board
22/03/2012	Last date for submission of results of Continuous Evaluation (CE) by teachers to the HODs concerned
23/03/2012	Display of results of Continuous Evaluation (CE)
26/03/2012 to 28/03/2012	PTA Meeting
30/03/2012	Last date of submission of complaints, if any, by students to the HODs regarding CE
02/04/2012 to 18/04/2012	End Semester Evaluation (ESE)
30/03/2012	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations

Annexure III

DETAILS OF PROGRAMMES DURING THE ACADEMIC YEAR 2011-2012

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	-	-	-	-
UG	Physics, Polymer Chemistry, Zoology, English & Commerce	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	5	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

Annexure IV**ANALYSIS OF STUDENTS FEEDBACK**

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

The format is given below:

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

Summary of the analysis

Scores (%)	Number of Faculty	Overall Percentage (%)
Above 90	18	62
80 - 90	9	31
Below 80	2	7
Total	29	100

ANNEXURE V

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

Title: Water Quality Analysis

Goals:

- (i) To access the physical and chemical quality of ground water resources from the coastal stretch of Kottiyam town.
- (ii) To correlate the gravity of urbanization in terms of ground water contamination.
- (iii) To evaluate the ground water quality in terms of drinking water standards of WHO and BIS.

The Context:

Various social, economic and environmental factors constrain the availability of drinking water in sufficient quantities. Human interventions of different characteristics directly or indirectly add newer substances into water environment and alter the water quality considerably. At the same time, it is to be noted that there are many contributing factors that influence the quality of surface water such as geology of the area, density of human settlements, agricultural activities, depth of water column, contaminants from domestic and industrial origin, etc. With rapid growth in population, urbanization, industrialization and competition for economic development, surface water sources like lakes and rivers have become vulnerable to depletion and degradation due to the contamination from agricultural fertilizer residues, organic pesticides, fertilizer wastes, domestic drainage and industrial wastes polluted with heavy metals, fuel combustion wastes, etc.

Wells are generally served as a device for extracting ground waters from aquifer. The importance of wells, however, is not a limit to water supply problems. Well water is a fragile and important resource, which must be carefully managed to maintain its purity. The dramatic rise in well water use has created several concerns to its quality and quantity. Pure well water usually has higher ionic strength than surface water and is characterized by low concentrations of suspended solids and pathogenic organisms. The water is usually high in minerals such as iron, manganese, sulphate, chloride, calcium, magnesium. Contamination of well water within catchments basis will depend upon agriculturally introduced fertilizer and pesticide, particularly, land disposal of industrial wastes, storage of hazardous wastes of chemicals and sewage and infiltration from sewers as well as the geological formulations unique to the well or aquifer. Ground is valuable only when its quality is suitable for particular purpose depends upon the standards of acceptable quantity that use. The acceptability of ground water for a particular usage is essentially dictated by the standards of acceptable/permmissible limits.

The practice:

The study area selected for the ground water quality evaluation included the local areas of Kottiyam. 5 wells are selected from the location near M.M.N.S.S. College, Kottiyam. In order to assess the hydrochemical characteristics of ground water in local segments of Kottiyam, five representative ground water samples are collected from different wells and analyzed systematically in the Chemistry lab of M.M.N.S.S. College, Kottiyam. The wells that are currently in use are selected. Water samples are collected in clean polythene bag. At the same time of sampling-bottles which are pre-rinsed with distilled water are again thoroughly rinsed 2-3 times using the ground water to be sampled. Water samples were analyzed for eight water chemical quality parameters such as temperature, pH, dissolved oxygen, alkalinity, chloride, BOD, hardness, calcium, magnesium, sodium ions and potassium ions using standard analytical method.

Evidence of success:

Though ground water has many advantages in its favour such as purity, quality, stability, availability and protection by the soil zone and unsaturated zone from degrading influences, the well water from the local segment of Kottiyam city is contaminated to a certain extent due to high density of population and sandy nature of the soil. The importance of the study conducted is:

- ✓ The water quality recorded shows wide regional variation and the quality are deteriorated in and near to the local regions compared with that of interior region.
- ✓ Water samples from some wells showed acidic characteristics and only half of the samples recorded pH values within the standard value of drinking water. The acidic nature and low pH values are probably due to the dissolution of more contaminants from the soil strata.
- ✓ All samples showed high deficiency of dissolved oxygen. The drastic deficiency indicates the presence of oxidizable organic contaminants which is a product of waste generation from fast urbanization.
- ✓ The chloride content of all samples was significantly high and it can be reasonably linked to saline water as well as anthropogenic activities.
- ✓ The water in the present study are contains calcium and therefore it can be inferred that the area is rich in calcite rather than dolomite.

Problems encountered and Resources required:

A Government representative should visit the area with water analysis chemical kit. The expense of such a kit is high and couldn't be met. Also the government formalities made the analysis very difficult.

The eight water chemical quality parameters are all standard values and these also could not be obtained. Even if the quality of water was analyzed, suggesting the remedial measures is tedious.

Practice - 2

Title: Finding the Self – A Skill Development Programme for students

Goals:

- i) To break the patriarchal norms that are rooted in the society
- ii) To develop skills for women empowerment
- iii) To equip the students to start small scale units for their livelihood

The Context:

To stand proudly in the highly competitive world of today, one should have to acquire certain skills. This is true especially in the case of women. To break the patriarchal norms that have been finding its roots in our society over centuries, women have to strike hard. In foreign countries, women have uprooted the deep shackles of patriarchy, thus moving bra- flinging movement. But this cannot be followed in our society, which is more close to culture and tradition. Thus, they were forced to find an alternative; this found its fulfilment in their urge for empowerment.

Keeping this idea of women empowerment in their mind, the student and staffs of MMNSS College, Kottiyam have come up with “Finding the Self”- a skill development programme for students especially girls in the year 2011. The program was formally inaugurated by Dr. C. G. Mohanakumar, the respected Principal of the college. This initiative included teaching the students various small scale activities like saree-painting; ornament making etc. In the initial years, the program proved to be a success; fulfilling its ever- laid aim of moulding creative geniuses.

The practice:

Students from all the classes were informed about the skill development programme. List of all interested students were made. The experts were called from Rainbow Mural Designed Sarees & Fabrics, Kollam. An expert Mr. Santhosh conducted the classes. Raw materials were procured based on the number of students. The classes were conducted in two sessions. One hour class was conducted in the morning before the normal class timings and one in the evening after the regular classes. The teachers shared their practical skills. And helped the students to try them on their own.

Evidence of success:

Students who participated in this program were highly benefitted. They tried and completed several products like paper earrings and small hand painted cloth articles. An exhibition cum sale counter was organized. Teachers purchased several articles and encouraged the students. The Principal highly appreciated the efforts of the students.

Problems encountered and Resources required:

The initial success of the programme had met its doom due to several reasons. The major reason for this was that majority of the students came from lower middle class families;

making it difficult for them to collect their own raw materials. Thus the college authority was bestowed with the duty to make the necessary arrangements for obtaining quality raw materials. The conditions worsened with the presence of meagre fund. The inability to collect a bulk quantity of raw materials along with that of finding a proper market for the finished products also contributed to the failure.

But the silver side of the coin appears with the fact that, though the program proved to be a failure, it taught the students certain skills that they could use in their future.
