ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF

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

www.mmnsscollege.ac.in

2012 - 2013

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
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

CONTENTS

Part – A

1. Details of the Institution

1.1	Name of the Institution	M.M.N.S.S. College, Kottiyam
1.2	Address Line 1	Kottiyam P. O.
	Address Line 2	Kollam
	City/Town	Kollam
	State	Kerala
	Pin Code	691 571
	Institution e-mail address	mmnssc@yahoo.com
	Contact Nos.	0474 - 2530522, 0474 - 2531971
	Name of the Head of the Institution:	Dr. G. Girija Devi
	Tel. No. with STD Code:	0474 - 2530522
	Mobile:	9446909232
	Name of the IQAC Co-ordinator:	Dr. Ratheesh Kumar. V
	Mobile:	9744868256
	IQAC e-mail address:	iqac.mmnssc@gmail.com
1.3	**NAAC Track ID** *(For ex. MHCOGN 18879)*	
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	1st Cycle	B	2.27	2009	5 Years	

1.7	Date of Establishment of IQAC	01.06.2009
1.8	AQAR for the year	2012-2013
1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*	
	(i) AQAR 2011-2012 submitted to NAAC on 18/12/2016	

1.10	Institutional Status	
	University	State √ Central ☐ Deemed ☐
	Affiliated College	Yes √ No ☐
	Constituent College	Yes ☐ No √

Autonomous college of UGC	Yes ☐		No √	

Regulatory Agency approved Institution	Yes ☐	No √

Type of Institution	Co-education √	Men ☐	Women ☐
	Urban ☐	Rural √	Tribal ☐

Financial Status	Grant-in-aid ☐ UGC 2(f) √ UGC 12B √
	Grant-in-aid + Self Financing ☐
	Totally Self-financing ☐

1.11	Type of Faculty/Programme	Arts	Science	Commerce
		BA	**B.Sc.**	**B.Com**

	Others (Specify)	Not Applicable
1.12	Name of the Affiliating University *(for the Colleges)*	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. 8 Faculty 4 Non-Teaching Staff 2 Students 2 Alumni - Others -

2.12	Has IQAC received any funding from UGC during the year?	Yes ☐ No ☑ If yes, mention the amount -

2.13	Seminars and Conferences (only quality related) i. No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC ii. Themes	Total Nos. 0 International - National - State - Institution Level -

2.14	Significant Activities and contributions made by IQAC	- Good teaching-learning practices were promoted and facilitated. - Teachers were encouraged for doing research. - All departments of the college proposed their action plans for the academic year. - Encouraged NCC, NSS and other organizations to organize innovative programmes. - Master plan of the institution was discussed with the teachers to work accordingly. - Faculties were encouraged to make use of IT in their teaching process.

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 purchase new books in Library.	✓ New books were purchased.
2. To motivate the teachers for doing research.	✓ A good number of faculties have applied for various research projects of the UGC.
3. Encouraging faculty members to attend seminars, workshops, conferences etc.	✓ Faculty members participated and presented their research work in national and state level conferences.

4. To use modern teaching methods.	✓ Teachers used modern teaching methods in their teaching like use of computer & internet.
5. Inculcating innovative practices among students.	✓ Campus beautification through the activities of the NSS and NCC.
6. Promoting gender equity through activities of the Women's Study Unit.	✓ Activities of the Women's Study Centre aimed at ensuring equal status to women. ✓ Invited talks were conducted students on aspects of health and hygiene. ✓ Classes were provided for students on jewellery making.

*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 √   No ☐

Management √   Syndicate ☐   Any other body √

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.

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Part – B

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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   - 1st - 6th Semesters

Extension activities   - 3rd & 4th Semesters

Open course   - 5th Semester

Electives   - 6th Semester

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5 (UG)
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.   **No**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total Number of Permanent Faculty

Asst. Professors	Associate professors	Professors	Others	Total
11	16	0	1 (Part- time law)	28

2.2 Number of permanent faculty with Ph.D   11

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

Asst. Professors	Associate professors	Professors	Others	Total
6 (R) 1 (V)	0	0	0	6 (R) 1 (V)

2.4 No. of Guest Visiting and Temporary faculty   1

2.5 Faculty participation in conferences and symposia

No. of faculty	International level	National level	State level	Total
Attended	2	5	1	8
Presented papers	-	-	1	1
Resource persons	-	1	-	1

2.6 Innovative processes adopted by the institution in Teaching and Learning

- ✓ Organizing "Meet an Entrepreneur" programme for the student.
- ✓ Some departments arrange for Group Discussions, One-to-One Interaction and question-answer sessions among their students.
- ✓ Field study, Project Based dissertation work is undertaken by various departments.
- ✓ Many departments have begun to use Technology enabled teaching and learning resources, LCD projectors and other audio-visual aids for teaching.
- ✓ The Film club shows video documentary and films to their students and encourages them to participate in creating wall-magazine, freelancing, anchoring.

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

181

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

- ✓ CBCSS pattern of examination is conducted by the University of Kerala.
- ✓ The internal assessments are conducted by the college as per the pattern provided by the University.
- ✓ Regular Class Tests are arranged by most of the departments.
- ✓ Some departments have introduced examinations based on Multiple Choice Questions.

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

3

2.10 Average percentage of attendance of students

90.9

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	27	51.85	48.14	-	-	100
B.Sc. Polymer Chemistry	28	-	32	39	7	78
B.Sc. Zoology	24	62.5	20.83	12.5	-	95.83
BA English	45	-	71.11	17.78	4.44	93.33
B.Com	29	41.38	17.24	6.89	24.14	89.65

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

- ✓ Feedbacks were taken from students and every teacher was guided accordingly.
- ✓ The student's progress was monitored through unit tests, assignments etc.
- ✓ Students were promoted to make maximum use of Library and Internet.
- ✓ Every teacher is encouraged to do quality research in their respective subjects.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	3
Others	2

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	14	Nil	Nil	Nil
Technical Staff	Nil	1	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages teachers to undertake major and minor research projects.
- To conduct national and international conferences and present their research papers.
- Sensitize the students into research.

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	2	-	-

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons: [1]

3.13 No. of collaborations: International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year [1]

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 [3]

and students registered under them [6]

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 [54]   State level [-]

National level [-]   International level [-]

3.22 No. of students participated in NCC events:

University level	-	State level	7	
National level	6	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	1	
National level	-	International level	-	

3.25 No. of Extension activities organized

University forum	-	College forum	-	

NCC [-]   NSS [6]   Any other [-]

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

> ✓ Annual NSS Camp.
> ✓ World Environment Day was celebrated and a talk was organized " the need and importance of environmental protection"
> ✓ Planting of tree saplings and maintenance of garden.
> ✓ Cleaning of campus and local market.
> ✓ Blood donation camps.
> ✓ Photo exhibition on Gandhiji's life was conducted on the Independence Day.
> ✓ Necessity and significance of value education was presented by Dr. Shambhu V Panicker.
> ✓ House visits, cleaning and anti-plastic campaign at Adopted Village.
> ✓ Essay writing competition in relation with International Day for Natural Disaster Reduction and World Food Day.
> ✓ Two day nature trekking camp to wild life sanctuary, Thenmala.
> ✓ National AIDS day was observed.

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	1 (Language lab)	-	7
Seminar Halls	1	-	-	1
No. of important equipments purchased (≥ 1.0 lakh) during the current year.	-	1	UGC	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1.98 1.09	-	3.07
Others	➢ Auditorium ➢ Open air auditorium ➢ Gymnasium ➢ Play ground ➢ Store Room ➢ Staff Rooms ➢ Non-teaching rest room ➢ Examination room ➢ Project room ➢ Sick room ➢ Ladies waiting room	-	-	-

4.2. Computerization of administration and library

✓ 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.

✓ Local Area Networking (LAN) is available.

✓ Library is computerized and the books are duly catalogued.

4.3. Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12964	2227800	405	144608	13369	2372408
Reference Books	355	502024	100	55280	455	557304
e-Books	-	-	-	-	-	-
Journals	10	7700	-	-	-	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	Depart-ments	Others
Existing	42	15	11	-	-	2	11	12 (Language lab) 2 (Library)
Added	1	-	-	-	-	-	1	-
Total	**43**	**15**	**11**	**-**	**-**	**2**	**12**	**14**

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

> ✓ Details of college on college website.
> ✓ I.C.T enabled teaching learning process.
> ✓ All departments and office have computers with internet access.
> ✓ Annual accounts, financial statements, salaries received from the government, Provident fund, Arrear bills (excel format), Income Tax have been computerized through administration office.

4.6. Amount spent on maintenance in lakhs:

i)   ICT | - |

ii) Campus Infrastructure and facilities | 3.67 | (Management Fund)

iii) Equipments | - |

iv) Others | - |

     Total | **3.67** |

Criterion – V

1. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ✓ Hand Books containing details of student support services were distributed to all students.
> ✓ Final year students were introduced to Additional Skill Acquisition Programme (ASAP).
> ✓ Presentations were done by all departments on their Open Courses so as to help students in choosing the course suitable for them.
> ✓ Remedial classes were arranged for needy students.
> ✓ Class tutorial groups paid individual attention to students.

5.2 Efforts made by the institution for tracking the progression

> ✓ Analysis and comparison of examination results of all programmes with university average were done and suggestions were made for improvement.
> ✓ The Tutors collected student's personal data, performance in examinations, involvement in extracurricular activities, learning difficulties, etc.
> ✓ Proper guidance was given to students after analyzing their weakness.
> ✓ At least one Parent-teacher Student meeting was held per semester.
> ✓ The academic progression and results of internal assessments were discussed with parents also.
> ✓ Necessary steps were taken based on parent feedback.

5.3 (a) Total Number of students

UG			PG			PhD			Grand Total		
M	F	Total	M	F	Total	M	F	Total	M	F	Total
138 (26%)	401 (74%)	**539**	-	-	**-**	-	-	**-**	138 (26%)	401 (74%)	**539**

(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
438	62	-	47	2	549	422	61	-	53	3	539

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.
- ✓ Books for competitive examinations were purchased in general library.
- ✓ 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.
- ✓ Carrier guidance and soft skill training are given to students.

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

- ✓ Career guidance and Counselling Cell have been formed to offer placement and counselling services to the students.
- ✓ The college has linkage with some industries that offer employment to our students.
- ✓ Many other industries offer for Campus Interviews at our college.
- ✓ The cell arrange for these Campus Interview's and provide guidance to the students as to how they can make use of these opportunities from the institute.
- ✓ Students are also sent to other institutes which inform us about any Pool Campus conducted at those institutes.

No. of students benefitted   10

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	30	7	17

5.8. Details of gender sensitization programmes

- ✓ Women's cell cell coordinates several women empowerment programs like Stitching classes, Jewellery making, etc.
- ✓ Awareness camps were conducted for the female students on the topic 'Health and Hygiene'.
- ✓ Women's Day was celebrated under the guidance and supervision of the Women's Cell of the College.

5.9 Students Activities

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

	Participated
State/University level	16
National level	7
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	2	National level	7	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	336 (E-Grants)	7,72,800
	6 (other scholarships)	63,000
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

As the College follows the Syllabus and Curriculum of University of Kerala there is no scope of curriculum development. However, every department has its own academic calendar to run and complete the syllabus.   Also, teachers take part in meeting of the Board of Studies from time to time as invitees.   Few faculty members also participated in University curriculum development as member of Board of Studies.

6.3.2   Teaching and Learning

All departments do not follow a uniform pattern of teaching and learning. Each one will adopt a method that is best suited for the students of that respective department. Some of them are as follows:
- ✓ Continuous Assessment and periodical tests.
- ✓ Industry Exposure and field study.
- ✓ Guest lectures by experts from different subjects and fields.
- ✓ Students' seminars and presentations.
- ✓ Group discussions and role plays.
- ✓ Project work and assignments.

6.3.3   Examination and Evaluation

- ✓ All departments conduct internal examinations and class tests. The examined papers are shown to the students and the parents are informed about the progress of the students in the Parent-Teacher-Student meetings. The results of internal assessment examinations are uploaded online to the University. The external examinations are conducted by the university directly and the results are published.
- ✓ The University examinations are conducted in the college by the teachers under the guidance of Chief Superintendent of examinations. The University appoints teachers for question paper setting, valuation of answer scripts, etc. and act as per university guidelines.

6.3.4   Research and Development

- ✓ The college encourages the teachers to apply for Major/ Minor Research Projects, FIP etc.
- ✓ College authority sanctions leave; adjusts classes with flexi-timing and exempts from some other co-curricular activities.
- ✓ College authority also encourages attending National/International seminars/ Workshop/ Conference.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- ✓ The college has a well equipped computerized library.
- ✓ There is a reading room for the students in the library.
- ✓ 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 number of books in the book bank has also been enhanced to cater to the needs of the poor students. Apart from this, the students have also the liberty to borrow books from Departmental Library managed by various departments.
- ✓ There are plans for the construction of new class rooms and labs. Computer- Labs and Departments are ICT enabled.

6.3.6   Human Resource Management

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

6.3.7   Faculty and Staff recruitment

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

6.3.8   Industry Interaction / Collaboration

Several students from the final year batches of departments like Physics, Polymer Chemistry, Zoology, 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 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 and they work for all-round development of the college.
- ✓ 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.

6.13 Development programmes for support staff

- ✓ Workshops and discussions are organized for the support staff.
- ✓ Computer literacy training.
- ✓ The administrative staffs are given training in computer software like SPARK.
- ✓ Duties are allotted specifically and on the basis of their efficiency.
- ✓ Group discussion among the staff.
- ✓ Free discussion with the principal and teaching staff regarding the problem faced by them in executing their duties.

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

- ✓ The NSS team works for plastic free environment within and outside college campus.
- ✓ Plantation in the college-campus.
- ✓ Campus declared no smoking zone.

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.

> ✓ Ragging free environment and transparent examination system.
>
> ✓ Conducting internal examinations as per the pre-published calendar of examinations.
>
> ✓ Curbing malpractices and unfair means in the examinations.
>
> ✓ Declaring the results of internal examinations in the shortest possible time.
>
> ✓ Maintaining an eco friendly green campus.
>
> ✓ Orientation programme for the fresher's in the beginning of the year.
>
> ✓ To implement personality development programs and pre-placement training program for the students.
>
> ✓ Career Guidance and Placement Cell is strengthened.

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. Leisure Time Knowledge Hunt
> 2. Stitching together, dreams and life

(Please see Annexure V)

7.4 Contribution to environmental awareness / protection

> The institution conducts various activities related to environment awareness. In this regard, the following eco-friendly measures have been taken by the institution through Plantation drive, Eco friendly awareness rally, felicitation of Experts/Guests by presenting saplings during seminars, workshops, conferences and guest lectures in the

7.5 Whether environmental audit was conducted?   Yes ☐   No √

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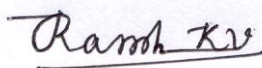
SWOT ANALYSIS

Strength	Weakness
✓ The institution has sincere, dedicated and committed faculty and visionary management.	✓ Insufficient infrastructure for new courses.
✓ Highly motivated faculty and the committed activities of the Parent-Teacher Association prove to be a strength to the functioning of the college.	✓ Limitation of space and funds which restricts laboratory expansions and other ambitious.
✓ With the appointment of permanent teachers to vacancies earlier filled by guest lecturers, the teaching process has been strengthened.	✓ Need for more linkages with industry and other institutions.
✓ Conducts various extension and awareness programmes.	✓ Financial Problems for the students.
✓ Fully computerized administration, library and departments.	✓ Lack of PG courses.
✓ Promote research culture and publications in faculties.	

Opportunities	Threats
✓ Scope for opening PG courses in some departments. ✓ Provides quality education to the socially and economically deprived communities in an extremely affordable way. ✓ Faculty and staff developing programs. ✓ Provides guidance for interested and deserving students for jobs and higher education. ✓ The students are trained in entrepreneurial and soft skills to meet the demands of the global markets. ✓ Can start a PG course.	✓ Most students come from economically backward families. ✓ Transferability of head of the institution as well as teaching and non-teaching staff. ✓ Motivating students who are first generation learners from financially under privileged background is a challenge. Such students who form a large number of the student population have employment as their immediate aim. ✓ Inadequate availability of funds.

8. Plans of institution for next year

> ✓ To give more emphasis to eco-friendly activities.
> ✓ To insist modern audio-visual learning methods including computer aided study, power point presentations etc. among students.
> ✓ Applications are forwarded to the University of Kerala to start new courses like M.Sc. Physics and BA Economics.
> ✓ 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 take up Minor and Major Research Projects.
> ✓ Planned to organize Blood-donation camp.

Dr. RATHEESH KUMAR. V

Coordinator, IQAC

Dr. G. GIRIJA DEVI

Chairperson, IQAC/ Principal

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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

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ACADEMIC CALENDAR

SEMESTER PLAN FOR FDP UNDER CBCSS (Prior to 2013 Admission)

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE

PROGRAMMES (2012 ADMISSIONS): From July 2012 to December 2013

FIRST SEMESTER

02/07/2012	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
05/07/2012	Last date for the submission of Department Time-Table for the Semester to the Principal
09/07/2012	Commencement of classes
23/07/2012	Last date for allotting topics of assignments or conduct of seminars
13/08/2012	Last date for submission of assignments or conduct of seminars
16/08/2012	Last date of registration of the course
17/08/2012	Date of submission of Grade sheet of assignments or seminar to the HOD
05/09/2012	Last date for sending the list of registered students to the University
12/09/2012 to 19/09/2012	Conduct of first set of test papers
26/09/2012	Date of submission of Grade sheet of the first internal examination to the HOD
28/09/2012	Date of publication of Grade sheet of the first internal examination on the Department notice board
05/12/2012 to 12/12/2012	Conduct of second set of test papers
19/12/2012	Date of submission of Grade sheet of the second internal examinations to the HOD
20/12/2012	Date of publication of Grade sheet of the second internal examination on the Department notice board
01/01/2013	Last date for submission of results of Continuous Evaluation (CE) by teachers to the HODs concerned
02/01/2013	Display of results of Continuous Evaluation (CE)
02/01/2013 to 04/01/2013	PTA Meeting
07/01/2013	Last date of submission of complaints, if any, by students to the HODs regarding CE
14/01/2013 to 28/01/2013	End Semester Evaluation (ESE)
28/01/2013	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations

CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM (2012 ADMISSIONS) - CALENDAR SHOWINGACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES: From January 2013 to July 2013

SECOND SEMESTER

22/01/2013	Date of Department meeting for preparation of teaching and evaluation plan for the semester
24/01/2013	Last date for the submission of Dept. Time table for the Semester to the Principal
30/01/2013	Commencement of classes
06/02/2013	Last date for allotting topics of assignments/conduct of seminars
15/02/2013	Last date for submission of assignments or conduct of seminars
01/03/2013	Date of submission of Grade sheet of assignments or seminar to the HOD
15/03/2013	Last date of registration of the course
04/03/2013 to 13/03/2013	Conduct of first set of test papers
19/03/2013	Date of submission of grade sheet of the first internal examination to the HOD
20/03/2013	Date of publication of the grade sheet of first internal examination on the Dept. notice board
27/03/2013	Last date for sending the list of registered students to the University
03/06/2013 to 12/06/2013	Conduct of second set of test papers
18/06/2013	Date of submission of Grade sheet of the second internal examinations to the HOD
19/06/2013	Date of publication of Grade sheet of the second internal examination on the Department notice board
26/06/2013	Last date for submission of results of Continuous Evaluation (CE) by teachers to the HODs concerned
27/06/2013	Display of results of Continuous Evaluation (CE)
1/07/2013 to 03/07/2013	PTA Meeting
04/07/2013	Last date of submission of complaints, if any, by students to the HODs regarding CE
19/07/2013 to 01/08/2013	End Semester Evaluation (ESE)
01/08/2013	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations

**CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM (2011 ADMISSIONS)
- CALENDAR SHOWINGACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES: From August 2012 to December 2012**

THIRD SEMESTER

25/07/2012	Date of department meeting for preparation of teaching and evaluation plan for the semester
01/08/2012	Last date of submission of Dept. Time table for the semester to the Principal
03/08/2012	Commencement of classes
23/08/2012	Last date of allotting the topics of first set of assignments/ Seminars
07/09/2012	Last date of registration of the course
05/09/2012 to 12/09/2012	Date of conduct of first set of test paper
13/09/2012	Last date for submission of assignments or conduct of seminars
17/09/2012	Date of submission of Grade sheet of assignments or seminar to the HOD
19/09/2012	Date of submission of grade sheet of the first internal examination to the HOD
20/09/2012	Date of publication of the grade sheet of first internal examination on the Dept. notice board
24/09/2012	Last date for sending the list of registered students to the University
15/10/2012 to 22/10/2012	Date of conduct of second set of test paper
01/11/2012	Date of submission of grade sheet of the second internal examination to the HOD
05/11/2012	Date of publication of the grade sheet of second internal examination on the Dept. notice board
12/11/2012	Last date of submission of result of continuous evaluation – teachers to head of the departments
15/11/2012	Display of results of continuous evaluation
19/11/2012	Last date of submission of complaints by students if any to the Head of departments regarding Continuous evaluations
19/11/2012 to 21/11/2012	PTA meeting
28/11/2012 to 07/12/2012	End Semester Evaluation
07/12/2012	Last date of receipt of CE by the Controller of Examinations

CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM (2011 ADMISSIONS) - CALENDAR SHOWINGACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES: From December 2012 to June 2013

FOURTH SEMESTER

07/12/2012	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
13/12/2012	Last date for the submission of Department Time-Table for the Semester to the Principal
17/12/2012	Commencement of classes
21/12/2012	Last date for allotting topics of assignments or conduct of seminars
11/01/2013	Last date for submission of assignments or conduct of seminars
18/01/2013	Date of submission of Grade sheet of assignment/ seminar to HOD
23/01/2013 to 30/01/2013	Conduct of first set of test papers
01/02/2013	Last date of registration of the course
06/02/2013	Date of submission of Grade sheet of the first internal examination to the HOD
07/02/2013	Date of publication of Grade sheet of the first internal examination on the Department notice board
15/02/2013	Last date for sending the list of registered students to the University
11/03/2013 to 18/03/2013	Conduct of second set of test papers
25/03/2013	Date of submission of Grade sheet of the second internal examinations to the HOD
26/03/2013	Date of publication of Grade sheet of the second internal examination on the Department notice board
04/06/2013	Last date for submission of results of Continuous Evaluation (CE) by teachers to the HODs concerned
06/06/2013	Display of results of Continuous Evaluation (CE)
10/06/2013 to 12/06/2013	PTA Meeting
12/06/2013	Last date of submission of complaints, if any, by students to the HODs regarding CE
14/06/2013	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations
17/06/2013to 28/06/2013	End Semester Evaluation (ESE)

CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM (2010 ADMISSIONS)
- CALENDAR SHOWINGACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES: From June 2012 to November 2012

FIFTH SEMESTER

01/06/2012	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
04/06/2012	Last date for the submission of Department Time-Table for the Semester to the Principal
04/06/2012	Commencement of classes
15/06/2012	Last date for allotting topics of assignments or conduct of seminars
20/06/2012	Last date of registration of the course
13/07/2012	Last date for submission of assignments or conduct of seminars
06/07/2012	Last date for sending the list of registered students to the University
20/07/2012	Date of submission of Grade sheet of assignment/ seminar to HOD
13/08/2012 to 20/08/2012	Conduct of first set of test papers
03/09/2012	Date of submission of Grade sheet of the first internal examination to the HOD
04/09/2012	Date of publication of Grade sheet of the first internal examination on the Department notice board
01/10/2012to 08/10/2012	Conduct of second set of test papers
15/10/2012	Date of submission of Grade sheet of the second internal examinations to the HOD
17/10/2012	Date of publication of Grade sheet of the second internal examination on the Department notice board
22/10/2012	Last date for submission of results of Continuous Evaluation (CE) by teachers to the HODs concerned
25/10/2012	Display of results of Continuous Evaluation (CE)
29/10/2012 to 31/10/2012	PTA Meeting
31/10/2012	Last date of submission of complaints, if any, by students to the HODs regarding CE
07/11/2012 to 19/11/2012	End Semester Evaluation (ESE)
19/11/2012	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations

CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM (2010 ADMISSIONS)
- CALENDAR SHOWINGACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES: From November 2012 to April 2012

SIXTH SEMESTER

14/11/2012	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
19/11/2012	Last date for the submission of Department Time-Table for the Semester to the Principal
21/11/2012	Commencement of classes
05/12/2012	Last date for allotting topics of assignments or conduct of seminars
01/01/2013	Last date for submission of assignments/ conduct of Seminars
02/01/2013 to 10/01/2013	Conduct of first set of test papers
10/01/2013	Date of submission of Grade sheet of assignment/ seminar to HOD
17/01/2013	Last date of registration of the course
17/01/2013	Date of submission of Grade sheet of the first internal examination to the HOD
18/01/2013	Date of publication of Grade sheet of the first internal examination on the Department notice board
04/02/2013	Last date for sending the list of registered students to the University
21/02/2013 to 28/02/2013	Conduct of second set of test papers
04/03/2013	Date of submission of Grade sheet of the second internal examinations to the HOD
05/03/2013	Date of publication of Grade sheet of the second internal examination on the Department notice board
08/03/2013	Last date for submission of results of Continuous Evaluation (CE) by teachers to the HODs concerned
11/03/2013	Display of results of Continuous Evaluation (CE)
13/03/2013 to 14/03/2013	PTA Meeting
15/03/2013	Last date of submission of complaints, if any, by students to the HODs regarding CE
20/03/2013 to 05/04/2013	End Semester Evaluation (ESE)
02/04/2013	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations

DETAILS OF PROGRAMMES DURING THE ACADEMIC YEAR 2012-2013

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	-	-	-	-

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	21	72
80 - 90	6	21
Below 80	2	7
Total	**29**	**100**

BEST PRACTICES OF THE INSTITUTION

Practice -1

Title: Leisure Time Knowledge Hunt

Goals:

To create awareness among the students how to effectively use library resources at leisure time.

The Context:

Most of the students in the college coming from the rural areas do not know how to effectively use the resources of the library at their leisure time. Unfortunately factors such as the need to focus on curriculum related reading, the desire to use precious free time for other social activities and the lack of leisure reading available at many academic libraries pose barriers to students looking for recreational reading. Besides, they do not have the habit of visiting libraries to read; even they do, their reading is confined to the textual books. So, it is felt that the students must be given orientation on the leisure time use of library in a disciplined manner for their academic development.

The practice:

Providing an array of leisure reading options is just one way we can help satisfy students desire for recreational reading while helping them build skills that will help them become more successful students. Meetings and symposiums were also organized to increase the visit of students to the library. In order to promote reading in the library, a spacious and well furnished reading room has been arranged. Students are given counseling on how to develop reading habit in the entry level. More display of books were made to encourage them to peep through the book.

Evidence of success:

After the introduction of this practice, it has been observed that number of students visiting the library has increased many folds. The display of books attracted the students towards it they read through the contents of the book. Some students then borrowed these books and read them. The book transaction records show that the reading habit of students is constantly rising up.

Problems encountered and Resources required:

Well stocked library with books and dedicated service of the library staff is required to implement this initiative in an effective manner.

Practice - 2

Title: Stitching together, dreams and life

Goals:
   i)   To provide vocational training and new jop opportunities for our students
   ii) To develop self-confidence as they learn a new skill

The Context:

Even in this post-modern era, many social institutions are under the control of men. To change this existing tradition, women are to be given strength. This strength only includes physical strength but also economic strength and political strength. It is quite fascinating that, though in India the male female ratio is 1000: 1025, only a few women were able to make it high in their life. The others failed to materialize their dreams, not because they were inefficient but due to lack of proper moulding. Thus, in order to mould the inner creative genius of the girl students in the institution. The women's study unit of MMNSS College, Kottiyam had launched a new project, which involved providing stitching and tailoring classes for the students over the academic year 2012-13. In the present social situations of our state, while everyone is trying to get into a white collar job, chances of unemployment are higher than it used to be in the past. Hence stitching is an art that could enable women to earn something of their own without depending their patriarchy.

The practice:

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

Evidence of success:

Though there were many odds, the women's study unit had succeeded in conducting an exhibition cum sale of the clothes stitched by the students. Materials were purchased on behalf of the women study unit. The profit obtained through this exhibition was equally divided among the students.

Thus, in short it could be analyzed that the stitching and tailoring classes provided a new dimension to the dreams and life of the concerned students. With this skills training women will be self reliant and live happily. They earn Rs.3000/- per month. The economic development of women will increase and they participate in decision making process. They will teach these learnt skills to another woman who are in needy position.

Problems encountered and Resources required:

Lack of stitching machines made it difficult to conduct the program smoothly and insufficient funds stood as another major problem. At the moment there is not enough money to buy enough fabric and there simply isn't enough space for the vocational training. These problems if solved this is an excellent program and the girls can become self-sustained.

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