ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF

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

www.mmnsscollege.ac.in

2014 - 2015

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	2014-2015
1.9	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC *(for example AQAR 2010-11 submitted to NAAC on 12-10-2011)*	

(i)   AQAR 2011-2012 submitted to NAAC on 18/12/2016
(ii)   AQAR 2012-2013 submitted to NAAC on 18/12/2016
(iii)   AQAR 2013-2014 submitted to NAAC on 18/12/2016

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., M.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 1 Alumni 1 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. - International - National - State - Institution Level -
2.14	Significant Activities and contributions made by IQAC	✓ Orientation programme for first year UG students on CBCSS. ✓ Skill development and motivational programmes. ✓ Motivated the teachers to take part in seminars and workshops. ✓ Published research papers in international journals. ✓ The final year postgraduate and undergraduate students have been motivated to participate in seminars and workshops and thereby promoted to engage them actively in research activity. ✓ Faculties were encouraged to make use of ICT enabled teaching.

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. Took measures for the upliftment of society.	✓ The National Service Scheme Units of the college have put in great effort to provide services and support for the community around. ✓ They produced significant results in improving their life conditions and creating awareness on health and hygiene. ✓ The Department of Zoology have been vibrant with respect to various activities including Nature Club and Moolyasudha etc. ✓ Various Clubs have been functioning with a view to promoting co curricular and extracurricular activities.
2. Environment awareness.	Organized nature study camps for students and teachers
3. Encouraging research among teachers and students.	✓ Faculties have applied for minor research projects. ✓ Seminars were conducted by different departments.
4. Women empowerment programs.	✓ Women empowerment programs were organized by Women Study Unit (Manaswini) and NSS. ✓ Classes were conducted on Adolescent problems, legal awareness for girls' students. Ensuring hygienic toilet facilities for students and staff.
5. Practicing innovative ideas among students.	✓ Conducting talks on value based topics. Providing supports to orphanages and Old Age Homes. ✓ Ensuring a clean campus through the activities of the NSS & NCC. ✓ Yoga classes for students and staff.
6. Gender equality promotion.	✓ 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 art and craft making.
7. Promote cultural and sports.	✓ Necessary measures taken to promote cultural and sports talents participation of students. Students participated in various academic and cultural competitions.
8. Orientation for first year UG students.	✓ Orientation programme was conducted for first semester students and their parents.
9. Promote blood donation	✓ A blood donation unit of NSS is functional and also students voluntarily donate blood whenever needed.

| 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.

Part – B

Criterion – I

1. Curricular Aspects

1.1   Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	-	-	-
UG	6	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	**7**	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

(Please see Annexure III)

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

      Core   -   1st - 6th Semesters

      Extension activities   -   3rd & 4th Semesters

      Open course   -   5th Semester

      Electives   -   6th Semester

(ii) Pattern of programmes:

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

1.3 Feedback from stakeholders: Alumni ✓ Parents ✓ Employers ✓ Students ✓
   (on all aspects)

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

(Please see Annexure IV)

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

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

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

> Yes, Department of Economics has been started.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total Number of Permanent Faculty

Asst. Professors	Associate professors	Professors	Others	Total
14	11	0	1 (Part- time law)	26

2.2 Number of permanent faculty with Ph.D $\boxed{12}$

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

Asst. Professors	Associate professors	Professors	Others	Total
4 (R) 10 (V)	0	0	0	4 (R) 10 (V)

2.4 No. of Guest Visiting and Temporary faculty $\boxed{10}$

2.5 Faculty participation in conferences and symposia

No. of faculty	International level	National level	State level	Total
Attended	1	4	2	7
Presented papers	3	1	-	4
Resource persons	-	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning

- ✓ Demonstration using models.
- ✓ Student seminars.
- ✓ Language Lab for English.
- ✓ Experimental learning to reinforce the fundamentals of the subject.
- ✓ Walk With Scholar programme.
- ✓ Student Support Programme.
- ✓ Remedial coaching.
- ✓ Peer teaching.
- ✓ Science exhibitions.
- ✓ Poster making competitions
- ✓ ASAP

2.7 Total no. of actual teaching days during the academic year $\boxed{175}$

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

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

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

| 3 |

2.10 Average percentage of attendance of students

| 90.1 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Physics	11	36.36	45.45	-	-	81.81
B.Sc. Physics	40	28.57	47.61	14.28	4.76	95.22
B.Sc. Polymer Chemistry	29	38	34.4	13.79	-	86.19
B.Sc. Zoology	24	41.66	41.66	8.3	-	91.66
BA English	54	5.55	68.52	18.51	-	92.59
B.Com	28	68	25	4	-	97

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

- ✓ Department Level Monitoring Committee submits reports to the College Level Monitoring Committee and remedial measures are taken accordingly.
- ✓ Feedback from students and parents are obtained at regular intervals and then IQAC meets to resolve the problems.
- ✓ The college encourages research, publications, paper presentations and participations in international/national/regional workshops conferences and symposia.

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	4
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	2
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	11	1	Nil	Nil
Technical Staff	1	2	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Faculties are encouraged to publish research papers.
- IQAC encourages the faculty to upgrade their academic qualification.
- Motivates the faculty to get research guide ship.
- Give guidance to submit project proposals.
- Encourages faculty to participate and present papers in conferences.
- Arranges programs on research methodology for students and faculty.
- Arranges lectures and interactions of eminent researchers and professors of reputed institutions.

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	3	Nil	Nil
Outlay in Rs. Lakhs	-	3.30	-	-

3.4　　Details on research publications

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

3.5 Details on Impact factor of publications:

Range　3.89 - 6.97　　Average　-　　h-index　-　　Nos. in SCOPUS　-

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs.)	Received (Rs.)
Major projects	-	-	-	-
Minor Projects	1.5 1.5 2	UGC	95,000/- 85,000/- 1,50,000/-	75,000/- 72,500/- 87,500/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	**-**	**-**	**3,30,000/-**	**2,35,000/-**

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

　　ii) Without ISBN No.　-

3.8 No. of University Departments receiving funds from

　　UGC-SAP　-　　　　CAS　-　　　　DST-FIST　-

　　DPE　-　　　　　　DBT Scheme/funds　-

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

                    INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	2	-
Sponsoring agencies	-	-	UGC	UGC	-

3.12 No. of faculty served as experts, chairpersons or resource persons: [3]

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 [2.35]

     From Management of University/College [-]

         Total [**2.35**]

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

| 2 |

| 5 |

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 | 100 |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | 4 |

National level | 8 | 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 | 16 | Any other | - |

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

> ✓ Seminar by Dr. Shaiju on 'Raise the voice Not the sea level' on global warming and
> climate change.
> ✓ Eye Camp was organized on the college campus and local patients were selected for
> Cataract operation.
> ✓ Ozone day was celebrated as a joint venture of Cornucopia- Nature Club, Social
> Forestry Extension Unit and NSS unit by conducting a rally to impart awareness among
> people about effects of global warming.

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	18	**4** (i) *1 Class room for First Year M.Sc.* (by dividing and partitioning 2nd B.Sc. Physics class room) (ii) *1 Class room for First year Economics* (by converting old chemistry lab into one classroom and one staff room) *(iii) 2 class rooms* (old law college block added back to infrastructure	Management	22
Laboratories	8	**3** (i) By dividing and partitioning 2nd B.Sc. Physics class room into *2nd M.Sc. General lab and class room*) (ii) Chemistry weighing room to *Electronics lab* iii) *M Sc Computer lab* (by partitioning the existing large Computer lab into 1 General computer lab and 1 M.Sc. computer lab)	Management	11
Seminar Halls	1	-	-	1

No. of important equipments purchased (≥ 1.0 lakh) during the current year.	-	3 (Epson EB-470)	UGC	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	3.02 4.98	UGC	8
Others	➢ Auditorium ➢ Open air auditorium ➢ Gymnasium ➢ Play ground ➢ Store Room ➢ Staff Rooms ➢ Examination room ➢ Smart class rooms ➢ Sick room ➢ Ladies waiting room ➢ Canteen	-	-	-

4.2. Computerization of administration and library

- ✓ The administrative office regularly interacts with the various sections of the university via e-mails and the data concerning attendance, exam results of various courses are uploaded to the university website.
- ✓ Administrative section is equipped with computers and Internet facility.
- ✓ Salary bills and pay particulars are computerized and managed through SPARK system as part of e-governance.
- ✓ Office is computerized and has started maintaining soft copies of official documents. Important circulars are circulated through E-mail and sms.
- ✓ Admission process is fully computerized.
- ✓ Library is computerized and the issue and return of the books are regulated by Grantha library software system.

4.3. Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14002	2725465	182	64546	14184	2790011
Reference Books	475	537500	50	3500	525	541000
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	48	15	11	-	-	3	16	12 (Language lab) 2 (Library)
Added	7	-	2	-	-	-	4	3 (Library)
Total	**55**	**15**	**13**			**3**	**20**	**17**

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

> ✓ Interactive smart boards were installed and its working was demonstrated by the company officials.
> ✓ I.C.T enabled teaching learning process.
> ✓ All departments and office have computers with internet access.
> ✓ Annual accounts, financial statements, salaries received from the government, Provident fund, Arrear bills (excel format) and Income Tax have been computerized through administration office.

4.6. Amount spent on maintenance in lakhs:

i) ICT   -

ii) Campus Infrastructure and facilities   5.43   (Management Fund)

iii) Equipments   -

iv) Others   -

   Total   **5.43**

Criterion – V

1. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Regular interaction with students.
- Organize orientation programs for freshers.
- Display of support services on notice boards.
- Letters, public address system.
- Updated college calendar.
- Information to students through local newspapers.
- Orientation class on Open Course for Fifth Semester students.
- Orientation classes on various clubs and organizations functioning in the college.

5.2 Efforts made by the institution for tracking the progression

- The Tutors collected student's personal data, performance in examinations, involvement in extracurricular activities, learning difficulties, etc.
- Make good teacher-student relationship.
- Social media groups.
- Conduct seminars and evaluate their performance.
- Conduct PTA meetings frequently.
- The academic progression and results of internal assessments were discussed with parents also.
- Analysis and comparison of examination results of all programmes with university average were done and suggestions were made for improvement.

5.3 (a) Total Number of students

UG			PG			PhD			Grand Total		
M	F	Total	M	F	Total	M	F	Total	M	F	Total
182	454	**636**	4	21	**25**	-	-	**-**	186 (28%)	475 (72%)	**661**

(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
446	75	-	64	4	589	503	86	-	68	4	661

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

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

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

No. of students beneficiaries | 28

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 Cell conducts personality development and life skill programmes for the students.
> ✓ Organized programs on stress management, personality development, problem solving and leadership skill.
> ✓ Mentoring system followed in all the departments.
> ✓ Career Guidance and Placement Cell takes initiative to facilitate placements.
> ✓ The cell also organises campus recruitment programs of companies
> ✓ The cell also collects and displays job advertisements from various newspapers and magazines on the notice boards.

No. of students benefitted | 120

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	25	3	More than 25

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 and skill developmental programmes like Stitching classes, Jewellery making, etc. and also conducts discussion forums on social issues like women empowerment, alcoholism, drug abuse, etc. Class on Personal Hygiene and Medical Camp for girl student Special thrust given to gender aspects while teaching topics in syllabus related to gender issues in English, Malayalam and politics classes . International day for Women (8th March) and international girl child day (January 24) are celebrated.

5.9 Students Activities

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

	Participated
State/University level	20
National level	1
International level	0

No. of students participated in cultural events

State/ University level | 1 | National level | - | International level | - |

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

Sports	State/ University level	0	National level	0	International level	0
Cultural	State/ University level	1	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	378 (E-Grants)	8,69,400
	6 (other scholarships)	76,000
Financial support from other sources	17	17,000
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 | 2 |

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.

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

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. The English department organized a National level seminar. The department of Physics and Chemistry organized State level Seminars. All sixth semester of BA/BSc & B Com students undertake minor research projects under the guidance of the respective faculty members. The faculties published research papers in international journals of high repute.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ The college has a well equipped computerized library.
- ✓ The library also has a collection of e-books and internet resources which are made available to the students during college hours.
- ✓ To strengthen the learning resources, the college has enhanced the number of books of Library including a large number of reference books. The college has also added few more journals and magazines in its possession.
- ✓ 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 college comprises of a team of well qualified and committed staff. 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, English & Commerce took part in the campus placement Programs organized by private banks and insurance companies like ICICI, Tata Docomo, HDFC and Federal Bank . 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 Admission Committee of the college monitors and supervises the part of the admission processes that has to be performed at the college level as per the University norms.
- ✓ University of Kerala sets a schedule for admissions.
- ✓ Government rules are strictly followed for preparing the rank list.
- ✓ All reservation policies of the Government are strictly followed as per the Norms of University of Kerala.

6.4 Welfare schemes for

Teaching	✓ A staff club conducts the activities for the welfare of the teaching staff. ✓ Group insurance, Provident Fund, Medical reimbursement, State Life Insurance.
Non-teaching	✓ A staff club conducts the activities for the welfare of the non-teaching staff. ✓ Group insurance, Provident Fund, Medical reimbursement, State Life Insurance.
Students	Counselling, remedial teaching, Government Scholarships, Other scholarships funded by different agencies, endowments and cash awards have been instituted by the college for the empowerment of the financially weak and deserving students.

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, tests and seminars.

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

- ✓ Computer literacy training.
- ✓ Workshops and discussions are organized for the support staff.
- ✓ 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.
- ✓ 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

Bhoomithrasena conducts environmental awareness Students are encouraged to bring food in reusable steel /plastic containers thereby reducing the use of polythene bags. Seminars and awareness programs are organized every year to highlight the need for environment protection. Vehicles banned beyond a restricted area. Periodic campus cleaning by NCC and NSS. Ozone day was celebrated as a joint venture of Cornucopia-Nature Club, Social Forestry Extension Unit and NSS unit by conducting a rally to impart awareness among people about effects of global warming.

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
>
> 1. Eye camp for local people.
> 2. SSP (Student Support Programme) and WWS (Walk With a Scholar)
> 3. Public ban on Smoking.
> 4. Conduct of spoken English classes for school teachers.
> 5. Book exhibition- Introducing classical writers, contemporary writers to students.
> 6. Visit to research institute and to marine and forest ecosystem by Department of Zoology.

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

> ✓ UGC sponsored State and National level seminars were conducted as planned at the beginning of the academic year.
> ✓ One day seminar on conservation and sustainable utilization of Biodiversity and Quiz programme on Biodiversity was conducted as per plans.
> ✓ Research papers were published by the faculties in international journals of high repute.
> ✓ Career guidance and counselling was conducted more seriously.

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

> 1. Mock test series
> 2. An initiative to promote gender equality

   (Please see Annexure V)

7.4 Contribution to environmental awareness / protection

> ✓ Conducted environment awareness programme, Seminar on conservation and sustainable utilization of Biodiversity.
> ✓ Celebrated World Environment Day by planting saplings within and outside the college premises.
> ✓ Cleaning drive by the students in and around the college campus.

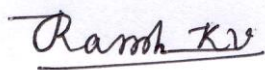7.5 Whether environmental audit was conducted?　　Yes ☐　　No ☑

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

SWOT ANALYSIS

Strength	Weakness
✓ The college has good support from the management. ✓ The college has geared its efforts to avail of financial assistance from bodies like the UGC by number of research projects sanctioned. ✓ The second PG Course was started with classroom and laboratory. ✓ New equipment sufficient enough to run the lab was made available. ✓ Highly motivated faculty and the committed activities of the Parent-Teacher Association prove to be a strength to the functioning of the college.	✓ The college needs more facility to accommodate the newly-sanctioned courses. ✓ More funds for books and equipments required. ✓ Better infrastructure required.
Opportunities	**Threats**
✓ Faculty and staff developing programs. ✓ The college is waiting for the appointment of new faculty members to the vacant posts in the near future. ✓ Minor Projects if obtained can help in increasing research activities on campus.	✓ Unfilled faculty positions of the newly sanctioned courses. ✓ Inadequate funds. ✓ The rural area where the college is situated provides a pleasant ambience for teaching-learning, but it also a challenge to be overcome since students of such a college have to struggle more to avail of facilities and opportunities on par with students from an urban background.

8. **Plans of institution for next year**

- ✓ An awareness programme on the eco-friendly use of plastics.

- ✓ Introduction of Virtual Laboratory for Physics, Chemistry and Zoology experimentation.

- ✓ Improvement of pass percentage among students.

- ✓ Better placement to students via Campus recruitment drives.

- ✓ Request to management regarding infrastructural requirements.

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 (2013 Admission onwards)

FIRST SEMESTER (2014 Admission) DEGREE PROGRAMME:

June 2014 to January 2015

23/06/2014	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
26/06/2014	Last date for the submission of Department Time-Table for the Semester to the Principal
30/06/2014	Commencement of classes
18/07/2014	Last date of registration of the course
19/08/2014	Last date for sending the list of registered students to the University
03/09/2014	Last date for allotting topics for Assignments/Seminars
17/09/2014	Last date for the submission of Assignments/conduct of Seminars
30/09/2014	Date of submission of the mark list of Assignment/Seminar to the HOD
23/10/2014 to 30/10/2014	Test Paper (Model Exam)
06/11/2014	Date of submission of Mark lists of the Test Paper to the HOD
10/11/2014	Date of publication of the results of the Test Paper on the Department notice board
17/11/2014	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
18/11/2014	Display of results of Continuous Evaluation (CE) on the Department notice board
01/12/2014 to 03/12/2014	PTA Meeting
05/12/2014	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
07/01/2015to 22/01/2015	End Semester Evaluation (ESE)
28/01/2015	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2013 Admission onwards)

SECOND SEMESTER (2013 Admission) DEGREE PROGRAMME:

January 2015 to September 2015

19/01/2015	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
23/01/2015	Last date for the submission of Department Time-Table for the Semester to the Principal
27/01/2015	Commencement of classes
10/02/2015	Last date of registration of the course
16/03/2015	Last date for sending the list of registered students to the University
23/02/2015	Last date for allotting topics for Assignments/Seminars
24/03/2015	Last date for the submission of Assignments/conduct of Seminars
30/03/2015	Date of submission of the mark list of Assignment/Seminar to the HOD
18/06/2015 to 25/06/2015	Test Paper (Model Exam)
02/07/2015	Date of submission of Mark lists of the Test Paper to the HOD
03/07/2015	Date of publication of the results of the Test Paper on the Department notice board
09/07/2015	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
10/07/2015	Display of results of Continuous Evaluation (CE) on the Department notice board
13/07/2015 to 14/07/2015	PTA Meeting
20/07/2015	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
20/07/2015 to 31/07/2015	End Semester Evaluation (ESE)
31/07/2015	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2013 Admission onwards)

THIRD SEMESTER (2013 Admission) DEGREE PROGRAMME:

July 2014 to December 2014

21/07/2014	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
25/07/2014	Last date for the submission of Department Time-Table for the Semester to the Principal
29/07/2014	Commencement of classes
04/08/2014	Last date of registration of the course
03/09/2014	Last date for sending the list of registered students to the University
03/09/2014	Last date for allotting topics for Assignments/Seminars
16/09/2014	Last date for the submission of Assignments/conduct of Seminars
22/09/2014	Date of submission of the mark list of Assignment/Seminar to the HOD
23/10/2014 to 30/10/2014	Test Paper(Model Exam)
06/11/2014	Date of submission of Mark lists of the Test Paper to the HOD
10/11/2014	Date of publication of the results of the Test Paper on the Department notice board
17/11/2014	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs
18/11/2014	Display of results of Continuous Evaluation (CE) on the Department notice board
18/11/2014 to 20/11/2014	PTA Meeting
25/11/2014	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
25/11/2014 to 12/12/2014	End Semester Evaluation (ESE)
15/12/2014	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2013 Admission onwards)

FOURTH SEMESTER (2013 Admission) DEGREE PROGRAMME:

December 2014 to June 2014

12/12/2014	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
16/12/2014	Last date for the submission of Department Time-Table for the Semester to the Principal
18/12/2014	Commencement of classes
01/01/2015	Last date of registration of the course
02/01/2015	Last date for sending the list of registered students to the University
30/12/2014	Last date for allotting topics for Assignments/Seminars
04/02/2015	Last date for the submission of Assignments/conduct of Seminars
11/02/2015	Date of submission of the mark list of Assignment/Seminar to the HOD
23/03/2015 to 30/03/2015	Test Paper (Model Exam)
01/06/2015	Date of submission of Mark lists of the Test Paper to the HOD
02/06/2015	Date of publication of the results of the Test Paper on the Department notice board
25/06/2015	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs
08/06/2015	Display of results of Continuous Evaluation (CE) on the Department notice board
08/06/2015 to 13/06/2015	PTA Meeting
15/06/2015	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
15/06/2015 to 30/06/2015	End Semester Evaluation (ESE)
30/06/2015	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2013 Admission onwards)

FIFTH SEMESTER (2012 Admission) DEGREE PROGRAMME:

July 2014 to December 2015

01/07/2014	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
04/07/2014	Last date for the submission of Department Time-Table for the Semester to the Principal
07/07/2014	Commencement of classes
21/07/2014	Last date of registration of the course
18/08/2014	Last date for sending the list of registered students to the University
25/08/2014 to 02/09/2014	Conduct of first set of test Papers
02/09/2014	Last date for allotting topics for Assignments/Seminars
19/09/2014	Last date for the submission of Assignments/conduct of Seminars
19/09/2014	Date of submission of Grade sheet of the first Test Paper to the HOD
22/09/2014	Date of publication of the grade sheet of the first internal examination on the dept. notice board
24/09/2014	Date of submission of grade sheet of Assignment/Seminar to the HOD
23/10/2014 to 30/10/2014	Conduct of second internal examination
06/11/2014	Date of submission of Grade sheet of the second internal examination to the HOD
10/11/2014	Date of publication of the grade sheet of the second internal examination on the dept. notice board
14/11/2014	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
17/11/2014	Display of results of Continuous Evaluation (CE) on the Department notice board
17/11/2014 to 18/11/2014	PTA Meeting
18/11/2014	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
21/11/2014 to 03/12/2014	End Semester Evaluation (ESE)
03/12/2014	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR FDP UNDER CBCSS (2013 Admission onwards)

SIXTH SEMESTER (2012 Admission) DEGREE PROGRAMME:

December 2014 to April 2015

02/12/2014	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
05/12/2014	Last date for the submission of Department Time-Table for the Semester to the Principal
08/12/2014	Commencement of classes
19/12/2014	Last date of registration of the course
23/01/2015	Last date for sending the list of registered students to the University
22/01/2015 to 30/01/2015	Conduct of first set of test Papers
06/02/2015	Date of submission of Grade sheet of the first Test Paper to the HOD
09/02/2015	Date of publication of the grade sheet of the first internal examination on the dept. notice board
19/01/2015	Last date for allotting topics for Assignments/Seminars
20/01/2015	Last date for the submission of Assignments/conduct of Seminars
27/01/2015	Date of submission of grade sheet of Assignment/Seminar to the HOD
09/03/2015 to 16/03/2015	Conduct of second internal examination
20/03/2015	Date of submission of Grade sheet of the second internal examination to the HOD
23/03/2015	Date of publication of the grade sheet of the second internal examination on the dept. notice board
26/03/2015	Last date for the submission of results of Continuous Evaluation (CE) by Teachers to the HODs.
27/03/2015	Display of results of Continuous Evaluation (CE) on the Department notice board
30/03/2015	PTA Meeting
31/03/2015	Last date of submission of complaints, if any, by students to the HODs regarding Continuous Evaluation (CE)
06/04/2015 to 30/04/2015	End Semester Evaluation (ESE)
30/04/2015	Last date or receipt of Continuous Evaluation (CE) results by the Controller of Examinations

SEMESTER PLAN FOR M.Sc. DEGREE COURSES

(2013 Admission onwards)

FIRST SEMESTER (2014 Admission) Period: October 2014 to March 2015

26/09/2014	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
01/10/2014	Commencement of classes
13/10/2014	Last date for allotting topics for Assignments/Seminars
17/11/2014 to 21/11/2014	Conduct of first set of Test Papers
26/11/2014	Last date for the submission of first set of Assignment/conduct of Seminars
27/11/2014	Date of submission of results of First Internal Examination to the HOD
28/11/2014	Date of publication of the results of First Internal Examination on the Department Notice Board
12/01/2015 to 16/01/2015	Last date for the submission of second set of Assignment/conduct of Seminars
19/01/2015 to 28/01/2015	Dates for the conduct of second set of Test Papers
02/02/2015	Date of publication of results of Second Internal Examination to the HOD
03/02/2015	Date of publication of the results of Second Internal Examination on the Department Notice Board
12/02/2015	Last date for submission of CA marks by the Teachers to the HOD (enabling online submission)
13/02/2015	Display of results of CA Marks
16/02/2015	PTA Meeting
18/02/2015	Last date for submission of complaints, if any, regarding CA, by students to the HOD
23/02/2015 to 02/03/2015	University End Semester Examination (ESE)
02/03/2015	Last date for submission of CA marks (hard copy) and online submission of the same to the Controller of Examinations

SEMESTER PLAN FOR M.Sc. DEGREE COURSES (2013 Admission onwards)

THIRD SEMESTER (2013Admission) Period: September 2014 to February 2015

22/09/2014	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
29/09/2014	Commencement of classes
10/10/2014	Last date for allotting topics for Assignments/Seminars
24/10/2014	Last date for the submission of first set of Assignment/conduct of Seminars
10/11/2014 to 14/11/2014	Conduct of first set of Test Papers
19/11/2014	Last date for allotment of topics for dissertation by the group tutor
20/11/2014	Last date for submission of list of topics for dissertation allotted to HOD
24/11/2014	Date of submission of results of First Internal Examination to the HOD
26/11/2014	Date of publication of the results of First Internal Examination on the Department Notice Board
12/01/2015 to 16/01/2015	Last date for the submission of second set of Assignment/conduct of Seminars
21/01/2015 to 29/01/2015	Dates for the conduct of second set of Test Papers
04/02/2015	Date of publication of results of Second Internal Examination to the HOD
05/02/2015	Date of publication of the results of Second Internal Examination on the Department Notice Board
10/02/2015	Display of results of CA Marks
12/02/2015	PTA Meeting
12/02/2015	Last date for submission of complaints, if any, regarding CA, by students to the HOD
16/02/2015 to 23/02/2015	University End Semester Examination (ESE)
23/02/2015	Last date of receipt of continuous evaluation CE results by the Controller of Examinations

SEMESTER PLAN FOR M.Sc. DEGREE COURSES (2013 Admission onwards)

FOURTH SEMESTER (2013Admission) Period: February 2015 to August 2015

20/02/2015	Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
23/02/2015	Commencement of classes
25/02/2015	Last date for allotting topics for Assignments/Seminars
03/03/2015	Assessment report of dissertation work in the college
03/06/2015 to 09/06/2015	Conduct of first set of Test Papers
10/06/2015	Last date for the submission of first set of Assignment/conduct of Seminars
11/06/2015	Date of publication of the results of First Internal Examination on the Department Notice Board
15/06/2015	Last date for allotting topics for second set of Assignments/Seminars
01/07/2015 to 07/07/2015	Dates for the conduct of second set of Test Papers
09/07/2015	Date of publication of the results of Second Internal Examination on the Department Notice Board
13/07/2015	Last date for the submission of second set of Assignment/conduct of Seminars
15/07/2015	Last Date of submission of Title of dissertation to the University
30/07/2015	Display of results of CA Marks
03/08/2015	Last date of submission of dissertation to the University
03/08/2015	PTA Meeting
04/08/2015	Last date for submission of complaints, if any, regarding CA, by students to the HOD
05/08/2015 to 18/08/2015	University End Semester Examination (ESE)
18/05/2015	Last date of receipt of continuous evaluation CE results by the Controller of Examinations

DETAILS OF PROGRAMMES DURING THE ACADEMIC YEAR 2013-2014

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

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	30	83
80 - 90	5	14
Below 80	1	3
Total	**36**	**100**

BEST PRACTICES OF THE INSTITUTION

Practice -1

Title: Mock Test Series

Goals:

> (i) To meet the changing needs of the time are the basis while building a rich corpus of talent.
> (ii) To train the students to appear for examination with confidence and with better preparation.

The Context:

Mock Test Series of competitive exams is believed to help to reduce the pressure on the student during/before examinations, as the student will have to sit for multiple tests throughout the year. The students belonging to the college are given extra coaching, free of cost by addressing their problems. Their skills are sharpened and chiseled keeping in view the patterns of the examinations. They are given question bank prepared by the expert faculty. This has helped them to attain their targets in a better way. To sustain the quality of education, it is imperative to have an objective, consistent and reliable assessment tool. Assessment through multiple choice questions is the one such reliable method. The test series is implemented to evaluate the skills of a student in a general knowledge mathematics and logic and reasoning. A student gets a wealth of valuable guidance and feedback from the teachers every time immediately after the examinations.

The practice:

Several competitive exams like the UPSC and KPSC are held every year. In order to help students to get through these exams the mock test series of such exams were decided to be practiced at our college. The mock test series in the model of PSC exam framed by Brilliance College has been conducted among the various departments. These papers were valued by the teachers from the institute and the students who have secured the minimum cut-off has been selected and training was provided to them in order to make them well equipped for competitive exams.

Evidence of success:

The number of students who passed the exams has increased to a great extent. Students learnt through a process of trial and error and examinations, which are an important part of learning process for students, the feedback on their performance has greatly contributed to their progress down the line. The question bank of all courses consists of a pool of validated multiple choice and objective questions. Questions comprising all the three cognitive levels of

learning, viz., knowledge, understanding and higher ability serve as a valuable asset to the institution. The question banks have facilitated the students in such a way that their efforts in the examinations have started bearing fruits which reflects in their results.

Problems encountered and Resources required:

Faculty from the institutes could not visit the college daily and hence the college faculty had to conduct the test series. They only came once a week and hence conducting regular tests became a herculean task for the faculty members as they had to evaluate and identify the slow learners and guide them regularly about their weaknesses in their respective subjects. Also they had to take allotted classes, departmental works and other work assigned to them from time to time.

Practice -2

Title: An initiative to promote gender equality

Goals:

(i)   To create opportunities for women to study, exhibit and make a living from the art taught.

(ii)   Encouraging women to develop entrepreneurial skills, which in turn, would make them self-dependent

The Context:

India is hailed throughout the world as the greatest democracy but it is evident that not all these democratic ideals are followed in this country. For instance, our constitution gives equal rights to all the citizens of this country, irrespective of their caste, creed or gender. But the increasing number of female foeticides in the rural parts of our country is a visible threat to the aspect of gender equality. While the northern states of India assumes top positions in this list, Kerala occupies the lowest. The high literacy rate of the Keralites may be considered as one of the reasons for this.

But despite this high moral and intellectual values of the people of Kerala, what we are witnessing today is the ruin of tradition. There had been a steady hike in the number of divorce cases during the past few years in Kerala. This shows the degradation of family bonds, which is a serious social dilemma, as family is the backbone of Indian society and its tradition.

Apart from the social crisis associated with divorce, there also exist several other confusions. One among this is the question of economic independence of women. This is a serious topic of debate as ours is a society, were women are forced to yield the everlasting norms dictated by the patriarchy. Therefore the ability of a woman to stand on her own feet decides her economic and social position in today's competitive world. Thus acquiring creative skills that may help her to earn a decent living is worth emphasizing.

Setting this as their prime goal, the members of the Women's Study Unit of MMNSS College had organized a training program for the academic year 2014-15 aimed at the better future of their students.

The practice:

The program involved training sessions on various creative activities lie ornaments making, making of show pieces from recycled materials etc. This programme was carried out after class hours for an hour and also on Saturdays. Besides the pre mentioned benefits of the program, it also succeeded in teaching the students to make effective use of waste materials thereby reducing their cost of living.

Evidence of success:

An exhibition was conducted of ornaments made from paper as well as using different others materials like pearls, stones etc. They also had few show pieces as exhibits. It was very successful as all the exhibits got sold out and the money collected was distributed among the students who had put in all their efforts. In short, it may be concluded that this programme was just like striking two birds with a single stone. This endeavour with its multiple benefits can be taken as a better guide for such future initiatives.

Problems encountered and Resources required:

The time and the fund for the resources were the major issues. The program would bloom out more beautiful if we could get some more time out of the busy CBCS system. The enhancement of funds would help the students to procure more raw materials and hence they could make more ornaments and show pieces.

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