ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF

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

www.mmnsscollege.ac.in

2015 - 2016

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)*	KLCOGN13899
1.4	**NAAC Executive Committee No. & Date:** *(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate*	EC/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	2015-2016
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
(iv)   AQAR 2014-2015 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 **BA**	Science **B.Sc., M.Sc.**	Commerce **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. 7 Faculty 4 Non-Teaching Staff 1 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	✓ Motivated teachers to participate in seminars and workshops and undertake major and minor projects. ✓ Promoted departments to submit seminars and workshops proposals. ✓ Skill development and motivational programmes. ✓ Orientation programme for first year UG students on CBCSS. ✓ 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. Awareness for plastic free campus	✓ Awareness classes given by NSS and conducted regular cleaning of the campus once in a week.
2. Orientation classes for first semester UG students and parents	✓ One day orientation programme is conducted on 15th July 2015.
3. Promoting gender equity through activities of the Women's Study Unit	✓ The activities of the Women's Study Centre focus chiefly on providing girl students with equal opportunities as male students. ✓ Tailoring class is organized on all Saturdays using four tailoring machines. 20 women students attended the course. They conducted an exhibition and sales of dress stitched by them on International Women's Day Celebrations in the college. ✓ Classes by eminent women personalities were provided to promote mental health among girls for empowerment.
4. Women empowerment programs	✓ NSS conducted classes on Adolescent problems, legal awareness for girls' students. Ensuring hygienic toilet facilities for students and staff.
5. Motivating faculty for undertaking quality research activities.	✓ Research projects - 4 Minor Projects.

*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	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.

> Not Applicable

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total Number of Permanent Faculty

Asst. Professors	Associate professors	Professors	Others	Total
18	7	0	1 (Part- time law)	26

2.2 Number of permanent faculty with Ph.D   13

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

Asst. Professors	Associate professors	Professors	Others	Total
2 (R) 10 (V)	0	0	0	2 (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	3	7	5	15
Presented papers	-	5	-	5
Resource persons	-	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning

- ✓ Virtual lab.
- ✓ Additional skill Acquisition Programme benefitted students to acquire self confidence and better communicative skill to pursue a bright future.
- ✓ Walk with a Scholar (WWS) and Scholar Support Programme (SSP).
- ✓ Peer teaching.
- ✓ Remedial coaching.
- ✓ Technology enabled teaching and learning. Use of LCD projectors and audio-visual facility for teaching.
- ✓ Use of smart class rooms.

2.7 Total no. of actual teaching days during the academic year
$\boxed{180}$

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

Examinations conducted as per 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
$\boxed{2}$

2.10 Average percentage of attendance of students
$\boxed{89.9}$

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc. Physics	14	57.14	42.86	-	-	100
B.Sc. Physics	42	52.38	16.67	-	-	69.05
B.Sc. Polymer Chemistry	33	27.27	12.12	-	-	39.39
B.Sc. Zoology	25	52	60	-	-	60
BA English	57	5.26	33.33	24.56	5.26	68.4
B.Com	28	39	50	-	-	89

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

- ✓ The college encourages research, publications, paper presentations and participations in international/national/regional workshops conferences and symposia.
- ✓ Senior faculty and administrative heads discuss future plans of the institution, and prepare a modus operandi for quality assurance and enhancement.
- ✓ Conducts seminars and workshops.
- ✓ Monitors preparation and implementation of semester wise academic plan and tutor's register.
- ✓ Recommend teachers to practise ICT enabled teaching and virtual lab.
- ✓ Collects feedback from students, analyses and give suggestions.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	1
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	14	1	2	Nil
Technical Staff	Nil	2	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- ✓ The college encourages research, publications, paper presentations and participations in international/ national/ regional workshops conferences and symposia.
- ✓ Supports the faculty members in undertaking the projects.
- ✓ Guides the faculty to submit project proposals.
- ✓ Timely release of grants and research facilities to the PIs.
- ✓ Helps in the timely submission of Utilization certificates.
- ✓ Supports students to take up their project works in the college.
- ✓ Motivates the faculty to get research guide ship.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	4	Nil	Nil
Outlay in Rs. Lakhs	-	8.15	-	-

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range | 5.59 - 6.79 | Average | - | h-index | - | Nos. in SCOPUS | - |

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs.)	Received (Rs.)
Major projects	-	-	-	-
Minor Projects	2 2 1.5 1.5	UGC	(i) 4,85,000/- (ii) 1,50,000/- (iii) 95,000/- (iv) 85,000/-	3,95,000/- 87,500/- 75,000/- 72,500/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	**8,15,000/-**	**6,30,000/-**

3.7 No. of books published   i) With ISBN No. | - | Chapters in Edited Books | 3 |

ii) Without ISBN No. | 4 |

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	-	-	2	-	-
Sponsoring agencies	-	-	KSCSTE, Trivandrum	-	-

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　[6.30]

From Management of University/College　[-]

Total　[**6.30**]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist.	College
1	Recognition for new species of octopus discovered from Kerala	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides   2

   and students registered under them   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   2   State level   -

   National level   -   International level   -

3.22 No. of students participated in NCC events:

   University level   -   State level   14

   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   -

   National level   -   International level   -

3.25 No. of Extension activities organized

   University forum   -   College forum   -

   NCC   3   NSS   10   Any other   -

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

- ✓ World Environment Day was celebrated and a talk was organized "the need and importance of planting trees".

- ✓ Poster competition on Dreams of A P J Abdul Kalam was conducted.

- ✓ Cleaning of campus.

- ✓ In association with Regional dowry prohibition office, a seminar was conducted on Prohibition of dowry awareness.

- ✓ Blood donation camps and awareness class on blood donation and HIV was conducted.

- ✓ World Mental health day was organized with a class on mental health by Dr. S Chitra IAS.

- ✓ The students attended a class for anemic students by Dr. Shabana, Dietician KIM'S Hospital.

- ✓ Relief fund for Chennai floods were collected by the students.

- ✓ Health surveys were done in the nearby localities of Kottiyam and Parakulam..

- ✓ National Youth day was observed by conducting a Life Skills programme.

- ✓ Food packets are distributed to Mundakkal Agathi Mandiram.

- ✓ Cancer Awareness rally was organized and an awareness class was organized by Dr. Sameer Oncologist District Hospital.

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	22	1 Existing vacant class room is given to 2nd BA Economics	-	22
Laboratories	11	-	-	11
Seminar Halls	1	-	-	1
No. of important equipments purchased ($\geq$ 1.0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1.185	UGC	1.85
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
>
> ✓ 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	14184	2790011	68	32000	14252	2822011
Reference Books	525	541000	-	-	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	52	15	11	-	-	3	17	12 (Language lab) 5 (Library)
Added	-	-	2	-	-	-	-	-
Total	**52**	**15**	**13**			**3**	**17**	**17**

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

- ✓ Teachers attended IT-oriented Refresher Courses organized by UGC.
- ✓ Internet access for teachers and students.
- ✓ ASAP Training.
- ✓ Training class was given to the teachers to handling the smart board and trained them to manage smart classes.
- ✓ 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	6.27 (Management Fund)
iii)	Equipments	-
iv)	Others	-
	Total	**6.27**

Criterion – V

1. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ Renders student support service through Public Address System, department notice board, information through local newspapers, orientation classes on various clubs and organizations functioning in the college.
- ✓ Important messages conveyed through group tutors
- ✓ College calendar is updated annually and provided to the students
- ✓ Anti–Ragging committee, Grievance Redressal cell, Anti-narcotic cell look after the various issues of students and finds prompt solutions.
- ✓ Students are provided information about free studentship, Merit Scholarship, Remedial Class, Career Counselling etc.

5.2 Efforts made by the institution for tracking the progression

- ✓ Personal guidance is provided to the academically poor students and feedback taken from them.

- ✓ Career counselling service is provided to the students for appearing in Competitive examinations.

- ✓ Information of vacancies in various government and private sectors is given to the students.

- ✓ Students are encouraged to join the courses like Computer diplomas, Sewing and fashion designing as an add-on course.

- ✓ Students can meet the teachers at any time to discuss their academic as well as personal problems.

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	519	**701**	5	24	**29**	-	-	**-**	187 (26%)	543 (74%)	**730**

(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
503	86	-	68	4	661	548	76	-	102	4	730

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.
- ✓ 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   27

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 Placement Cell provides guidance and counselling to the students regarding higher studies and employment.
- ✓ To facilitate the needs of the students, an induction programme is conducted for the fresher's at the entry level to know the basics of higher education.
- ✓ Placement Cell arranges campus interviews for placement in various organizations
- ✓ The students are encouraged to exhibit their skills and talents through various academic association and the magazines published by the departments and the college.
- ✓ Guest Lecture on guidance and counselling by various experts from the region.

No. of students benefitted   141

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
4	141	41	23

5.8. Details of gender sensitization programmes

The Women Cell 'Manaswini' of the college organizes activities on gender sensitization 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 also in association with the NSS unit holds classes on social issues like women empowerment, health issues like the now common cancer of breast, thyroid issues etc.

5.9 Students Activities

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

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

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	Nil	-
Financial support from government	459 (E-Grants)	10,55,700
	5 (other scholarships)	70,000
Financial support from other sources	19	19,000
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised/ initiatives

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

5.12 No. of social initiatives undertaken by the students | - |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

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

MISSION

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

6.2 Does the Institution has a management Information System

> The college does not have a management information system.

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

6.3.1 Curriculum Development

- ✓ The college indirectly participates in the process of curriculum development as and when the faculty members are selected as members of Board of Studies, Academic Council, the Syllabi Revision Committee, Chairman of Examinations, Question paper setters etc .
- ✓ The CBCSS system was introduced in the first year of UG programmes.

6.3.2 Teaching and Learning

A continuous improvement in curriculum as per the contemporary trends creating more space for students' learning abilities, student seminars, assignments, mentoring and constant assessment of students through tests to enable them to find strengths and weaknesses and take measures for improvement.

6.3.3 Examination and Evaluation

End Semester examinations conducted by the University and Continuous Evaluation by the college are conducted smoothly. All departments conduct internal examinations and class tests. The examined papers are shown to the students and the parents are informed about the progress of the students in the Parent-Teacher-Student meetings. The results of internal assessment examinations are uploaded online to the University. The external examinations are conducted by the university directly and the results are published. The UG and PG Practical examinations are conducted by the external examiners at the college.

6.3.4 Research and Development

- ✓ A Research Committee facilitates overall Research Activities of Faculties and students.
- ✓ Information obtained from various sources regarding upcoming projects, funding agencies, application forms etc are made available to the staff as well as students.
- ✓ The college encourages the teachers to apply for Major/ Minor Research Projects, FDP etc.
- ✓ College authority 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.
- ✓ A great number of books have been contributed to the library so as to broaden the Students perspective in Research.

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.
- ✓ The students can borrow books from Departmental Library managed by various departments.

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. At the end of each academic year vacant positions are reported to the management   for appointment of teaching and non-teaching staff. Cultural and annual tour programmes are arranged for organised for the staff for their recreation from their busy schedule. Faculties attend Orientation and refresher courses conducted by Academic staff colleges. Different committees function for the efficient management and welfare of students.

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

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

6.3.9   Admission of Students

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

6.4 Welfare schemes for

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

6.5 Total corpus fund generated   -

6.6 Whether annual financial audit has been done: Yes √   No

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

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

6.8 Does the University/ Autonomous College 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

> ✓ 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

- ✓ Planting of trees in association with the Forest Department inside and outside the college.
- ✓ Cleaning of the campus by NSS and NCC units.
- ✓ Cleaning of Plastic from the campus.
- ✓ Celebrated World Environment Day by organizing a seminar on the importance of planting trees.

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.

- ✓ The International Year of light was celebrated in association with KSCSTE, Trivandrum by organizing Quiz competition and a one day seminar.
- ✓ Virtual lab.
- ✓ 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.
- ✓ SSP (Scholar Support Programme) and WWS (Walk With a Scholar).
- ✓ Started some new endowments and cash awards for scholarly students.
- ✓ Number of activities by the nature club brought the students closer to nature.
- ✓ Seminars sponsored by KSCSTE, Trivandrum.
- ✓ Conducted talent search examinations for college students in association with Academy of Physics Teachers, Kerala.

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. Remedial Coaching
2. Crafty affairs for women upliftment

(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 by presenting saplings during seminars, workshops, conferences and guest lectures in the college. Regular visit to natural eco-systems like forest, marine etc World environmental day celebrated. Carbon credit through Energy Conservation related talks are conducted.

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 good amount of support from the management. ✓ Highly qualified teachers. ✓ Good infrastructure for curricular activities, and high enrolment. ✓ Conducts various extension and awareness programs. ✓ Fully computerized administration, library and departments. ✓ Promote research culture and publications in faculties.	✓ More better infrastructural facilities needed for the newly sanctioned courses. ✓ Limitation of funds which restricts expansion in infrastructure. ✓ Need for more linkages with industry and other institutions. ✓ Financial Problems for the students. ✓ Lack of more PG courses. ✓ Delay in university results. ✓ The students absolutely depend on the public transport system. ✓ Some portions of the syllabus are irrelevant.

Opportunities	Threats
✓ Scope for opening PG courses in some departments. ✓ If infrastructure is developed there is more scope for Research activities ✓ Provides guidance for interested and deserving students for jobs and higher education. ✓ Our students are trained in entrepreneurial and soft skills to meet the demands of the global markets ✓ Peaceful location and good ambience for learning and facilitating higher studies.	✓ Most students come from economically backward families. ✓ Transferability of head of the institution as well as teaching and non-teaching staff. ✓ Inadequate availability of funds. ✓ Concerns like conventional courses, saturated market and resources replacing the teacher.

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.

✓ Request to management regarding infrastructural requirements.

✓ Applications are forwarded to the University of Kerala to start new courses like BA Geography.

✓ Advise the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours.

✓ To provide awareness on gender equity.

✓ 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 (S$_1$ & S$_2$) FOR M.Sc. DEGREE COURSES

(2013 Admission onwards)

FIRST SEMESTER (2015 Admission) Period: From September 2015 to February 2016

11/09/2015	Date of Department Meeting for preparation of Teaching & Evaluation Plan for the Semester
14/09/2015	Commencement of Classes
26/10/2015	Last date for allotment of topic of Assignment/Conduct of Seminars
01/12/2015 to 04/12/2015	Conduct of first set of Test Papers
14/12/2015	Last date for Submission of first set of Assignment/ Conduct of Seminars
10/12/2015	Date of Submission of Results of First Internal Examination to the HOD
11/12/2015	Date of Publication of Results of First Internal Examination on the Department Notice Board
14/12/2015 to 18/12/2015	Last date for Submission of second set of Assignment/Conduct of Seminars
05/01/2016 to 08/01/2016	Dates for the conduct of second set of Test Papers
14/01/2016	Date of Publication of Results of Second Internal Examination to the HOD
15/01/2016	Date of Publication of Results of Second Internal Examination on the Department Notice Board
22/01/2016	Last date for submission of CA marks by the Teachers to the HOD (enabling online submission)
27/01/2016	Display of Results of CA Marks
15/01/2016	PTA Meeting
29/01/2016	Last date for submission of complaints, if any, regarding CA, by students to the HOD
27/01/2016 to 05/02/2016	University End Semester Evaluation (ESE)
08/02/2016	Last date for submission of CA marks (hardcopy) & online submission of the same to the Controller of Examinations
09/02/2016	Date of submission of Semester Report by the Group Tutor to the HOD
10/02/2016	Date of submission of Semester Report to the Principal by the HOD

SEMESTER PLAN (S₁ & S₂) FOR M.Sc. DEGREE COURSES

(2013 Admission onwards)

SECOND SEMESTER (2015 Admission) Period: From February 2016 to August 2016

05/02/ 2016	Date of Department Meeting for preparation of Teaching & Evaluation Plan for the Semester
08/02/2016	Commencement of Classes
29/02/2016	Last date for allotment of topic of Assignment/Conduct of Seminars
06/06/2016 to 09/06/2016	Conduct of first set of Test Papers
03/06/2016	Last date for Submission of first set of Assignment/Conduct of Seminars
15/06/2016	Date of Submission of Results of First Internal Examination to the HOD
16/06/2016	Date of Publication of Results of First Internal Examination on the Department Notice Board
11/07/2016 to 15/07/2016	Last date for Submission of second set of Assignment/Conduct of Seminars
26/07/2016 to	Dates for the conduct of second set of Test Papers
03/08/2016	Date of Publication of Results of Second Internal Examination to the HOD
04/08/2016	Date of Publication of Results of Second Internal Examination on the Department Notice Board
08/08/2016	Last date for submission of CA marks by the Teachers to the HOD (enabling online submission)
09/08/2016	Display of Results of CA Marks
10/08/2016	PTA Meeting
12/08/2016	Last date for submission of complaints if any, regarding CA, by students to the HOD
17/08/2016 to 25/08/2016	University End Semester Evaluation (ESE)
30/08/2016	Last date for submission of CA marks (hard copy) & Online submission of the same to the Controller of Examinations
26/08/2016	Date of submission of Semester Report by the Group Tutor to the HOD
29/08/2016	Date of submission of Semester Report to the Principal by the HOD

SEMESTER PLAN (S4) FOR M.Sc. DEGREE COURSES (2013 Admission onwards)

FOURTH SEMESTER (2014 Admission) Period: From January 2016 to July 2016

22/01/2016	Date of Department Meeting for preparation of Teaching & Evaluation Plan for the Semester
25/01/2016	Commencement of the fourth semester
15/02/2016	Last date for allotment of topic of Assignment/Conduct of Seminars
22/02/2016	Date for submission of Assessment Report of Dissertation work in the college by the Group tutor to the HOD
08/03/2016	Last date for Submission of first set of Assignment/Conduct of Seminars
14/03/2016 to 17/03/2016	Conduct of first set of Test Papers
22/03/2016	Date of Submission of Results of First Internal Examination to the HOD
23/03/2016	Date of Publication of Results of First Internal Examination on the Department Notice Board
06/06/2016 to 10/06/2016	Conduct of Seminars
27/06/2016 to 30/06/2016	Dates for the conduct of second set of Test Papers
04/07/2016	Date of Publication of Results of Second Internal Examination to the HOD
05/07/2016	Date of Publication of Results of Second Internal Examination on the Department Notice Board
28/03/2016	Last date of submission of Title of Dissertation to the University by the HOD
08/07/2016	Last date of submission of CA marks by Teachers to the HOD
11/07/2016	Display of Results of CA Marks
12/07/2016	PTA Meeting
26/07/2016	Last date for submission of complaints if any, regarding CA, by students to the HOD
05/08/2016	Last date for submission of Projects /Dissertation in the college
10/08/2016	Last date for submission of Project/Dissertation to the University
02/08/2016	Last date of receipt of Continuous Evaluation(CE) results by the Controller of Examinations
22/07/2016 to 02/08/2016	University End Semester Evaluation (ESE)
04/08/2016	Date of submission of Semester Report by the Group Tutor to the HOD
05/08/2016	Date of submission of Semester Report to the Principal by the HOD

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS
(2013 Admission onwards)

FIRST SEMESTER (2015 Admission) DEGREE PROGRAMME:
From July 2015 to November 2015

01/07/2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan for the Semester
03/07/2015	Last date for the submission of Dept Time-Table for the Semester to the Principal
06/07/2015	Commencement of classes
20/07/2015	Last date of registration of the course
20/08/2015	Last date for sending the list of registered students to the University
07/08/2015	Last date for allotting topics for Assignments / Seminars
04/09/2015	Last date for the submission of Assignments / conduct of Seminars
10/09/2015	Date of submission of the mark list of Assignment / Seminar to the HOD
22/09/2015 to 05/10/2015	Conduct of Test paper
12/10/2015	Date of submission of mark lists of the Test paper to the HOD
13/10/2015	Date of publication of the results of the Test paper on the Dept. Notice Board
21/10/2015	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
26/10/2015	Display of results of Continuous Evaluation(CE) on the Dept Notice Board
14/10/2015 to 16/10/2015	PTA Meeting
05/11/2015	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
26/10/2015 to 11/11/2015	End Semester Evaluation(ESE)
23/11/2015	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations
26/11/2015	Date of submission of Semester Report by the Group Tutor to the HOD
27/11/2015	Date of submission of Semester Report to the Principal by the HOD

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS
(2013 Admission onwards)

SECOND SEMESTER (2015Admission) DEGREE PROGRAMME:
February 2016 to August 2016

03/02/2016	Date of Department Meeting for preparation of Teaching and Evaluation Plan For the Semester
05/02/2016	Last date for the submission of Dept. Time-Table for the Semester to the Principal
08/02/2016	Commencement of classes
22/02/2016	Last date of registration of the course
28/03/2016	Last date for sending the list of registered students to the University
10/03/2016	Last date for allotting topics for Assignments / Seminars
02/06/2016	Last date for the submission of Assignments / conduct of Seminars
08/06/2016	Date of submission of the mark list of Assignment / Seminar to the HOD
13/06/2016 to 20/06/2016	Conduct of Test paper
27/06/2016	Date of submission of mark lists of the Test paper to the HOD
28/06/2016	Date of publication of the results of the Test paper on the Dept. Notice Board
11/07/2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
12/07/2016	Display of results of Continuous Evaluation(CE) on the Dept. Notice Board
13/07/2016 to 15/07/2016	PTA Meeting
20/07/2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
25/07/2016 to 10/08/2016	End Semester Evaluation(ESE)
24/08/2016	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations
11/08/2016	Date of submission of Semester Report by the Group Tutor to the HOD
12/08/2016	Date of submission of Semester Report to the Principal by the HOD

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS
(2013 Admission onwards)

THIRD SEMESTER (2014Admission) DEGREE PROGRAMME:
From August 2015 to December 2015

05/08/2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan For the Semester
07/08/2015	Last date for the submission of Dept Time-Table for the Semester to the Principal
10/08/2015	Commencement of classes
24/08/2015	Last date of registration of the course
13/09/2015	Last date for sending the list of registered students to the University
09/09/2015	Last date for allotting topics for Assignments / Seminars
30/09/2015	Last date for the submission of Assignments / conduct of Seminars
07/10/2015	Date of submission of the mark list of Assignment / Seminar to the HOD
26/10/2015 to 02/11/2015	Conduct of Test paper
09/11/2015	Date of submission of mark lists of the Test paper to the HOD
11/11/2015	Date of publication of the results of the Test paper on the Dept. Notice Board
12/11/2015	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
13/11/2015	Display of results of Continuous Evaluation(CE) on the Dept. Notice Board
16/11/2015to 18/11/2015	PTA Meeting
01/12/2015	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
23/11/2015 to 11/12/2015	End Semester Evaluation(ESE)
21/12/2015	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations
23/12/2015	Date of submission of Semester Report by the Group Tutor to the HOD
01/01/2016	Date of submission of Semester Report to the Principal by the HOD

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS
(2013 Admission onwards)

FOURTH SEMESTER (2014 Admission) DEGREE PROGRAMME:
January 2016 to July 2016

16/12/2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan For the Semester
18/12/2015	Last date for the submission of Dept. Time-Table for the Semester to the Principal
01/01/2016	Commencement of classes
18/02/2016	Last date of registration of the course
15/01/2016	Last date for sending the list of registered students to the University
01/02/2016	Last date for allotting topics for Assignments / Seminars
10/03/2016	Last date for the submission of Assignments / conduct of Seminars
17/03/2016	Date of submission of the mark list of Assignment / Seminar to the HOD
01/06/2016 to 08/06/2016	Conduct of Test paper
10/06/2016	Date of submission of mark lists of the Test paper to the HOD
13/06/2016	Date of publication of the results of the Test paper on the Dept. Notice Board
24/06/2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
30/06/2016	Display of results of Continuous Evaluation(CE) on the Dept. Notice Board
16/06/2016 to 17/06/2016	PTA Meeting
04/07/2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
27/06/2016 to 18/07/2016	End Semester Evaluation(ESE)
15/07/2016	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations
19/07/2016	Date of submission of Semester Report by the Group Tutor to the HOD
20/07/2016	Date of submission of Semester Report to the Principal by the HOD

SEMESTER PLAN FOR FIRST DEGREE PROGRAMMES UNDER CBCSS
(2013 Admission onwards)

FIFTH SEMESTER (2013 Admission) DEGREE PROGRAMME:
From July 2015 to November 2015

01/07/2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan For the Semester
03/07/2015	Last date for the submission of Dept. Time-Table for the Semester to the Principal
06/07/2015	Commencement of classes
20/07/2015	Last date of registration of the course
20/08/2015	Last date for sending the list of registered students to the University
07/08/2015	Last date for allotting topics for Assignments / Seminars
04/09/2014	Last date for the submission of Assignments / conduct of Seminars
10/09/2014	Date of submission of the mark list of Assignment / Seminar to the HOD
22/09/2015 to 05/10/2015	Conduct of Test paper
12/10/2015	Date of submission of mark lists of the Test paper to the HOD
13/10/2015	Date of publication of the results of the Test paper on the Dept. Notice Board
20/10/2015	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
21/10/2015	Display of results of Continuous Evaluation(CE) on the Dept. Notice Board
14/10/2015 to 16/10/2015	PTA Meeting
27/10/2015	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
19/10/2015 to 06/11/2015	End Semester Evaluation(ESE)
16/11/2015	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations
18/11/2015	Date of submission of Semester Report by the Group Tutor to the HOD
19/11/2015	Date of submission of Semester Report to the Principal by the HOD

SEMESTER PLANFORFIRST DEGREE PROGRAMMES UNDER CBCSS
(2013 Admission onwards)

SIXTH SEMESTER (2013Admission) DEGREE PROGRAMME:
November 2015 to April 2016

20/11/2015	Date of Department Meeting for preparation of Teaching and Evaluation Plan For the Semester
23/11/2015	Last date for the submission of Dept. Time-Table for the Semester to the Principal
25/ 11/2015	Commencement of classes
09/12/2015	Last date of registration of the course
08/01/2016	Last date for sending the list of registered students to the University
21/12/2015	Last date for allotting topics for Assignments / Seminars
04/01/2016	Last date for the submission of Assignments / conduct of Seminars
11/ 01/2016	Date of submission of the mark list of Assignment / Seminar to the HOD
08/03/2016 to 15/03/2016	Conduct of Test paper
18/03/2016	Date of submission of mark lists of the Test paper to the HOD
21/03/2016	Date of publication of the results of the Test paper on the Dept. Notice Board
18/03/2016	Last date for submission of Project /Dissertation
22/03/2016	Last date for submission of results of Continuous Evaluation (CE) by Teachers to the Head of the Departments
23/03/2016	Display of results of Continuous Evaluation(CE) on the Dept. Notice Board
28/03/2016 to 29/03/2016	PTA Meeting
11/04/2016	Last date of submission of complaints if any, by students to the Head of the Departments regarding Continuous Evaluation(CE)
04/04/2016 to 19/04/2016	End Semester Evaluation(ESE)
25/04/2016	Last date of receipt of Continuous Evaluation (CE) results by the Controller of Examinations
20/04/2016	Date of submission of Semester Report by the Group Tutor to the HOD
21/04/2016	Date of submission of Semester Report to the Principal by the HOD

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	4	11
Below 80	2	6
Total	**36**	**100**

BEST PRACTICES OF THE INSTITUTION

Practice -1

Title: Crafty affairs for women upliftment.

Goals:

(i) Arts education can imbue in young people a sense of the satisfaction that comes from working to create something

(ii) To create the ability to use and understand language effectively, and a profound sense of 'the values that permit civilized life to go on'.

The Context:

India holds a rich heritage which no other country in this world could claim. A greater part of these heritages owes to the multi-talented women of our country. We were lucky enough to witness such super women like Rani Lekshmibai of Jhansi, Mother Teresa, Vijayalakshmi Pandit etc.

Every arenas of activity were decorated by the warm touch of these great women. But this active participation of women in social, economic and political affairs faded on after a certain period. For some years, they remained dormant. The idea of women empowerment acquire its real meaning during this period of inactivity.

Detailed research on this social inactivity of women left behind the fact that economic inefficiency was the key factor behind their dormancy. Thus to strengthen their hands and make them economically independent, the different governments which ruled our country over the years, had laid down several plans. 33% reservation for women were one of the milestones of women empowerment. The notion also resulted in the establishment of several small scale industries and women self-help groups like Kudambasree, Vanitha Shema Sangam etc.

These organizations inspired several unemployed women to start a fresh episode in their lives. Women were bestowed with an urge to struggle and survive in the competitive world. To help their students to achieve this survival tactics, the staffs and members of

Women's Study Unit of M.M.N.S.S. College had organized a craft workshop for their students during the academic year 2015-16.

The practice:

The programme was launched with an initial strength of 50 students. Faculty from the Art and Craft center was the students mentor during this program. The workshop provided lessons on doll making, flower vase making etc. It enhances students' employability, and a means of developing a good environmentally aware, health-conscious citizen.

Evidence of success:

A visual-arts curriculum might seek to develop skills in, and experience of, a range of art techniques and processes using line, colour, texture and form. These are not just technical skills, but skills in seeing and expression from an aesthetic perspective. The arts are central to the idea of education being about inculcating a love of learning, of acquiring knowledge. It is no accident that the arts are traditionally connected with the idea of being educated. Hence an educated person is assumed to be interested in the arts. These ideas were seen during the program. The interest of the students and eagerness to learn the different art and craft showed that this program is a success.

Problems encountered and Resources required:

However, this initiative failed to achieve its prime goal due to the absence of time. The CBCS system, that compels the students as well as the teachers to rush over the syllabus made it inconvenient to pursue this learning sessions. But these workshops had immense effect on the students. Let us hope that this small step taken by the Women's Study Unit might help them tackle the worst situations of their life.

<u>Practice - 2</u>

Title: Remedial Coaching

Goals:

In order to help students from various poor backgrounds with extra classes and study materials for making them more bright.

The Context:

The college is located in rural area and many of our students are from socially, economically and educationally backward backgrounds. They lack proper knowledge of the subjects taught to them and hence teaching them is very difficult. Remedial coaching is a step to complement what they already know with what they should know.

The practice:

Education is meant not only to nurture the excellence already in a gifted person but also to uplift the not-so-gifted so that he is equipped to safeguard his interests. Keeping this in mind, this facility is primarily for our students who are from socially, economically and educationally backward backgrounds. Right at the beginning of the academic year we invite applications from the seemingly deserving candidates. The students who apply are then divided into subgroups with a teacher for each group and classes are taken effectively to make them more bright in their subjects.

Evidence of success:

The students offered remedial coaching showed improved academic skills and better linguistic proficiency. It was observed that they had a stronger foundation in their academics. Their knowledge, skills and attitudes strengthened. This facility has brought down the dropout rate quite encouragingly. It has also been observed that some students of our target communities have excelled in the University Examination. Besides it is also evident that a good number of students, who have got admitted to higher studies, have been benefited from this course.

Problems encountered and Resources required:

Even though the students were needy, they needed to be coaxed to attend the classes. These students who hailed from poor economic background were not keen about the classes

as it was conducted during the extra hours. During these extra hours they found it important to engage themselves in part time jobs to earn some money for the family.

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