



Mannam Memorial N S S College

Kottiyam, Kollam, Kerala - 691571



2017

SELF STUDY REPORT- 2017 CYCLE -II

**SUBMITTED TO
NATIONAL ASSESSMENT & ACCREDITATION COUNCIL
BANGALORE**

MANNAM MEMORIAL NSS COLLEGE

Kottiyam, Kollam



Self-Study Report-2017

Cycle –II

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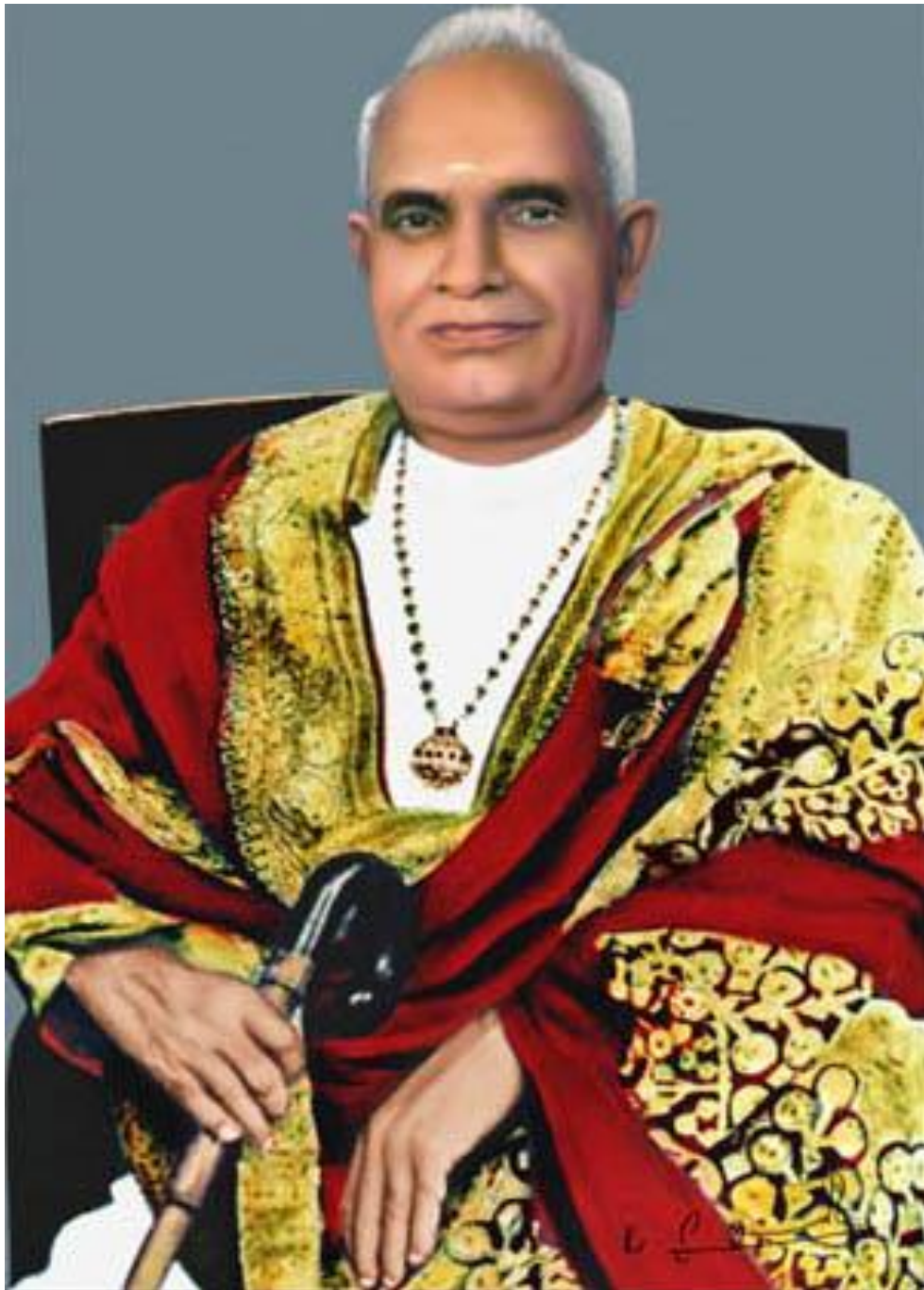


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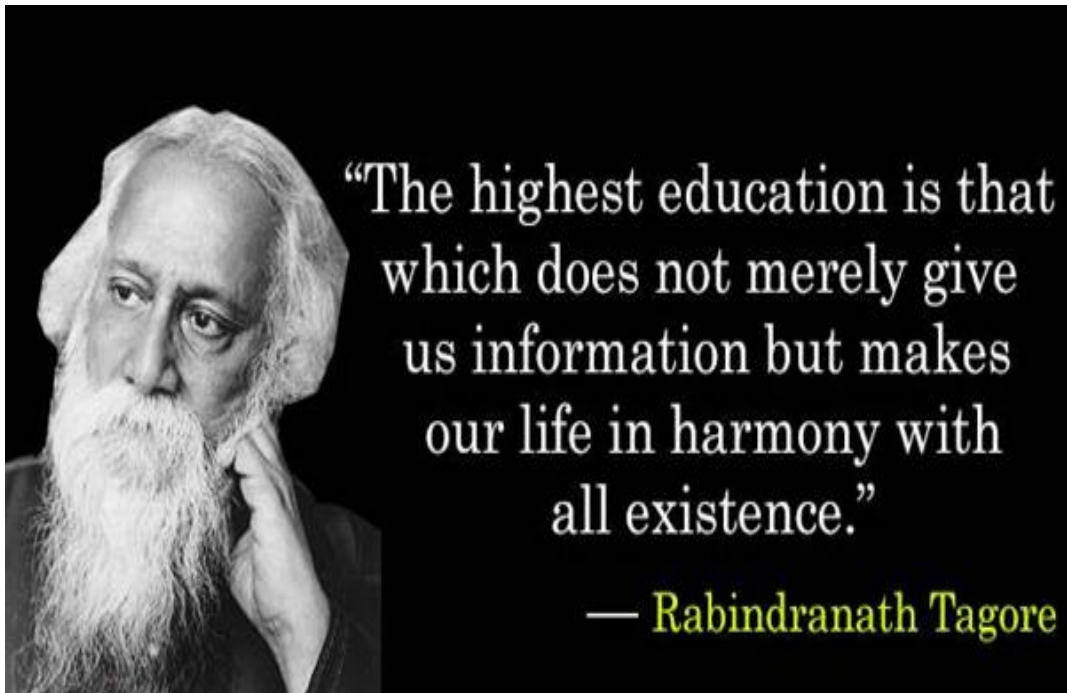
MARCH -2017



Bharathakesari Sri. Mannathu Padmanabhan (1878-1970)

Founder

Nair Service Society



MANNAM MEMORIAL N.S.S.COLLEGE

KOTTIYAM, KOLLAM - 691 571

Fax- 91 0474 2531971 E-mail -mmnssc@yahoo.com

Accredited by NAAC with 'B' grade with a CGPA of 2.77



Dr. G. Girijadevi
PRINCIPAL

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DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge and belief.

This SSR is prepared after consultation and internal discussion with the faculty members, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Kottiyam

Signature of the Head of the Institution

31/ 03 /2017

Principal
M.M. N.S.S. COLLEGE
KOTTIYAM

CERTIFICATE OF COMPLIANCE

This is to certify that **MMNSS College, Kottiyam** fulfils all norms

1. Stipulated by the affiliating University and/or
2. Regulatory Council/Body [such as UGC, NCTE, AICTE, MCI, DCI, BCI, etc.] and
3. The affiliation and recognition [if applicable] is valid as on date.

In case the affiliation / recognition is conditional, then a detailed enclosure with regard to compliance of conditions by the institution will be sent. It is noted that NAAC's accreditation, if granted, shall stand cancelled automatically, once the institution loses its University affiliation or Recognition by the Regulatory Council, as the case may be.

In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.

Date: 31.03.2017

Place: Kottiyam

Dr. G. Girijadevi

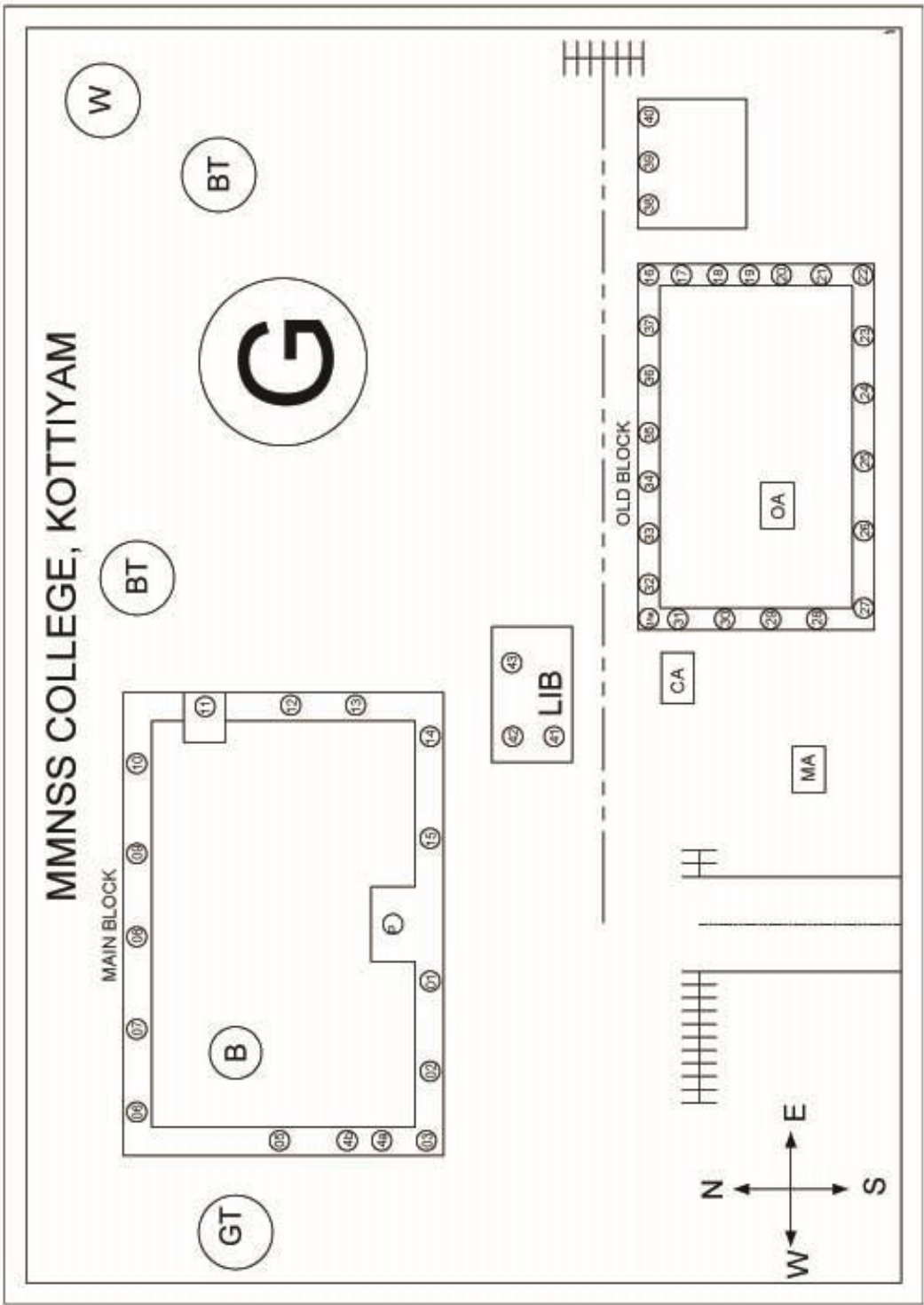
Principal
M.M. N.S.S. COLLEGE
KOTTIYAM



IQAC STEERING COMMITTEE	
Chairman	Dr. G Girijadevi, Principal
Co-ordinator	Dr. Ratheesh Kumar V, Dept. of Physics
Members	Dr Anu Vijayan, Dept. of Physics
	Dr. Sujatha T S, Dept. of Chemistry
	Dr. Sreeja V, Dept. of Zoology
	Dr. Syamkrishnan, Dept. of Chemistry
	Jayalekshmi J, Dept. of English
	Meera K. G., Dept. of English
	Kavitha L., Dept. of Commerce
	Dr. Beena K. S., Dept. of Hindi
	Meenakshy M. R., II DC English, Student
	Anoop Chandran, Managing Director, Trio Tech Transformers, Stake Holder
	Aneesha Salim, Local Panchayat Member
	Prof. R Prasannakumar, (Management Representative)

NAAC STEERING COMMITTEE	
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	Meera K. G., Dept. of English
	Kavitha L., Dept. of Commerce
	Dr. Beena K. S., Dept. of Hindi
	Dr. Geetha P, Dept. of Malayalam

CAMPUS LAYOUT



NEW BLOCK

Sl. No.	Ground Floor	First Floor	G - Ground
1	Chemistry Smart Class Room	Office	BT - Boys Toilet
2	Department of Chemistry	Cash Counter	W - Well
3	HOD, Dept. of Chemistry	Sick Room	GT - Girls Toilet
4(a)	Chemistry Lab	Exam Cell	B - Badminton Court (Girls)
4(b)		IQAC Room	MA - Main Auditorium
5	Physical Chemistry Lab	I st Physics	CA - Canteen
6	Chemistry Store	II nd Polymer Chemistry	OA - Open Auditorium
7	II nd M.Sc Lab	III rd Polymer Chemistry	
8	II nd M.Sc Class	I st Polymer Chemistry	
9	I st M.Sc Class	II nd Physics	
10	I st M.Sc Lab	Old Seminar Hall	
11	Physics Project Room	Seminar Hall	
12	B.Sc. Physics Lab		
13	HOD, Dept. of Physics		
14	Dept. of Physics	Computer Lab	
15	III rd Physics	Physics Computer Lab	
		Principal's Office	
OLD BLOCK			
16	Language Lab	English Smart Class Room	
17	Dept. of Zoology		
18	HOD, Dept. of Zoology		
19	II nd English		
20	Hindi Class for B.Com		
21	I st English		
22	English Language Class Room		
23	II nd Economics		
24	Girls Toilet & Rest Room		
25	NSS Room		
26	II nd Zoology		
27	Gymnasium		
28	III rd Zoology		
29	III rd Economics		
30	I st Economics		
31	Dept. of Economics		
31(a)	Dept. of Physical Education		
32	Botany Lab	III rd B.Com	
33	Zoology store	II nd B.Com	
34	Dept. of Botany (Store & Museum)	I st B.Com	
35	Zoology Lab	Dept. of Commerce	
36	Dept. of Zoology		
37	Dept. of Oriental Languages		
38	English Reading Room	English Block	
39	Staff Room		
40	III rd English		
41	Internet Browsing	Library	
42	NCC Room		
43	Stock Section		

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PREFACE

The Nair Service Society; a synonym for selfless service and social commitment is an organization created for the social advancement and welfare of the Nair community established under the leadership of late Sri. Mannathu Padmanabhan. The Nair community was facing a crisis due to the disunity and blind adherence to outmoded customs, beliefs and practices though they had a glorious past. Ignorance accumulated over the centuries and inadequate education proved disastrous for the community. Their strong affinity for celebrations and penchant for ceremonial occasions led to extravaganza resulting in their decline and downfall. They gradually lost their land holdings and unemployment grew due to lack of modern education thus completing the process of disintegration.

It was during this period that Sri. Mannathu Padmanabhan took the initiative to unite the Nair community members, to build up a great organization. In his own unique way, with his persistence, tireless efforts, vision and farsightedness, the N.S.S opened an array of educational institutions, hospitals and other socially beneficial institutions all over the state. The NSS has evolved into a well-knit and coherent organization that has never swerved from the noble ideals and high principles of the founder. The NSS runs more than a hundred Schools, number of Arts and Science Colleges, Training Colleges, Engineering College, Homeo Medical College, several Nursing Colleges, Polytechnic College, Working Women's Hostels and Technical Institutions. NSS has extended the benefits of its service beyond communal and religious boundaries and has been playing a significant role in the social, economic, educational and political transformations of the state.

Mannam Memorial N S S College, established in 1981 as a junior college. Degree courses were started in 1991 for higher education. The institution is owned and managed by the Nair Service Society. The college is situated in a lush green rural landscape of the Kollam district in Kerala; with an ideal atmosphere for the higher learning. During the year 2004 the college was recognized under 12B and 2f of the University Grants Commission.

The institutional vision upholds the supremacy of pure knowledge. Our founder Bharatha Kesari Sri Mannathu Padmanabhan, a great visionary and social reformer, considered education as the only effective tool for social reforms. The institution provides quality education to the rural community in and around. Hence programmes and practices are directed at providing pure knowledge and skills to the students and modulate them as total individuals important to

the society and useful to the nation. We give special attention to the socially and economically backward sections of the society.

The motto of the college “NA HI NJENE SADRISAM PAVITHREMAHI VIDYATHE”, that is “In this world there is no purifier like knowledge” reflects the deep insight of the founder. The NCC and NSS units, the women’s study center ‘Manaswini’ work together for the progress of the society. The college mission is to impart affordable education to the society without any distinction of caste, creed or culture, give special attention to the economically and socially weaker sections of the society, cultivate free thinking by making students mentally sound and physically strong, to open up the frontiers of knowledge before students so that may have a desire to learn more, to create an atmosphere for the holistic development of the individual and develop them into good citizens who love their fellow beings, care for the society and live for the country and finally to provide the student with adequate skills for gainful employment.

The college gives equal importance to the curricular, co-curricular activities and sports. We have succeeded in securing the best results in the university in Under-graduate and Post-graduate examinations. We provide merit scholarships and financial assistance to deserving students. Our outreach programmes help the people in and around the institution. Fulfilling the dreams of our founder we try to maintain higher academic standards, greater efficiency, transparency and responsiveness to the society. We attempt to make the students socially productive and globally competitive by instilling moral values in them. The institution has put every effort to add to the quality in all post-accreditation initiatives from the experiences and lessons of the first accreditation cycle.

The college offers financial support to majority of students by facilitating fee concession by Govt. of Kerala, scholarships from Government, endowments and financial aid. Semester-wise parent teacher student interaction on class wise basis imparts the vision, mission and goal of this higher education hub to all the stakeholders. As per the NAAC directives, the college has instituted the IQAC for steering the activities of the College to meet the dynamic challenges in the field of education. Our effort for reaccreditation has given us an opportunity to strengthen our merits and rectifying our defects.

This self-study report is prepared after detailed discussions at all required levels, taking into mind all the norms of the NAAC, in the prescribed format. Light is thrown on the academic,

non-academic, financial and social audit of the institution, highlighting the innovative practices carried out in the college, the involvement of the faculty in teaching learning and evaluation process, along with the commitment and efforts of the faculty in mentoring, coaching and counselling our students. It also indicates the involvement of the alumni in improving quality enhancement projects and social outreach programmes.

We submit this self- study report earnestly anticipating your visit to validate our claims and assess our move towards attaining excellence in the quality of education. While expressing our gratitude to the NAAC for the support and encouragement hitherto, we look forward to the same in all endeavours of this institution in future too.

POST ACCREDITATION INITIATIVES

1. As per the recommendations of the NAAC committee, we have introduced new courses both at Post graduate and Undergraduate levels. Thus, M.Sc. Programme in Physics was started in 2013-14 and BA Economics programme was started in 2014-15. We have also applied for several other PG programmes both in arts and science disciplines this academic year.
2. As majority of the students of our college are from rural background, the Placement cell has identified soft skill development as an area of high priority. To this end, the placement cell in collaboration with WWS and ASAP imparts training to students in soft skill and related areas. Communicative skills are developed using English Language lab.
3. New teaching methodologies including use of ICT enabled learning, surprise tests, open book exams, peer learning initiatives etc are already included in the curriculum.
4. The institution aims at improving the research activities of the faculty members by encouraging them to apply for grants from various funding agencies. Post accreditation, four faculty members have secured UGC minor grants. Research cell conducts student research seminars to promote research aptitude among students.
5. Post accreditation, all departments have implemented ICT enabled learning via smart class rooms with multimedia enabled wifi enabled interactive learning sessions.
6. The placement cell interacts regularly with various industries for feedback regarding the curriculum and other aspects. Student counselling centre is run at the college for providing help to the needy students.
7. Post accreditation, the college has upgraded the gymnasium with latest fitness equipments. Proposals have already been submitted for indoor courts and galleries for the stadium.
8. We have already approached some industry representatives regarding internship programs for the students.
9. Several seminars and conferences are organized by various departments of the college at the State and National levels every year.
10. We have already submitted proposals for building a new building to facilitate the commencement of new courses.
11. The vast majority of students studying in our college commute from their homes which are within 10 km radius. Hostel facility is not preferred by them as they prefer to stay with their parents and can conveniently commute from their homes.

12. Constant efforts put in by the faculty brought in 100% results and helped in securing high ranks in many programmes.
13. Ethics club “Moolyasudha” work towards the promotion of moral values, through programmes such as Mathruvandanam (to offer respect to the mothers).
14. “Educare” A programme to support the junior students of the college by the outgoing senior students is run by the Zoology department.
15. Joint efforts by Nature club, Bhoomitrasena, NSS and NCC towards creating a plastic free campus.

EXECUTIVE SUMMARY

Mannam Memorial N S S College is an aided Arts and Science College affiliated to the University of Kerala. The college is situated at Kottiyam village, a small town 10 kms away from the nearest town, Kollam. The institution is owned and managed by The Nair Service Society, a premier educational agency in the state of Kerala. The campus spreads around 23 acres of land donated and purchased by Nair Service Society from various good hearted local people. The College was established in 1981 as a Junior college. Degree courses were started during 1991. During the year 2004 the college was recognized under 12B and 2f of the University Grants Commission. At present, the college with 796 students, 42 teachers and 12 non-teaching staff offers degree courses in Physics, Chemistry/Polymer Chemistry, Zoology, English, Commerce, Economics and a post graduate degree course in Physics.

The institutional vision upholds the supremacy of pure knowledge. Our founder Bharatha Kesari Sri Mannathu Padmanabhan considered education as the only tool for progress. Hence programmes and practices are directed at providing pure knowledge and skills to the students and modulate them as total individuals important to the society and useful to the nation. During this process we give special attention to the socially and economically backward sections of the society.

Prior planning and periodic reviews are the important aspects of all the institutional process. The institutional plans are made considering the feedback received from different sources and the difficulties faced and limitations experienced during the previous years.

The choice based credit and semester system for both undergraduate as well as the post graduate programmes are offered at this institution, as per the curriculum prescribed by the University of Kerala. Though each course has its own specialized branch, the open courses

offered at the fifth semester offers an interdisciplinary touch. Many of our faculty members are members of Board of studies, curriculum restructuring committees, and Syllabus revision committees etc., having an active involvement in the curricular aspects of the university. While framing the curriculum, the faculty members use different methods of teaching and learning, making the teaching learning process interesting and thought provoking. The institution develops its own programmes for enriching the skills and knowledge level of the students. The free coaching for communicative English and competitive examinations are programmes designed for achieving this. Regular evaluative and feedback measures are also adopted to achieve good academic standards. Extracurricular talents are nourished through activities of different clubs such as Nature Club, Tourism Club, Music Club, Science Club, Women's Study Unit, Entrepreneurship Development Club etc. for inspiring the students in activities of art, culture, literature, Science, Environment and also to develop their entrepreneurial qualities. The selection of club co-ordinators is done by voluntary representation of the faculties. Full freedom is given to the faculties to conduct the activities of their respective clubs. The college also offers a platform for cultural events and provides students with maximum exposure in sports, arts and intellectual activities. The NCC trained the students to inculcate the spirit of discipline and willingness to serve the country. The cadets are given regular training in the College and at the camps in other places. At present our college has one unit with the strength of 107 cadets consisting of both boys and girls. NSS unit helps to develop the personality of its members by its various programmes like social service activities and other productive programmes. At present there are two units of NSS in our college, each unit consisting of 100 members. Our sports students also have a very good record of performance. . In order to become efficient and to become up to date in the subject faculty members attended various Orientation and Refresher Courses conducted by various universities in and outside the State of Kerala. They also participated in Workshops, National and International Seminars and also published papers in various journals and books. They get support and guidance from our research committee. The minor projects, the number of publications and research collaborations truly speak out the importance the institution attaches with research. About 60% of the faculties have research degree, 20% have post doctoral experience and a few are research guides in the college.

We have a strong IQAC unit in our college. The unit monitors every activities of the college. It motivates and supports the departments in all activities - academic, extra-curricular, research and extension activities thereby ensuring the quality enhancement of the institution

Financial support is offered to majority of students of the college by facilitating fee concession by Govt. of Kerala, scholarships from Government, travel allowance, endowments and financial aid. Semester-wise parent teacher student interaction on class wise basis imparts the vision, mission and goal of this higher education hub to all the stakeholders. Every stakeholder is motivated to become a true professional of their expertise by the interaction with the eminent academicians, researchers, alumni, industrialists, entrepreneurs and leaders.

A library, Broadband Internet facility, fully furnished computer lab, well equipped seminar hall and auditorium, indoor and outdoor recreational and sports facilities, canteen etc fully support our programmes. The activities of PTA, alumni and different clubs provide good platform for social interactions. Beyond the classroom our students get plenty of opportunities to showcase their passions and talents. The value based education imparted to them helps to mould them as socially responsible citizens. Our high success rate and good placement records bear testimony to the effectiveness of our activities.

MILESTONES

- ❖ Started functioning from September 1st 1981
- ❖ Upgradation of the Junior college-Inaugurated by Kerala Chief minister K. Karunakaran in September 1991 (First degree course - BSc Physics)
- ❖ BA English Course started-09/1993
- ❖ BSc Polymer Chemistry Course started-15/1/1996
- ❖ BCom Degree Course started-11/1998
- ❖ BSc Zoology Course started-3/2000
- ❖ First rank in BSc Polymer Chemistry- 2001
- ❖ First rank in BSc Polymer Chemistry- 2002
- ❖ First rank in BSc Zoology- 2003
- ❖ First rank in Physics -2003
- ❖ UGC affiliation-March 2004
- ❖ First rank in BSc Polymer Chemistry- 2004
- ❖ First rank in BA English- 2006
- ❖ Celebrated the Silver jubilee of the college- 2007
- ❖ First rank in BSc Polymer Chemistry- 2007
- ❖ First rank in BSc Polymer Chemistry- 2008
- ❖ NAAC accreditation – June 2009
- ❖ Third rank in Bsc Physics -2010
- ❖ First rank in BSc Polymer Chemistry- 2011
- ❖ MSc Physics course started in 2013
- ❖ Initiated Additional Skill Acquisition Program with the help of Higher Education Department-2013
- ❖ First rank in BSc Polymer Chemistry- 2014
- ❖ Second rank in BSc Zoology 2014
- ❖ Foundation day was celebrated on 20/07/2014
- ❖ BA Economics course started in 2014
- ❖ Started Walk with a Scholar Program and Scholar Support program-2015
- ❖ UGC Faculty research award for Dr. Kishore Ram -2015
- ❖ Third rank in BSc Polymer Chemistry 2016
- ❖ B.Sc Chemistry course started in 2016
- ❖ Visit by T P Sreenivasan, IFS former ambassador in March 2017

CRITERION I

CURRICULAR ASPECTS

M M N S S College, Kottiyam is a post graduate college offering 6 undergraduate and 1 postgraduate programme. The college has a clear vision and mission and upholds its motto “In this world there is no purifier like knowledge”. In 2010, the University of Kerala introduced the Choice based Credit and Semester system which has given a new dimension to the degree programmes with the introduction of elective and open courses in the programmes offered. The PG programme also comes under the Credit Semester System. Being an affiliated college to the University of Kerala, the college has to follow the curriculum prescribed by the University. Computers, smart board, LCD projectors etc. were provided for ICT delivery. Our faculty members participate in the design and development of the syllabi and curricula through representation in academic bodies. Workshops and seminars organized by the institution, Kerala State Higher Education Council etc. provide opportunity for faculty members to familiarize with the curriculum as well as any changes introduced to the existing curriculum. The Career Guidance and Placement Cell of the college take the initiative to facilitate industry interactions, internships and placements. The teachers prepare the teaching plan of the topics they are assigned. The UG and PG monitoring committees and IQAC supervises and monitors the implementation of the curriculum within the stipulated time. Special classes are arranged if required. Other curricular activities like seminars and workshops are also arranged. For the purpose of internal evaluation test papers and assignments are given. Our faculty members are persistently on the way to quality improvement. It is mandatory that they attend refresher and orientation courses and keep their knowledge updated.

CRITERION II

TEACHING LEARNING AND EVALUATION

The admission process of the undergraduate and postgraduate programmes are done directly by the University of Kerala under the Common Admission Process (CAP), so transparency is effectively maintained by the University. The marks obtained in the qualifying examination are the main criteria for selection. The rank list is prepared on the basis of merit and the reservation policies of the Government. The college has a good record of results with several ranks and toppers in the University level. A detailed bio data is collected from each student with regard to personal information, the academic background of his/her areas of interest, talents in sports, cultural activities etc. The college conducts orientation programme for freshers and their

parents. The college follows a student-centric tutorial system with students of a class assigned to a group tutor. Tutorial meetings are conducted regularly. The group tutor maintains a Tutor's Register as a record of all details of the wards. Performance of the students is constantly evaluated and slow learners are given remedial classes and counselling. Walk With a Scholar (WWS) programmes cater to the needs of the bright students. Student Support Programs (SSP), ASAP etc. which go parallel with the regular courses helps to develop talents, self-confidence and skills, which will lead them to greater heights.

The college has 24 permanent teachers, 13 guest lecturers and one part-time lecturer. 14 teachers are Ph.D holders, 4 M.Phil holders and 5 teachers are doing Ph.D. The teachers attend lectures, seminars, workshops and training programmes in order to be up to date with the emerging fields of knowledge. The IQAC collects student feedback on teachers and prepares average score of each teacher. The improvement as per suggestions is made if necessary. Healthy relationships of Teacher-student and student-student help to keep the campus free of grievances related to internal evaluations and ragging.

In the orientation programme conducted for first year degree students, the evaluation process is explained in great detail to the students and parents. The results of the internal evaluation are communicated to the parents in the class-wise PTS meeting held at the end of each semester. The student evaluation is based on the norms set by the university. This system is followed systematically and transparently. To facilitate the achievement of the learning outcome, ICT aided methods of teaching are adopted. Teaching and learning are well supported with library, laboratory and internet facilities. The extension activities under the various clubs especially the NSS, NCC, Bhoomithrasena club and Women Study Unit helps to inculcate social and ethical values and to develop leadership skills in students. The learning outcomes are reflected through the prominent alumni and students who got admission to prestigious institutions.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

College has an active research committee which monitors and motivates the research activities of the college. 5 minor projects have been sanctioned by the UGC. Dr. Kishore Ram has been awarded the UGC research award to take up research work at Kerala University during 2014-17. Several research seminars, conferences and workshops are organized by the departments. Eminent academicians and researchers have interacted with the academic

community of the college through seminars and conferences arranged in association with several agencies and institutions. The institution also receives a quantum of research grant from UGC and other statutory agencies for major, minor projects and seminars. Number of publications has been published by the faculty of the college during the last five years in peer reviewed journals and conference proceedings of international and national importance. The students and faculty members actively participate in the extension programmes for the community. The NSS and NCC units organize need based extension programmes for the local community. Many departments are rendering such services. Students and teachers have actively participated in the extension activities through National Service Scheme. Department of Chemistry, Zoology, Library and Physics organized extension activities funded by UGC. Most of the activities of NSS and NCC are undertaken in collaboration with government agencies.

CRITERION IV

INFRASTRUCTURE & LEARNING RESOURCES

With a campus spread out across 29 acres, the college has adequate infrastructure facilities that meet the curricular, co-curricular and extra-curricular requirements. The growth of infrastructure is in tune with the growth in academic activities and need of the hour. The buildings and other infrastructural facilities are well-maintained and are put to optimum use. The college has been included in the UGC section 2(f) and 12(B) in the year 2010. Since then the funds available from UGC were utilized efficiently to improve the infrastructure of the college. The campus is eco-friendly and the buildings optimally utilize natural light and air passage to reduce energy consumption. The laboratories of the college are well equipped. Keeping in view, the role and impact of technological advancements on higher education, the college has upgraded technology enabled teaching-learning process. The access of internet is provided to every department, administrative office, and library through reliable and fast connectivity of network. College is Wi-Fi enabled. The library is automated with reading and reference section for teachers and students. Computer literacy is ensured to all students as the programmes and curriculum offered in the college contains ICT based course. The college has a well-equipped multipurpose auditorium for intellectual, cultural and co-curricular events. Safe drinking water facility is provided at different strategic points in the campus and the unrestricted water supply is ensured. A badminton court, playground, fitness centre are the facilities available for sports and games. Over the years our college has won several accolades at university level and also at the national levels in sports items including hand ball, soft ball. It is expected that the resource

requirements for future developments will be met by the funding agencies like UGC, DST, etc., and the management of the college in a potential manner.

CRITERION V

STUDENT SUPPORT AND PROGRESSSION

Most of students of this institution belong to low socio-economic categories. The college website, the hand book and the annual prospectus are regularly updated and contain all information about the college. Scholarships and freeships are provided to the needy students by the government and the institution. More than 90% of the students enjoy fee concession for tuition and examination. The college encourages the publication of wall magazines, manuscript magazines, newsletters and the annual college magazine by the students. The students are assigned suitable club activities that suit their tastes. The college provides various counselling services that the students need. Many of the students studying in the college have a progression from UG to PG, from PG to MPhil/PhD and from study to employment. The Career Guidance and Placement Cell and Grievance Redressal Cell provide support services and facilities to students. The anti-ragging cell, Women's Study Unit and NSS have given awareness programmes to curb the atrocities in connection with ragging and gender issues. On the annual Merit Day the meritorious students, university rank holders etc. are honored with awards, scholarships and mementos. The PTA, the faculty and the alumni contribute for the awards, prizes, financial support and endowments. The college facilitates financial support of the government and UGC to the needy students. The main financial resource was the plan fund received from UGC which is available to the college in the XIth Plan. The fund utilization is done in a transparent manner with the involvement of UGC coordinator, purchase committee and heads of the departments. The overall pass percentage of our college is one of the best in the university and is the best in the district. The pass percentage of B and C certificates of the NCC is also very excellent. The college library is well stacked and ICT enabled. The laboratories are well equipped with state-of-the-art instruments and equipment. Sufficient comfort rooms and amenity rooms are provided for the students and staff. All students of our college are members in one or more student clubs. The Career Guidance and Counselling Cell trains the students to be well prepared for obtaining placements. The college conducts regular campus recruitment drive, and the encouraging feedback that we get from the employers.

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

The vision and mission of the college is perfectly in tune with the higher education policy of the Government, which aims to remove disparities in society and promote equality through education. It also envisions the empowerment of women and gender equality through education. The College has a transparent, flexible and effective administrative system which ensures smooth and efficient conduct of college in terms of academic and administrative levels. The administration is decentralized to give participation to every stakeholder in the upliftment of this institution. Under the Principal, the College Council, the IQAC, the staff and student representatives and all other stakeholders of the college have significant roles to manage the institution. All serious decisions are implemented in the college after the Manager's consent. All quality improvement strategies are planned and thus deployed in a transparent and effective manner. All recruitments in the college are made as per government norms in the presence of a government nominee. Further quality enhancement strategies like participation in orientation classes, seminars, refresher courses, FDP all call for the written consent of the Manager and the recommendation of the Principal. The Management extends full support to such empowerment programs. The administrative wing of the college is assisted by the faculty and vice versa. All finance and accounts are audited by the government. Management of the college encourages faculty engaging research work by giving opportunity and willingness to depute for FDP. As per the guidelines of NAAC, the IQAC was constituted in 2009. All quality enhancement policies are censured and reviewed by the IQAC before they are implemented.

CRITERION VII

INNOVATIONS AND BEST PRACTICES

The college aims for a sustainable development with a green campus. National Service Scheme of the College takes care of the environmental related issues of the college with the active support of the Nature Club and departmental clubs. The students are encouraged to keep the campus plastic free. The NSS volunteers and teachers are providing midday meal to the Old Age home inmates. This is considered as one of the best practice by the college. Talks on Carbon footprint, Global Warming, Climate Change, Greenhouse Emission etc. are carried out in the College to create awareness among the students about the need for environment protection. The Bhoomithrasena club, NSS and nature club organize classes on the topic. They also conduct nature surveys and organize camps to bring them closer to nature. Planting of trees are

encouraged. The saplings obtained from the forest department are distributed among students and also saplings are planted on the campus. The College observes Environment Day and other important days related to nature conservation in a befitting manner.

SWOC ANALYSIS

Strengths

- ❖ A relatively young college with more than 30 years of reputation and an institution which offers quality education at affordable cost.
- ❖ Managed by a hundred year old organization that strongly advocates empowerment of the weaker sections of the society through education.
- ❖ A dedicated team of highly qualified motivated senior faculty members who are actively involved in teaching and academic activities.
- ❖ An excellent cadre of young and recently recruited junior faculty members with teaching, research (both doctoral and post-doctoral) and industrial experience from within the country and abroad.
- ❖ Conveniently located for rural population- The College is located on the National Highway and is well connected with the nearby villages.
- ❖ Ample scope for further infrastructural development- The College is located in a 23-acre plot, of which more than 60% land is left unutilized.
- ❖ Each student gets maximum attention.
- ❖ Educare programme by the Zoology Department is very effective.
- ❖ College has several Multimedia enabled class rooms and e-learning facilities.
- ❖ Several minor research projects have been successfully completed by the senior faculty members.
- ❖ A very active sports club with fitness centre and other utilities.
- ❖ Winners of State level championships for several consecutive years in softball, baseball, etc.
- ❖ The students of this college have led the state team in the above said games in the national level also.
- ❖ Excellent job placement records.
- ❖ Strong emphasis on Value-based education.
- ❖ Community oriented activities are given high priority.

- ❖ Very high student enrollment rates in National Service Scheme and National Cadet Corps.
- ❖ A well-stocked library which is accessible to students throughout the working hours.
- ❖ Mentoring under the Walk with the Scholar (WWS) programme
- ❖ Remedial teaching initiatives
- ❖ Low dropout rate.
- ❖ A very dynamic and vibrant NSS unit. Full-fledged 2 units of 200 members National Service Scheme (NSS) unit.
- ❖ On behalf of NSS unit, one time meal is supplied to old-age home of Mundakal
- ❖ Extension activities are being conducted by each department as a part of social service.
- ❖ Very effective tutorial system and Counselling facility
- ❖ Higher percentage of passes in different courses than the average in the university.
- ❖ An effective PTS and encouraging Alumni Association
- ❖ Student support initiatives of the institution
- ❖ A strong management with clear sense of direction and uncompromising commitment to champion the educational cause of the downtrodden
- ❖ Teachers acting as role model for students in social service and community extension.
- ❖ Students are 100% involved in co-curricular and extracurricular activities.
- ❖ Academic interaction of the faculty with visiting /invited scholars and expert strengthens our research culture.
- ❖ Internet connectivity to all departments.
- ❖ One Patent applied by a faculty member.
- ❖ Large scale blood donation.
- ❖ Representation of our faculty in various university bodies.
- ❖ Eco-friendly, hygienic campus and peaceful, but vibrant atmosphere, conducive for learning
- ❖ Well organized, efficient administrative office.
- ❖ Students' Union with broad and clear political and social perspective
- ❖ Teaching-learning through innovative models.
- ❖ Clean, calm, peaceful and Environment friendly campus.
- ❖ Included in the section 2(f) and 12 (B) of the UGC act in the year 2010
- ❖ Even though the scope of research is limited in this college as PG programme is only one, there were research publications by the faculty in the peer-reviewed international journals

- ❖ Placement cell organizes annual recruitment drive in co-ordination with several companies in and around the state as well as with ASAP of KSHCE.
- ❖ Active department alumni which conduct technical talks to strengthen the confidence of the stakeholders.
- ❖ Admission to various programmes very transparent and are purely on merit basis, directly done by the centralised allotment process (CAP) of University of Kerala
- ❖ Almost 90% of students are enjoying free education through fee concession as per Kumara Pillai Commission Report (KPCR) of Government of Kerala.
- ❖ Students outshined in various sports and games in the University as well as in the national level.
- ❖ The nature club of this college conducts awareness programmes and environmental visits.
- ❖ Departments are involved extension activities linked with the community service by imparting knowledge and awareness programmes conducted in and off the campus.
- ❖ Class level parent-teacher-student in-house meetings are conducted regularly.
- ❖ Departmental level career guidance and counseling is given for every student on need-basis.

Weaknesses

- ❖ ICT facility is only limited and every class has to be transformed into a smart class.
- ❖ Students with poor communication skills is the main weakness pointed out by all the faculties.
- ❖ Laboratory facility has to be improved with more equipment and computers.
- ❖ Syllabus need to be revised once in three years to meet the technological demand.
- ❖ Conducting a seminar and conference in the international level is a dream due to financial issues.
- ❖ INFLIBNET facility is not yet materialized in the college.
- ❖ A stadium with modern facilities for sports and games is not available for work outs and training young sports talents.
- ❖ Students lack communication skill and were not able to place in the reputed institution even with very high technical knowledge
- ❖ Infrastructure facilities including dated classrooms and laboratories need to be improved.
- ❖ More ladies waiting rooms and toilets need to be constructed.

- ❖ There is only one Master's program. New Post graduate programs needs to be started urgently.
- ❖ Poor research outcome, mainly due to lack of infrastructure and proper funding and lack of research labs.
- ❖ A high quality seminar hall for organizing national level conferences needs to be constructed.
- ❖ The library building needs up gradation and more computerization.
- ❖ Unexpected power cuts are very common. This often leads to poor utilization of smart class rooms and e-resources, frequent instrument failures, etc. A solar powered online UPS system needs to be installed.
- ❖ The college is located in a water-scarce locality. Severe water shortage in summer is common. Rain water harvesting projects are a dire need to overcome the water shortage though small practices of water harvesting are being done.
- ❖ A sustainable waste management culture needs to be inculcated.
- ❖ The college premises lack scenic beauty. Proper landscaping and gardening efforts have to be initiated to enhance the aesthetic appeal of the buildings. Funds are required to be raised for the same.
- ❖ Administrative department which needs skill enhancement, in installation and use of IT enabled management tools.
- ❖ Even though the college has won several laurels in sports and athletics, modern sports training facilities including indoor courts, a synthetic track, and a modern gymnasium are missing.
- ❖ Weak social and economic background of the students hinders their studies in many ways.
- ❖ Inordinate delay caused by the government in approving faculty vacancies.
- ❖ Government curtailment of postings, resulting in insufficiency of hands to man the college administrative office and ministerial functions.
- ❖ Unrealistic promotion policy of the government, affecting the efficiency of college office.
- ❖ University's reluctance to sanction multi-disciplinary programmes on emerging areas and our financial inadequacy to procure latest equipment.
- ❖ Undue prolongation of the centralized admission process of the university causing very late commencement of the programmes and time deficiency for effective teaching-learning process.

- ❖ Tiresomely hectic semester span with curricular, co-curricular and extracurricular activities, and multilevel assessment processes.
- ❖ Inordinate delay in publication of results by the university hampering the progression of our students to higher levels of education.
- ❖ Lack of funds for infrastructure development.
- ❖ Time constraints and work constraints to attend seminars/ workshops /conferences.

Opportunities

- ❖ Various short-term certificate courses and the youth around to improve communicative and soft skill, computer proficiency, computerized accounting, hardware etc.
- ❖ The B.Com with Computer Applications yields better promises of higher jobs in the state.
- ❖ The open course of the fifth semester equips children with additional knowledge and skill that may complement job opportunities before they attain permanent employment.
- ❖ The Additional Skill Acquisition Programme (ASAP) has brought out skill oriented individuals among students who can confidently move about seeking higher prospective.
- ❖ Opportunities for students opting for every programme are diverse.
- ❖ New PG courses may be started.
- ❖ Service of the college alumnus can be utilized for placements.
- ❖ To have more number of bio gas plants using the food waste generated on the campus to meet the energy requirements in the labs.
- ❖ Tapping solar energy to meet the full electricity requirements of the college.
- ❖ To enhance extension activities.
- ❖ Opportunity to start more add-on courses and skill development programmes.
- ❖ Collaboration with other Research Institutions and Universities.
- ❖ Introducing newer courses with a focus on employability.
- ❖ Emerging priority to Basic Science education and research.
- ❖ Consultancy and extension services.
- ❖ Greater participation in research related efforts.
- ❖ Up gradation of UG departments to PG and PG to Research.
- ❖ More certificate/add-on courses to be introduced.
- ❖ Moral education to be made a part of curriculum.

Challenges

- ❖ Low social, economic and cultural background of vast majority of students.
- ❖ Low student proficiency in English language at the entry level.
- ❖ Over dependence of students on smart phones and e-materials which need not be authentic, drawing them away from the habit of reading books and other publications.
- ❖ Insufficient working days for completion of portions in the CBCSS system.
- ❖ Increase in running cost and budget reductions by govt. agencies for education.
- ❖ Disposal of e-waste and chemical waste.
- ❖ Delay in sanctioning the funds hampered the conduct of seminars, execution of research projects, maintenance of the laboratories etc.
- ❖ Outdated syllabi which need to be revised once in every 3 years at par with the industrial requirement.
- ❖ Insufficient supporting staff.
- ❖ Additional smart class rooms.
- ❖ High student teacher ratio in language classes.
- ❖ Insufficient time due to tight work schedule in semester system.
- ❖ Lack of time for extended research and extension activities.
- ❖ As this is a corporate management, the involvement of the top management in the day to day affairs of the college is difficult and also the management transfers the staff regularly.

FUTURE PLANS

1. Conducting seminars workshops for students on the areas of SPSS and other research area for improving their interest for research.
2. Creating awareness among society about demonetization and budget analysis.
3. To conduct state level, National and International seminars
4. To start under graduate courses in Malayalam and Hindi
5. Effort will be taken to start post graduate courses in Zoology, English and Chemistry
6. To provide sufficient training to students to qualify competitive exams.
7. To conduct seminars in rural areas with co-operation of the public to make them more aware about the importance of conservation of Bio-diversity.
8. Expose the initiatives to become a plastic free and eco-friendly campus.
9. To provide sufficient training to students for improving their reading habits.
10. Introducing new library software for helping the research teachers of our college.

11. Constitute readers club.
12. Starting radio broadcasting in association with our students.
13. Planning to upgrade the Post graduate Department of Physics and Department of Chemistry as research centers.
14. Planning to apply for minor and major projects.
15. Setting up a smart classroom each in all departments.
16. Establishing more industry linkage programmes
17. Availing assistance from Rastriya Uchatar Shiksha Abhiyan (RUSA)
18. Extending computer and software facility to all possible levels.
19. Initiating more outreach programmes.
20. Conducting more activities of the Women's Study Centre, focusing on gender equity.

SECTION I

PREPARATION OF SELF-STUDY REPORT

PROFILE OF THE COLLEGE

1. Name and Address of the College:

Name:	MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM	
Address:	KOTTIYAM P.O.	
City: KOLLAM	Pin: 691571	State: KERALA
Website:	mmnsscollege.ac.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. G. GIRIJADEVI	O: 0474-2530522 R: 0476-2848133	9446909232	-	mmnssc@yahoo.com
Steering Committee Co-ordinator	Dr. ANU VIJAYAN	O: 0474-2530522	9747147158	-	anuvijayan1977@gmail.com

3. Status of the Institution:

Affiliated College

☒

Constituent College

☐

Any other (specify)

☐

4. Type of Institution:

a. By Gender

i. For Men

☐

ii. For Women

☐

iii. Co-education

☒

b. By Shift

i. Regular

☒

ii. Day

☐

iii. Evening

☐

5. Is it a recognized minority institution?

Yes ☐

No ☒

If yes, specify the minority status (Religious/linguistic/any other) and provide documentary evidence.

6. Sources of funding:

Government ☒

Grant-in-aid ☐

Self-financing ☐

Any other ☐

7. a. Date of establishment of the college:

01/09/1981

b. University to which the college is affiliated/or which governs the college (If it is a constituent college)

University of Kerala

c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks (If any)
i. 2(f)	10.03.2004	Certificates enclosed
ii.12(B)	10.03.2004	

d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Not Applicable

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☒ No ☐

If yes, has the College applied for availing the autonomous status?

Yes ☐ No ☒

9. Is the college recognized

a. by UGC as a College with Potential for Excellence(CPE)?

Yes No

If yes, date of recognition:.....(dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency.....and

Date of recognition:.....(dd/mm/yyyy)

10. Location of the campus and area in sq. mts:

Location*	Rural
Campus area in sq. mts.	93077.7
Built up area in sq. mts.	5, 299

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

• Auditorium/seminar complex with infrastructural facilities

• Sports facilities

* play ground

* swimming pool

* gymnasium

• Hostel

* Boys' hostel

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Girls' hostel

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Working women's hostel

i. Number of inmates ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available - cadre wise)
- Cafeteria -
- Health centre -

First aid, Inpatient, Outpatient, Emergency care facility

Ambulance.....Health centre staff- Qualified doctor Full time Part-time Qualified Nurse Full time Part-time - Facilities like banking, post office, book shops

- ✓ Nationalised Banks like State bank of India, Union Bank of India, State Bank of Travancore are located about 2 Kms from college. ATMs of SBT, Indian Bank and Federal Bank are located about 1 Km from the College.
- ✓ The local post office of Kottiyam is located about 500 m from the college.
- ✓ Local book shops are available at Kottiyam

- Transport facilities to cater to the needs of students and staff

KSRTC and Private buses ply on the NH-47 which is just 300 mts from the college gate both towards Trivandrum and Kollam

• Animal house • Biological waste disposal • Generator or other facility for management/regulation of electricity and voltage • Solid waste management facility • Waste water management • Water harvesting

12. Details of programmes offered by the college (Give data for current Academic year)

Programme Level	Programme	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
UG	B.Sc.	Physics	3 Yrs.	10+2 or equivalent	English	40	48
		Chemistry				32	38
		Zoology				24	29
	BA	English				50	65
		Economics				40	48
	B.Com	Computer Application				24	29
PG	M.Sc.	Physics	2 Yrs.	UG	English	12	15

13. Does the college offer self-financed Programmes?

Yes ☐ - No ☒

If yes, how many?

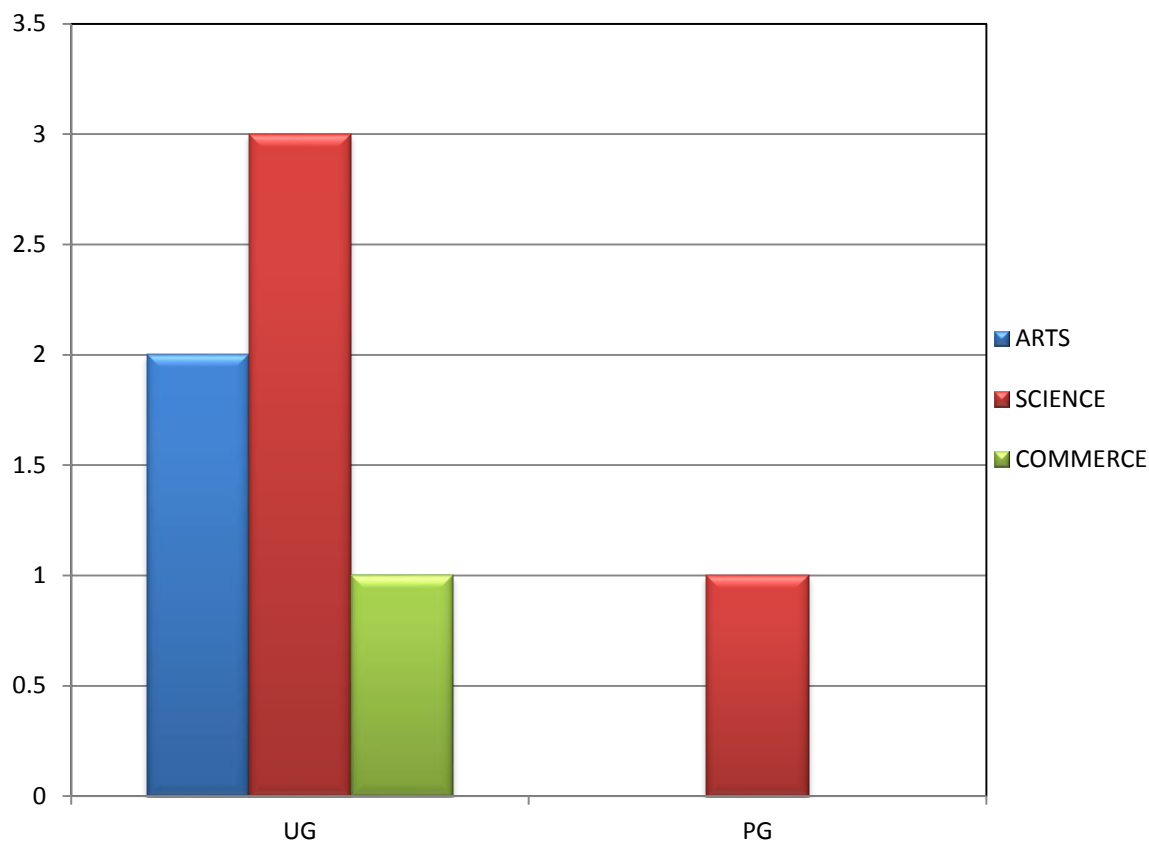
14. New programmes introduced in the college during the last five years if any?

Yes ☒ No ☐ - Number : 2

15. List the departments:(respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes Like English, regional languages etc.)

Faculty	Departments	UG	PG	Research
Science	Physics, Chemistry, Zoology	3	1	0
Arts	English, Economics	2	0	0
Commerce	Commerce	1	0	0
Any Other (Specify)	-	-	-	-

DEPARTMENT PROGRAMMES



16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

a. annual system

b. semester system

c. trimester system

17. Number of Programmes with

a. Choice Based Credit System

b. Inter/Multidisciplinary Approach

c. Any other (PG in Semester System)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐ - No ☒ √

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme ☐ -

b. NCTE recognition details (if applicable) : **Not Applicable**

Notification No.:

Date: (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ - No ☒ √

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ - No ☒ √

If yes,

a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)

and number of batches that completed the programme : **Not Applicable**

b. NCTE recognition details (if applicable) : **Not Applicable**

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?

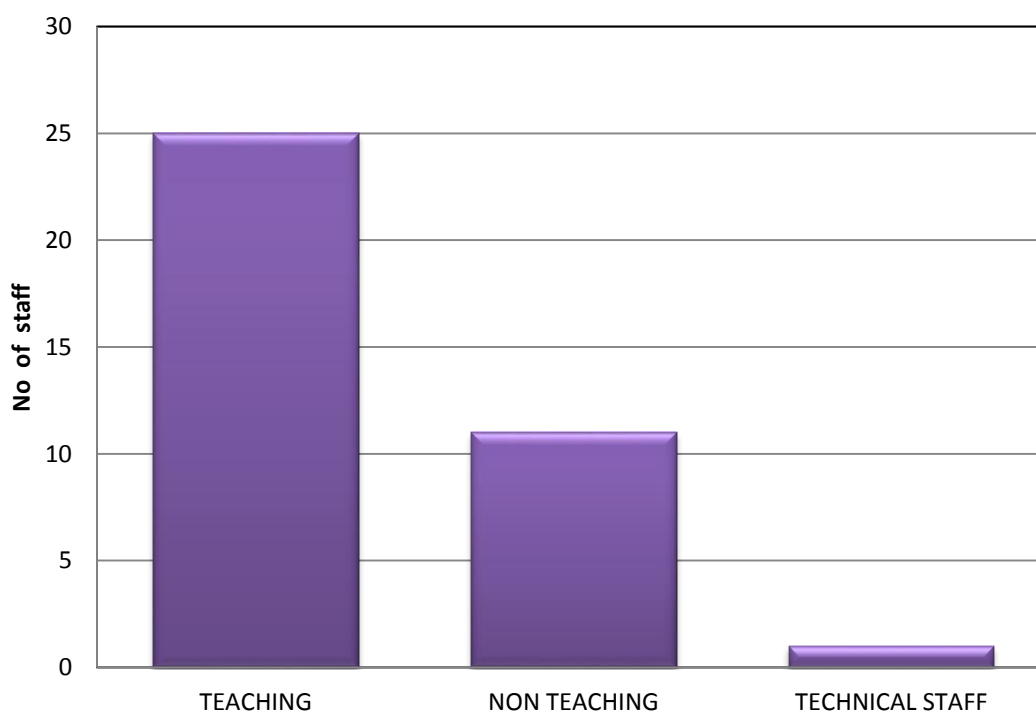
Yes ☐ - No ☒ √

20. Number of teaching and non-teaching positions in the Institution

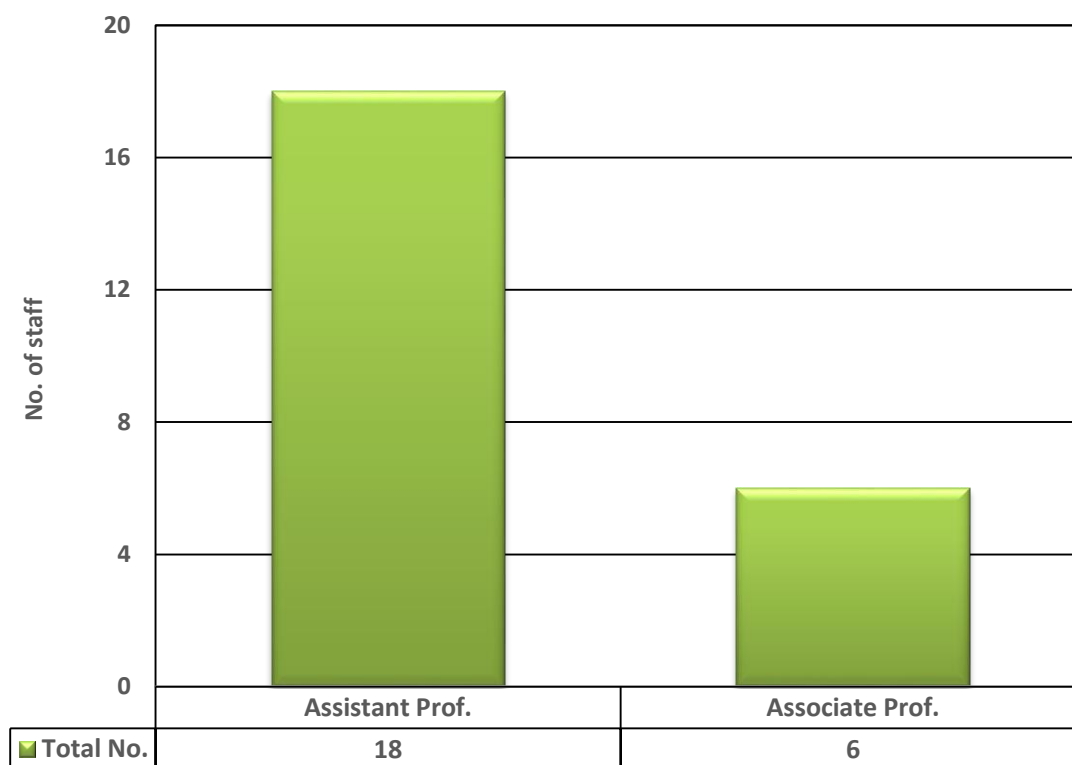
Positions	Teaching faculty			Non-teaching staff	Technical staff
	Professor	Associate Professor	Assistant Professor		
Sanctioned by the UGC/University/ State Government	-	3 (M) 3 (F)	5 (M) + 1 (PTL) 13 (F)	10 (M) 1 (F)	1 (M)
Recruited	-	3 (M) 3 (F)	5 (M) + 1 (PTL) 13 (F)	10 (M) 1 (F)	1 (M)
Yet to recruit	-	-	13	5	1
Sanctioned by the Management/ society or other authorized bodies Recruited		3 (M) 4 (F)	5 (M) + 1 (PTL) 13 (F)	10 (M) 1 (F)	1 (M)
<i>Yet to recruit</i>			13	5	1

*M-Male *F-Female *PTL- Part Time Law Lecturer

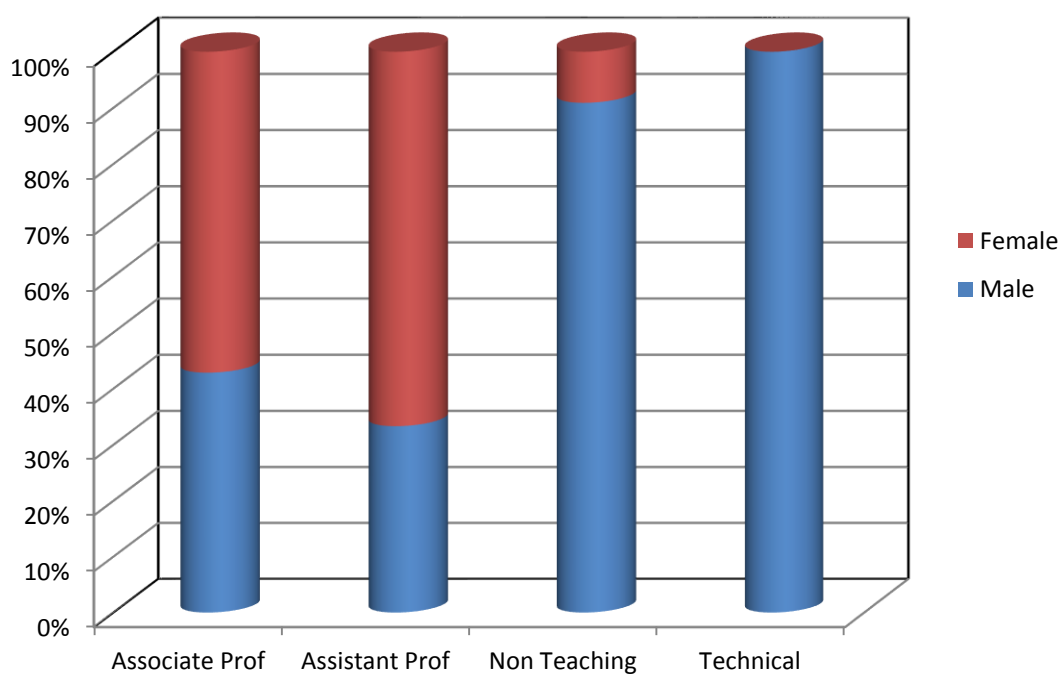
Sanctioned Strength of Staff



Composition of Teaching Staff



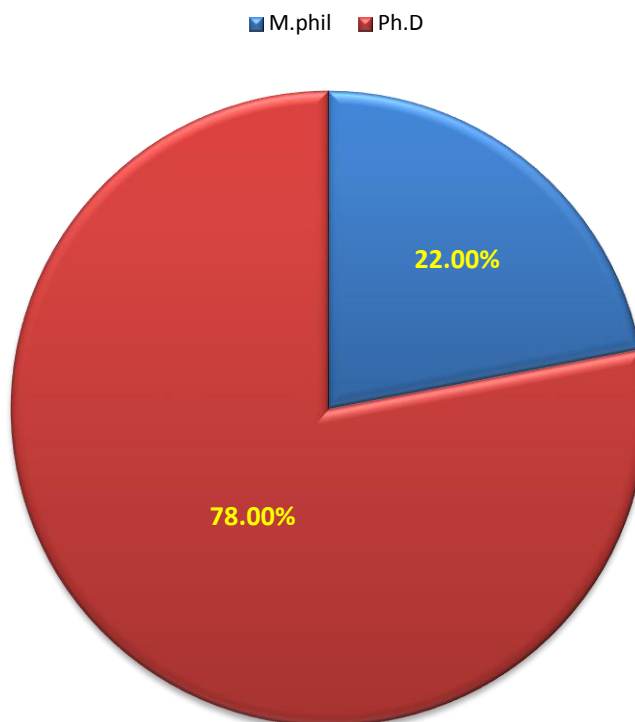
MALE AND FEMALE COMPOSITION OF STAFF



21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	M	F	M	F	M	F	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	1	3	5	5	14
M.Phil	-	-	1	-	-	3	4
PG	-	-	1	-	-	5	6
Temporary teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	1	2	3
PG	-	-	-	-	3	7	10
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	1	-	1

Research Component of Faculty-%



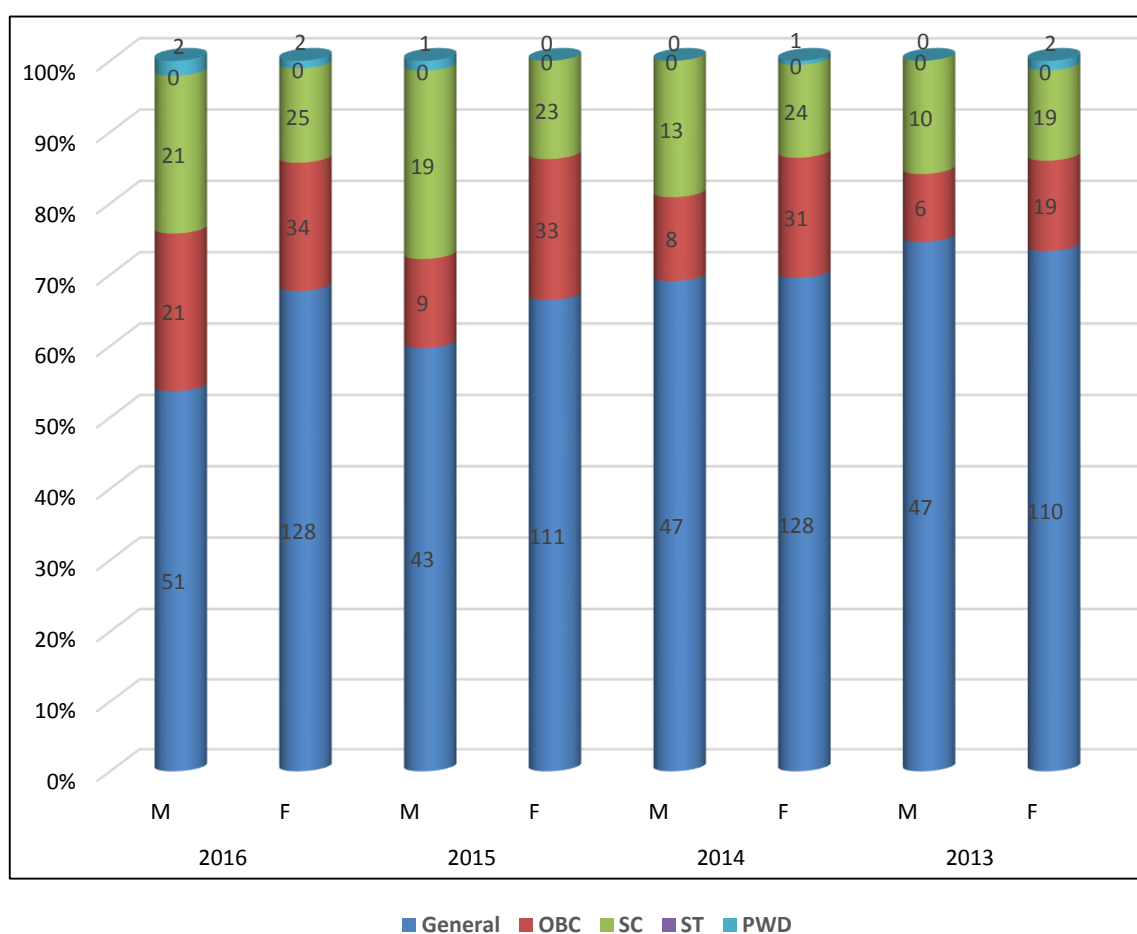
22. Number of Visiting Faculty/Guest Faculty engaged with the College.

13

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	2016		2015		2014		2013	
	M	F	M	F	M	F	M	F
SC	21	25	19	23	13	24	10	19
ST	0	0	0	0	0	0	0	0
OBC	21	34	9	33	8	31	6	19
General	51	128	43	111	47	128	47	110
PWD	2	2	1	0	0	1	0	2
Total	95	189	72	167	68	184	63	150

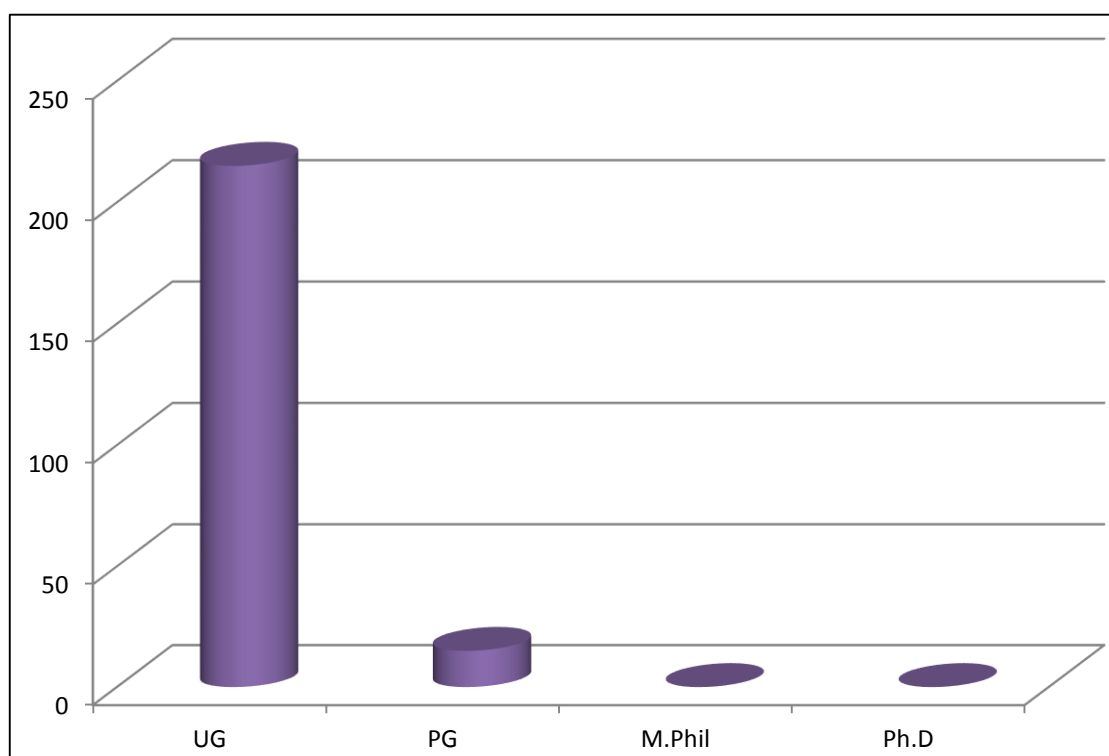
Category-wise Distribution of Students Admitted: Year- wise



24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	766	30	-	-	796
Students from other states of India	-	-	-	-	--
NRI students	-	-	-	-	-
Foreign students	-	-	-	-	-
Total	766	30	-	-	796

No of Students Enrolled to Various Levels in the Year 2016-17



25. Dropout rate in UG and PG (average of the last two batches)

UG

4.9*

PG

3.3*

** Many students have discontinued their studies in the college because of job opportunities especially in the Indian Armed Forces and other government jobs that came their way. Usually, female students who get married during the academic programme are likely to discontinue the course.*

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

Rs. 74,174.17

(b) excluding the salary component

Rs. 45,185.36

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes

-

No

√

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes

-

No

-

b) Name of the University which has granted such registration.

-

c) Number of programmes offered

-

d) Programmes carry the recognition of the Distance Education Council.

Yes

-

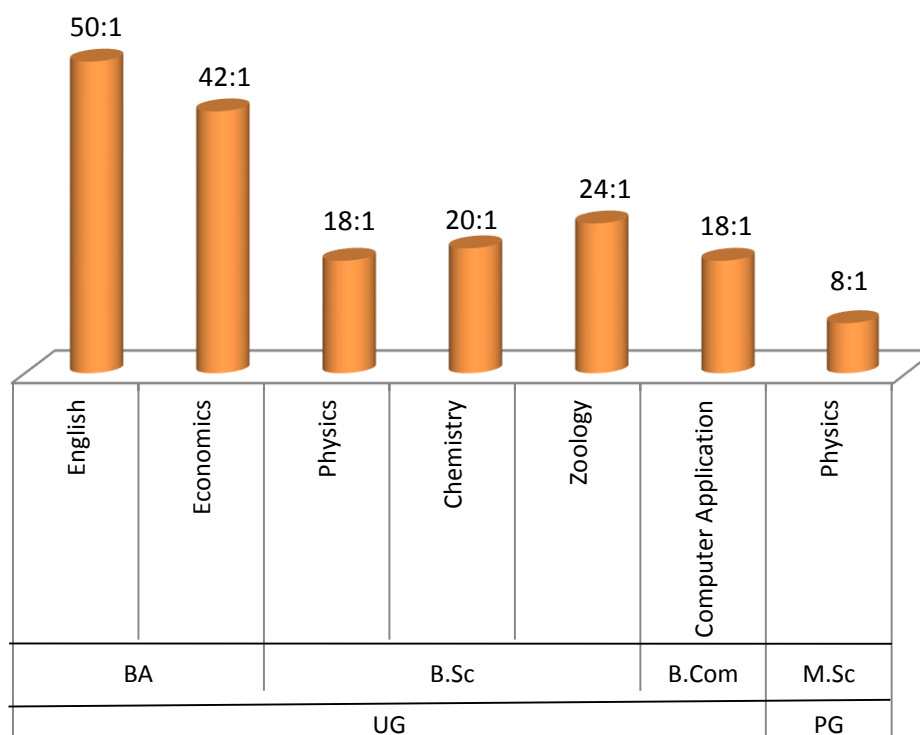
No

√

28. Provide Teacher-student ratio for each of the programme/course offered

Programme Level	Programme	Name of the Programme/ Course	Student Teacher Ratio
UG	BA	English	50:1
		Economics	42:1
	B.Sc	Physics	18:1
		Chemistry	18:1
		Zoology	24:1
	B.Com	Computer Application	18:1
PG	M.Sc.	Physics	8:1

Student Teacher Ratio



29. Is the college applying for

Accreditation: Cycle 1 ☐ Cycle 2 ☒ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

30. Date of accreditation*(applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 15/06/2009 Accreditation Outcome/Result : **B**

Cycle 2: Accreditation Outcome/Result

Cycle 3: Accreditation Outcome/Result

Enclosed a copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC) : 01.06.2009
34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.
- | | | |
|-------|--------------|------------|
| (i) | AQAR 2015-16 | 18/12/2016 |
| (ii) | AQAR 2014-15 | 18/12/2016 |
| (iii) | AQAR 2013-14 | 18/12/2016 |
| (iv) | AQAR 2012-13 | 18/12/2016 |
| (v) | AQAR 2011-12 | 18/12/2016 |

SECTION II

CRITERIA WISE-ANALYTICAL REPORT

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision:

The great visionary, our founder Sri Mannathu Padmanabhan truly recognized that education is the only solace for the community to escape from this situation. Education at that time was in the hands of a few and was available only to the socially and economically advanced communities. He, with the help of a few dedicated workers, started a number of educational institutions throughout the length and breadth of Kerala with a view to provide free and fair education to all. True to this ideology, this institution recognizes the importance of imparting education, the provision of pure knowledge as its supreme role. Education to us is not a mere transaction of syllabus, but is an effort to enlighten an individual through imparting pure knowledge. The knowledge imparted should make him mentally strong, induce in him an urge to learn more and arrive at the true understanding of the world.

नहिज्ञानेनसदुशोपवितुमिहविद्यते

“NA HI NJENE SADRISAM PAVITHREMAHI VIDYATHE”

In this world there is no purifier like knowledge

Our country is in need of young men and women with minds free of prejudice and capable of impartial thinking. Our policies are so directed as to make our students capable of free thinking. All thoughts, beliefs and systems are received with an open mind. We begin our classes with a prayer, which without supporting any system of worship, implore upon the almighty to open up our mind to the realms of true knowledge.

Our mission:

- Free and fair education to all without any distinctions of caste, creed or culture.
- Give special attention to the economically and socially weaker sections of the society.
- Cultivate free thinking by making students mentally sound and physically strong.
- Open up the frontiers of knowledge before students so that they may have a desire to learn more.
- Create atmosphere for the holistic development of the individual and develop them into good citizens who love their fellow beings, care for the society and live for the country.

- Provide the student with adequate skills for gainful employment.

The vision and mission of the institution are communicated to the students, teachers, staff and other stakeholders through our programmes and policies. They are reflected even in the admission of students and selection of teachers. Our admission process is an open affair and all the rules are followed strictly. Special care is taken to see that economic backwardness never hinder the chance of a bright student for higher studies. In the selection of teachers also merit is given high priority. Once the student has secured admission to the college, the college takes it as its duty to deliver its best to him so that when he passes out from the college, he will be a total individual. No type of discrimination is allowed in the college. All efforts of the teachers and students to acquire more knowledge are given fair encouragement. The curriculum transaction is completed well in advance of the examinations. All efforts are made to enrich the academic atmosphere with co-curricular and extra-curricular activities.

The institution pays special attention for maintaining a calm and peaceful atmosphere. Political or factional rivalries are totally absent in the campus. Our extracurricular and co-curricular programmes give special attention to supplement the student with job skills.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

Since 2010, UG Courses in affiliated colleges have been put under Choice Based Credit and Semester System (CBCSS) by the University of Kerala in tune with the changing educational scenario. The CBCSS provides both curricular flexibility and learners' mobility-i.e. enough opportunity for students to opt courses according to their interest. As part of the system students in the 5th semester can select an Open Course which is conducted in a Department other than the one in which the student studies. The college can select one Open Course for each Department from the large number of open courses offered by the university. Under the new system, traditional chalk and talk method is largely converted into student centered one. With the aid of modern communication and information technology CBCSS can be operationalized efficiently and effectively and our institution has initiated steps to keep pace with the developments in higher education.

- ❖ The college has successfully implemented the new initiatives of the Department of Collegiate Education such as Additional Skills Acquisition Programme (ASAP), Walk with a Scholar (WWS) programme, and Scholar Support Programme (SSP).

- ❖ We strongly appreciate the motto of the University of Kerala ie ‘a teacher is not a sage on the stage but a guide by the side’. We motivate the students to actively participate in the teaching learning process rather than being a passive listener.
- ❖ Department level monitoring Committees (DLMC) and College Level Monitoring Committees (CLMC) ensure the effective implementation of the curriculum.
- ❖ Department HoD’s ensure that the Teachers Diary is well maintained by each teacher. Teacher’s diary includes individual record of the timetable, class charge details, extracurricular activities; tutorial works undertaken, remedial and advanced coaching given, test paper, practical and lab works, invigilation duties, evaluation and practical duties undertaken, etc.
- ❖ Efforts by research council for integrating research aptitude on to the curriculum. Students are involved in the research projects of faculty members and are thus encouraged to develop a research interest at the undergraduate level.
- ❖ Various clubs of our institution have contributed their part to enrich the curriculum.

No.	Club	Role
1	Nature club and Bhoomithrasena club	Conduct programs to expand the environmental awareness among the students.
2	Literary club	For developing the aesthetic sense of the students and to help them to analyze the literary works with a new perspective
3	Film club and Drama club	As film studies are a part of the curriculum we conduct film festival every year in order to give them an experiential learning
4	Ethics club	to inculcate values and moral sense among students
5	Entrepreneurship club	To nurture the latent entrepreneur talent and give them a sound knowledge about the needs and relevance of industrialization
6	Women’s study unit	To empower women and to make them economically independent
7	Quiz club	Motivate the students for knowledge updation through competitions
8	Computer club	To provide computer literacy to staff and students
9	Research cell	To create research aptitude in students and teachers

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

- ❖ University organizes workshops and orientation programs for the teachers.
- ❖ Institution updates teachers about the timely completion of orientation and refresher courses.
- ❖ Institution provides information about the seminars and workshops organized by various institutions and circulate notice/display brochures in the college notice board.
- ❖ Support to teachers in work adjustment or sanctioning duty leave for attending workshops, seminars and workshops.
- ❖ Freedom for teachers in selecting and covering curriculum materials.
- ❖ Teachers are encouraged to maintain a fine balance between teaching and research and to publish books and articles in reputed journals.
- ❖ We have a good library enriched with a lot of reference books for teachers.
- ❖ Departmental library is maintained with the contributions from the previous/senior teachers.
- ❖ Teachers are given an opportunity to improve themselves through students' feedback and peer evaluation.
- ❖ Departmental and HOD meetings provide a platform for the teachers to project their grievances and also give a chance to make fruitful suggestions.
- ❖ Teachers are given freedom to make use of innovative teaching methods and also send them for training whenever there is an opportunity. Young faculties are encouraged to apply for the FLAIR programme introduced by the state government to improve quality in teaching and also for adopting innovative Teaching-Learning and Research strategies. One of our faculties is selected for the FLAIR programme and looking forward to the next level.
- ❖ Provide NOC to duty leave for longer periods under special circumstances. Sanctioned immediate 90 days duty leave for a faculty for attending the pre commissioned training course organized by Officers training Academy, Kamptee, Maharashtra.
- ❖ Wifi enabled smart class rooms are provided for all the departments except the economics department (Since it is in the budding stage).
- ❖ We have an active research committee which motivates the teachers to apply for major and minor research projects from UGC, DST and other agencies. The research committee

also appreciates the faculties for their unique achievements such as research awards, patents and publications.

- ❖ Faculty as well as students of ASAP is free to use the computer lab maintained by the commerce department.
- ❖ Xerox and scanning facility for students and faculties are available in the library.
- ❖ Internet facility for UG students is provided by the college library.

Details of Teachers who have undergone various training programmes

No.	Name of faculty	Department	Institution	Year	Programme
1	Dr. R. Prakash Chandran	Chemistry	University of Kerala	2014-15	Orientation Programme
2	Dr. AnuVijayan	Physics	Kerala Higher Education Council	2014-15	Syllabus Revision
3	Dr. Kavitha V T	Physics	Kerala Higher Education Council	2014-15	Syllabus Revision
4	Dr. AnuVijayan	Physics	University of Kerala	2014-15	Orientation Programme
5	Dr. Kavitha V T	Physics	University of Kerala	2014-15	Orientation Programme
6.	Dr. AnuVijayan	Physics	University of Kerala	2015-16	Refresher Programme
7	Dr. Kavitha V T	Physics	University of Kerala	2015-16	Refresher Programme
8	Dr. Ratheesh Kumar V	Physics	University of Kerala	2016-17	Refresher Programme
9	Sandy M Nair	Physical Education	University of Kerala	2015-16	Orientation Programme
10	Sindhu S	Library	University of Kerala	2015	Refresher course
11	Dr. Syam Krishnan K	Chemistry	OTA, Kamptee	2016	Precommissioned course for Associated NCC officers.
12	Dr. Sreeja V	Zoology	Higher Education Department	2016	Orientation programme –FLAIR
13.	Dr. Syam Krishnan K	Chemistry	ASAP Kerala	2016	Training program for ASAP faculty coordinator

- ❖ Encourage the faculty to excel as research guides. Dr Kishore Ram, Dept. of English is an approved research guide of the University of Kerala.
- ❖ Motivate and sanction immediate duty leave for faculties to perform as resource persons in renowned institutions.

No.	Name of faculty	Department	Institution	Role
1	Dr. R. Prakash Chandran	Chemistry	Amrita Vishwa Vidyapeetham, Vallikavu	Resource person
2	Ms. Jayalekshmi J	English	Amrita Vishwa Vidyapeetham, Vallikavu	Resource person
3	Dr. Sreekanth R	Chemistry	Vidya academy Kilimanoor , Trivandrum	Resource person

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- ✓ The college implements the curriculum of the University of Kerala by following its academic calendar.
- ✓ The faculties are encouraged to attend regular meetings on curriculum design and restructuring.
- ✓ Timely filling up of vacancies through appointment of regular and guest teachers.
- ✓ Close monitoring by Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC) for the effective implementation of curriculum.
- ✓ Encourage faculties to function as members in various academic bodies of the University.
- ✓ Provide adequate technical and infrastructural support (like the installation of new speaker systems, maintenance of projectors for the smart class rooms, maintenance of labs etc.).
- ✓ Internal examinations are conducted in each semester following the university exam pattern and the faculty in charge ensures sufficient time gap before the university examinations.
- ✓ Besides the internal examination, open book tests, surprise tests, achievement tests and diagnostic tests are conducted frequently.
- ✓ Arrange lectures of experts for the benefit of students.
- ✓ Students are supported to improve themselves through remedial teaching by the teachers.

- ✓ We encourage peer teaching which ensures the maximum student participation in teaching learning process.
- ✓ Industrial visit, institutional visit etc. are conducted as part of curriculum.
- ✓ Regular updating of the library and enhancement of ICT facilities
- ✓ Teacher evaluations are conducted.
- ✓ Internet facility for PG students is provided at the computer lab of physics for their project work and for the collection of study materials.
- ✓ Class wise PTA and PTS meetings are conducted regularly.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

- This is an area where we are putting lot of efforts recently. We are actively trying to build network with reputed research organizations in Kerala for the benefit of our students and faculties. Faculties create contacts while attending seminars/workshops organized at colleges or research institutes.
- Institution encourages interaction with eminent scientists and subject experts.
- Encourage students to attend workshops and seminars organized by other institutions.
- Since submission of end semester Project/Dissertation followed by Viva Voce is a compulsory component of the curriculum, we do our best to finish the project with adequate data/material obtained using our contacts, while meeting the deadline.
- Industrial visits are conducted regularly
- Introduced Virtual Lab facility for Physics, Chemistry and Zoology experimentation in association with the Amrita University.
- Science students are encouraged to visit Research Institutes/organizations for data/material collection in connection with their project works.
- In order to access better instrumental facility for data collection, we constantly maintain contact with the scientists of NIIST, Trivandrum.
- Students of Commerce and social science disciplines are collecting primary data from the community.
- The college has linkage with some firms which conduct campus interviews in association with the career guidance and counseling cell and offer employment to our students.

Departments and Regular Place of Visit

No.	Department	Place	Year	Number of students	Purpose
1	Chemistry	Family plastics, Trivandrum	2017, 2016 and 2015	35 per batch	As a part of the industrial visit
2	Zoology	CPCRI, Kayamkulam	2011-2016	28 per batch	As a part of the industrial visit
3	Chemistry	Polymer processing, Government ITI Chandanathoppe, Kollam	2012, 2013 and 2014	35 per batch	As a part of the industrial visit

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

- ❖ Even though our faculty strength is low, several teachers have functioned as elected members of the various bodies of the University, especially in the Board of Studies and syndicate.
- ❖ Our faculties are also involved in the Question paper setting of various Universities and evaluation of answer books.
- ❖ For the curriculum development we collect feedback from students and stakeholders and present it to various bodies of the University. Based on feedback, the institution also take necessary steps for the improvement in teaching and learning. Systematic documentation has been done to represent both the student and teacher feedbacks for suitable curriculum designing.
- ❖ Based on the efficient feedback the institution identifies the corrective measures such as modernization of syllabus and its operating tools.
- ❖ The institution has formed communication channels amongst the stakeholders to ensure quality management in learning process. Adequate space is provided for interaction among academic partners.

The representatives of the institution present the views to the bodies responsible for designing of syllabus and curriculum. We have faculty members in the Board of Studies, Board of Examinations and other academic bodies and forward suggestions while generating teaching learning material.

Board of Studies Members 2011-2012			
Sl.No.	Name	Subject	University
1	Prof. P G Sukumaran Nair	Physics	Syndicate Member, University of Kerala
2	Prof. K P Madhusoodhanan Nair	Physics	Chairman, Sem IV University Examination, University of Kerala
3	Dr. T S Sujatha	Polymer Chemistry	Chairman, Sem IV University Examination, University of Kerala
Board of Studies Members 2012-2013			
1	Dr. T S Sujatha	Polymer Chemistry	Board of Studies Member, U G & P G, University of Kerala
2	Smt.T L Girija	Polymer Chemistry	Board of Studies Member, U G & P G, University of Kerala
Board of Studies Members 2013-2014			
1	Dr. T S Sujatha	Polymer Chemistry	Board of Studies Member, UG & P G, University of Kerala
2	Smt.T L Girija	Polymer Chemistry	Board of Studies Member, UG & PG, University of Kerala
3	Dr. T S Sujatha	Polymer Chemistry	Chairman, Annual scheme, University Examination, University of Kerala
Board of Studies Members 2014-2015			
1	Dr. T S Sujatha	Polymer Chemistry	Board of Studies Member, UG & PG, University of Kerala Question paper setting (Kannur University), Kerala PSC
2	Smt.T L Girija	Polymer Chemistry	Board of Studies Member, U G & PG, University of Kerala
Board of Studies Members 2015-2016			
1	Dr. T S Sujatha	Polymer Chemistry	Board of Studies Member, U G & P G, University of Kerala
2	Smt.T L Girija	Polymer Chemistry	Board of Studies Member, U G & P G, University of Kerala
3	Dr. Kishore Ram	English	Question paper setting (Calicut university), Kerala PSC, Book editing as a part of syllabus revision
4	Dr. T S Sujatha	Polymer Chemistry	Chairman, Annual scheme (Mercy chance), University Examination
5	Dr. T S Sujatha	Polymer Chemistry	Question paper setting for Autonomous college and University of Kerala
Board of Studies Members 2016-2017			
1	Sri. M Sreekumar	Commerce	Syndicate Member, University of Kerala
2	Dr. T S Sujatha	Polymer Chemistry	Board of Studies Member, U G & P G
3	Smt. Girija Nair	Physics	Member, Board of studies-Electronics University of Kerala

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Presently we haven't designed curriculum for any of the courses.

1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

- ❖ Close monitoring of attendance.
- ❖ Timely conductance of Diagnostic tests, Remedial tests and achievement tests.
- ❖ Completion of portions before the university examinations by arranging special classes in the morning hours and on Saturdays.
- ❖ CLMC and DLMC constantly monitor the achievements of the stated objectives.
- ❖ A question bank of previous questions is prepared on each subject and discussions are conducted.
- ❖ Revision of the portions is done occasionally
- ❖ Assignments/seminars are given on important topics and encourage submission before a deadline.
- ❖ Internal examination results within 10 days followed by departmental review of results.
- ❖ Students who performed poorly are directed to reappear for the internal examination and remedial teaching is given for improvement.
- ❖ Implemented a fee on students who skip internal examination without a genuine reason.
- ❖ PTS meetings are conducted immediately after publishing the examination results (only for students who performed poorly).
- ❖ Feedback from students are collected and analyzed.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

As it is an aided college it has its own limits in providing diploma or other certificate courses. Various clubs and forums function to nurture the aesthetic and literary talent of its members.

Our college is one among the 1080 institutions which accepted Additional Skill Acquisition Programme (ASAP), an ambitious project initiated by government of Kerala for tackling the issue of growing unemployment in the state. The duration of ASAP is one year and it comprises three courses namely, communicative English, Information technology and a skill course. Classes are handled by Skill Development Executive's (SDE's) trained by ASAP. Classes are

conducted after the regular classes and monthly inspection of classes is also done by the program manager of ASAP.

Skill development classes were conducted under the Entrepreneurship Development Club (ED Club), the Career Guidance and Placement Cell. Classes were conducted on self-employment opportunities with the help of related Government departments and agencies.

The NSS activities of the college are also commendable. It has taken a leading role in providing personality development classes to volunteers along with various skill development programmes.

Seminars and workshops, invited talks and innovations in Curriculum delivery like the use of ICT in class rooms instill in the students a desire for higher studies. Almost 40 % of our UG students' progress to higher studies. As a result of the training for employability and campus recruitment drives conducted by the Placement Cell, more than 10 % of students are placed in a work area directly from the college campus.

We also conduct Walk With a Scholar Program which enables the selected students to get exposure to eminent scholars from in and around Kerala.

1.2.2 Does the institution offer programs that facilitate twinning /dual degree? If 'yes', give details.

The college does not conduct any twinning/dual degree program, as the statutes of the University of Kerala does not permit to offer programmes that facilitate twinning or dual degree.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

- **Range of Core / Elective options offered by the University and those opted by the college**
- **Choice Based Credit System and range of subject options**
- **Courses offered in modular form**
- **Credit transfer and accumulation facility**
- **Lateral and vertical mobility within and across programmes and courses**
- **Enrichment courses**

The Choice Based Credit and Semester System encompasses core courses, complementary courses, foundation courses, elective courses, open courses, English language

courses, and courses in additional languages. The new system provides both curricular flexibility and learners' mobility-i.e. enough opportunity for students to opt courses according to their interest. As part of the system students in the 5th semester can select an Open Course which is conducted in a Department other than the one in which the student studies. Thus open courses assure interdisciplinary approach and the students are given unrestricted freedom in their selection. The college can select one Open Course for each Department from the large number of open courses offered by the university.

Open courses Offered by different Departments

No.	Department	Open course
1	English	Communicative Applications in English
2	Commerce	Financial accounting
3	Zoology	Human health and sex education
4	Physics	Astrophysics
5	Chemistry	Essentials of chemistry
6	Economics	Human resource management
7	Physical Education	Health and Fitness education

- ❖ The PG students at the Department of Physics work alongside their teachers in research projects. This generates a great deal of motivation and enthusiasm in the students for opting a research career.
- ❖ PG students actively participate in seminars by presenting paper/poster.
- ❖ Faculty members provide coaching for various competitive examinations
- ❖ A determined attempt is being made by the research council to integrate a culture of research into the academic life of the college.
- ❖ Seminars and workshops, invited talks and innovations in Curriculum delivery like the use of ICT in class rooms instill in the students a desire for higher studies. Almost 40% of our UG students' progress to higher studies. As a result of the training for employability and campus recruitment drives conducted by the Placement Cell, more than 10 % of students are placed in a work area directly from the college campus

Level of the programme	Name of existing Programmes	Name of programmes added during the year	Name of self-financing programmes
PhD	Nil	Nil	Nil
PG	Physics	Nil	Nil
UG	Physics, Chemistry, Zoology, Commerce, English, Economics	Nil	Nil
PG Diploma	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil
Others	Nil	Nil	Nil
Total	7	Nil	Nil

1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

No, the college does not offer any self-financed programmes.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.

- ❖ Yes. The College conducts programmes by joining hands with the state government to enhance the confidence and communication skills of undergraduate students and also to make them competent in the regional and the global level. Our institution accepted ASAP in 2013, which is a joint initiative of General & Higher education department, Govt. of Kerala. The aim of ASAP is to impart specific job skills, better communication skills and thus enhance the employability of undergraduate students.
- ❖ Walk With a Scholar programme (WWS) has been conducted by the college with the financial support of the Government of Kerala.
- ❖ Classes are offered to improve communication skills in English by the Department of English.
- ❖ Coaching for bank tests and various competitive examinations.
- ❖ Remedial classes for SC/ST/OBC students.
- ❖ Remedial classes for academically weak students.
- ❖ Computer training for interested students subject to available lab facilities.
- ❖ Spoken English classes for students in order to enhance communicative skills.
- ❖ Classes on personality development under the leadership of NSS.
- ❖ Regular industry visit.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice? If 'yes', how does the institution take advantage of such provision for the benefit of students?

Currently Kerala University does not permit combination of conventional and Distance Education Mode Programmes.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

- ❖ Organize Seminars/conferences
- ❖ Remedial classes for the empowerment of students belonging to SC/ST, minorities and OBC.
- ❖ Arrange invited lectures of experts/scientists
- ❖ Encourage teaching in smart class rooms. A separate register is maintained for recording the number of classes conducted by each faculty in the smart atmosphere.
- ❖ The scholar support programme (SSP) is conducted for academically weak students.
- ❖ The acceptance of ASAP programme which is totally free for BPL students.
- ❖ NSS and NCC organize various camps like blood donation, Medical camp, Cancer awareness programme, AIDS awareness, visit to old age Homes, orphanages, etc. for promoting social responsibility among students.
- ❖ ASAP students of the college organized programme on cleanliness, water conservation and organic farming.
- ❖ PG Students are encouraged to participate in research projects under the guidance of faculty members. This will definitely motivate them towards opting research as a career option.
- ❖ Quiz club organizes competitions on special occasions every year by inviting students from nearby institutions.
- ❖ Nature club and Bhomithrasena club create clean and green awareness among students and public by growing trees and medicinal plants.
- ❖ Literary club: For developing the aesthetic sense of the students and to help them to analyze the literary works.
- ❖ Film club and Drama club: As film studies is a part of the curriculum we conduct film festival every year in order to give them an experiential learning.

- ❖ Women's Study Unit conduct tailoring classes and training in paper bag making and jewellery as steps toward women empowerment.
- ❖ Resource persons are invited for sharing their knowledge on specific domains.
- ❖ The college also inspires its students to participate in intercollegiate competitions which help them to improve their interpersonal skills.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- ✓ Special training through language lab to improve the communication skills of the students.
- ✓ Each year a batch of 30 students is receiving intense training by ASAP for improving soft skills.
- ✓ Faculty members also offer basic computer training to the economically poor students.
- ✓ The faculty members actively participate in syllabus revision meetings.
- ✓ Group projects are given for improving interpersonal skills and team work.
- ✓ Institution welcomes government initiatives such as ASAP and WWS that are intended to help the students to compete with the emerging trends in the global job market.
- ✓ Frequently keep contact with the employers and conduct campus placements with the help of the career guidance cell.
- ✓ Remedial coaching classes for SC/ST/OBC students.
- ✓ The Bhoomitrasena Club takes initiatives in making students aware of the importance of environment protection, reasons for climatic changes etc. Under the initiatives, students plant trees and propagate the importance of environment-friendly activities including plastic waste management.
- ✓ The college has a Human Rights Forum which undertakes activities to make students aware of various issues related to human rights.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

A. Gender

- ✓ The Women's Study Unit 'Manaswini' of the college organizes activities on gender sensitization through rallies and street plays.

- ✓ Women's Study Unit in association with nearby hospitals regularly conducts awareness classes/seminars on the various health issues related to women. We have a long association with KIMS hospital, Kottiyam in this regard.
- ✓ In order to boost the physical and mental fitness, Women's study unit promotes cycling and badminton among girl students. A badminton court is maintained in the new block for this.
- ✓ Women's study unit conducts tailoring classes for the interested students.
- ✓ Women's study unit also provide training in biodegradable carry bags making and jewelry making.
- ✓ Organize counseling for students in need.
- ✓ Chemistry department conducted "MathruVandanam" on mother's day. Mothers of final year students were honored on that day.
- ✓ 'World Women's Day' is observed and lectures are organized by eminent women to bring awareness among the women students, about the various issues faced by women.

B. Environmental education

- ✓ Organize awareness classes/quizzes on world environment day and Ozone day.
- ✓ A study on environment is included in the syllabus of semester II students and also in the open course offered by the chemistry department. Thus majority of the students will be familiar with the importance of environment protection through curriculum.
- ✓ Nature club and Bhomithrasena club create clean and green awareness among students and public by growing trees and medicinal plants.
- ✓ Tree planting is being conducted by the NSS unit in association with the Forest Department over the last few years on world environmental day.
- ✓ Celebrated Harithakeralam Day - The launching Day of the prestigious mission of Govt of Kerala by organizing an awareness programme on water conservation, cleanliness and organic farming. The presentation was carried out by the ASAP students of the college and the message was conveyed also by building a model on Haritha Keralam.
- ✓ Students are advised to bring lunch in metal boxes so as to minimize the use of banana leaves and plastic carry bags.
- ✓ An internal squad of teachers and students is appointed for the routine inspection of plastic waste.
- ✓ Implemented a fine on throwing plastic bottles and carry bags inside the college.
- ✓ Land areas are assigned to different clubs and departments for regular maintenance.

- ✓ Plastic waste removal was implemented in the college by the NSS and NCC units with the help of local authorities.
- ✓ The usage of plastic glasses and plates for various functions is prohibited and is replaced by steel.

C. Human Rights

- ✓ The institution organized seminars on 'Human Rights'.
- ✓ Eminent personalities are invited to the institution to deliver lectures on the topics related to Human Rights.

D. ICT

- ✓ Wifi enabled smart class rooms in all departments except economics.
- ✓ A compulsory course on Informatics is included in the curriculum of all degree programmes in order to recognize the importance of Information Communication Technology.
- ✓ Students are given hands on training in basic programs such as word, excel, PowerPoint, Chemdraw etc. by the faculty.
- ✓ The college has internet facility provided by BSNL.
- ✓ Teachers often include models, power point presentations and educational videos/CD's to make the teaching more effective and attractive to students.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic and interact with development of students? Moral and ethical values employable and life skills better career options community orientation

Moral and Ethical values

- ❖ Currently in the society; crimes, corruption etc. are increasing hence the need for developing moral and ethical values among the young generation is necessary. The college is conducting value added programmes through Moolyasudha club, NSS and NCC.
- ❖ NSS Unit of the College is periodically conducting lectures with regard to value orientation.
- ❖ NCC cadets receive classes on moral values, social service, first aid, personality traits, disaster management etc. as a part of their syllabus.
- ❖ Important festivals such as Onam and X-mas are celebrated in the campus every year. A sense of bonding inculcates and respect for the values and traditions are thus promoted.

- ❖ Observing special days (Like AIDS Day, teacher's day, women's day, world environment day, anti-tobacco day etc.)

Employable and life skills

- ❖ Classes are offered to improve communication skills in English by the Department of English.
- ❖ Communication skill training offered through ASAP, WWS
- ❖ The various clubs and committees in the college jointly undertake the task of improving employability of students.

Better career options

- ❖ Coaching for bank tests and various competitive examinations
- ❖ ASAP students are offered internships in various organizations immediately after the skill course. Then depending on the performance their future can be set.
- ❖ The Career Guidance and Placement Cell takes initiatives in making the students aware about the best career options available to them on the basis of the discipline.

Community orientation

- ❖ Blood donation camps are arranged every year in association with the district government hospital.
- ❖ Students come forward and donate blood for the benefit of the public
- ❖ Health surveys conducted by NSS.
- ❖ Students organize different campaign to keep the city clean and hygienic.
- ❖ NCC cadets are regularly participating in various National and State level camps Organized by different agencies annually. This helps a lot to enrich them with a spirit of adventure, leadership and communication skills.
- ❖ Oral cancer detection program organized by NSS.
- ❖ Visit to orphanages/old age homes.
- ❖ Monthly distribution of food packets.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

- ❖ The college collects feedback on curriculum from student-teacher interactions, parent meetings, alumni requests.
- ❖ Elected faculty members represent the college in the Board of Studies.

- ❖ Departmental meetings to discuss the suggestions.
- ❖ Action plan for corrective measures.
- ❖ Student-faculty meeting.
- ❖ The feedback advices are recorded, studied and analysed through discussions by the faculty in the department of the subjects concerned
- ❖ Recommendations are communicated to the university either through the Head of the Institution or through members of Board of Studies, for improvement.
- ❖ Invited lectures in challenging areas.
- ❖ Introduction of student seminar series.
- ❖ Intense training on communication skills.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- ✓ Feedback from alumni and previous teachers
- ✓ Through student performance in competitive examinations.
- ✓ By keeping a track of the student placement.
- ✓ Analyzing the outcome of diagnostic and achievement tests.
- ✓ Close monitoring of examination results of SSP students
- ✓ Final assessment of ASAP students by the faculty.
- ✓ All departments of our college monitor and evaluate the quality of its enrichment programmes through feedback mechanism.

1.4 Feedback System

- ✓ Yearly report to management.
- ✓ Feedback collection from departments. Principal remain a compulsory member of the departmental meetings.
- ✓ Feedback from students
- ✓ Monitoring by IQAC to ensure student participation in feedback process.

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The curriculum of the university is revised in every three year. Presently three faculties of the college are working as members of the various boards of studies. The details of faculties involved in the design and development of curriculum in the recent years are mentioned below.

No.	Name of Faculty	Department	Role
1	Dr. T. S Sujatha	Chemistry	Member of board of studies-involved in syllabus revision
2	M. Sreekumar	Commerce	Syndicate member-examination in charge
3	Dr. Kishore Ram	English	Question paper setting, book editing as a part of syllabus revision
4	Dr. Anu Vijayan	Physics	Faculty member involved in Syllabus Revision
5	Dr. Kavitha V T	Physics	Faculty member involved in Syllabus Revision
6	T L Girija (retd.)	Chemistry	Member of board of studies-involved in syllabus revision
7	Girija Nair	Physics	Member of Board of Studies-Electronics

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Formal feedback is obtained from the students and informal feedback from alumni and recruiters. The suggestions are conveyed to the University through Boards of Studies and also in the review meetings on curriculum organized by the University.

1.4.3 How many new programmes / courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/ programmes?) Any other relevant information regarding curricular aspects which the college would like to include.

No.	Name of course	Year	Rationale
1	BA Economics (Mathematics and Political Science complementary)	2014	<ul style="list-style-type: none"> ✓ Student demand. ✓ Economics and mathematics are a rare combination but have various options. ✓ Combining the study of economics and mathematics will provide the appropriate and complementary skills for a successful career in the range of industries and the public sector. ✓ The economic analysis of real-world problems requires advanced mathematical and statistical skills. These are highly regarded by companies and the government and are of real relevance when exploring and addressing economic issues.

2	M.Sc. Physics	2013	<ul style="list-style-type: none"> ✓ Need of PG programs were pointed out by NAAC during the first visit. ✓ Competency of the faculty to conduct the program-Faculty with research experience and international publications. ✓ Limited number of MSc physics programs within the district. ✓ Overall development of the department and faculty. ✓ A step towards the creation of research department in the future.
3	B.Sc. Chemistry (Course change from BSc Polymer Chemistry)	2016	<ul style="list-style-type: none"> ✓ Less demand of the BSc Polymer chemistry course among students. ✓ Reduced job options with BSc polymer chemistry. ✓ In view of the success and pass percentage of BSc chemistry programs in other colleges. ✓ Huge demand from parents and student community, evidenced by sharp increase in the number of applications in 2016. ✓ Future aspiration for MSc Chemistry course.

CRITERION II: TEACHING –LEARNING AND EVALUATION**2.1 Student Enrollment and Profile****2.1.1 How does the college ensure publicity and transparency in the admission process?**

The college is affiliated to the University of Kerala, which has introduced computerized Online Centralized Allotment in the academic year 2012-13. This process will provide the candidates, opportunity of obtaining admission to any of the Colleges of the University/Centres and to any of the programs of his/her choice on the basis of merit. Details regarding the courses offered and admission timetable are made available in the university website, while these along with fee details are given in the prospectus. These details are made available in the college website also. The date of commencement of the admission process is widely publicized through newspapers and televisions so that advertisement by individual institutions has become irrelevant.

The Computerized Online Centralized Allotment ensures a highly transparent and fair admission process across the various affiliated colleges. Moreover, at the college level, the admission process is controlled by an Admission Committee nominated by the college council.

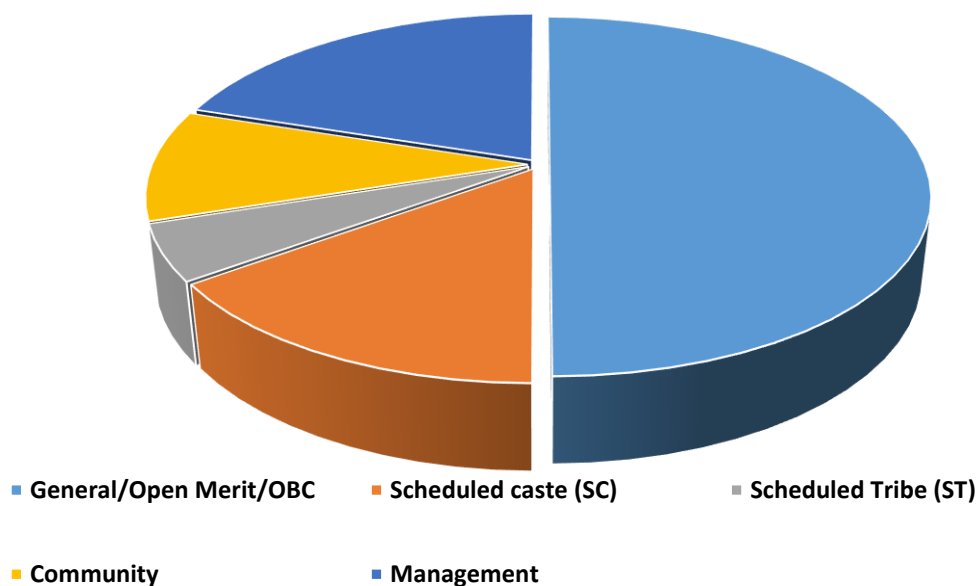
2.1.2 Explain in detail the criteria adopted and process of admission (Ex.(i) merit (ii)common admission test conducted by state agencies and national agencies(iii)combination of merit and entrance test or merit, entrance test and interview(iv) any other) to various programmes of the Institution.

The admissions are made strictly on the basis of merit as prescribed by the University of Kerala. The college ensures publicity and transparency in admission process by uploading information on the Institutional Website and by Advertisement in Regional/ National Newspapers. The Single Window admission system has been introduced by the University in 2010. Accordingly, the college has a limited role in the admission procedure. The admission process is methodically planned and implemented by the Computer Division of University of Kerala through online procedure. Eligible students can upload their credentials in the prescribed format by logging onto the university website. There are provisions for selecting colleges of their choice as well as courses. All selected candidates are informed of their admission status through online allotment. All details regarding the admission procedure is intimated to the public through advertisement in reputed newspapers. The guidelines issued by the University of Kerala and Government of Kerala from time to time are followed while filling up the seats under sports, management and community quota. In the case of spot admission, whenever

permitted by the university, the list of selected candidates is published in the notice board of the college. Admission to 50% of the total seats is for general category students. The remaining seats are distributed among SC/ST, community and management quotas. One seat from each programme is reserved for persons with disabilities. Neither the college nor the university conducts common or separate entrance test for any one of the UG or PG programs of our institution.

U G Admission Chart		
Sl. No.	Category	Percentage of seats
1	General/Open Merit/OBC	50
2	Scheduled caste (SC)	15
3	Scheduled Tribe (ST)	5
4	Community	10
5	Management	20
6	Sports Quota	3 seats in BA and B.Com and 1 seat each in B Sc Courses
7	Person with Disability (PWD)	1 seat per course over and above the sanctioned strength of each B.A/BSc/B.Com Course
PG Admission Chart		
Sl. No.	Category	Percentage of seats
1	General/Open Merit/OBC	50
2	Scheduled caste (SC)	15
3	Scheduled Tribe (ST)	5
4	Community	10
5	Management	20
6	Sports Quota	1 seat each in MA and M.Com and MSc Courses
7	Person with Disability (PWD)	1 seat per course over and above the sanctioned strength of each M.A/MSc/M.Com Course

Percentage of seats



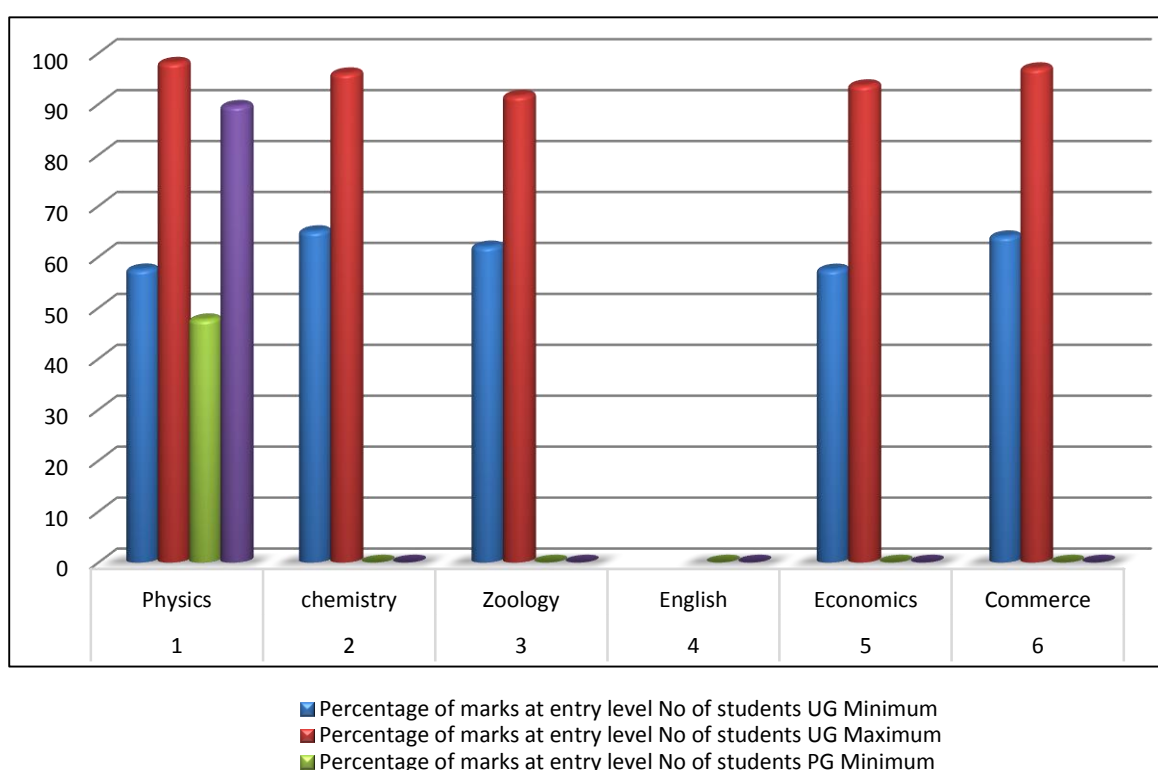
2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The centralized admission process carried out by the university provides no room for a review the student profiles at the college level. The college grants admission to all candidates who are allotted by the university. However, the profiles of students admitted to the management quota, which is conducted by the institution are regularly reviewed by the institution. After the commencement of the various UG & PG courses, the college collects and compiles the data pertaining to the social, economic and academic backgrounds of all the students admitted to the various departments of the college.

Majority of students, who seek admission in the College have a rural background and belong to socially and economically backward classes. Their academic records are poorer compared to their counterparts in cities. However, the College attracts students with good academic credentials.

The comparison between the minimum and the maximum marks of the institution and those of other colleges in the district are not possible as the admission to both the UG and PG programs is centralized and carried out online by the university.

Percentage of marks at the entry level (2016-2017)					
No.	Discipline	UG		PG	
		Highest mark under general category	Lowest mark under general category	Highest mark under general category	Lowest mark under general category
1	Physics	98.07	57.50	89.60	47.70
2	Polymer Chemistry	96.0	65.0	-	-
3	Zoology	91.6	62.0	-	-
4	BA English	91.75	57.08	-	-
5	Commerce	97.0	64.0	-	-
6	Economics	93.66	57.47	-	-



2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes. The entire process of admission of students in the College is monitored and reviewed by the Admission Committee and it ensures that all available seats in the College are filled in time as per the guidelines of the University and Government. The process of admission to the Merit, SC / ST seats is initiated and guided by the University and executed at the College level by the Admission Committee. The Admission Committee admits students allotted to the College and the same is promptly reported to the University. Vacancies that arise as a result of students opting out to join professional courses or Colleges of their higher option are also

reported to the University in time. Such vacancies are filled by subsequent allotments by the University. The vacancies that remain towards the close of the admission are filled by spot admission. The University advertises such vacancies and the date and time of admission in newspapers and its website so that even students not covered by the CAP can approach the College for admission. From among the candidates who report for spot admission, students are selected on the basis of a rank list prepared on the basis of merit. In the SC / ST seats that remain unfilled, eligible OEC students are admitted. The admission Committee in the College makes close scrutiny of the admission process in every stage and takes all effort to see that all seats are filled before the closure of admissions by the University. The outcome of this procedure is that admissions to all seats under various UG Programmes and PG Courses are done in time in a systematic and transparent manner, giving all aspirants open and equal opportunities for higher education.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- * **SC/ST**
- * **OBC**
- * **Women**
- * **Differently abled**
- * **Economically weaker sections**
- * **Minority community**
- * **Any other**

The vision and mission of the institution reflects the ultimate goal of the organization which is to provide free and fair education to all classes of the society with special emphasis on the upliftment of socially and economically backward classes. The rules and regulations of the university also provide reservation to students belonging to SC/ST, OBC and differently abled categories.

SC/ST

The reservation policies of the Government and the University are strictly followed to maintain the strategies of the government towards bringing equity and accessibility to the SC/ST students. The college caters to the financial need of these students by providing timely help to avail various Government scholarships. Special coaching is arranged for them by making use of the financial support offered by UGC, which make them competent enough to appear for various entry level tests.

OBC

As per the existing regulations of Government of Kerala there is no separate quota for OBC students. However they are eligible for various scholarships instituted by the government and other organizations.

Women

Although the university does not provide any reservation for women candidates, most of the courses held in our college have more than 70% female candidates, a huge majority of them hailing from rural backgrounds. Students are assisted in applying for Scholarship for single girl child as per government rules. Women's study unit helps to develop self-esteem in girl students through various programmes.

Differently abled

A ramp is provided for their use. Human and mechanical aids are provided as and when required.

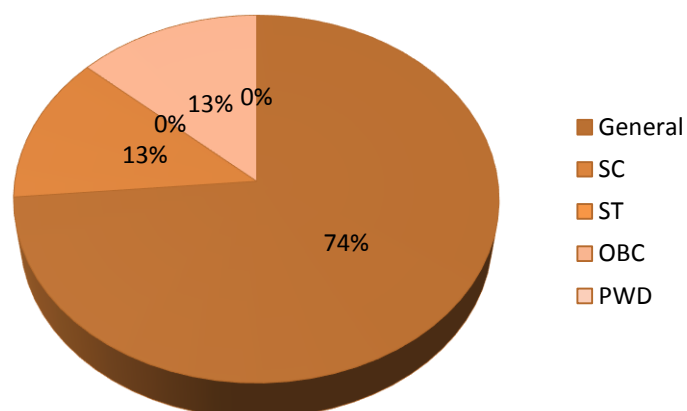
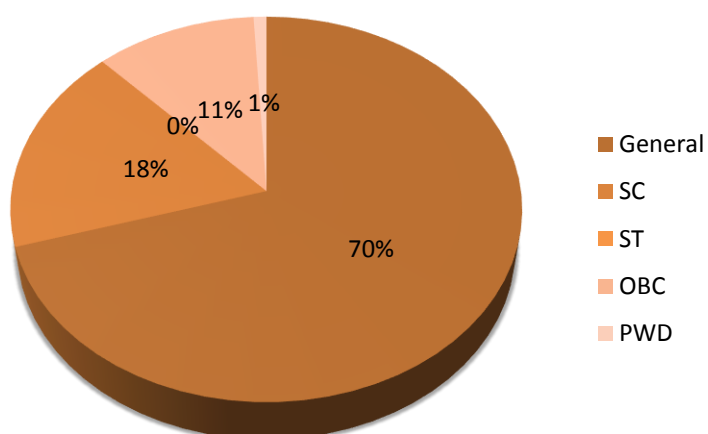
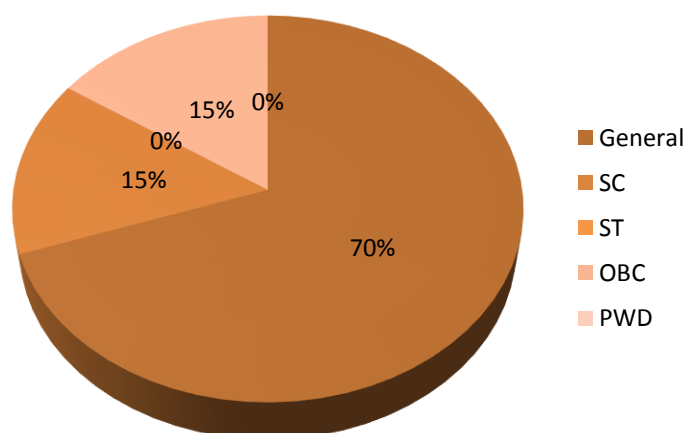
Economically weaker sections

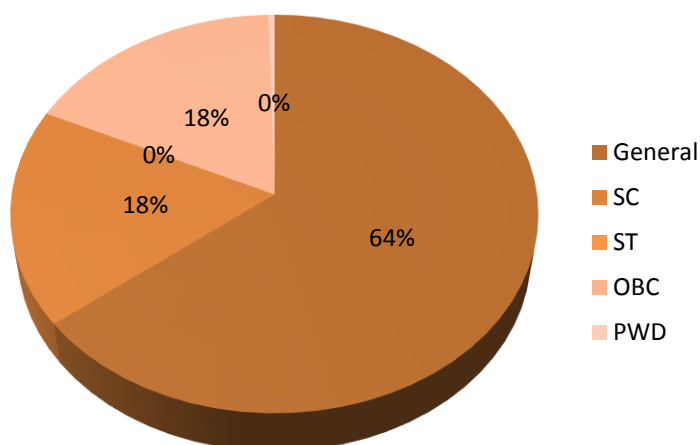
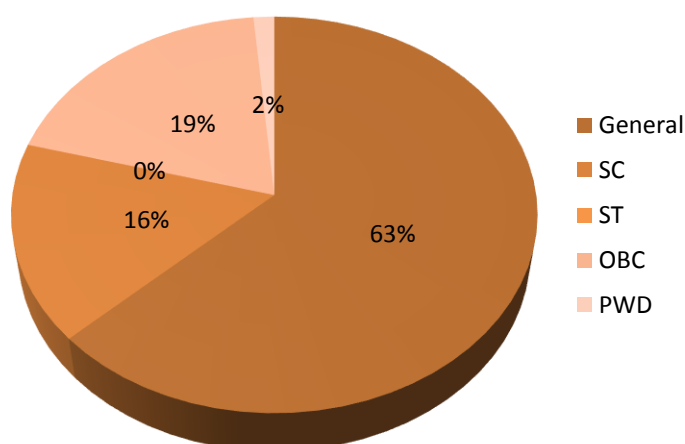
Scholarships are provided by the government and financial aid is given to such students through endowments. To encourage the best students who are financially backward, the PTA and staff club offers many scholarships.

Minority community

Coaching classes are arranged for them as per UGC norms for various entry level examinations Scholarships are provided to the minority students as per government norms.

STUDENTS PROFILE (2016-2017)							
Sl. No.	Category	No of students				Total	%
		UG		PG			
		Male	Female	Male	Female		
1	General	49	123	2	5	179	63.03
2	SC	20	25	1	0	46	16.19
3	ST	0	0	0	0	0	0
4	OBC	20	28	1	6	55	19.36
5	PWD	2	2	0	0	4	1.40
TOTAL		91	178	4	11	284	

Category of Students admitted in 2012-13**Category of Students admitted in 2013-14****Category of students admitted in 2014-15**

Category of students admitted in 2015-16**Category of students admitted in 2016-17**

2.1.6 Provide the following details for various programmes offered by the Institution during the last five years and comment on the trends. i.e., reasons for increase / decrease and actions initiated for improvement.

The University of Kerala introduced the online centralized admission for P.G. programs in 2008-09 and for U.G. programs in 2012-13. Hence the figures for calculating the demand ratio for the last four years are not available with the institution.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

- ◆ The tutors are instructed to conduct classes in the ground floors.
- ◆ Ramps are constructed at different parts of the building.

- ◆ After obtaining prior permission from the University, these candidates are permitted to appear for the exam with the help of a scribes, special space and extended time.
- ◆ Their absence is condoned for valid medical reasons to enable them to sit for examinations.
- ◆ Government stipends are made available to the differently-abled.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Prior to the commencement of the various undergraduate programs, the students are enlightened about the various initiatives like Scholar Support Program (SSP), Walk with a Scholar(WWS), Additional Skill Acquisition Program(ASAP), Remedial Coaching, etc. The weak students are identified and given directions about the above said programs and are encouraged to enroll themselves during the first semester itself. During the fifth semester, before the commencement of the open course programme, the students are given chance to understand the various courses offered by different departments through power point presentation by concerned departments. Initiatives are taken to apprise the students on the general discipline, importance of attendance, procedure of continuous evaluation, examination pattern and evaluation methods.

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.)

Every year, at the beginning of a new semester course, each department arranges a parent-ward meeting in which the tutor is introduced and a briefing on the curriculum and patterns of examination etc. is done. The college has a tutor-ward system which aids the teachers to evaluate each student without barriers and prepares an all-inclusive file including the personal and academic data of every student. The Government of Kerala has recently launched several programs to identify and motivate the weak students and also to help the motivated students to choose the right careers. All departments conduct remedial classes for slow learners and others who are in need. They include WWS, SSP, ASAP, etc. The students are encouraged to join these programs in their first semester of their course itself and are mentored throughout their stay in the institution. Remedial coaching classes are also offered to students by various departments on a regular basis to help the weak students.

2.2.4 How does the college sensitize its staff and students on issues such as gender, environment etc.?

The various clubs including Women's study unit, Anti-ragging cell, Human rights cell, Ethics committee, etc. educate the students on issues such as gender equality, human rights, dowry, women empowerment, legal literacy, drug abuse, sexual harassment and other relevant issues. To this end, seminars are conducted by these clubs to spread awareness among the students regarding these issues. Extension activities conducted by NCC, NSS, Nature Club, Health Education Club, Anti-Ragging Cell, etc. includes workshops conducted by experts from relevant areas. The Nature Club sensitizes the students about the need to preserve the environment. It also takes initiative to observe days like the World Environment Day, the Earth Day and the Hiroshima Day. The club also runs campaign among students to keep the campus green, clean and plastic free. Equal opportunities are given to female students in the selection of class representatives and other academic related selections. A sick room facility for the indisposed female students is also provided. The Incinerator facility is provided for the disposal of sanitary napkins for their convenience. Provisions are also made for the distribution of sanitary napkins for the girl students as and when required. The NCC unit of the college sensitizes the students and local community regarding gender parity and environmental protection. Through various social service activities the NSS unit cultivate nature friendly attitude and also distributes and plants trees provided by the Forest Department, in and around the college and also at the houses of the students.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

During the first semester itself, the tutors identify the advanced learners from each batch via verification of academic records, personal interaction with student and parents, their performance in the class, etc. Later these students are encouraged to enroll for career orientation programs like ASAP, WWS, etc. which are run throughout the entire three years of stay. Moreover, the highly motivated students are encouraged to take part in quiz competitions, essay contests, debates, etc. which are conducted at the college, university and state levels. Advanced learners are given opportunities to participate in various inter/ intra college and university level competitions like quiz, debate, poster presentations, elocution etc. to complement their academic brilliance. Cash awards are given to best performers in academics on behalf of various endowments instituted by Faculty, Alumni, Staff club and PTA. The motivated students are also

introduced to the world of research by arranging visits to various reputed research labs during the final year.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

When a student plans to discontinue his studies, the college collects data regarding the reasons for such an exit mainly through a personal interaction with the Principal, Head of the Department and the tutor. Students prone to drop out of courses are academically and personally counseled by the teacher. Remedial coaching is provided to the students who are identified with respect to their below par performance in the internal and University examinations. In most cases, the reasons for drop out include:

- ❖ Employment (e.g. Recruitment in armed forces)
- ❖ Marriage, mainly in the case of female students
- ❖ To change the course of study

2.3. Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

Continuous evaluation is implemented for all the UG and PG programmes offered by the college as per the regulations of the University of Kerala. There are two components for each course of study- college level assessment and External level assessment. The college level assessment is based on continuous evaluation of a student which comprises periodical class tests, quizzes, assignments, seminars and attendance. Students as well as parents are informed about the internal assessment marks. Regarding the attendance of the students, consolidated attendance of each student is published in the department notice board on monthly basis. Parents are informed for students who have less than 75% attendance. A copy of the same is also send to the Management. In accordance with the rules laid down by the University of Kerala, pupils with shortage of attendance are directed to apply for condonation. Students along with parents are counseled, on extreme cases, to decrease the dropout rates.

Based on the academic calendar of the University of Kerala, an academic calendar of the college is prepared and published at the beginning of each year. The academic calendar of the college describes the curricular, co-curricular and extension activities of each department and

programmes. Extension and co-curricular activities are conducted with a teacher in charge as the coordinator/convenor. A report of each co-curricular and extension activities is published and recorded by each department.

At the beginning of each academic year, staff meetings are held in all departments. For the preparation of semester, College Level Monitoring Committee and Department Level Monitoring Committee are convened at the beginning of each semester. The month of November and March are dedicated for University examinations and evaluations. Teachers are directed to complete the syllabus within stipulated time as per the academic calendar. Department meetings are conducted to constantly monitor the progress of teaching and evaluation in each course. Periodic review in department meeting helps to know the progress, identify the difficulties, and act appropriately to ensure the committed coverage of the syllabi. The progress is reported frequently in the staff council meeting by the head of the department. Students' attendance and the details of the teacher and subject taught are recorded in the attendance book of the class during each hour of teaching.

A model examination is conducted during the end of each semester in all the courses taught. Internal assessment marks are calculated and published based on attendance, assignments, seminars and performance in the class test. Students are given sufficient time to appeal for the internal marks and grievances are redressed without any complaints. Internal marks are uploaded to the University server on stipulated dates given by the University. College Level Monitoring Committee is designated to monitor the formalities regarding the internal assessment. A hard copy of the internal assessment mark lists are also forwarded to the University by each department through the Principal. The internal assessment mark lists on each course as well as the consolidated mark list are filed in the concerned department.

Study tours, industrial visits are conducted to help the students to get practical knowledge. Classroom teaching is complemented through invited talks, ICT methods and web resources and an effective tutorial/mentor system. Students are encouraged to utilize the Library facility routinely. For laboratory based courses, the list of experiments, detailed procedures along with preparatory materials to be arranged by the students are informed well in advance. On the basis of result analysis, remedial classes are organized for the slow learners. For evaluating students besides the performance in academic activities weightage is also given to his/ her behavioral aspect, communication skill, the role played for extracurricular activities like sports/ arts etc , the social responsibility and participation in NSS, NCC, nature club and other club activities etc.

2.3.2 How does IQAC contribute to improve the teaching–learning process?

The IQAC of the college is providing a learner –centric environment in the college for imparting quality education. It promotes quality enhancement and sustenance through self-appraisal, evaluation and feedbacks.

- ◆ Assessment of the teaching and learning process are obtained through Student feedback forms.
- ◆ Encourages teachers in using modern methods in their teaching like use of computer and internet. A master plan of the institution was discussed with the teachers to work accordingly.
- ◆ Provide advice and necessary training required for acquiring knowledge and technology for participatory teaching and learning process. Online resources are provided to the students to update their knowledge.
- ◆ Requests are made to the management for improving the infrastructural requirements of various departments including furniture, computers, new teaching aids, instruments, chemicals, glassware etc.
- ◆ Invited talks are organized by IQAC on aspects of student's health and hygiene.
- ◆ The IQAC takes a lead role in organization of institutional workshops, seminars on quality related themes and advise faculty members to submit projects and get funds from various agencies like University Grants Commission, Department of Science and Technology etc.
- ◆ The IQAC members visit reputed institutions to learn about best practices and also to familiarize themselves with new learning resources and infrastructure. The introduction of suitable new academic programmes, work diary and internal assessment register of teachers, question bank in the library and departments were some of the recommendations of the IQAC.
- ◆ The IQAC provides rational and logical guidelines pertaining to the conduct of PTA meetings. It assists the faculty to motivate the students and to provide them academic and personal counseling. Documentation of various programmes relating to quality improvement has been done by the IQAC
- ◆ The IQAC provides rational and logical guidelines pertaining to the PTA meetings. It assists the faculty to motivate the students and to provide them academic and personal

counseling. Documentation of various programmes relating to quality improvement has been done by the IQAC

- ◆ IQAC promotes the faculty members in attending international and national conferences and published their research papers in reputed journals.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

The college provides facilities for student activities during weekends and holidays. They are encouraged to make maximum use of the library which is open beyond the working hours of the college. Before the commencement of the formal syllabus, students are motivated and an interest in the subject is created through orientation programme.

- ◆ Group activities like discussions, field survey, role playing, academic debates are arranged as part of this exercise.
- ◆ Periodically use ICT sources like Overhead projector, power point presentation. The assignments and projects are given both individually and collectively which contribute to their collaborative learning potential.
- ◆ Teachers are encouraged to take part in workshops, training programmes and seminars that are intended to improve their professional skills.
- ◆ The faculty engages the students in various practical assignments in science labs and computer labs. Smart classroom facilities are utilized to sharpen the critical thinking among the students.
- ◆ Peer study groups consisting of strong and weak students are formed in which better performers help slow learners in their studies. This peer learning method benefits students much better than conventional teaching.

2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The college library houses a decent collection of all leading newspapers in India, important journals in all disciplines, career magazines, etc. which are meant to inculcate the habit of reading among the students. Moreover, quiz programmes, and other scientific and academic events like conferences are organized by various departments. The creative writing skill of students is nourished through departmental journals and college magazines. The coaching classes for competitive exams and WWS programmes motivate students for in-depth study in

general studies. Students are given opportunities to visit research institutions and reputed organizations in order to gain real time experience in their concerned subjects. Students also get opportunities to interact with famous academicians who visit the college. The institution publishes a magazine annually with the Head of the institution as chief editor, a staff editor nominated by the staff council and a student editor elected by the students. The student editor constitutes an editorial board which will assist him in editing and compiling of the articles. Creative and Critical Thinking skill as well as Leadership and Management skill of the students are encouraged through works like Campus beautification, Cultural Fests etc. Participation in the activities of NSS, NCC, Bhoomithrasena, Film Club, Drama Club, and Music Club also boost their team working skills, environmental consciousness and individuality. Innovative ideas are invited from students to foster scientific temper and they are encouraged to prepare project works on them. The college also celebrates College Day, Arts Day, Sports Day and Women's Day etc., in order to gouge out the multifarious talents and abilities of the students.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching?

All department of the college are equipped with the modern tools for ICT enabled teaching. The college is equipped with overhead projectors, interactive boards, LCD projectors. All the departments and library have internet facility which is accessible to the students at a nominal rate. The faculty members make use of this facility to update their knowledge, improve teaching using power point presentations, animations and educational videos. All departments are equipped with scanners and printers which can be easily accessed by the faculty members and students.

The faculty members in the institution use both non-projected aids like blackboard/ white board and electronic teaching aids to ensure effective learning experience for students. Through the use of illustrations, interactive boards and power point presentations the process of teaching-learning is made more interesting and effective. The setting up of a Language Laboratory has helped the students to keep pace with modern technology in the language teaching learning process. Teachers and students are encouraged to attend seminars and workshops. The library subscribes relevant journals and periodicals and the same are issued among the students and faculty to get information about the recent developments in their respective fields of study. Invited lectures by eminent scholars in various fields are a regular practice of the institution.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The faculty members are encouraged to pursue higher studies and participate in refresher courses, seminars, workshops and conferences to update their knowledge and take up minor and major projects. Papers are presented in international, national and regional seminars by faculties. Each department subscribes to academic journals and a substantial number of books are added to the library annually. Journals available in the library enable faculty and students to update their knowledge. Students are taken on study tours, field trips and visits to various organizations. The students are kept abreast of the latest knowledge gathered from newspapers, journals, e-journals, magazines, and books available in the library. Invited lectures, seminars, symposiums etc. on topics of recent relevance are conducted frequently. The teachers make use of the internet facilities to collect and provide the updated information in their subjects to the students. Many teachers practice the conventional method of class room teaching together with modern computer-mediated activities. Several seminars/workshops are conducted by individual departments to equip students and teachers with recent knowledge/technologies and enhance their key skills.

2.3.7 Detail (process and the number of students/benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/ mentoring/ academic advice) provided to students.

Every year, in the beginning of the first semester, the college organizes an Orientation programme which helps the freshers to acquaint themselves with the new academic atmosphere. Programs like ASAP, Coaching classes for entry in to services, Scholar Support Programme, Remedial classes, Grievance cell, Women's Study Unit etc., gives academic and psychological support to the students. College also organizes various quiz programmes and debate competitions for the students. Government of Kerala has initiated an ambitious programme, the Additional Skill Acquisition Programme (ASAP) with the objective of tackling the issue of growing unemployment in the state. The faculty members counsel students on their academic and personal problems and encourage them to increase their confidence and employ apt decision making skills, and concentrate on personality development. The Tutoring/ Mentoring System enables the faculty to identify the academic and personal problems of a student and give proper guidance. The tutor takes special care and interest in understanding the background of each student and also tries to keep in touch with the parents. There are regular personal interactions with parents to monitor the progress of their wards in addition to PTS. Remedial Coaching

classes are conducted for weak students and advanced coaching for bright students. The Women's Study Unit of the college has proved to be a strong supportive unit which strives for the betterment of girl students through counselling and tutorials helping them to identify their talents and potentials. It aims at the intellectual and social uplift of the girl students in the College.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

To encourage the faculty on innovative and new practices, experts were invited for the demonstration of the e-learning equipment like smart board, LCD projectors, digital visuals aids etc. Adoptions of these new technologies have created more interest in the students towards learning process and dissemination of knowledge is made more effective which leads to better results in the qualifying examination.

The Choice Based Credit and Semester system has provided the scope of introducing new and advanced methods of teaching. In the interactive method students are encouraged to interact with teachers and classmates as part of seminar presentations which are followed by question answer sessions. Group discussions and role plays are also conducted. Bulletin boards and notice boards are also used to display relevant ideas relating to current topics. Debates, poetry competition, writing and publishing etc. are encouraged. The concept of an open course promotes trans disciplinary learning among students. Experts from other academic institutions were invited to share their experience and expertise with the teachers and students. The institution encourages participation of the members of the faculty in national and international conferences/seminars/workshops. Each department organizes its own Association activities in which all the students belonging to that department will be provided with the opportunity to explore new ideas and present it before their teachers and friends.

2.3.9 How are library resources used to augment the teaching-learning process?

The College Library resources play a pivotal role in the teaching-learning process. The institution has well equipped computerized central library which is stocked with books, journals, back volumes, to cater the needs of the staff and students. The books in the general library are categorized as Reference/Text books. Books and journals recommended in the syllabi for further reading are made available through the library. The library functions on all days except Sundays and Government Holidays from 9am to 5pm, which facilitates its optimum use. Students can

visit library during break time and lunch hours for transaction of books. Every year, books, magazines and journals are added as per the requirements of staff and students. Books related to emerging topics and modern trends are given due importance while purchasing new books. Students utilize reference books for preparation of assignments and seminars in the curriculum. Teachers help students to familiarize with journals and magazines in the beginning of their courses itself. The Reading Room is a spacious, well lit passage near the library, provided with subscriptions of latest periodicals/newspapers, to enlighten readers on recent changes happening in the academic, social and cultural scenario. In addition to the central library, many departments have the department Reference Section with a small number of books. Apart from academic books there are books for students preparing for the various competitive examinations. Scientific journals are also provided to students in the library which helps them to get an insight into the various thrust areas of research. The faculty and the students suggest books to be purchased using the library funds. Broadband internet connections are available in the central library. Students can avail the internet access at nominal rates. Seminars, workshops, refresher courses, interaction with eminent scholars, visits to other institutions and book reviews also provide information about relevant books in various disciplines.

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes. Completing the curriculum within the planned time frame is a real challenge due to the shortage of time and exhaustive nature of topics. Anyhow the college has the practice of covering the syllabi well in advance and fulfilling the requirements of internal assessments and University examinations in time. Teachers arrange extra classes during morning hours evening (3 and on Saturdays to complete portions. The loss of regular classes due to Harthals or strikes are compensated by additional classes on Saturdays or through extra hours. Arts and sports programmes and the various extension activities envisaged under the new curriculum being an integral part of campus education, demands several teaching hours of the academic calendar. Progress of the curriculum is closely monitored by the Principal, IQAC and College Council and necessary instructions are given from time to time. Department meetings are also held regularly to evaluate the progress of the curriculum. Special time tables are prepared to complete the curriculum of those courses that are lagging behind.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The Principal and the Heads of Departments monitors the Teaching – learning process. The IQAC provides Teacher Diary to every teacher for recording the actual hour-by-hour work done by them. Attendance book is maintained to ensure the proper utilization of teaching hours. The tutor-in-charge of different classes evaluates the quality of the academic process through regular test papers, seminar presentations and assignments. The progress of the same is reported to the parents. The academic progress of the student is monitored by systematic recording of the marks/grade secured by him/her in the department. Assignments are valued on the basis of content, relevance of the topic, references cited and the overall outlook while in the case of seminars, the content of the script, style of presentation of the student, as well as the overall performance are counted. Teachers are evaluated by students and for that a teacher evaluation format is supplied to the students. Feedback is kept confidential to prevent any sort of prejudice towards any student. Feed Back forms are circulated among the students to assess the performance of individual teachers in terms of a set of criteria such as academic quality and subject-updating, communicative ability, practical management, motivational capacity and knowledge outside the purview of the syllabus.

Feedback from students 2012-13						
Sl No.	Parameter	Ratings				
		Excellent (%)	Good	Average %	Below average %	Poor %
1.	Communication skill	64.28	32.6	2.9	0.22	0
2.	Interest generated by the teacher	55.80	38.9	4.94	0.36	0
3.	Ability to integrate course material with environment or other relevant issues to provide a broader perspective	51.11	37.97	3.52	0.36	0
4.	Ability to integrate course/draw upon other courses	59.91	35.08	4.55	0.46	0
5.	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion)	59.20	36.42	3.97	0.28	0.12
6.	Ability to design projects/assignments/examinations /quizzes to test understanding of the course	61.76	34.08	3.85	0.06	0.24
7.	Provision of sufficient timely feedback	57.01	38.10	4	0.89	0

8.	Knowledge base of the teacher (as perceived by you)	63.16	31.46	5.14	0.24	0
9.	Sincerity/ Commitment of the teacher	63.06	33.98	2.73	0.22	0
10.	Overall rating	69.29	29.74	0.96	0	0

Feedback from students 2013-14						
Sl No.	Parameter	Ratings				
		Excellent (%)	Good	Average %	Below average %	Poor %
1.	Communication skill	60.77	33.63	4.55	1.05	0
2.	Interest generated by the teacher	53.09	38.47	6.08	2.29	0.07
3.	Ability to integrate course material with environment or other relevant issues to provide a broader perspective	53.42	38.26	6.19	2.13	0
4.	Ability to integrate course/draw upon other courses	55.44	35.85	6.69	2.02	0
5.	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion)	57.37	35.62	5.59	1.42	0
6.	Ability to design projects/assignments/examinations /quizzes to test understanding of the course	56.43	34.97	7.14	1.46	0
7.	Provision of sufficient timely feedback	55.71	35.34	6.9	2.05	0
8.	Knowledge base of the teacher (as perceived by you)	58.69	33.41	6.04	1.86	0
9.	Sincerity/ Commitment of the teacher	60.56	30.68	6.58	2.18	0
10.	Overall rating	65.35	29.16	3.51	1.98	0

Feedback from students 2014-15						
Sl No.	Parameter	Ratings				
		Excellent (%)	Good	Average %	Below average %	Poor %
1.	Communication skill	57.78	33.17	8.66	0.82	0.09
2.	Interest generated by the teacher	50.75	37.26	11.26	1.44	0.27
3.	Ability to integrate course material with environment or other relevant issues to provide a broader perspective	50.44	36.52	12.61	1.36	0.18
4.	Ability to integrate course/draw upon other courses	49.91	35.70	2.09	2.41	0.32
5.	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion)	48.92	36.6	10.94	3.07	1.25
6.	Ability to design projects/assignments/examinations /quizzes to test understanding of the course	48.03	39.07	11.51	1.72	0.64
7.	Provision of sufficient timely feedback	49.57	35.31	13.09	1.94	1.01
8.	Knowledge base of the teacher (as perceived by you)	48.70	33.17	7.81	0.60	0.55
9.	Sincerity/ Commitment of the teacher	57.69	34.34	7.31	0.46	0.42
10.	Overall rating	56.27	36.61	6.78	0.55	0

Feedback from students 2015-16						
Sl No.	Parameter	Ratings				
		Excellent (%)	Good	Average %	Below average %	Poor %
1.	Communication skill	59.37	32.36	5.76	0.776	0.43
2.	Interest generated by the teacher	58.51	29.87	9.72	1.43	0.82
3.	Ability to integrate course material with environment or other relevant issues to provide a broader perspective	52.94	34.97	9.69	2.24	0.36
4.	Ability to integrate course/draw upon other courses	52.94	31.81	10.14	3.34	0.93
5.	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion)	55.3	29.36	8.37	0.871	0.62
6.	Ability to design projects/assignments/examinations /quizzes to test understanding of the course	54.95	27.41	9.89	1.54	0.61
7.	Provision of sufficient timely feedback	50.34	35.91	9.17	2.67	0.38
8.	Knowledge base of the teacher (as perceived by you)	66.87	27.47	3.91	1.21	0.18
9.	Sincerity/ Commitment of the teacher	64.90	25.73	6.31	1.39	0.21
10.	Overall rating	56.51	34.95	6.87	1.31	0.38

Feedback from students 2016-17						
Sl No.	Parameter	Ratings				
		Excellent (%)	Good	Average %	Below average %	Poor %
1.	Communication skill	50.69	38.94	9.65	0.69	0
2.	Interest generated by the teacher	52.32	33.53	11.66	1.92	0.31
3.	Ability to integrate course material with environment or other relevant issues to provide a broader perspective	46.58	38.21	12.97	1.69	0.37
4.	Ability to integrate course/draw upon other courses	47.57	38.90	11.44	1.41	0.39
5.	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion)	49.11	36.44	11.54	2.12	0.81
6.	Ability to design projects/assignments/examinations /quizzes to test understanding of the course	52.37	35.94	9.63	1.73	0.47
7.	Provision of sufficient timely feedback	54.8	32.7	10.7	1.6	0.25
8.	Knowledge base of the teacher(as perceived by you)	63.74	28.58	6.77	0.57	0.42
9.	Sincerity/ Commitment of the teacher	66.6	25	6.18	1.37	0.57
10.	Overall rating	55.94	35.1	7.46	0.96	0.25

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.

Appointments of regular teachers are conducted by the management as per the norms of the UGC, the University of Kerala and the Government of Kerala. Teachers are recruited according to UGC norms of qualification and State government rules and regulations. Vacancies are identified and advertised in the national dailies as well as University Newsletter. The selection of teachers is based on merit. From the list of applicants, eligible candidates are called for an interview. A Post Graduate degree and NET/Ph.D. is considered as the criteria for application. The list of selected candidates from general category and community quota in the ratio of 1:1 is published. New teaching posts are created on the basis of workload when additional courses are introduced, subject to the approval of the government and the university. To compensate for the teaching load of vacant positions, Guest faculties are appointed from the pool prepared by the Director of Collegiate Education, Government of Kerala. The freshly appointed teachers have to attend Orientation and Refresher Courses which are organized by any one of the reputed universities within or outside the state.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	-	-	1	3	5	5	14
M.Phil.	-	-	1	-	-	3	4
PG	-	-	1	-	-	5	6
Temporary teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	1	2	3
PG	-	-	-	-	3	7	10
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	1	-	1

The college management takes a keen interest in fulfilling the requirements of the teachers and protecting their rights and privileges. Thus the Teachers' request for leave and benefits and for permission to attend courses and programmes, are promptly addressed and

processed. Hence attrition rates are extremely low in the institution. The college encourages teachers to participate in curriculum development workshops and conferences conducted by the university. Teachers are encouraged to do sponsored major/minor projects and the college provides all facilities for the execution of the projects. The Manager of the college finds time to interact with teachers, collect their suggestions and also address their complaints, if any. A full-fledged college Canteen is also functioning in the campus.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The college has a majority of young faculty members who have gained extensive training in several emerging areas like nanotechnology, molecular biology and drug discovery. These teachers are sufficient to impart training to undergraduate students in the above said emerging areas. Since the college doesn't offer any advanced courses or diplomas in these areas, we have not faced any scarcity of qualified senior faculty members. However, the college encourages the faculty members to attend workshops and seminars on emerging areas of science and technology.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

The Orientation Programs and refresher courses organized by the University of Kerala and other Universities provide ample opportunity for the teachers to update their knowledge and skills. Several young faculty members who joined recently have attended the above said programs within or outside the state. Teachers attended the orientation programme for Walk With a Scholar and Scholar Support Programme conducted by Higher Education Council, Kerala. The college encourages them to pursue research in the area of their specialization and a research committee is constituted to evaluate and monitor the research activities in the institution. Members of the faculty attended a training programme organized at various colleges on the revised CBCSS programme.

Academic Staff Development Programmes					
	Number of faculty nominated				
	2011-12	2012-13	2013-14	2014-15	2015-16
Refresher Courses	0	0	2	2	1
UGC Faculty Improvement Programme	0	1	0	0	0
HRD Programme	0	0	0	0	0
Orientation programme	2	0	1	4	1
Faculty Exchange programme	0	0	0	0	0
Staff training conducted by the university	0	0	0	0	0
Staff training conducted by other institutions	1	1	0	0	0
Summer/winter Schools, workshops etc.	4	3	0	2	1
Others	0	2	0	0	0

Faculty members from different departments attended a training programme on restructuring UG and PG curriculum organized by University of Kerala. To encourage the faculty on innovative and new practices, experts were invited for the demonstration of the e-learning equipment like smart board, LCD projectors, digital visuals aids etc. Audio Visual Aids/multimedia Workshops are conducted to familiarize faculty with methods of Information and Communication Technology and modern teaching practices using smart board. Learning material is also provided by teachers mainly in UG classes. Orientation programme and workshop are arranged for revised curriculum (Choice Based Credit Semester System CBCSS) at the college level. Self-appraisal forms as prescribed by UGC are being used for self-assessment by teachers. IQAC provides forms for self-evaluation for teachers. Evaluation of teacher by the student is carried out during the course.

2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The Research Cell of the college encourages junior faculty members to enroll for Ph.D./M.Phil. programmes and to publish their work in journals of international repute. Teachers are given guidance and support to obtain research grants from UGC, DST and other funding agencies. As a result several teachers have received Minor Research Projects funded by the

UGC. The research cell encourages teachers to participate and present papers in seminars and conferences. Several faculty members have received accolades and recognition.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

Names and details of Faculty members who received awards/recognition

Sl.No.	Name & Details of the faculty member	Details of the award
1	Dr. Syam Krishnan, Department of Chemistry	International patent for his research findings.(2014)
2	Dr. Sreeja V, Department of Zoology	Acclaim for her discovery of a new species of Octopus from coastal waters of Kerala.(2015) Got the FLAIR Membership of Higher Education Council (2016)
3	Prof. M. Sreekumar, Department of Commerce	Selected as Kerala University Syndicate Member (2016)

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes. The IQAC collects anonymous feedback from the students at the end of each semester about their concerned teachers *via* a questionnaire. Moreover, the class PTA meetings also provide a right opportunity to parents to express any issues or concerns both personal and academic. The data collected through the system of feedback is reviewed by the faculty members concerned and required alterations in teaching strategies and methods are incorporated with immediate effect.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- ◆ Staff meetings are convened to discuss and implement the recent changes in the evaluation process brought into effect by the University.
- ◆ The faculty members deputed by the college have received orientation in the evaluation process through the training sessions conducted by the University.
- ◆ The entire faculty members are trained by the deputed members who have received training through orientation courses by the University.
- ◆ The Principal and the faculty members provide a general idea to the students and their parents about the evaluation mechanism during the initial orientation programme at the beginning of the first semester.
- ◆ The tutors in charge of each class brief the students the details about the internal and external evaluation process.
- ◆ The continuous assessment (CA) mark awarded to a student is based on three different criteria viz., attendance, assignment and internal examination.
- ◆ The college has separate committees for the Internal and University examinations.
- ◆ Participation in various clubs for social/extension activities of the college is also one of the mandatory criteria for all the students to complete the degree course.
- ◆ The performance of the students in NSS, NCC, University level sports/games/arts is also considered and appropriate grace marks are awarded by the University as per the recommendation of the college.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

In the year 2010, the University of Kerala introduced the Choice Based Credit and Semester System (CBCSS). As part of this, the University of Kerala has introduced a distinct pattern of evaluation, in accordance with the recent trends in higher education, for UG and PG courses.

- ◆ Internal assessment system, grading system and grade points are introduced.
- ◆ A continuous evaluation of student is made possible on the basis, active participation in class and lab through regular monitoring of attendance, assignment, seminar presentation, internal examinations, etc.

- ◆ The project and viva-voce system are introduced in the UG programmes which helps to evaluate the students on the basis of their creativity and efficiency.
- ◆ The co-curricular and extracurricular performances of the students are considered for the evaluation process.
- ◆ Provisions are made available for the students to gain grace marks by participating in the activities of various clubs.
- ◆ The University has also initiated a new scheme by which the photocopy of the answer sheets are made available to the students for scrutiny and revaluation of the University answer scripts is also made possible.
- ◆ The answer scripts of the internal examinations are evaluated by the concerned faculty and suggestions for improvement are given. Such practices enable to improve the performance of the students in the University examinations.
- ◆ The internal evaluation of PG course is also based on attendance, assignments, seminars, & test papers.
- ◆ The college is bound to accept and implement the evaluation reforms introduced by the University of Kerala.
- ◆ The college has introduced the following evaluation system according to University guidelines:
 - a. Scrupulous records on student attendance.
 - b. Appraisal through Seminars & Assignments.
 - c. Systematic monitoring of practical sessions are the reforms initiated by the institution on its own.
 - d. Two internal test papers in each semester before the University End Semester examination.
- ◆ Choice based credit semester system introduced by the University of Kerala demands the participation of the students in at least one club activity during the 3rd & 4th semesters.
- ◆ Students have the freedom to choose the various clubs functioning in the college.
- ◆ Each club has one convener and other teacher members to evaluate the activities of student members and record it for evaluation.
- ◆ Club activity report is sent to the university along with internal assessment statements.

- ◆ In addition to their core subject, the students have opportunity to select an open course during the fifth semester.
- ◆ The evaluation of open course also comprises of an internal assessment & university examination.
- ◆ Online registration for examination is introduced by the University in 2011.
- ◆ Each faculty member is provided with distinct username and password for a safe login.
- ◆ The institution uploads continuous evaluation reports, through a three tire system comprising of the tutor, HOD and the Principal, in the university website regularly and the final results are published in the university website.
- ◆ The most recent evaluation reform made by the university is the introduction of mark system with effect from 2013 admissions.
- ◆ According to the new system 20 marks is fixed for continuous evaluation and 80 marks is for end semester examination of each paper.
- ◆ In place of two test papers as per the present system, one test paper shall be conducted.
- ◆ For all courses grades are given on a 7-point scale based on the total percentage of mark.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- ◆ University guidelines for evaluation reforms are followed by the college. Adhering to the University norms the college has constituted.
- ◆ The evaluation process and reforms introduced by the University are effectively implemented by constituting a Department Level Monitoring Committee (DLMC) and College Level Monitoring Committee (CLMC).
- ◆ The Department Level Monitoring Committee ensures the proper conduct of internal examinations.
- ◆ The schedule of internal examinations is announced and question papers from the concerned teachers are collected by the internal examination committee.
- ◆ All internal assessment marks are published in the notice board of respective departments.
- ◆ Complaints, if any, are first addressed by the head of the departments and then forwarded to the college level committee and remedial actions are taken.

- ◆ The internal marks are then uploaded in the university website. Hardcopies of CE grade sheets are kept as record in departments.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

- ◆ The college strictly follows the University guidelines for each programme in formative and summative evaluation.
- ◆ Formative assessment involves primary and fundamental assessment of the academic and non-academic activities of the students.
- ◆ The Formative Assessment comprises of three parameters –attendance, assignment/seminar and a test paper.
- ◆ Attendance is strict and is monitored regularly. A minimum of 75% attendance is mandatory for every student in every semester to appear for the University examinations.
- ◆ Performances and participation in the various club activities of the college is also taken into consideration for the formative assessment of the students.
- ◆ Summative Assessment is carried out by the University at the end of every semester according to the curriculum of the programme.
- ◆ The end semester evaluation comprises of a theory examination with duration of three hours.
- ◆ In addition to theory examinations, the first degree programme (UG) students have to undergo practical examination in fourth semester for core course and complementary course. During sixth semester they have practical/project/dissertation.
- ◆ The PG students have practical examination in second and fourth semester.
- ◆ The evaluation of theory paper is carried out by the examiners appointed by the University.
- ◆ Practical and viva- voce examinations are conducted by external examiners appointed by the University.
- ◆ The cumulative assessment is based on the performance of the students in the formative and summative assessments.

- ◆ The participation of students in seminars, paper presentations, workshops, debates and group discussions enable them to acquire a comprehensive personality to perform and excel in academic matters.
- ◆ The internal examinations in theory and practical and model viva-voce help to enhance the learning and performing capabilities of the students.
- ◆ Disciplined and rigorous training methods practised by the college help the UG and PG students to attain University ranks.

University Examination Committee (2010-2017)				
Sl. No	Name	Designation	Department	Position
1	T. R. Madhu	Associate professor	English	Chief Superintendent (2011-2012)
2	M. Sreekumar	Associate professor	Commerce	Chief Superintendent (2012-2014)
3	Dr. P. Geetha	Associate professor	Malayalam	Chief Superintendent (2014-2015)
4	Dr. Sujatha. T. S	Associate professor	Chemistry	Chief Superintendent (2015-till date)

Internal Examination Committee					
Sl. No	Name	Designation	Department	Position	Period
1	P. G. Sukumaran Nair	Associate professor	Physics	Convener	2010-2011
2	T. L. Girija	Associate professor	Chemistry	Convener	2011-2013
3	Dr. Prakash Chandran R	Assistant professor	Chemistry	Convener	2013-2014
4	Dr. Ratheesh Kumar. V	Assistant professor	Physics	Convener	2014-2015
5	Dr. K.S. Beena	Assistant professor	Hindi	Convener	2015- 2016
6	Dr. Lekshmy. S	Assistant professor	Zoology	Convener	2016-till date

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

The college performs the internal assessment transparently and is comprehensively communicated to the various stakeholders' viz., students, parents, faculty and the Principal.

- ◆ The evaluation based on marks obtained by the student is introduced in 2013.
- ◆ Both continuous evaluation (CE) and end semester evaluation (ESE) will be carried out using Indirect Grading system on a 7-point scale.

- ◆ The maximum mark for a Course (ESE theory) is 80. The duration of ESE is 3 hours.
- ◆ The internal examinations are conducted as per the guidelines issued by the University of Kerala.
- ◆ Assignments, seminars, paper presentations and demonstrations are provided based upon the various disciplines of study.
- ◆ The students at both under graduate and post graduate levels are encouraged to use power point presentations during the seminars.
- ◆ The students are evaluated on the basis of clarity in thought, organization of ideas, presentation skills, and other non-verbal skills such as voice modulation, body language etc.
- ◆ At the postgraduate level, students present seminars on topics related to the course. Critical analysis of concepts is encouraged.
- ◆ Continuous absence for a long period can be condoned only by the University after submitting supportive documents.
- ◆ The continuous assessment mark is published at the end of every semester and is duly authorized by obtaining signatures from the students, faculty advisor, HOD and the Principal.
- ◆ Any grievances regarding the continuous assessment mark is adequately addressed and if required corrective measures are adopted.
- ◆ The CA marks are uploaded to the university web site and a hardcopy duly signed by concerned authorities is also sent to the university.

Components of continuous evaluation		
	Criteria	Marks
a	Attendance	5
b	Assignment/Seminar	5
c	Test Paper	10
Total		20
Components of continuous evaluation for Practicals		
	Criteria	Marks
A	Attendance	5
B	Record	5
C	Test	5
D	Performance, Punctuality and skill	5

Consolidation of SCPA						
Course Code	Title	Credit (C)	Marks(M)	Grades	Grade Points (G=M/10)	Credit Point CP=C*G
01		4	59.38	D	5.93	23.75
02		3	85.50	A	8.55	25.65
03		2	74.75	B	7.47	14.95
04		2	87.13	A	8.71	17.42
05		2	73.5	B	7.35	14.70
06		3	91.0	A ⁺	9.10	27.30
Total		16				123.77
SCPA= Total Credit Points/Total Credits=123.77/16= 7.74= B Grade						

Consolidation of CCPA		
Semester	SCPA Credit Point(CP)	SCPA Credit (C)
1	123.77	16
2	136.85	17
3	139.30	17
4	265.85	29
5	126.1	14
6	241.9	27
Total	1033.77	120
CCPA=Total Credit Points of all semesters/Total Credits of all Semesters=1033.77/120= 8.615 A Grade		

Overall Grade in a Programme		
Percentage of marks	CCPA	Letter Grade
90 and above	9 and above	A+ Outstanding
80 to < 90	8 to <9	A Excellent
70 to < 80	7 to <8	B Very Good
60 to < 70	6 to <7	C Good
50 to < 60	5 to <6	D Satisfactory
40 to < 50	4 to <5	E Adequate
Below 40	<4	F Failure

**2.5.6 What are the graduate attributes specified by the college/ affiliating university?
How does the college ensure the attainment of these by the students?**

- ◆ The college is the only higher education institution in the locality to provide a value-based educational system to the rural students.
- ◆ It ensures that the core values of higher education are promoted and developed among the rural community

- ◆ Rigorous efforts are taken by the faculty members of the college to equip the students with the skills, motivation and confidence to engage in continuous learning to meet the personal, professional and vocational challenges of an ever changing world.
- ◆ Clubs and associations functioning in the college act as driving force in the effort to create a community of self-reliant citizen in the campus.
- ◆ A Career Guidance & Placement Cell is functioning in the college for the effective placement of students.
- ◆ The college takes effective measures to impart social responsibility among the students through various programmes organized by different clubs and associations.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

- ◆ A three level Committee viz., Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC), and University Level Monitoring Committee (ULMC) are entrusted with the redressal of grievances with reference to the evaluation.
- ◆ The responsibility to redress the grievances of the students, if any, is entrusted with Department Level Monitoring Committee (DLMC) and the College Level Monitoring Committee (CLMC)
- ◆ Any grievances need to be addressed at the University level is forwarded through proper channel by the Principal.
- ◆ Complaint and Suggestion boxes are placed at various locations in the college.
- ◆ The suggestions and recommendations of the students are treated with due consideration and appropriate steps are initiated for implementation.

2.6 Student Performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

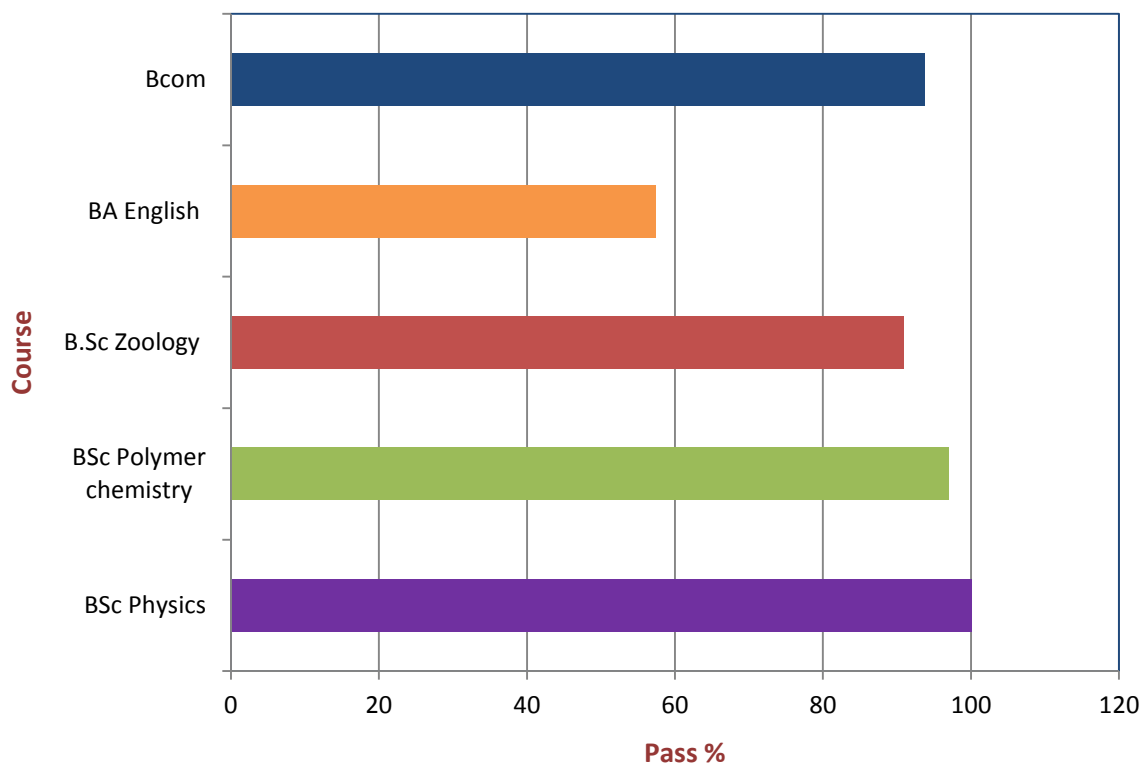
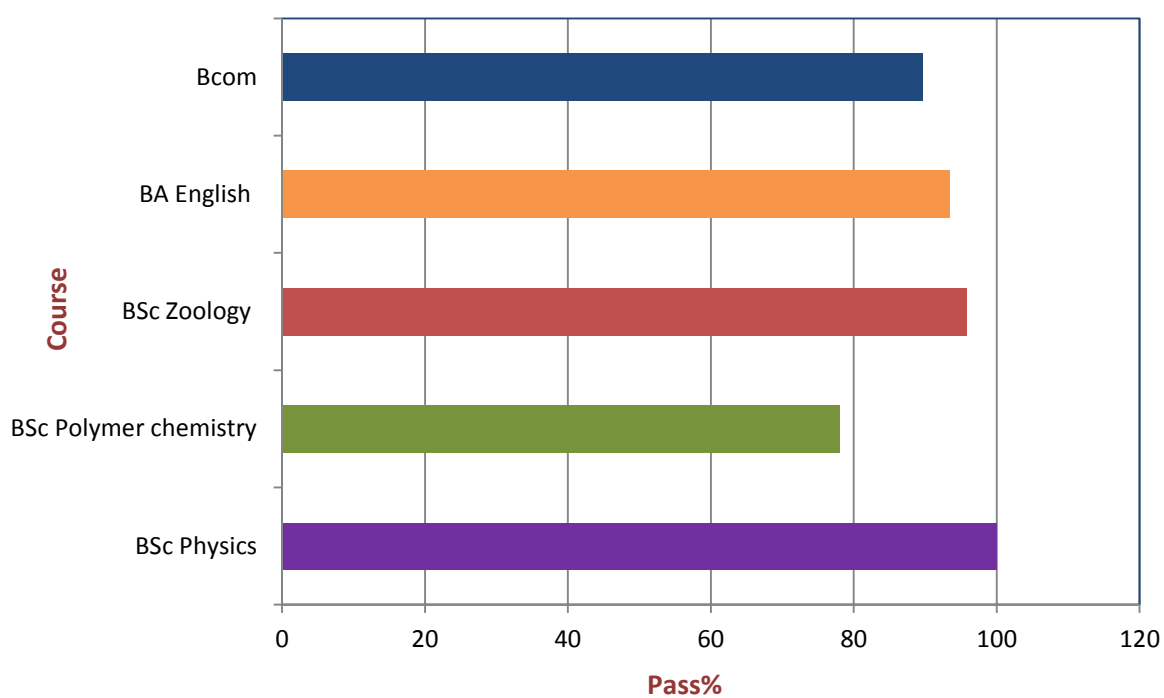
Yes. The mission and vision of the college clearly states that the institution aims at the overall development of a student, which includes his moral, social and academic achievements.

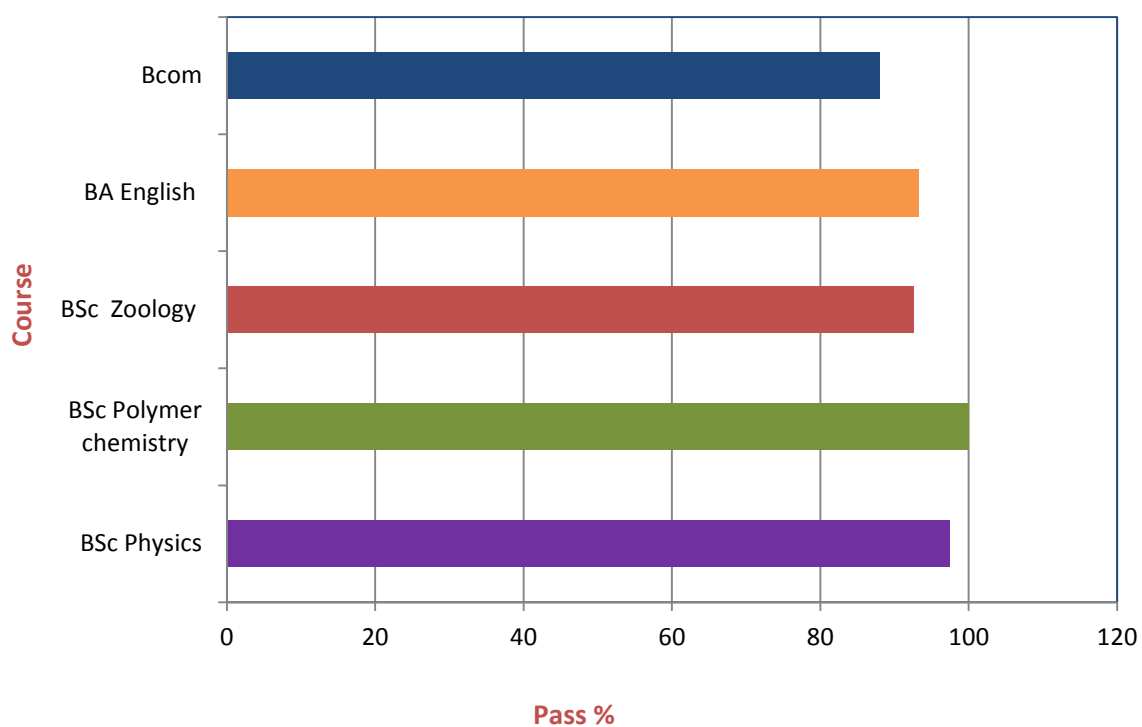
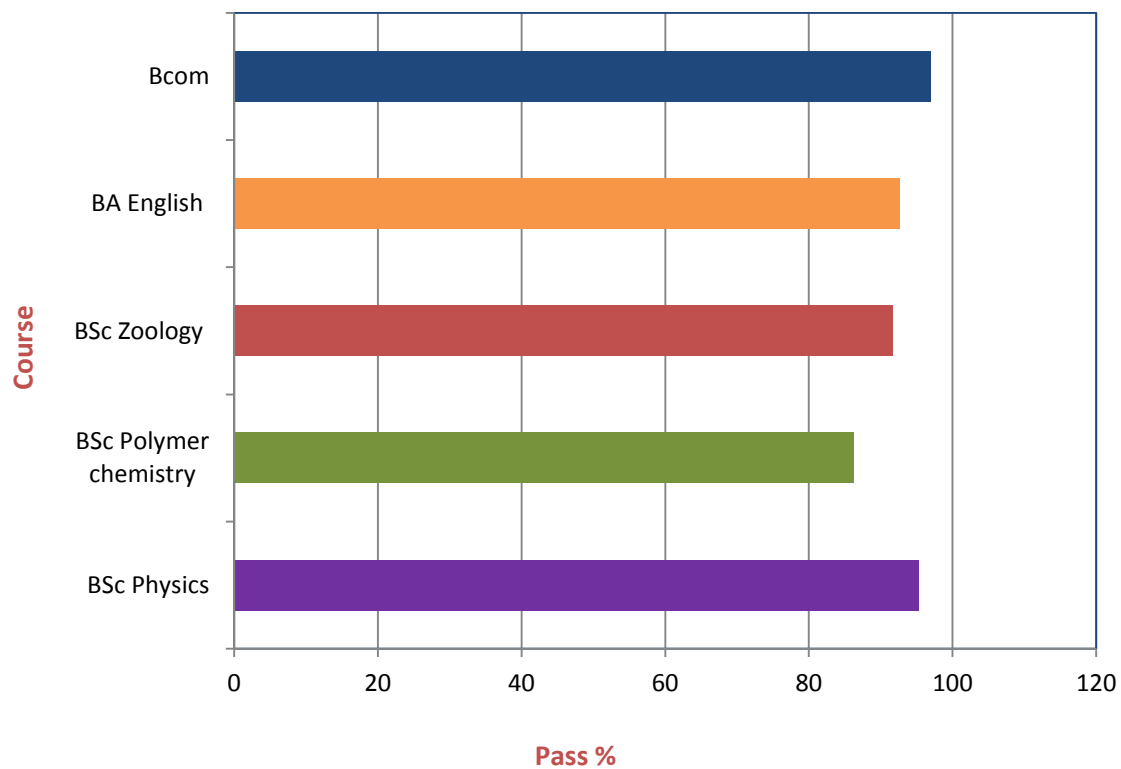
The courses offered in this college are perceived and handled in such a way that the students who enroll themselves with this institution achieves this kind of transformation. The

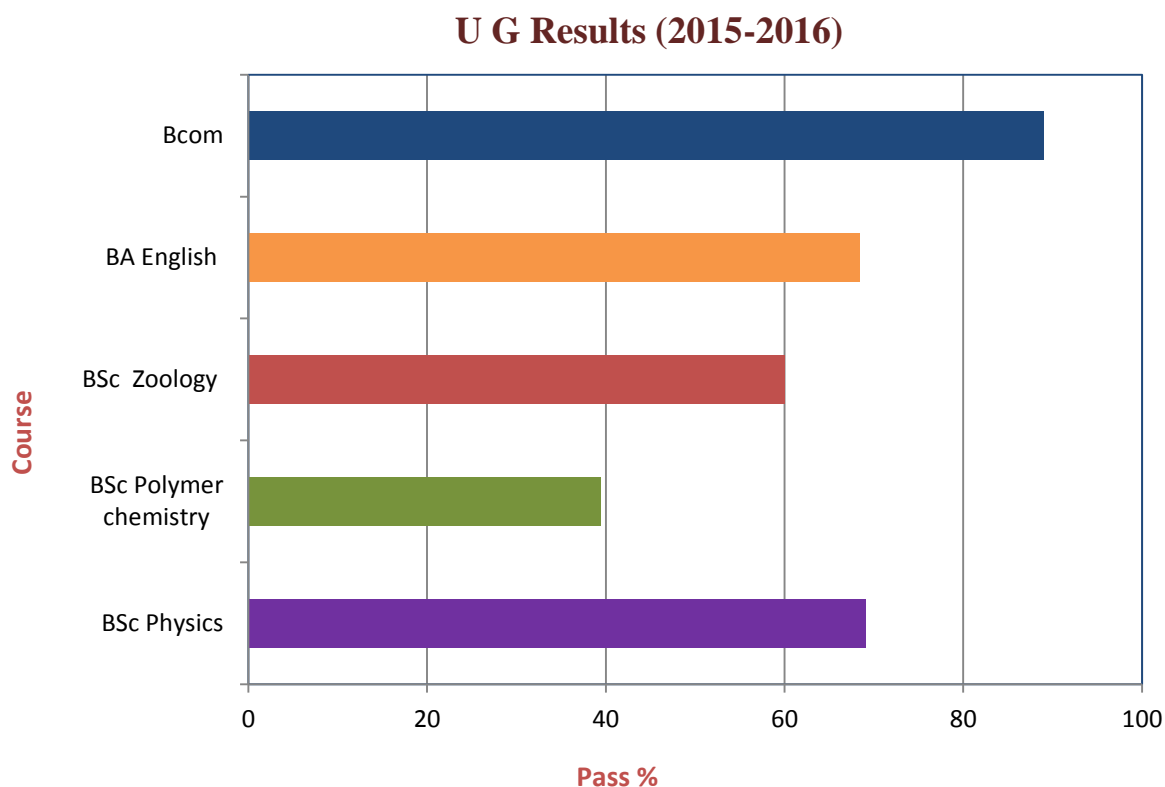
learning outcomes are communicated to the students during the orientation program itself. Moreover, clubs like the ethics club, NSS, NCC etc. also try to impart these values in the students.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student's results/achievements (Programme/course-wise for last five years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

The academic performance of each student is evaluated at the PTS meetings held every semester. The students and the parents interact with their concerned teachers and thereby get to know about the strengths and weaknesses of the students and adopt appropriate measures to rectify them. The tutors discuss various aspects of the student performance including attendance, assignments, performance in examinations etc. with the parents and ensure their participation in the teaching-learning process. Over the years, this has reflected on the overall performance of the college and we continue to be the topper in pass percentage among the various colleges under the university. The evaluation of the student is based on the continuous assessment, the pattern of which is prescribed by the university. The internal marks are awarded by the faculty in charge based on the internal examinations, submitted assignments and attendance percentage. The evaluation of the student is based on the continuous assessment, the pattern of which is prescribed by the university. The internal marks are awarded by the faculty in charge based on the internal examinations, submitted assignments and attendance percentage. The students have to do a project as part of their course requirements in the sixth semester. They work under the guidance of a supervisor. Right from defining the problem, the candidate conducts regular discussions with the supervisor.

U G Results (2011-2012)**U G Results (2012-2013)**

U G Results (2013-2014)**U G Results (2014-2015)**



2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

Before the commencement of each academic year, the IQAC and the College Council meet and discuss the strategies for that particular year. Each department is requested to propose their programs and activities to enrich the curricular and co-curricular activities of the college. The programs and activities are conducted accordingly and documented for future use. The teachers are recruited as per the UGC regulations keeping in mind the key factors like motivation, teaching and research aptitude. After their appointments the teachers undergo orientation programme conducted by academic staff colleges to acquaint themselves with the latest techniques in teaching methodology and education psychology. Teaching Learning process is also improved by Additional Skill Acquisition Programme, Student support Programme and Walk with the scholar programme etc. Resource persons are invited for talks on various occasions So that the students get knowledge from the different fields. To attain the required learning outcomes, different course delivery methods are adopted by the faculty like interactive Lecture sessions with discussions, Lecture with a quiz, Tutorial, Demonstration (Such as model, laboratory, field visit), Group Discussion, Group Assignment/Project and Presentations. To attain the required learning outcomes, different course delivery

methods/modes are adopted by the faculty including content delivery methods like interactive Lecture sessions with discussions, Lecture with a quiz, Tutorial, Demonstration (Such as model, laboratory, field visit), Group Discussion, Group Assignment/Project and Presentations. The Department level monitoring committee (DLMC) and the College Level Monitoring Committee (CLMC) ensure transparency in the evaluation process.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

The Career guidance cell and Placement cell of the college coordinates the placement activities of the college. Initiatives like ASAP and WWS also help the students in selecting a suitable career. Job interviews are conducted every year by organizations like Federal Bank, ICICI, Tata Consultancy Services, etc. Students who are interested in higher studies are directed to appear for competitive examinations conducted by various universities. They are also given awareness about research opportunities and the competitive examinations held by various institutions. The activities of NSS, NCC, Bhoomitrasena Club, and Womens' Studies Centre contribute to cultivate an awareness of social commitment an institutional social responsibility in the students. The post graduate students are encouraged to present posters and papers in seminar and workshops. They are also asked to take part in national, state and international seminars.

2.6.5 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?

The college collects the data about student performance from the university. The student feedback, mainly from outgoing students as well as the alumni also serves as other sources of information. The college uses this data for prospective planning, for they help to locate our strength and weakness in the overall performance. The slow learners are identified and they are given extra motivation an extra guidance through remedial coaching or informal counseling sessions in the zero hour. Periodic PTA meetings give a platform to the parents to voice their questions or problems if any, regarding the teaching –learning process and the achievement of the students. The result analysis is conveyed to parents through PTA meetings so that the parents get an idea of the achievements.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The IQAC discusses the learning outcomes with the various departments and give suggestions in tracking the academic progression of the students. The continuous and comprehensive evaluation under the CBCSS is very useful in ensuring the achievement of learning outcomes of the students.

2.6.7 Does the institution and individual teachers use assessment / evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

The individual departments maintain records pertaining to the assessment and evaluation of the students in the internal and end semester examinations. CLMC and DLMC meetings analyze the results and decide on steps to be taken to improve academic performance. Slow learners and bright learners are given the attention and extra support they need to achieve their respective potentials. The mentor system plays an important role in evaluating student performance and achievement of learning outcomes. Parents are informed of the academic performance of their wards promptly.

2.6.8 Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include.

The stellar performance of our students both at the PG and UG level vouch for the efforts taken by the institution towards achieving its goal of providing quality education that is affordable to all classes of the society. Majority of the students of our institution are from lower middle class families and the college has, through the years, provided them with high quality education that equips them to contribute to the betterment of the society. The academic excellence of the institution owes very much to the well-directed Alumni and active PTA as well as the scholarly, efficient and committed faculty. Apart from the support that the institution extends to the needy students, the meritorious are felicitated. The college makes a host of scholarships, endowments and cash awards available to eligible student by faculties, Staff Club and PTA. The institution is at the forefront of the higher education institutions of the state owing mainly to its excellence in teaching learning process.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

Our Institution doesn't have a research centre so far.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes, we have an active research committee comprising experts from various disciplines. Research committee previews the projects which are to be submitted to various funding agencies and also monitors the progress of ongoing projects through periodical reviews.

Composition of Research Committee

No.	Name of the Faculty	Department
1	Dr. V. Sreeja	Zoology
2	Dr. D Sheela Devi	Zoology
3	Dr. R. Prakash Chandran	Chemistry
4	Dr. V. Ratheesh Kumar	Physics

Aims of the research committee are:

- To integrate a culture of research into the academic life of the college.
- Motivate teachers to maintain a fine balance between teaching and research.

Recommendations made by the Research Committee

No.	Recommendation	Status	Impact
1	Introduction of monthly research meetings connecting different disciplines for sharing knowledge.	In practice from 2015	Dynamic interaction between various departments. Efforts toward inter departmental collaboration.

2	Faculty must develop aptitude on interdisciplinary research and submit proposals based on the same.	In practice from 2015	Submitted proposals based on interdisciplinary research.
3	Department HOD's must ensure timely report submission and auditing of the research grants for the positive consideration of new proposals by the funding agency.	Approved	An inspection was done by the Department HOD's regarding the auditing of old research grants.
4	Financial support to PG students for attending seminars/workshops	Approved	
5	Each department must arrange at least one expert lecture per year	In Practice	Active participation of the faculty to meet the target
6	Central internet, xerox and scanning facility for faculty and students	Approved	
7	Submit research proposals related and beneficial to the community	Approved	
8	Faculty involvement in collaboration with reputed institutions	Approved and few faculties have created links.	Publications in peer reviewed international journals
9	Initiate student seminar series under the supervision of faculty	In practice	Active participation of the students. Improved ICT skills
10	Institution must allocate fund in advance if there is delay in receiving funds from the agency	Approved provided that the demand is less	
11	Faculty sponsorship for peer reviewed journals	Approved	

12	To submit maximum minor and major projects	Approved	Faculty members from various departments have been sanctioned minor projects. Major projects were also sanctioned from the UGC
13	To promote faculty research programmes	Approved	FDP of UGC- PhD obtained-1 no
14	To conduct national and regional seminars	Approved	One national level and Two state level seminars were conducted

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

- **autonomy to the principal investigator**
- **timely availability or release of resources**
- **adequate infrastructure and human resources**
- **time-off, reduced teaching load, special leave etc. to teachers**
- **support in terms of technology and information needs**
- **facilitate timely auditing and submission of utilization certificate to the funding authorities**
- **any other**

No.	Context	Measures Taken by Institution
1	Autonomy to the principal investigator	<ul style="list-style-type: none"> ❖ Freedom in selecting research problem. ❖ No interference in purchasing good quality equipment. ❖ Freedom for late night stays in the college for doing research work
2	Timely availability or release of resources	<ul style="list-style-type: none"> ❖ Provide instant information about the release of funds to the college account. ❖ Facile transfer of the amount to the new account exclusively for the project. ❖ Helps with the timely submission of Utilization certificates. ❖ Allot a certain percentage of funds in advance if there is a delay in receiving funds from the agency.

		<ul style="list-style-type: none"> ❖ Timely involvement of the purchase committee to smoothen the progress of purchase.
3	Adequate infrastructure and human resources	<ul style="list-style-type: none"> ❖ Provide extra space for research lab. ❖ Assist with bifurcation of space to meet urgent demands. ❖ Assistance for fixing electrical and plumbing issues. ❖ Support with Generator/inverter whenever needed. ❖ Provide year wise funding for all departments for routine maintenance.
4	Time-off, reduced teaching load, special leave etc. to teachers	<ul style="list-style-type: none"> ❖ Adjusts classes with flexi-timing ❖ Sanctioning duty leave for attending workshops in seminars and workshops. ❖ Allow maximum permissible leave as per the guide lines if demanded. ❖ Exemption from some co-curricular activities
5	Support in terms of technology and information needs	<ul style="list-style-type: none"> ✓ Internet facility at the departments and library. ✓ Well-equipped computerized library. ✓ Provide information about the latest UGC updates. ✓ Provide information about national/international conferences. ✓ Immediate posting of quotation/tender notices on the college website. ✓ New journal subscriptions on demand.
6	Facilitate timely auditing and submission of utilization certificate to the funding authorities	<ul style="list-style-type: none"> ✓ Encourage timely report submission and auditing. ✓ Introduction to auditing for new investigators (by the department of commerce). ✓ Provide information on auditors.
7	Others	<ul style="list-style-type: none"> ✓ Encourage simultaneous handling of multiple projects from different sources. ✓ Allow collaboration with research organizations. ✓ Heavy support in bringing experts to deliver lectures. ✓ Arrange meetings to applaud achievements such as patents, publications and awards won by faculty.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

- ✓ PG students are encouraged to participate in research projects under the guidance of faculty members. This will definitely motivate them towards opting research as a career option.
- ✓ By conducting seminars/workshop in the college, students are given a platform to interact with reputed scientists and experts.
- ✓ PG students are encouraged to participate in seminars and for presenting paper/poster.
- ✓ Provide timely information about the scholarships provided by CSIR, UGC for doing research.
- ✓ Initiated student seminar series so that students have the opportunity to present to their peers. Award is given to the best Student Presentation and is sponsored by faculty.
- ✓ Encourage UG and PG students to excel as volunteers at the seminars organized in the college and provide certificate to appreciate their contribution.
- ✓ Conducting timely study visits to industry/research organization
- ✓ Introduction/demonstration of new research equipment/facilities to the students.
- ✓ Implementation of research projects which has the potential to get published and the inclusion of students in such projects.
- ✓ Provide necessary infrastructure/internet facility to students for carrying out projects.
- ✓ Faculty sponsored peer reviewed journals for the benefit of students.

3.1. 5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc).

During the last five years faculty members undertook 5 projects. The details of the projects undertaken by the faculty are given below.

Name	Title of project	Amount sanctioned (Rs.)	Funding agency	Status
Dr. R. Prakash Chandran	Synthesis of novel organic-inorganic hybrids from bisimidazole- A green chemistry approach.	1.5 lakhs	UGC	Ongoing
Dr. Syam Krishnan K	Organic Synthesis on Fluorescent Scaffolds: Towards Novel Hydrophilic Bodipy's.	4.85 lakhs	UGC	Ongoing
Mrs. Saritha K. R	Effectiveness of Integrating Multimedia to develop positive attitude towards learning commerce among	85,000	UGC	Ongoing

	Higher Secondary students in Kollam District.			
Mrs. Kavitha L	Service Quality and Customer Satisfaction of Internet Banking in Selected Public Sector Banks of Kollam District.	95,000	UGC	Ongoing
Dr. K. S. Beena	The challenges and the solutions narrated in PrabhuDayaal Mishra's Vedic Novel, 'Mythreyi'.	78,000	UGC	Completed

Details of Collaborative Research Projects

Our faculties maintain contact with their mentors, peers and previous co investigators in India and abroad for the preparation of joint papers and productive extension of research work. In this direction, we published articles in high impact peer reviewed journals and designed promising schemes for the future.

No.	Department	Contacts
1	Physics	<p>Department of Physics, Kariavattom campus</p> <p>Department of Physics, University of Pune (Faculty involved Dr. Anu Vijayan)</p> <p>C-MET Pune (Faculty involved Dr. Anu Vijayan)</p> <p>Department of Technical Sciences, Czech Science Foundation, Czech Republic (Faculty involved Dr. Ratheesh Kumar. V)</p> <p>Materials Science and Technology Division, NIIST, Trivandrum (Faculty involved Dr. Ratheesh Kumar. V)</p>
2	Chemistry	<p>NIIST, Trivandrum (Faculty involved Dr. Syam Krishnan K)</p> <p>Department of Chemistry, Amrita university (Faculty involved Dr. R Prakash Chandran)</p> <p>Department of Chemistry, Umea University, Sweden (Faculty involved Dr. Syam Krishnan K)</p>
3	Zoology	Victoria Museum, Australia (Faculty involved: Dr. Sreeja V)

3.1.6 Give details of workshops/ training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

No.	Department	Activity
1	Zoology	<ul style="list-style-type: none"> ❖ Awareness program on “Challenges in the prevention and control of vector borne diseases”, in association with the District Medical Office (Health), Kollam. ❖ Organized a lecture on ‘Raise the voice not the sea level’ about global warming and climate change. ❖ Conducted a short seminar on food adulteration ❖ Conducted awareness program on Anti leprosy day in association with the district hospital, Kollam and the district leprosy mission. Topic: “Leprosy, its identification and preventive measures”. ❖ Conducted environment awareness program, seminar on conservation and sustainable utilization of Biodiversity.
2	Chemistry	<ul style="list-style-type: none"> ❖ Arranged an inspirational lecture on “The scope of nanochemistry” by Dr. A.G Ajayaghosh, Director, NIIST-CSIR (Trivandrum). ❖ State level seminar on “Interdisciplinary research in chemical sciences” ❖ Demonstration of the latest research facilities for the benefit of the school teachers and students.
3	Physics	<ul style="list-style-type: none"> ❖ The International Year of light was celebrated in association with KSCSTE, Trivandrum by organizing a one day seminar and a Quiz competition for the school students. ❖ Conducted talent search examinations for college students in association with Academy of Physics Teachers, Kerala.
4	English	<ul style="list-style-type: none"> ❖ Book exhibition/invited talk on Shakespeare’s works for students and interested public ❖ Students performed “Macbeth” for the faculty and public.

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Since many of the faculties have PhD's, departments are concentrating on diverse areas of research. Due to the lack of infrastructure, research is moving on a snails phase. Nevertheless, we put our efforts to develop more facilities suitable for doing research through research projects funded by UGC. The students' projects, faculty research and projects etc. are on related areas. The prioritized areas of expertise and interest of various departments are presented here

Department	Areas of interest
Chemistry	✓ Heterocyclic Chemistry, Organic Inorganic Hybrid materials, Chemical conjugation of Biomolecules, Synthesis of Chromogenic and fluorogenic sensors, Synthetic Organic Chemistry, Green chemistry, Fluorescent sensors, Free radical chemistry, photochemistry, Advanced oxidation processes
Physics	✓ Bulk/Nanomaterials for humidity and gas sensing, Material Characterization, Nanophotocatalyst technology, Superconductivity
Zoology	✓ Insect Endocrinology, Fish physiology and biochemistry, Taxonomy
English	✓ Fiction, Subversion as Narrative Mode in the Major Novels of Joseph Heller, Cultural studies, Women's writing, Dalit literature
Commerce	✓ Financial Management, Entrepreneurial Training, Human Resources Management.
Physical Education	✓ Physical management

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

- ✓ By organizing seminars/workshops
- ✓ By organizing invited talks from scientists/experts
- ✓ By inviting eminent personalities for the inauguration of department associations.
- ✓ By inviting experts for the inauguration of the novel research facilities in the institution, for example new research labs/equipment.

List of Experts/Scientists Visited

Department of English

Year	Name of resource person/expert	Affiliation	Event
2016-17	Dr. Gopakumar	Retd. Professor, Department of English, MG College, Trivandrum	Invited lecture
2015-16	Dr. N. Krishnan Kutty	Department of English, NSS Law college, Kottiyam	Invited lecture
2014-15	Aswathy Vijayadas	Assistant Professor, Department of English, Amrita Viswa Vidya Peetham, Vallikkavu, Kollam	Invited lecture
	Dr. S. Parvathy	Associate Professor, Department of English, Fathima Matha National College, Kollam	Invited lecture

Department of Zoology

Year	Name of resource person/expert	Affiliation	Occasion
2016-17	Sri. Suresh T	DMO (Health) Kollam, District Malaria Office	Awareness program
	Sri. Somasekharan	Health Inspector, Kollam	Awareness program
	Sri. Shanavas	Chief wild life warden, Shenturuly, Wild life Sanctuary, Thenmala.	Nature club program
	Sri. Sivakumar and Ranjan Mathew	World Wide Fund for Nature	Nature club program

2015-16	Dr. P. Manoharan Pillai	Former Professor of Zoology, MM NSS College, Kottiyam	Invited Lecture
	Sri. Vinod Kumar	Mathrubhumi (SEED)	Awareness program
2014-15	Dr. A. R. Siva	Assistant Professor (Botany), NSS College, Nilamel	Invited Lecture
	Dr. Romy	Consultant Physician and Gynecologist, District Hospital, Kollam	Awareness program
	Dr. Arya Nandan	Research Associate, National Institute for Interdisciplinary Science and Technology-CSIR, Trivandrum	Invited talk
2013-14	Sri. I. Siddique	Deputy Conservator, Social Forestry Extension Unit, Kollam	Awareness program (Ozone day)
	Mrs. G. Sudha	Thenmala Ecotourism	Nature club program
	Dr. Shaju	Assistant Professor, FMN College, Kollam	Invited lecture (World Environment day)
2012-13	Mrs. Lakshmi Natarajan	Training college, Mylapore	Invited lecture (Nature club)
	Dr. R. Prathap Chandran	KVM College of Engineering, Cherthala	Invited lecture
	Dr. S. Sheeba	Assistant Professor, Department of Zoology, SN College.	Invited lecture

Department of Physics

Year	Name of resource person/expert	Affiliation	Occasion
2015-16	Dr. Shaji P. K	Principal Scientist & Deputy Director, Environmental Resources Research Centre (ERRC), Trivandrum	Environment Management Training Program
	Dr. A. G. Pandurangan	Scientist, Plant Systematics & Evolutionary Science, Jawaharlal Nehru	Environment Management Training Program

		Tropical Botanic Garden and Research Institute, Palode, Trivandrum	
2014-15	Dr. Abhilash and Dr. Vishnu	Oboro Technologies	Invited lecture (Python software)
	Dr. N. V. Unnikrishnan	MG University	KSCSTE sponsored seminar (International year of light)
	Dr. Yamuna A	University of Kerala	KSCSTE sponsored seminar (International year of light)
2013-14	Dr. P. J. Jojo, Dr. G. Subodh and Dr. Anand	Department of Physics, University of Kerala, Kariavattom campus	State level seminar
2012-13	Prof. Mentus, Prof. Sunil Thomas and Prof. Ratheesh	University of Kerala	Invited lecture
2011-12	Dr. P. Manoj and Dr. Premalal	University of Kerala	Invited lecture

Department of Economics

Year	Name of resource person/expert	Affiliation	Occasion
2015-16	Mrs. Parvathy S	Assistant professor, Department of Economics, SN college for Women's, Kollam	Invited lecture (Inauguration of department association)

Department of Chemistry

Year	Name of resource person/expert	Affiliation	Occasion
2016-17	Dr. A. Ajayaghosh	Director, NIIST-CSIR, Trivandrum	Invited lecture
	Dr. Sudarsanakumar	Principal, NSS College, Dhanuvachapuram	Invited lecture
	Dr. Jaya D. S	Associate Professor and Head Department of Environmental sciences, University of Kerala	Inauguration of Chemistry association
2015-16	Dr. Franklin John	Assistant Professor, SH College, Thevara	State level seminar

	Dr. K Sreenath	Assistant Professor, VTM NSS College, Dhanuvachapuram	State level seminar
	Dr. Joshy Joseph	Scientist, NIIST-CSIR, Trivandrum	Inauguration of Chemistry association
	Dr. Suma	Assistant Professor , TKM College, Kollam	
2014-15	Sri. Premachandran	Honorable Member of Parliament, Kollam	Inauguration of State level seminar
	Dr. Achuth Sankar S Nair	HOD, Computational Biology department, University of Kerala, kariavattom campus	State level seminar
	Dr. T. K. Manojkumar	IIITMK-Technopark, Trivandrum	State level seminar
	Dr. SudarshLal	Amrita University, Vallikkavu, Kollam	State level seminar
	Dr. Satheeh Kumar	Department of Future Studies, University of Kerala, Kariavattom Campus	State level seminar
	Dr. Sudarsana Kumar	Associate Professor, M. G College, Trivandrum	Inauguration of Chemistry association
2013-14	Sri. Sunil Muhammed	JCI Trainer	Orientation program for fresher's
	Sri. Biju Pappachan	Press club secretary, Kollam	Invited talk (wall magazine inauguration)

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

As per the existing rules of the Government of Kerala, Sabbatical Leave is not available to teachers in affiliated colleges. One teacher of the college obtained PhD degree after availing UGC's FIP from the Department of Malayalam.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

No.	Department	Initiative
1	Zoology	❖ Organized an exhibition of the diverse medicinal plants of Kerala.
2	Chemistry	❖ State level seminar on “Interdisciplinary research in chemical sciences” ❖ Demonstration of the latest research facilities for the benefit of the school teachers and students.
3	English	❖ Book exhibition/invited talk on Shakespeare’s works for students and interested public ❖ Students performed “Macbeth” for the faculty and public.
4	Physics	❖ Conducted science exhibition

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The college at present has no specific budget marked for research. But the institution is keen to mobilize all available funds for research and other activities. Grants from UGC, KSCSTE, Universities, are channelized to research. A number of UGC projects, both major and minor, have been sanctioned to various faculty members during the last four years. The KSCSTE sanctioned funds for environment management training programme.

Individual teachers are encouraged to apply for projects and secure grants. Funds received are maintained under separate bank accounts operated by the Principal. Funds are released as and when Principal Investigators need them. The teachers are reimbursed their registration and travel charges for conferences, workshops and seminars.

Year	Funding agency	Sanctioned Amount	Received amount	Major Heads of Expenditure
2015-16	UGC	8.15 lakhs	6.30 lakhs	<ul style="list-style-type: none"> ✓ Equipment ✓ Instrumentation maintenance ✓ Guest Talks : Interaction with Eminent Scientists ✓ Field work and study tours ✓ Consumable items ✓ Routine maintenance of labs
2014-15	UGC	3.30 lakhs	2.35 lakhs	<ul style="list-style-type: none"> ✓ Equipment ✓ Instrumentation maintenance ✓ Field work ✓ Travel ✓ Consumables

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

Presently there is no provision for giving seed money to the faculty for research. However institution provides fund in advance to meet urgent demands when there is a delay in receiving funds from the funding agency. Institution also provides help with infrastructure facilities and the routine maintenance of labs.

3.2.3 What are the financial provisions made available to support student research projects by students?

Financial provisions to support student research projects
<ul style="list-style-type: none"> ✓ Support for conducting industrial visits ✓ Provide TA to meet the expenditures during community visits related to project. ✓ Provide TA for meeting the expenditures during the visit to research organizations for data collection. ✓ Free internet facility is provided at the departments and the library ✓ Students can freely access any research facility available in the institution.

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

By considering the potential funding options in future and also for ‘getting research findings into practice’ we are giving priority to the interdisciplinary projects rather than disciplinary approaches, so faculties interact frequently, share ideas and discuss the potential ways to connect their research. As a step towards this goal, we are planning to carry out projects/activities in the following areas.

No.	Activity/Project	Departments involved	Challenges (proposed/existing)
1	Synthesis and photo bleaching studies of azo dyes	Physics and Chemistry	<ul style="list-style-type: none"> ✓ Lack of appropriate facility for the final purification of compounds. ✓ Delay in the characterization of intermediate compounds
2	Environmental biology: Scope and It's application	Zoology and English	Lack of analytical instrumentation
3	Practical applications of economics in business and management	Economics and commerce	Students lack access to major business houses or business establishments in the locality
4	DNA bar coding	Zoology and chemistry	Proper preservation of biological samples
5	Monthly research meetings for sharing knowledge	Physics, Chemistry and Zoology Economics and Commerce	<ul style="list-style-type: none"> ✓ University and internal exam schedules ✓ Faculty involvement in the co-curricular activities. ✓ Administrative responsibilities

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

- ❖ Introduction of new equipment/research facility to the students and faculty of all the departments.
- ❖ Allow students to avail the facilities offered by the neighboring departments. For example, students/faculty of the Department of Physics has access to the needed reagents and the electronic balance facility available at the Chemistry Department.
- ❖ Department of English provides language lab facility to enhance the communication skills of the students.
- ❖ Students are free to use the computer lab maintained by the department of commerce for preparing their project work and also for data collection from internet.
- ❖ Students are given free training in basic computer programs like word, excel, power point etc. by faculty.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

We haven't received any financial help from the industry for developing research facility.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

- ❖ The college encourages teachers to submit project proposals and obtain funding from various funding agencies.
- ❖ Gives autonomy to the principal investigator in selecting research problem.
- ❖ Provide the necessary administrative help.
- ❖ Organize timely meeting of research committee for rapid project evaluation and approval.
- ❖ Provide information about the latest updates of various funding agencies.
- ❖ Timely involvement of the purchase committee to smoothen the progress of purchase.
- ❖ Give priority to investigator's choice during the purchase of equipment.

During the last five years the faculty members undertook 5 minor projects with an outlay of Rs. 8.93 Lakhs. The details of ongoing and completed projects and grants received during the last five years are as mentioned.

Name	Funding agency	Title of project	Amount sanctioned	Amount received	Status
Dr. R. Prakash Chandran (Chemistry)	UGC	Synthesis of novel organic-inorganic hybrids from bisimidazole- A green chemistry approach.	1.5 lakh	87,500	Ongoing
Dr. Syam Krishnan K (Chemistry)	UGC	Organic Synthesis on Fluorescent Scaffolds: Towards Novel Hydrophilic Bodipy's.	4.85 lakhs	3.95 lakhs	Ongoing
Mrs. Saritha K. R (Commerce)	UGC	Effectiveness of Integrating Multimedia to develop positive attitude towards learning commerce among Higher Secondary students in Kollam District.	85,000	72,000	Ongoing
Mrs. Kavitha L (Commerce)	UGC	Service Quality and Customer Satisfaction of Internet Banking in Selected Public Sector Banks of Kollam District.	95,000	75,000	Ongoing
Dr. K. S. Beena (Hindi)	UGC	The challenges and the solutions narrated in PrabhuDayaal Mishra's Vedic Novel, 'Mythreyi'.	78,000	78,000	Completed
Total			8.93 lakhs	7.07 lakhs	

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

No.	Department	Research facilities
1	Chemistry	<ul style="list-style-type: none"> ✓ Fume hood facility for carrying out safer organic synthesis ✓ Purification systems for newly synthesized compounds ✓ A good collection of common and special organic and inorganic reagents ✓ Electronic balance for accurate weighing ✓ Highly efficient Buchi rotary evaporator for solvent removal
2	Physics	<ul style="list-style-type: none"> ✓ Facility for nanomaterial synthesis ✓ Magnetic stirrers
3	Zoology	Colorimeter for the identification of protein concentration
4	English	<ul style="list-style-type: none"> ✓ Library enriched with reference books ✓ Language lab
5	Commerce	Computer lab with internet access

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- ❖ Encourage monthly meeting of the research committee with Principal and HOD's.
- ❖ Constructive approach towards the reasonable recommendations of the research committee,
- ❖ Provide infrastructure facilities by considering the demands of the faculty.
- ❖ Autonomy to Faculty in the purchase of quality equipments.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.

The college has availed the assistance of Minor/major research projects by UGC for developing research facilities.

No.	Department	Facility	Funding agency
1	Chemistry	<ul style="list-style-type: none"> ✓ Fume hood for carrying out safer organic synthesis ✓ Purification systems for newly synthesized compounds ✓ Electronic balance for accurate weighing ✓ Highly efficient Buchi rotary evaporator assembly for solvent removal ✓ Magnetic stirrers 	UGC (Minor research project)
2	Zoology	Facility for blood analysis and colorimeter facility for protein concentration determination.	UGC Minor project

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

No.	Department	Facility
1	Chemistry	<ul style="list-style-type: none"> ❖ Students can avail the instrumentation facility at NIIST, Trivandrum for taking IR and NMR for the completion of project work. ❖ Students can avail the IR instrumentation facility at the department of chemistry, Kariavattom campus, Trivandrum. ❖ Opportunity to gain practical knowledge in the "various chromatographic techniques" through the study visits organized at the department of chemistry, Amrita University, Vallikkavu, Kollam.
2	Physics	<p>Students can avail the instrumentation facility</p> <ul style="list-style-type: none"> ❖ at NIIST (Trivandrum) ❖ STIC-cochin ❖ Department of physics, Kariavattom campus (for photoluminescence studies)
3	Zoology	<ul style="list-style-type: none"> ❖ SEM facility at NIIST ❖ Facility at CMFRI, Ernakulam.
4	English	Encourage and provide help for getting membership at the public library and the university library, thereby giving a chance for book review and access to international journals.
5	Commerce	Provides help with student surveys

3.3.5 Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

Presently we don't have a separate library facility for the researchers. However internet, xerox, scanning facility is provided at the library. Now we have a collection of peer reviewed journals under faculty sponsorship.

3.3.6 What are the collaborative research facilities developed/ created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.

We haven't created any research facilities with the help of research institutes.

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- **Patents obtained and filed (process and product).**

Teachers of the college have two patents to their credit.

Dr. Syam Krishnan K, Department of Chemistry	Patent: PCT/SE2014/050584 (WO2014185853 A1) "Compounds and methods for treatment of Chlamydia infections". Pub. No:WO/2014/185853, Publication date : 20.11.2014 , International Application No: PCT/SE2014/050584 International Filing date: 14.05.2014.
Dr. Sreeja V, Department of Zoology	For the identification of a new species "Cistopusplatinoidus"

- **Original research contributing to product improvement.**

Now we focus more on basic research with an interdisciplinary outlook. Presently we haven't made any contributions in this direction.

- **Research studies or surveys benefiting the community or improving the services.**

Surveys are conducted by the department of commerce as a part of the minor research projects and the results are analyzed. Health surveys are conducted by NSS annually in the local areas.

Department	Survey topic	Area
Commerce	Impact of national service scheme program on developing social values among higher secondary school students.	Kollam district
NSS	Health surveys (General cleanliness, education, plastic waste, waste management, use of narcotics etc.)	Kottiyam and Parakulam
Commerce	Awareness about E-banking facilities among rural areas with special reference to SBT Paravoor.	Paravoor, Kollam district

Commerce	Awareness about eco-friendly products among the consumers.	Kottiyam
Commerce	Marshaling the entrepreneurship competence of higher education sector through entrepreneurship development club in Kerala	Kollam district
NCC	Digital payment facility at local shops	Kottiyam, ESI Junction

d. Research inputs contributing to new initiatives and social development.

Now we concentrate more on interdisciplinary projects and collaborative ideas for the better application of research.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Our institution doesn't publish or partner in publication of research journals.

3.4.3 Give details of publications by the faculty and students:

*** Publication per faculty**

Over the years an average of 4 publications per faculty is recorded including books. The details of the publications are mentioned in the departmental profile.

Number of papers published by faculty and students in peer reviewed journals (national / international).

No.	Publication	National	International	Total
1	Publication by faculty	2	95	97
2	Publication by students	0	0	0

No.	Number of books published	Number of book chapter	Total
1	3	3	6

* Number of publications listed in International Database (for eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

* Monographs

* Chapter in Books

* Books Edited

* Books with ISBN/ISSN numbers with details of publishers

* Citation Index

* SNIP

* SJR

* Impact factor

* Citation Index

The details of publications are provided in the departmental profiles. The total impact factor of all the publications is shown below.

Number of articles with impact factor	Total impact factor
95	180

3.4.4 Provide details (if any) of

*research awards received by the faculty

*recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally

*incentives given to faculty for receiving state, national and international recognitions for research contributions.

No.	Name of Faculty	Department	Recognition
1	Dr. Kishore Ram	English	UGC research award 2016-18.
2	Dr. Kishore Ram	English	PhD open defense examiner of Bharathiyar university
3	Dr. Kishore Ram	English	<ul style="list-style-type: none"> ✓ Recipient of Research Grant from American Studies Research Centre, Hyderabad ✓ Member of the Royal Society of Literature, London. (2012-14) ✓ Was among the 22 talented writers selected worldwide for the first ever UNIVERSITY OF EAST ANGLIA Creative Writing Workshop held at Kolkatta in the year 2013.

3	Dr. AnuVijayan	Physics	✓ Dr. MR Bhiday prize for the continued Industrial Oriented work
4	Dr. Prakash Chandran	Chemistry	✓ Erasmus Mundus Visiting Fellowship (with Prof. Vincenzo Balzani, & Prof. Alberto Credi, Universita di Bologna, Italy (2010)
5	Dr. R Sreekanth	Chemistry	✓ Indo-French ARCUS fellowship 2010-2011, with Prof. Jacqueline Belloni & Prof. Jean Louis Marignier, University of Paris Sud, Orsay, France
6	Dr. M. B. Sujan	Physical education	✓ National Referee in All India Football Federation ✓ Technical official in Indian Amateur Athletic Federation.

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

- ✓ This is an area where we are putting lot of efforts recently. We are actively trying to build network with reputed research organizations in Kerala for the benefit of our students and faculties.
- ✓ Faculties create contacts while attending seminars/workshops organized at colleges or research institutes and utilize the links for sharing knowledge and facilities.
- ✓ Science students are encouraged to visit Research Institutes/organizations for data/material collection in connection with their project works.
- ✓ Internships/job training with industries are provided for the ASAP students.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Stated policy of the institution: Lab to land transfer of expertise by the faculty.

- ✓ The details regarding faculty expertise, interests and the ongoing projects are publicized on the college website.
- ✓ Motivate faculty for participating as resource persons in various seminars/workshops, as such occasions gave them opportunities to meet eminent personalities from academia and industry and also for publicizing their expertise.
- ✓ Institution gives wide publicity for faculty achievements.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

- ✓ Institution gives autonomy for teachers to undertake consultancy services.
- ✓ Recommend meetings between industries and faculties

However, presently none of the faculties are involved in consultancy services.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Presently none of the faculties are involved in consultancy services.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

We wish to provide consultancy in the future for the benefit of the society and the same will be provided free of cost.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The Institution promotes extension activities mainly through NSS, NCC and various clubs as well as departments. The extension and outreach programs are planned according to the needs and demands of the rural area. Giving something back to the society is a part of the curriculum for the holistic development of the students. It is channelized through the following programs.

- ✓ Outreach programs
- ✓ National Cadet Corps (NCC)
- ✓ National Service Scheme (NSS)
- ✓ Extension Programs of various Clubs and department associations.

Extension activity

- ✓ Blood group analysis for college and school students by the zoology department.
- ✓ Extension activities funded by UGC are conducted by various Departments.
- ✓ 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.
- ✓ In association with Regional dowry prohibition office, a seminar was conducted on Prohibition of dowry awareness.

- ✓ World Mental health day was organized with a class on mental health by Dr. S Chitra IAS.
- ✓ The students attended a class for anaemic 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.
- ✓ Cancer Awareness rally was organized and an awareness class was organized by Dr. Sameer Oncologist District Hospital.
- ✓ 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.
- ✓ Awareness campaign in the neighboring panchayath on basic hygiene and communicable diseases.
- ✓ Orientation class on "How to become a good NSS Volunteer"
- ✓ 2500 books with a steel Bookshelf was donated to CSI Balabhavan at Kollam
- ✓ World Environment Day was celebrated and a talk was organized on "The need and importance of environmental protection" Tree saplings was planted and maintenance of garden was done.
- ✓ Photo exhibition on Gandhiji's life was conducted on the Independence Day.
- ✓ Necessity and significance of value education was presented by Dr. Shambhu V Panicker.
- ✓ House visits, cleaning and anti-plastic campaign at Adopted Village.
- ✓ Essay writing competition in relation with International Day for Natural Disaster Reduction and World Food Day.
- ✓ Two day nature trekking camp to wild life sanctuary, Thenmala.
- ✓ A seminar on Global Warming & Climate Change was arranged by the Nature Club on 05-01-2012.

- ✓ A Seminar on Yoga was conducted by Dr. Lakshmi Natarajan, Principal, Teachers Training College, Mylapore.
- ✓ NSS and NCC camps were conducted to foster social responsibility amongst students
- ✓ Donation of Ceiling fans: NCC cadets visited the BalikaMandir, Kollam and donated ceiling fans considering the requirement.
- ✓ Visit to old age homes: Cadets Visited MundakkalAgathymandiram (old age home) in Kollam district and distributed necessary provisions.
- ✓ NCC cadets functioned as special police officers in the Kerala assembly as well as parliament elections.
- ✓ As a part of the International yoga day celebrations, a seven day basic yoga training session was conducted at MM NSS College from 13-6-15 to 19-6-15. Around 70 NCC cadets including cadets of nearby institutions took participation.
- ✓ NCC cadets conducted a survey on the “Digital payment facility at local shops” of ESI Junction, Kottiyam.
- ✓ Patch up of local roads near the institution.
- ✓ NCC cadets participated in the blood donation camp organized by the NCC group, Kollam on 19th November 2015.
- ✓ NCC cadets join hands with campus unit of NSS for the smooth conductance of several initiatives including awareness rallies, campus cleaning, gardening etc.
- ✓ Conducted an awareness campaign on “reducing the use of plastic carry bags” in the neighboring panchayath.

3.6.2 What is the Institutional mechanism to track students’ involvement in various social movements / activities which promote citizenship roles?

- ❖ Close supervision of faculty
- ❖ Close interaction of faculty with students to evaluate the improvement in personality and leadership skills
- ❖ Monitoring of attendance during community welfare programs conducted by NSS and NCC.
- ❖ Formation of small student groups under active volunteers and asses their performance
- ❖ Collecting feedback from students
- ❖ By analyzing feedback of the beneficiaries and public

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

Regular feedback is collected from the students on the academic programmes and other activities conducted by the Institution. The feedback form usually contains questions regarding the quality of the curriculum and facilities available at the institution. Then feedback from previous teachers, staffs, parents and alumni is collected and analyzed.

Being an institution started in 1981, where generations studied, the college always gets feedback and help from various stakeholders.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The extension and outreach programs are planned according to the needs and demands of the rural area. The institution organizes the extension and outreach programs mainly through NSS, NCC and various departments.

No.	Extension/outreach programme	Impact
1	Exhibitions organized by the departments of physics, chemistry and zoology	Created a positive attitude and interest towards their respective subject. This was evident from their active participation as volunteers for the program.
2	Blood donation camps and awareness class on blood donation and HIV was conducted by NSS.	Able to eradicate the misconceptions and fear to some extent which are the primary factors preventing students from becoming voluntary blood donors. Many of them are now aware of the value of saving life through blood donation. Our students also donate blood directly at hospitals when there is an emergency situation/or demand from public.
3	Monthly distribution of food packets to Mundakkal Agathi Mandiram.	Created a feeling of compassion among students. Many of the volunteers encourage their family/relatives for food/provision sharing to the needy during family functions and celebrations.
4	Collection of relief funds	Positive attitude towards team work. Rapid response to the assigned task.

Budgetary expenses of NSS and NCC

Year	NSS	NCC
2013-14	93505	95310
2014-15	101135/-	84640/-
2015-16	107950/-	116430/-

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

- ✓ Conducting orientation program at the beginning of the academic year for the newly admitted students.
- ✓ Highlighting the previous activities of NSS and NCC through photos/videos.
- ✓ Class-wise campaigning undertaken by senior volunteers and teachers-in charge
- ✓ Advancing funds from PTA for the smooth functioning of the units
- ✓ Provision for granting attendance while participating in NCC camps
- ✓ The extension activities are highlighted in the local newspapers.
- ✓ Encourage and sanction immediate duty leave for the NCC and NSS officers for attending orientation camps.
- ✓ Providing grace marks to the member students as per the norms of the government and the University
- ✓ Providing necessary infrastructure
- ✓ Permission for conducting NCC parades on holidays/working days when there is urgency.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- ✓ NSS regularly conducts social surveys among under privileged and vulnerable sections of the society during their annual camps. (Topics: General cleanliness, narcotics usage)
- ✓ NCC conducted a survey on the use of digital payment facility at local shops in Kottiyam, Kollam.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

- ✓ The extension and outreach programmes create social concern and a feeling of compassion among the students.
- ✓ Exhibition programmes build a positive impact on the attitude of students towards their subject.
- ✓ Through the extension activities, students become familiar of the nearby rural areas, plan actions based on the requirement of public and develop social as well leadership skills.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

- ✓ We ensure the participation of local people while planning and conducting the extension and outreach programs in a particular area.
- ✓ The volunteers usually visit a few selected households well in advance to discuss the details.
- ✓ Favorable consideration for the valid points received from the public.
- ✓ The venue for the program will be decided as per the suggestion from the public, since they have a much better understanding of the density and nature of the local area.
- ✓ The committee for the execution of such programs will have representatives from the public such as panchayath members.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

1	NSS has a long association with the forest department and conduct awareness programs and tree plantation every year.
2	Excise department in association with the NCC and antinarcotics units conduct classes as a part of the clean campus-safe campus programme on issues like 'abusive side of narcotics, drug addiction.
3	Police department conduct classes for the students to create awareness about the social evils and the importance of obeying laws.
4	College has a long association with KIMS hospital, Kottiyam and receives important suggestions and awareness classes on health issues regularly.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

The extension activities receive wide appreciation from the management, PTA, faculty and alumni and are highlighted in the local newspapers.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Our faculty maintains contact with their mentors and previous co investigators in India and abroad for the preparation of joint papers and productive extension of research work. The college provides time, necessary administrative and available infrastructure facilities for carrying out the collaborative works.

No.	Department	Contacts
1	Physics	<p>Department of physics, Kariavattom campus (Faculty involved Dr. Ratheesh Kumar. V)</p> <p>Department of Physics, University of Pune (Faculty involved Dr. AnuVijayan)</p> <p>C-MET, Pune (Faculty involved Dr. AnuVijayan)</p> <p>Department of Technical Sciences, Czech Science Foundation, Czech Republic (Faculty involved Dr. Ratheesh Kumar. V)</p> <p>Materials Science and Technology Division, NIIST, Trivandrum (Faculty involved Dr. Ratheesh Kumar. V)</p>
2	Chemistry	<p>NIIST, Trivandrum (Faculty involved Dr. Syam Krishnan K)</p> <p>Department of Chemistry, Amrita university (Faculty involved Dr. R Prakash Chandran)</p> <p>Department of Chemistry, Umea University, Sweden (Faculty involved Dr. Syam Krishnan K)</p> <p>Department of Chemistry, Kariavattom campus (Faculty involved Dr. T. S. Sujatha)</p>
3	Zoology	Victoria Museun, Australia (Faculty involved: Dr.Sreeja V)

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

Although we didn't sign any official agreement with any other institutions, we maintain contact with our mentors and peers in reputed institutions and contribute towards writing reviews, exchange of ideas and the extension of preceding work. In this background, we published articles in high impact journals.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

The college has a tie up with AmruthaViswaVidyalaya for facilitating the use of Virtual Lab. Department of Physics, chemistry and Zoology engage students and faculties to conduct lab experiments in a computer stimulated environment. Computer labs of commerce and physics provide the necessary infrastructure facility in this regard. Nearly 100 students receive the benefit of this course every year.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Details of National Seminar

Department of English organized UGC sponsored national seminar during 12-13 February 2015.

Title of the seminar	Department	Resource persons
Responses to a changing world: English language, literature and cultural studies in the 21 st century	English	<ul style="list-style-type: none"> ❖ Dr. Joseph Dorairaj (Professor and Head, Department of English, Gandhi gram Rural University. ❖ Dr. K. M. Sheriff (Department of English, University of Calicut). ❖ Dr. Saji Mathew (Assistant Professor, School of Letters, MG University, Kottayam. ❖ Dr. S. Srinivasan (Retd. Professor, SN College, Kollam. ❖ Prof. P Harikrishna (Department of English, NSS College, Pandalam). ❖ Dr. S. SubhashChandran (Retd. Associate Professor SN College, Kollam

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

- a) Curriculum development/enrichment b) Internship/ On-the-job training**
- c) Summer placement**
- d) Faculty exchange and professional development e) Research**
- f) Consultancy g) Extension**
- h) Publication**
- i) Student Placement**
- j) Twinning programmes**
- k) Introduction of new courses l) Student exchange**
- m) Any other**

Although we didn't sign any official agreement with any other institutions, we maintain contact with our mentors and peers in reputed institutions and contribute towards writing reviews, exchange of ideas and the extension of preceding work. In this background, we published articles in high impact journals.

No.	Department	Association	Publications	Remarks
1	Chemistry	NIIST, Trivandrum	1	Review
2	Chemistry	Umea university Sweden	6	Exchange of ideas, Extension of post doctoral research work
3	Physics	NIIST, Trivandrum	3	PhD work

i) Student placement

There are few organizations who regularly visit our College for placement even if we do not have a formal agreement with them.

j) Twinning programmes

Under the present University system, twinning programs are not possible to be conducted.

k) Student exchange

At present, the College doesn't have any student exchange program

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

The college encourage collaboration through

- ✓ the connection with its alumni
- ✓ the connection with former faculty members working in other universities and institutions in India and abroad
- ✓ the contacts of the present faculty in other universities/institutions in India and abroad

Efforts toward Implementation

Favorable consideration to the faculty demands concerning infrastructure.

Allow time and freedom to carryout collaborative research.

Forwarding genuine demands for the consideration of the NSS management.

Organize meetings to celebrate faculty achievements such as articles, patents obtained through collaboration

Exemption for the faculty from co-curricular activities

Freedom for late night stays in the college and also for working on holidays.

Encourage timely meeting of the research committee with the principal

3.7.7 Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Nil

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**4.1 Physical Facilities****4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The institution endows adequate infrastructure facilities with special focus on quality education availing of financial assistance from the UGC, the Management, the Parent Teacher Association. The college has sufficient buildings including class rooms and laboratories for running the current programs. However, in case of addition of new courses, the management takes initiatives to provide the necessary basic infrastructure including buildings. The general approach of the management gives special emphasis on providing annual maintenance for all buildings including class rooms and toilets. Whenever the college receives funds from UGC, the management takes special care in providing smart class rooms, at least one each for every department.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

There are 6 UG and 1 PG courses offered in this college. The institution provides enough class rooms as per the requirement to accomplish the various courses offered by University. The campus is extensive of an area of 23 acres. The college has 25 class rooms, auditorium, gymnasium and a seminar hall. All the class rooms have black boards, podiums and adequate seating facilities. The seminar hall is provided with facilities including a public address system, a computer and an LCD projector. All departments have at least one smart class room provided with interactive multimedia projector and Wi-Fi connectivity. All the labs of the institution are well equipped and updated from time to time, to face the revisions incorporated in the syllabus. There are separate labs for PG and UG students in Science Departments. The UG Chemistry laboratory can accommodate 38 students whereas the Physics laboratory can house about 50 students. The Physics department has two separate laboratories for M.Sc. program. The Commerce department has a well-equipped computer lab with 25 PCs and the English department has an English Language Lab with several computers and multimedia projectors.

b) Extra-curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The college gives prime importance to the extra-curricular activities of our students. Over the years our college has won several accolades at university level and also at the national levels in sports items including hand ball, soft ball, etc. We have a general purpose sports ground for conducting various annual sports events. The college playground has the provision for Football, Cricket, and Athletics. The Intramural Tournaments and the Coaching Camps for various disciplines are conducted in this ground. Also, a Volleyball court, kabaddi court and Shuttle Badminton court are laid in the campus. The College Provides Football, Cricket, Volleyball, Handball, kabaddi and Shuttle Badminton as Outdoor Games. The Indoor Games provided by the college are Table Tennis, Chess and Shuttle Badminton are conducted in the free space of the Auditorium. The College teams of Football, Cricket, Volleyball, Handball, kabaddi and Shuttle Badminton, Wrestling, Archery, Boxing and Athletics participated in the inter Collegiate Tournaments and are also selected for the University teams. The College has a well-equipped gymnasium with modern equipment. The college also has an auditorium which can accommodate about 500 students. The NCC unit of 7th Battalion is active in all the various programs of the college. More than 100 students benefit from the NCC program which offers B and C certificates to the cadets. Several students who pass the B & C certificate examinations get placement in the armed forces every year. In the recent past several students of our NCC unit have represented the state in the Republic Day parade held in New Delhi. The NSS unit also is active in the college with more than 200 student volunteers participating in various camps and other voluntary activities including health camps, blood donation, etc. Yoga classes are organized for volunteers during the annual NSS camps held every year. The programs like ASAP, WWS etc. provide classes for students on communication skills and life skills.

Infra structural details of Department of Physical Education

Sl. No.	Name of Outdoor and Indoor Game	Plinth Area
1	Cricket Ground	110 M X 60 M
2	Football Field	100 M X 50 M
3	Handball Court	45 M X 25 M
4	Volleyball Court	24 M X 13 M
5	Athletics 200 Track, Long Jump Pit, Throwing Sectors Playground consists of all the above	110 M X 60 M
6	Kabaddi Courts	17 M X 14 M
7	Badminton Court	43 M X 19 M
8	Gymnasium (Fitness Centre)	10 M X 10 M

Facilities available in the Department of Physical Education

Sl. No.	Name of Equipment	Nos.
1	Football	5
2	Volleyball	5
3	Handball	3
4	Cricket ball	20
5	Table Tennis Ball	18
6	Cricket Bat	5
7	Shuttle Racket	5
8	Shot Put	2
9	Discus	2
10	Javelin	4
11	High Jump Stand	1
12	Shuttle Cock	18
13	Jerseys	For all teams
14	Pad, gloves, nets etc.	For all teams

List of Equipment Present in the Gymnasium

Sl. No.	Name of Items	Nos.
1	Leverage Squat	1
2	Leg Curl	1
3	Incline Bench Press	1
4	Peck Deck	1
5	Biceps Curl	1
6	Bench for Abs	1
7	Chest Press	1
8	Slop Bench	1
9	Rods, Discs and Dumbbells	5, 20 & 5

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

The primary objective of the institution is the optimal use of the available and existing physical infrastructure. Over the past few years, the management has taken utmost care to improve the infrastructure to keep pace with the increasing demand for additional requirements, with the financial assistance from UGC, management and the PTS. The infrastructure improvement and fund availability for the same have been on the constant rise. Over the last four years, the college invested substantially for the improvement of classrooms and laboratory infrastructure and to purchase books for the library. In the beginning of each academic year all

departments are requested to submit their infrastructural requirements, based on which the Annual Budget is prepared. The available infrastructure is optimally utilized by effective participatory planning. Each year the college hosts multiple activities such as national seminars, film shows, staff meetings, meetings of different clubs including the Nature Club, Film Club, Music Club, etc. On holidays, the college also hosts examinations conducted by government/semi-government organizations such as Public Service Commission, Banking Service Recruitment Board, Railway Recruitment Board and the Election Commission of India.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The college has provided ramps for the physically disabled students. Classes for those students are held in the ground floor class rooms only. Scribes are provided to assist them in the examinations. These students are permitted to obtain and return of books through student volunteers.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility – Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipment**

Majority of the students who join our college come from nearby villages which are within approximately 15-20 km radius. Since the institution lacks hostel facilities, our college doesn't provide any residential facility for the students.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

Regular annual health check-ups are conducted in the college with assistance from nearby hospitals like the Kerala Institute of Medical Sciences (KIMS). Blood tests are also conducted for the students. Every year several seminars on health and hygiene are also organized in the campus, especially for the women students. They are educated on the need for taking proper diet and the role of physical health in academic performance. A first aid kit is maintained in the college to deal during emergency situations. Where consultation with a doctor

is advisable and inevitable, the college provides for funds, conveyance and faculty support to consult doctors in the nearby Hospital. In case of a medical emergency, the college has access to more than three well equipped hospitals within 3 km radius, including a government health clinic. Moreover, the NSS unit on behalf of the college conducts annual free medical and blood donation camps for both the staff and the students.

4.1.7 Give details of the Common Facilities available on the campus–spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The IQAC has a well furnished room provided with computer, printer, scanner and UPS. It has played a significant role in the design of the activities of various clubs, preparation of academic calendars etc. The college has provided necessary infrastructural facilities for the effective functioning of Women’s Study Centre, Career Guidance and Placement Cell, Canteen, IQAC, safe drinking water facility etc. As the SSP and WWS programmes are conducted before or after regular hours, these classes are usually conducted in the Seminar hall or Smart class rooms. The Gym is attached to the Department of Physical Education. The college runs a basic canteen which is sufficiently spacious and provides refreshments, meals, tea, coffee, snacks, etc. The pricing and quality of the food and service are monitored by the Canteen Committee headed by a senior faculty member. There are altogether four fresh water fountains which provide uninterrupted drinking water supply to the students and faculty. As the college is located in a drought prone area, the management has provided two wells including a bore well to ensure uninterrupted water supply in the campus. An auditorium is used for conducting events, functions and exhibitions. Grievance Redressal unit is functioning to address the grievances of the students.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The College General Library is functioning under the guidance of the Library Committee which consists of the Principal as Chairman, the Librarian as Secretary, all HODs, selected faculty members, and student representatives as members. The library advisory committee meets at least once in a term and develops plans for the effective and efficient

utilization of library resources. The committee has put forward essential proposals for the smooth functioning of the library regarding the issue of books and periodicals, digital coding etc. The committee has made the library student friendly, by conducting exhibitions of the latest arrival of books, journals, periodicals on a separate rack. There is a separate centralized library complex with reading room facility. The library consists of two sections: The Reference Section and the General Section. The library advisory committee meets periodically to review the various activities including purchases, installations and modifications. The library is computerized and search facility is available to the students. The library has 14867 books, 15 periodicals, newspapers and 15 journals. . The library has a reference section, a stack room, a section for journals and periodicals and a space for general reading. Back volumes of University Question papers are available to the students at any time.

Some departments like the department of Physics have its own Departmental Library which is under the control of the Head of the Department. Each student is given a library card which the student surrenders to borrow books. The borrowed book can be renewed once. Books can be reserved in advance and the issuance is on the first-come first-serve basis. The students can utilize the library facilities throughout the year. Books issued to students should be returned in 14 days, failing which a fine is exacted.

Library Advisory committee

Dr. G Girijadevi	Principal	
S Sindhu	Librarian	Secretary
Madhu T R	Associate Professor	Dept. of English
Dr P Geetha	Associate Professor	Dept. of Malayalam
Dr K S Beena	Assistant Professor	Dept. of Hindi
Girija Nair	Assistant Professor	Dept. of Physics
Dr Sujatha T S	Associate Professor	Dept. of Chemistry
Dr D Sheela Devi	Assistant Professor	Dept. of Zoology
M Sreekumar	Associate Professor	Dept. of Commerce
One student Representative	Amal	Dept. of Economics

4.2.2 Provide details of the following:

- * **Total area of the library (in Sq. mts.)**
- * **Total seating capacity**
- * **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
- * **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**

Total area of the General Library	:	330sq. mts
Seating capacity of the General Library	:	25
Working hours	:	9.30 am to 5.00 pm on working days 10.00 am to 2.00 pm on Saturdays
On Holidays	:	Nil
Before Examination days	:	9. 00 am to 5. 00 pm
During Examination days	:	9. 00 am to 5. 00 pm
During Vacation	:	9. 00 am to 5.00 pm

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The college library committee receives catalogues of all major publishing houses which serve as the major source of information. Prior to the annual purchase, the Heads of various departments are requested to give their list of books of choice for the current year. Each department prepares a list of text books after holding a discussion with students and teachers.

Year	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
2011-2012	13053	685000	183	28172	13236	713172
2012-2013	13236	713172	589	164675	13825	877847
2013-2014	13825	877847	653	140164	14478	1018011
2014-2015	14478	1018011	232	83558	14710	1101569
2015-2016	14710	1101569	68	23540	14778	1125109
2016-2017	14778	1125109	107	22143	14885	1147252

Amount spent in different accounts for Library purpose

Year	PD ACCOUNT	UGC	SSP	WALK WITH SCHOLAR	PTA
2011-2012	28172	-	-	-	-
2012-2013	28994	135681	-	-	-
2013-2014	29532	110632	-	-	-
2014-2015	25010	33280	-	-	23547
2015-2016	11712	-	11836	-	-
2016-2017	22143	-	-	12009	-

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- * **OPAC**
- * **Electronic Resource Management package for e-journals**
- * **Federated searching tools to search articles in multiple databases**
- * **Library Website**
- * **In-house/remote access to e-publications**
- * **Library automation**
- * **Total number of computers for public access**
- * **Total numbers of printers for public access**
- * **Internet band width/ speed** ☐ 2mbps ☐ 10mbps ☐ 1 gb(GB)
- * **Institutional Repository**
- * **Content management system for e-learning**
- * **Participation in Resource sharing networks/consortia (like Inflibnet)**

Library is computerized with a software called Grandha soft that permit searching of books, topic, key word and author search and also for issue and return. The students are using the search facility. Data for keyword search is not entered completely. Bar coding is complete and we have computerized the issue and return of books. There is a CD library also and students are allowed to use it for reference. Students can use the computer for locating books and also for viewing the

CD's available in the library. Reprographic facilities are also available. Internet facility is however made available in internet browsing room attached to the library.

4.2.5 Provide details on the following items:

- * Average number of walk-ins
- * Average number of books issued/returned
- * Ratio of library books to students enrolled
- * Average number of books added during last three years
- * Average number of login to opac (OPAC)
- * Average number of login to e-resources
- * Average number of e-resources downloaded/printed
- * Number of information literacy trainings organized
- * Details of "weeding out" of books and other materials

Details of Library usage

Average no of walk-ins	:100
Average no of book issued /returned	: 75
Ratio of library books to students enrolled	:14:1
Average no of books added during the last three years	:1060
Average no of login to OPAC	: 30
Average no of login to e resource	: 25
Average no of e resources downloaded andprinted	: 15
No of information literacy training organized	: 1
Details of "weeding out" of books and other materials	: 219

4.2.6 Give details of the specialized services provided by the library

- * Manuscripts
- * Reference
- * Reprography
- * ILL (Inter Library Loan Service)
- * Information deployment and notification (Information Deployment and Notification)
- * Download
- * Printing

- * **Reading list/ Bibliography compilation**
- * **In-house/remote access to e-resources**
- * **User Orientation and awareness**
- * **Assistance in searching Databases**
- * **INFLIBNET/IUC facilities**

There are 14867 books, 15 periodicals, newspapers and 15 journals. Manuscripts on palm leaves (Thaliyola) are available in our library.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The college library hours are from 9.00 a.m to 5.00 p.m on all working days. It also provides internet facilities to the staff and students. The library staff maintains the duty of issuing and returning of books. Further the librarian helps in searching reference books and provides reminders about the submission of books. Awareness programmes are conducted every year for the newly enrolled students to get them accustomed to existing practices. Newspapers and journals are properly categorized and displayed for students. The library staff provides a very pleasant atmosphere for reading and learning. Stock taking is carried out regularly. Library staff assists students and faculties in locating the required information available within the library.

4.2.8 What are the special facilities offered by the library to visually/physically challenged persons? Give details.

The visually/ physically challenged persons are assisted by the librarian in finding the required information. The library staff is always willing to voluntarily serve the differently abled students.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

Feedback is obtained by the Principal, Heads and the members of the library committee, from the faculty and students about the services/facilities in the library. The feedback is analysed and suggestions are made for improving services.

4.3 I T Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

	Total Computers	Computer labs	Internet	Browsing Center	Computer center	Office	Dept.	Others
Existing	52	15	11	-	-	3	17	12(lang. lab) 5 Lib.
Added	-	-	2	-	-	-	-	-
Total	52	15	13	-	-	3	17	17

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Every staffroom is provided with computers and internet facility to allow free access for staff. The college library provides browsing centres for both staff and students. Staff members can make use of the internet facility for official use in the campus.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

Every year, the college ensures that additional IT facilities are made available as per requirements. The software is also upgraded from time to time to meet the demand.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Technology upgradation 2015-16

	Total Computers	Computer labs	Internet	Browsing Center	Computer center	Office	Dept.	Others
Existing	52	15	11	-	-	3	17	12(lang. lab) 5 Lib.
Added	-	-	2	-	-	-	-	-
Total	52	15	13	-	-	3	17	17

Technology upgradation 2014-15

	Total Computers	Computer labs	Internet	Browsing Center	Computer center	Office	Dept.	Others
Existing	48	15	11	-	-	3	16	12(lang. lab) 2 Lib.
Added	7		2	-	-	-	4	3
Total	55	15	13	-	-	3	20	17

Technology up gradation 2013-14

	Total Computers	Computer labs	Internet	Browsing Center	Computer center	Office	Dept.	Others
Existing	41	15	11	-	-	2	12	12(lang. lab) 2 Lib.
Added	5			-	-	1	4	
Total	46	15	11	-	-	3	16	14

Technology up gradation 2012-13

	Total Computers	Computer labs	Internet	Browsing Center	Computer center	Office	Dept.	Others
Existing	42	15	11	-	-	2	11	12(lan g. lab) 2 Lib.
Added	1			-	-	0	1	
Total	43	15	11	-	-	2	12	14

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

The institution encourages every faculty member to use ICT methods of teaching for providing quality education. The smart board and LCD projectors are supplied to every departments to take the class through power point presentations. The faculty members utilize the facilities provided by the college to impart advanced knowledge to the learners. Moreover, online learning materials are provided to the students by the concerned faculty members. It is fact that ICT assisted teaching methodology has shaped the course of education with a new dimension. We found that both the students and the faculty are beneficiaries of such exceptional practices.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

Well equipped computer Lab, LCD projectors and OHPs are available to the faculty for conducting seminars, workshops, computer aided training, faculty development programmes and conferences.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

Not applicable

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities?

In every year College council which includes Heads of department and concerned committee evaluate the existing facilities and makes an estimate for the year.

(Substantiate your statements by providing details of budget allocated during last four years)?

- a) Building
- b) Furniture
- c) Equipment
- d) Computers
- e) Vehicles
- f) Any other

Amount spent in lakhs in the financial year					
Sl.No.	Heads	2012-13	2013-14	2014-15	2015-16
1	Campus Infrastructure and facilities	3.67 lakhs	-	5.43lakhs	6.27lakhs

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

Maintenance of the existing infrastructural facilities of the college is one of the primary objectives of the college. As per the recommendations of the Heads of the department, the

Principal invites quotations regarding the work. Maintenance work is carried out by the Engineering Department of the Nair Service Society. The maintenance of instruments and available equipment is done when required.

Laboratories and Equipments

Every lab is assigned with a faculty-in-charge and a lab staff-in charge. Lab staff-in charge is responsible for the proper upkeep of the stock on a day to day basis.

Stock verification is done by this team at the end of every semester as well as when there is a change of person-in-charge.

Minor repairs, if any, during the course of the semester are done by using the facilities and expertise available within the campus.

Major urgent repair is brought to the notice of the Principal, which is dealt with immediately.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

Instruments are thoroughly checked to ensure them to be in working condition once every six months. It is the responsibility of the HODs to note and present the matter before the Principal. Calibration of the instrumentation equipment is taken up by the respective departments on an 'as and when required' basis

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

UPS are provided for maintenance of sensitive equipment. The college has a generator system for the uninterrupted supply of electricity. The college is located in a draught prone area. So other than the ordinary wells for pumping water for our daily uses, we also have bore well facility to compensate for the intense water shortages during summer season.

4.4.5 Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

Nil

CRITERION V: STUDENT SUPPORT AND PROGRESSION**5.1 Student Mentoring and Support**

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the college publishes its handbook annually.

The college handbook provides

- ❖ Updated information regarding the different academic programs offered by the college.
- ❖ Department wise list of courses for all semesters.
- ❖ Details about the admission procedure and fee structure.
- ❖ Contact details of the faculty and administrative staff.
- ❖ Information regarding campus etiquette
- ❖ Information regarding attendance and examination.
- ❖ Details about campus discipline
- ❖ Contact details of university officials
- ❖ Information about the various student support mechanisms
- ❖ Details of various clubs and their activities
- ❖ Information regarding library and other facilities
- ❖ Academic calendar

The college ensures its commitment and accountability through the following

- ❖ Academic review – Department wise review is conducted every year. Analysis and comparison of examination results of all programs with university average were done and suggestions were made for improvement.
- ❖ PTA, PTS meetings- 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. Other topics include students' involvement in extracurricular activities, learning difficulties, etc.
- ❖ Separate committees for the efficient execution of various responsibilities- Admission committee.

Examination committee

Research Cell

Library committee

Career guidance and placement cell

Anti ragging cell

Student's Grievance cell

- ❖ Collection of feedback from students: about the facilities, student support mechanisms.
- Feedback From parents during PTA meetings: about student improvement, discipline, various student facilities.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Other than the scholarships and free ships provided by the government, our college has instituted a number of cash prizes for the Students. Every year, the prizes are distributed in time during the annual PTA meeting. The main sources of funding are PTA, staff club, previous faculty and the well-wishers of our institution.

A. The details of the various cash prizes awarded to students annually.

Cash Awards	Amount
❖ PTA cash prize for the best UG and PG students of each discipline	1000
❖ PTA cash prize for the students who secured first place in the university semester exams (from each discipline)	500
❖ Aneesh Chandran memorial endowment for the student in the commerce discipline who secured highest grade in the university exam	1000
❖ Smt. Remadevi memorial endowment for the students who got first place in the university exam (from each discipline)	500
❖ N.S. Rama Krishnanunni memorial endowment for the student of polymer chemistry who secured first place in the university exam.	1000
❖ Jayanarayana Bhattathiri endowment for the student of B.A. English who secured first place in the university exam.	1000

❖ A cash prize awarded in the memory of Aswathy, daughter of Dr. A.G. Renjini Pillai (Professor, Dept. of Commerce) for the final year commerce student who secured first place in the university exam.	1001
❖ Cash award provided by Prof. M. Babu Nair, H.O.D., Dept. of Commerce for the commerce student who got first place in the university exam.	500
❖ Cash award arranged by Prof. T.P. Omana, Former H.O.D., Dept. of Physics for the final year student of B.Sc. Physics who secured first prize in the university exam	2000
❖ Cash award provided by Sri. N. Baburaj, Principal, Federal College, Kottiyam for the students who secured first place in the university exam (From each discipline).	500
❖ P.T.A. fund for the economically backward students (3 students from each discipline)	500
❖ Cash prize arranged by College staff club for the bright students belonging to economically backward class (One student from each discipline).	2000
❖ Cash award for the student who got first place in B.A. English university exam instituted by Prof. Latha. G. Nair, H.O.D., Dept. of English in the memory of Prof. Prathapa Chandran Nair.	2000
❖ A cash award for the bright, at the same time economically backward B.A. English student, arranged by Prof. Latha.G.Nair, H.O.D., Dept. of English in the memory of Prof. Prathapa Chandran Nair.	1000
❖ Cash award for B.Sc. and M.Sc. Physics students who secured first place in the university exam, instituted by Dr. Anu Vijayan in the memory of her PhD guide Dr. R.N. Karekar.	5000 each
❖ Financial assistance by P.T.A. for Semester 2 students who got highest marks in Semester1 exam of each discipline.	500

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Financial assistance available to the students (from the government)

Year	E-grants (Number)	Amount (In rupees)	Support from other Government sources (number)	Amount (In rupees)	Total (In Rupees)
2015-16	459	10,55,700	5	70,000	11, 25,700
2014-15	378	8,69,400	6	76,000	9,45,400
2013-14	370	8,51,000	6	73,000	9,24,000
2012-13	336	7,72, 800	6	63,000	8,35,800

- ❖ Students receive financial assistance from the state government, central government and other national agencies.

List of Government Scholarships available to students

- E grants Scholarship {For SC/ST/OEC/SEBC (OBC) and FC (under KPCR)}
- Higher education scholarship
- Central Sector Scholarship
- Post Metric Scholarship
- Fisherman Scholarship
- State Merit Scholarship
- Suvarna Jubilee Scholarship
- District Merit Scholarship
- Prathibha Scholarship
- Samunnathi Scholarship

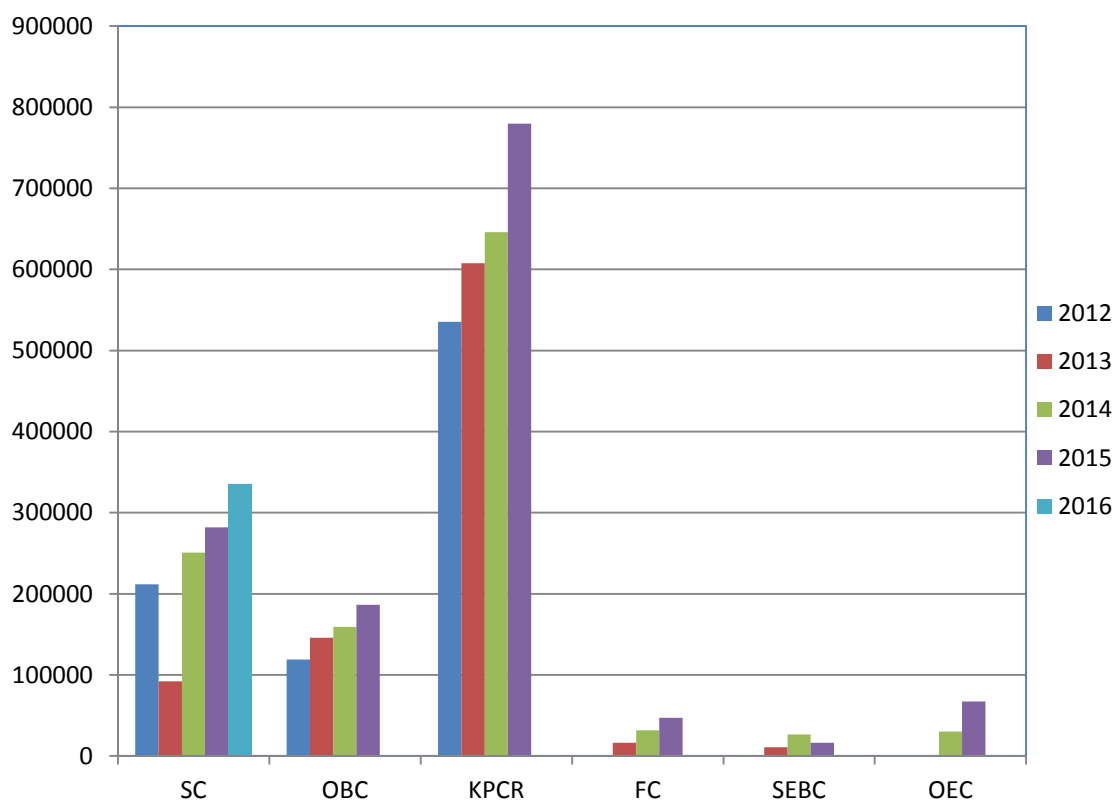
- ❖ All the SC/ST students receive grant from the government.

Year	Percentage of SC/ST students
2015-16	10.4
2014-15	13
2013-14	12.73
2012-13	11.32

- ❖ In the year 2016-17, financial assistance under KPCR is given to 64 (III yr) students and the total amount given is Rs.1,85,860/-
- ❖ OEC and OBC UG students get a stipend of Rs. 200/month
- ❖ PG students (OBC, KPCR) get a stipend of Rs. 200/month
- ❖ PG students (SC, OEC) get a stipend of Rs. 500/month

Details of e-grantz availed by the students during the period from 2012-13 to 2016-17

Name of Scholarships	2012	2013	2014	2015	2016
SC	211540	92035	250820	281810	334500
OBC	118835	145620	159305	186655	NIL
KPCR	535580	607810	646135	779640	NIL
FC	NIL	16200	31905	47310	NIL
SEBC	NIL	10800	26770	16135	NIL
OEC	NIL	NIL	29965	67270	NIL



5.1.4 What are the specific support services/facilities available for

- Students from SC/ST, OBC and economically weaker sections
- Students with physical disabilities
- Overseas students
- Students to participate in various competitions/National and International
- Medical assistance to students: health centre, health insurance etc.
- Organizing coaching classes for competitive exams
- Skill development (spoken English, computer literacy, etc.,)
- Support for “slow learners”
- Exposures of students to other institution of higher learning/ corporate/business house etc.
- Publication of student magazines

1. Students from SC/ST, OBC and economically weaker sections

- ✓ Scholarships and free ships provided by the government.
- ✓ Help with the timely submission of scholarship documents.
- ✓ Exemption from PTA fee
- ✓ Remedial coaching and scholar support program
- ✓ ASAP training is totally free for SC/ST, OBC and economically weaker sections. So annually nearly 25 students avail this benefit

2. Students with physical disabilities**Support services/facilities available**

- ✓ Installed Ramps near the main block and the old block entrance.
- ✓ Separate seating arrangement in class rooms
- ✓ Special seating arrangement is provided for the examinations
- ✓ Extra time for examinations as per the university guide lines
- ✓ Provide service of scribes

Year	Number of students with physical disabilities
2015-16	4
2014-15	4
2013-14	4
2012-13	3

3. Students to participate in various competitions/National and International

- ✓ Provide financial help to meet the travel expenses that occur during various inter-collegiate and inter university competitions.
- ✓ Permission to late stay for practice.
- ✓ Provide basic facilities for competition/practice such as costumes, writing/drawing materials.
- ✓ At least one of the faculties or staffs accompanies the team to the competition.

4. Medical assistance to students: health insurance etc.

- ✓ First aid room for students
- ✓ Health club: maintained by the physical education department.
- ✓ Ladies waiting room
- ✓ College has access to many hospitals in the locality, an ESI hospital is working within 50 m of the college.
- ✓ College has a long association with KIMS hospital, Kottiyam and receives important suggestions and awareness classes on health issues regularly.

5. Organizing coaching classes for competitive exams

- ✓ Provide bank coaching as a part of the WWS program
- ✓ The students are offered assistance and coaching for PG admission programs of various Universities and institutes like IITs, IISERs, etc.
- ✓ Books for competitive examinations were purchased in general library.
- ✓ Provide essential study materials for UGC/CSIR-NET
- ✓ Coaching classes for PSC exams are conducted via WWS program

6. Skill development (spoken English, computer literacy, etc.) training

- ✓ Annually a batch of nearly 30 students receives rigorous training in communication skills and basic IT *via* ASAP.
- ✓ Language lab training is provided by the department of English.
- ✓ Quiz club conduct debates/quizzes on special occasions.
- ✓ Literary club serves as a platform to nurture the literary interests and talents.

7. Support for “slow learners”

- ✓ Remedial Teaching.
- ✓ Scholar support Program.
- ✓ Personal attention and interaction.
- ✓ Ensure support from classmates by peer teaching.
- ✓ Arrange retests for internal examinations

8. Exposures of students to other institution of higher learning/ corporate/business house etc.

- ✓ Study tours/Industrial visits to recognized labs.
- ✓ Motivate PG students to carry out projects in reputed institutes outside the university
- ✓ Encourage and assist the students to avail the instrumentation facility of the nearby institutes.
- ✓ Encourage the students to attend seminar/workshops in research institutes and provide financial support for meeting the registration/travel expenses

9. Publication of student magazines

- ✓ We encourage students to compile the handwritten articles into student magazines.
- ✓ Financial help will be provided by the respective department.
- ✓ Assist students in finding advertisers for the college magazine.
- ✓ Attendance flexibility for the students involved in the editorial board.
- ✓ Arrange magazine release on a special occasion and by a famous personality.
- ✓ Permission is usually granted for late stay in the college when the demand is justified.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

Efforts made by the Institution	Impact
❖ Entrepreneurial Development Club organized motivational classes of successful entrepreneurs	Active participation of students and excellent feed back
❖ Entrepreneurial Development Club arranged training in paper jewelry making	Students conducted an exhibition and sale of their handmade paper jewelry items.
❖ Tailoring classes are organized by the Women's Study Unit on all Saturdays using four tailoring machines. A batch of 20 women students receives the benefit of this training.	Students demonstrated their sewing skills through an exhibition cum sale of fabrics crafted by them on the Women's day.
❖ Women's study unit conducted training in paper bag making	Students conducted an exhibition and sale of paper bag items

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

***additional academic support, flexibility in examinations**

***special dietary requirements, sports uniform and materials**

***any other**

Policy: We believe that a commitment to extracurricular activity does not have to translate into compromised academic performance. Although students often feel substantial pressure to perform both on the field and in the classroom, the benefits of extracurricular endeavors seem to counterbalance the challenges they present. However, we provide adequate support by being flexible with attendance and internal exam schedules.

a. Additional academic support, flexibility in examinations

- ✓ Special classes will be arranged on request
- ✓ Permission for appearing in retest if they miss exams due to participation in the university level competitions/sports/cultural programs
- ✓ Flexibility with attendance and the deadline for the submission of assignment/seminar presentation

b. Special dietary requirements, sports uniform and materials

- ❖ Provide necessary refreshment after sports activity
- ❖ Sports uniforms are provided
- ❖ Sports materials such as shoes, T-shirts, cricket bat, football, volleyball, badminton rackets and caps etc are provided to the interested students.
- ❖ Permitted to use the materials in the Gym.
- ❖ First aid kit including pain relieving Gel/sprays always in stock

d. Any other

- ✓ Provide financial support to students for participating in the sports/cultural events outside the college.
- ✓ Faculty help students with accommodation in night stays during competitions

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

- ✓ Department of physics faculty provide coaching for UGC-NET
- ✓ The students are offered assistance and coaching for PG admission programs of various Universities and institutes like IITs, IISERs, etc.
- ✓ Even though other departments have only UG programs, the faculty have a good collection of study materials for the UGC/NET exam and provide the same to the interested candidates.
- ✓ Provide coaching for Kerala Psc and bank tests through WWS programme.

Number of students qualified for various competitive exams

Year	State service	Defence	PG Entrance	Source
2015-16	15	8	4	Information from the students
2014-15	17<	8	3	
2013-14	10	9	2	
2012-13	9<	8	2	

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)**Academic**

- ✓ Counseling needs are considered based on humanitarian and compassionate grounds
- ✓ Faculty counseling
- ✓ Faculty provide home based counseling to the needy
- ✓ Students are given the freedom to meet teachers at any time to discuss their academic as well as personal problems.
- ✓ Expert counseling through motivational classes

Personal and Psycho-social components

- ✓ Women cell arrange counseling of experts
- ✓ First round counseling by the class tutors for the needy and will go to the next level if required.

Career

- ✓ Career Guidance and Placement Cell provides guidance and counseling to the students regarding higher studies and employment.
- ✓ Career counseling service is provided to the students for appearing in Competitive examinations.
- ✓ Guest Lecture on guidance and counseling by various experts from the region.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

- ❖ 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.
- ❖ Career Guidance and Placement Cell provides guidance and counseling to the students regarding higher studies and employment.
- ❖ 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.
- ❖ Maintain a database of students for facilitating recruitment.
- ❖ The cell organizes recruitment drives of potential employers
- ❖ Special coaching through WWS for interview preparation and ASAP for improving communication skills.

Students placed through campus placements

Year	Employer visited	Number of students selected
2015-16	ICICI bank limited	25
	Popular automobiles	15
	TCS	1
2014-15	ICICI Bank	15
2013-14	ICICI Bank	2
2012-13	Federal Bank	1

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Yes. Student Grievance Redressal cell is functioning under the leadership of Smt. Jayalekshmi K. K (NSS program officer). The students can lodge their grievances to their respective tutors, and they in turn intimate the matter to the committee for necessary action.

Students are not encouraged to petition the principal, initially. They have to avail all of the opportunity provided by the grievance redress cell and then the principal, if the grievances are not redressed timely.

Members of the Grievance redressal Cell

Name of Member	Designation	Department
Smt. Jayalakshmi K. K	Assistant professor	Mathematics
Dr. Beena K S	Assistant Professor	Hindi
Dr. AnuVijayan	Assistant Professor	Physics
Dr. Syam Krishnan. K	Assistant Professor	Chemistry

No major grievances have been reported to the cell during the last four years. Minor concerns were addressed and solved at the tutor level itself.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

In the college history, no such incidents have been reported. However, the college takes proactive measures to avoid sexual harassment in the staff room or class room.

Pro active measures taken by the college

- ✓ Conduct awareness programs for both genders; especially make them aware of the strong legal system against sexual harassment.
- ✓ Restriction for using mobile phone in the campus.
- ✓ Constituted a committee of faculty members to handle such issues.
- ✓ Provided the general helpline numbers to all students.
- ✓ Personal counseling to students to dig out any harassment issues at college or home.

Members of the Committee to handle sexual harassment issues

No	Name	Department
1	Dr. P Geetha	Malayalam
2	Girija Nair	Physics
3	T. L Madhu	English

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes, we have an active anti-ragging cell constituted in accordance with the directive of the government. Members include NCC officer, NSS program officer, women's study unit coordinator and the physical education faculty.

Present members of the Anti ragging committee

Name of faculty	Department
Dr. K. Syam Krishnan	Chemistry (NCC Officer)
K K Jayalekshmi	Mathematics (NSS program officer)
Dr. K. S. Beena	Hindi (Women's Study Unit Co-ordinator)
Dr. M. B. Sujan	Physical Education

No incident of ragging has been reported during the period of four years. The proactive measures taken by the college include:

- Close monitoring by faculty
- Conduct awareness classes for the newcomers.
- Detailed instructions during admission time.
- Obtaining oath from students at the time of admission.
- Undertaking from parents during admission time.
- Fostering a healthy relation between senior and junior students in the beginning by conducting fresher's day.
- Encourage mutual student interaction through activities of the departmental associations, preparation of student magazines, sports and cultural programs of the college.
- Display of contact details of the college level and the government level anti ragging cells.
- Strict accountability for attendance

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- ✓ Canteen: - Food is provided at subsidized rate in the canteen
- ✓ Library:- Xerox facilities are provided at a nominal rate
- ✓ Office: Help with timely submission of scholarship documents, timely issue of hall tickets.
- ✓ Faculty: Counseling, remedial teaching, student sponsorship

- ✓ Others: Endowments and cash awards have been instituted by the college for the empowerment of the financially weak and deserving students.
- ✓ Medical attention to the students in case of emergency
- ✓ Grievance Redressal Cell
- ✓ Women's study unit for helping girl students.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

The departments conduct alumni meetings annually to celebrate the nostalgic memories of the former students.

Activities

- ❖ Holding annual get-together at the department levels.
- ❖ Get together followed by charity activity
- ❖ 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.
- ❖ A few alumni serve as permanent/guest faculty in the institution.
- ❖ Serve as academic experts for seminars/motivational talks.
- ❖ Instituting prizes and awards for the students
- ❖ Participation in student support programs
- ❖ Provide valuable feedback

5.2 Student Progression: Providing the percentage of students progressing to higher education or employment (for the last four batches), highlight the trends observed.

Year	UG to PG	PG to Mphil	PG to PhD	Campus selection	Other than campus recruitment	Source
2015-16	26.3			21.1	11.8	Information from students
2014-15	25.5		6.6	1.6	13.3	
2013-14	25			1.1	10.3	
2012-13	24.6			3.9	9.5	

Trends

- ✓ The data obtained for the last four batches shows that nearly 25% of the UG students prefer higher studies rather than immediate employment.
- ✓ In the year 2015-16, we witnessed a rapid increase in the percentage of students who got placement through various campus recruitments.
- ✓ Off campus placement numbers are found to be consistent for the last four batches.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

The results of the University examinations for UG and PG programs are presented in the following tables along with pass percentage of other colleges in the district. (2015-16 data is not available)

Department of Chemistry

Year	Pass %	Completion rate	College 1	College 2	College 3	Source
2015-16	39.39	91.8				University website
2014-15	86.19	93.5	44.4	62.9	68.8	
2013-14	100	100	90.9	47.6	67.9	
2012-13	78	93.3	75	81.3	31.8	

Department of Physics

MM NSS College, Kottiyam			Comparison with various colleges in the district										
Year	Pass %	Completion rate	1	2	3	4	5	6	7	8	9	10	Source
2015-16	69.05	91.31											Examination results: University website Completion rate: Department HOD's
2014-15	95.22	91	80.6	91.1	84.6	57.1	78.8	53.6	80.9	42.3	61.8	82.1	
2013-14	97.5	93.2	80.7	84.1	87.5	87.1	83.3	71.4	91.7	57.7	92.7	86.5	
2012-13	100	81.8	85.7	83.7	84.2	87.5	78.8	73.3	63.2	65	84.9	54.2	

Department of Zoology

MM NSS College, Kottiyam			Comparison with various colleges in the district										Source
Year	Pass %	Completion rate	1	2	3	4	5	6	7	8	9	10	
2015-16	60	89.3											Examination results: University website Completion rate: Department HOD's
2014-15	91.66	85.7	73.7	79.6	82.6	88.9	62.5	80	66.7	81.3	51.7	68.4	
2013-14	92.59	96.4	88.6	72.6	70.4	100	76.7	88.6	55.6	87.1	66.7	61.8	
2012-13	95.83	92.3	77.8	75.5	95	95.7	65.9	65.1	56	66.7	54.8	90	

Department of English

MM NSS College, Kottiyam			Comparison with various colleges in the district						Source
Year	Pass %	Completion rate	1	2	3	4	5	6	
2015-16	68.4	91.9							Examination results: University website Completion rate: Department HOD's
2014-15	92.59	87.1	90.2	77.8	89.2	92.5	92.5	90.6	
2013-14	93.3	81.8	87.3		84.2	88.1	100	96.1	
2012-13	93.33	86.5	84.1		76.3	76.1	87.1	92	

Department of Commerce

MM NSS College, Kottiyam			Comparison with various colleges in the district											Source
Year	Pass %	Completion rate	1	2	3	4	5	6	7	8	9	10	11	
2015-16	89	87.5												Examination results: University website Completion rate: Department HOD's
2014-15	97	87.5	88.9	98.4	80	92.3	90.4	85.1	87.5	88.9	68.9	91.8	100	
2013-14	88	100	90	94.4	74	83.9	88.9	80	80.6	93.5	67.8	93.8	68.4	
2012-13	89.65	90.6	90.3	97.3	89.2	87.5	93.8	87.8	85.7	94.4	74.7	100	100	

PG Programme in Physics

MM NSS College, Kottiyam			Comparison with other colleges in the district									Source
Year	Pass %	Completion rate	1	2	3	4	5	6	7	8	9	
2015-16	100	100										Examination results: University website Completion rate: Department HOD's
2014-15	81.81	100	91.1	84.6	57.1	78.8	53.6	80.9	42.3	61.8	82.1	

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

✓ Students are encouraged to attend seminars/workshops

- ✓ Permit students to do PG projects in reputed institutes such as NIT, NIIST (CSIR).
- ✓ Introduction of new research facilities at the department.
- ✓ Arrange motivational classes from experts
- ✓ Timely arrangement of industrial visits
- ✓ NET/JRF coaching by Physics department
- ✓ Provide updated information about the job opportunities and higher level courses by the faculty (same will be displayed in the college notice board also).
- ✓ Organize recruitment drives with the help of career guidance and placement cell.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- ❖ Close monitoring of attendance and warning.
- ❖ Timely interaction with parents
- ❖ Remedial coaching is provided
- ❖ Special care through SSP
- ❖ Financial support in deserved cases
- ❖ Arrange support from peers
- ❖ Faculty provide home based counseling for the needy
- ❖ Personal counseling to dig out the actual reason (First by the faculty and then by expert if required).
- ❖ Faculty counseling for parents if the dropout reason is marriage.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

No.	Event	Facility	Performance Status-student team
1	Volley ball	Volleyball court, Net	University level team
2	Cricket	Ground, basic materials such as stumps, pads and gloves	Participated in the Zonal level competition
3	Softball		University runners up
4	Baseball		University Champions
5	Badminton	Indoor and outdoor courts, Rackets	College level

6	Football	Ground for sevens, Goal posts	University level team (Two students participated in the NCC national games also).
7	Kabaddi	Ground (soft-made of earth and sawdust)	University runners up
8	Boxing	Basic materials	University prize winner
9	Athletics	Ground	University level
10	Handball		University level

The department of physical education organizes inter departmental competitions in cricket, football, volleyball, athletics, badminton and kabaddi during February-March annually and celebrates the sports day in March.

Cultural Activities

- ❖ Intra and inter departmental competitions on arts day
- ❖ Participation in university level competitions

Other Extra-Curricular Activities

No.	Club	Activities
1	Nature club and Bhomithrasena club	<ul style="list-style-type: none"> ✓ Provide environmental awareness among students. ✓ Conduct rallies, tree planting, growing of medicinal plants etc.
2	Literary club	Conduct debate, analysis of literary works
3	Film club and Drama club	As film studies are a part of the curriculum we conduct film festival every year in order to give them an experiential learning. Oscar/widely appreciated movies are usually screened.
4	Ethics club	Arrange motivational classes and programs such as mathruvandanam, guru vandanam to inculcate values and moral sense among students
5	Entrepreneurship club	Arrange lectures of experts to nurture the latent entrepreneur talent and provide training.
6	Women's Study Unit	As steps toward women empowerment and to make them economically independent, Women's club conducts tailoring classes and provides training in paper bag making and jewelry.

7	Quiz club	<ul style="list-style-type: none"> ✓ Motivate the students for knowledge updation through competitions. The students will be motivated to use the resources in library and the internet. ✓ Quiz club organizes competitions on special occasions every year. This includes inter departmental competitions and separate competitions for school students.
8	Arts club	<ul style="list-style-type: none"> ✓ Organize various programs as a part of the college arts festival. ✓ Provide necessary support for the selection of college team for university level competitions.
9	Sports club	<ul style="list-style-type: none"> ✓ Organize interdepartmental competitions in cricket, football, volley ball, badminton, kabady and athletics in association with the physical education department. ✓ Provide support for conducting the annual sports day ✓ Assist the selection of the college team for university level competitions.

National Service Scheme (NSS)

Presently the college has two NSS units with around 100 members. The aim of NSS is education through community service. The NSS volunteers participate in the social and cultural life around them to develop awareness about the social problems and needs, enabling them to develop a sense of social responsibility and democratic leadership. The major activities of NSS include:

- ❖ Organizing blood donation camps/eye camps
- ❖ Monthly distribution of food packets to the needy
- ❖ Conduct awareness programs on diseases such as cancer, Leprosy.
- ❖ Arrange emergency relief fund for disaster affected areas.
- ❖ Provide study materials to the economically challenged students of nearby schools.
- ❖ Conduct health surveys in the neighboring areas of the college

- ❖ Maintenance of local roads
- ❖ Execution of the waste management system in the nearby panchayath.
- ❖ Arrange motivational classes for the volunteers.
- ❖ Visit to old age homes
- ❖ Conduct awareness programs, rallies, street plays against Drug Addiction, AIDS and other social evils
- ❖ Participate in campus cleaning in association with NCC and Bhoomithrasena.
- ❖ Tree plantation with the help of forestry department.

National Cadet Corps (NCC)

The senior division unit of National Cadet Corps functioning in MM NSS College, Kottiyam, Kollam is attached to the 7 Kerala Bn NCC Kollam, comes under the Kerala and Lakshadweep Directorate. Currently 107 students from various departments [69 SD cadets (boys) and 38 SW cadets (girls)] are members of the NCC unit. Regular parades are conducted on every Saturdays and ceremonial parades are conducted on Independence day, Republic day and NCC day. Rifle parade practices and firing practices are given by PI staff of Battalion. Several cadets from our unit have attended National Integration camps and trekking camps held in various parts of the country.

Activities

- ❖ Attending National integration camps at various part of the country
- ❖ Hard training to get selection in the prestigious republic day parade conducted every year.
- ❖ Actively participate in the different events organized by the NCC Bn, like blood donation camps, International Yoga day celebration, Marathon, Firing Competition etc.
- ❖ Attending centrally organized camps such as BLC, ALC, Army attachment and Tal Sainik Camp.
- ❖ Attending B, C certificate exams annually.
- ❖ NCC cadets join hands with campus unit of NSS for the smooth conductance of several initiatives including awareness rallies, campus cleaning, gardening etc.
- ❖ Charity activities.
- ❖ Visit to old age homes.
- ❖ Provide study materials to economically challenged children.

5.3.2 Furnish the details of major student achievements in co- curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Student achievement in Sports

Event	Achievements
Boxing	Third prize (university level) 2016-17
Wrestling	Third prize (university level) 2016-17
Cricket	Participated in the zonal level 2016-17
Volleyball	University level Participation (Reached quarters- 2016/17)
Kabaddi	University Runners up 2016-17
Soft ball	University runners up
Base ball	University champions 2013-14
Foot ball	University level Participation
Handball	University level participation (Reached quarters -2016/17)

Achievements in Cultural Activities

No.	Name	Department	Year	Event
1	Pooja M	English	2014-15	Second prize in English poetry at the University festival
2	Sneha M R	English	2014-15	Second prize in Malayalam essay writing conducted at the University festival
3	Jitha Bineesh	English	2014-15	Third prize in Hindi Poetry (University festival)

Achievements in NCC

No.	Year	Name	Department	Event
1	2016	Adhin A R	English	<ul style="list-style-type: none"> ✓ Chief Minister's scholarship for NCC cadets. ✓ Gold medal in NCC state level shooting competition conducted at Idukki, Kerala. ✓ Participated in the National level shooting competition conducted in West Bengal.
2	2016	Nandhu Raj R	Physics	Attended Advanced leadership camp, Coimbatore
3	2016	Jihti Venu	English	Participated in the Narmada Trekking expedition, Gujarat

4	2016	Vinayak V	Physics	Participated in the Narmada Trekking expedition, Gujarat
5	2016	Ajith R	Commerce	Participated in National Integration camp, Alappuzha, Kerala
6	2016	Amesh R Pillai	Zoology	Participated in the Trekking expedition conducted in Utharakhand.
7	2016	Harikrishnan V and Subin Koshy	English	Participated in the National Integration camp conducted at Guntur, Andhrapradesh.
8	2015	Anjali S	Commerce	Participated in National Integration camp, Alappuzha, Kerala
9	2015	Anandhu J P and AkshayBabu	English	Participated in the Narmada Trekking expedition, Gujarat
10	2015	Harikrishnan S	Chemistry	Participated in the Tal Sainik Camp conducted at Chengannur, Kerala.
11	2015	Kiran Raj R	English	Participated in the Tal Sainik Camp conducted at Chengannur, Kerala.
12	2015	Amal Raj	Zoology	Participated in NCC National games, Delhi
13	2015	Arun C. S	Economics	Participated in NCC National games, Delhi
14	2015	Soorya S Nair	English	Participated in the Republic day parade
15	2015	Sreehari. H	Chemistry	Participated in the Republic day parade
16	2014	Devi Chandra P	English	Participated in the National Integration camp, Silchar, Assam
17	2014	Swathy P Kumar	English	Participated in the National Integration camp, Silchar, Assam
18	2014	Jijo Joy	Open quota	Participated in the National Integration camp, Silchar, Assam
19	2014	Sreejith S and Anandhakrishnan	Commerce	Selected for NCC National games-Kabady

Achievements in NSS

The activities of NSS receive extensive appreciation from

- ❖ The management
- ❖ Public
- ❖ PTA, faculty
- ❖ Alumni and is highlighted in most of the local newspapers.

- | |
|--|
| ❖ Volunteer Anuroop V has participated in the Republic day parade held in Delhi (2012) |
|--|

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The college seeks the data through the following ways:

- ✓ Student Feedback –
From the final year students, collected annually through questionnaire.
- ✓ Suggestions evolved through student-tutor interaction
- ✓ Random feedback from students: during farewell functions, during the inauguration of students union and various departmental associations.
- ✓ Feedback obtained from alumni:
collected during their visits
- ✓ Feedback obtained from the employers
- ✓ By assessing the student performance through interviews, group discussion.
- ✓ By assessing the performance of previous employees from our college.

The college uses the data for the following

Student's feedback:

For improving/enhancing facilities with the permission from the management.

Suggestions evolved through student-tutor interaction:

Favorable consideration-Combined classes were earlier conducted for the complimentary mathematics subject of BSc physics and chemistry courses. After analyzing the suggestion received from the students for a better learning atmosphere, the classes are now being taken separately.

Alumni Feedback: For enhancing the academic atmosphere, revision of syllabus, creation of new facilities.

Employer feedback:

For organizing high quality training programs based on student/employer needs.

The careful selection of expert lectures for the overall benefit of the students.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

- ❖ Provide financial support for both the department and college magazines.
- ❖ Assist students in finding advertisers for the college magazine.
- ❖ Ensure active student participation in the editorial board.
- ❖ Flexibility with attendance for those in the editorial board.
- ❖ Arrange magazine release on special occasions and by a famous personality.

No.	Department	Student magazine	Year
1	Chemistry	❖ Vidyadeepam	2016-17
		❖ Shasthradeepam	2014-15
		❖ Signature (wall magazine)	2014-15
		❖ Festellen	2013-14
2	Zoology	❖ Chithrakkoodu	2015-16
		❖ Jaalakam	2014-15
		❖ Biorhythm Volume II	2014-15
		❖ Green Turtle	2013-14
		❖ Biorhythm Volume I	2013-14
		❖ Meandrina	2012-13
		❖ Honey Possum	2012-13
3	Physics	❖ Torque	2016-17
		❖ Kick Science	2015-16
		❖ Bonmot	2013-14
		❖ Omni-Science	2012-13
4	English	❖ Ink pot	2016-17
		❖ Impression	2015-16
		❖ Imprints	2014-15
5	Commerce	❖ Rhythm of Commerce Volume III	2016-17
		❖ Rhythm of Commerce Volume II	2014-15
		❖ Rhythm of Commerce Volume I	2012-13

- ❖ Collection of feedback from the teaching faculty about the student publications.
- ❖ Encourage poster presentation on special occasions, world environment day, water day, forest day etc.
- ❖ Free distribution of college magazine to all students.

Department Magazines

Other than department magazines, college magazines are published under the initiation of students union and the faculty.

College Magazines

No.	Name of Magazine	Year
1.	Vaikhari	2011-12
2.	Rithu	2015-16
3.	Nellikka	2014-15

5.3.5 Does the college have a Student Council or any similar body?

Give details on its selection, constitution, activities and funding.

The college has a student's union. The members are elected through election, announced by the University every year. The college follows parliamentary system for the selection of the office bearers of the student's union. The union is constituted and functions as per the guidelines of the University of Kerala. Students having academic arrears are not allowed to contest in the election. Thus we ensure the inclusion of candidates with good academic background in the student's union.

Structure of the student's union

Chairman

Vice-Chairperson (reserved for women)

General Secretary

University Union Councilors (Two)

Lady Representative

Arts Club Secretary

Magazine Editor

A faculty member acts as the advisor to the Student Council. Present advisor- Dr. P. Geetha (Malayalam)

Activities

- ❖ Acts as a representative body of the students of the college

- ❖ To suggest measures for the welfare of the students
- ❖ Preparation of the college magazine
- ❖ Plan and organize various student competitions such as debate, quizzes.
- ❖ Various social activities such as blood donation camp, eye camp for the public.
- ❖ University union councilors function as the link with the university in various student related issues
- ❖ Organize the college cultural fest
- ❖ Help the physical education instructor for the smooth conductance of the sports day activities.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

- (a) Student Grievance Redressal Cell: The committee is responsible to analyze and to settle any type of grievances of the students of the college. Student Grievance Redressal cell is functioning under the leadership of Smt. Jayalekshmi K. K (NSS program officer).
- (b) Library advisory Committee: The committee consists of Principal, librarian, all department heads and student member. The Principal as chairman and librarian as secretary of the committee. Regular meeting of the committee are held to discuss the major policy decisions of the library such as library rules and regulations, infrastructure developments, fund allotment, stock verification of books, etc. Suggestions were given to improve the library services and facilities.
- (c) Various Department Associations: One student representative from each department- Selected during the college union election.
- (d) Sports Committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

- ❖ By inviting former faculty members for the seminars/conferences organized in the college
- ❖ We seek their expertise in academic and administrative matters.
- ❖ Arrange lectures of expert/successful alumni's for the benefit of students.
- ❖ Many of the previous faculty has instituted prizes and awards for the students.

- ❖ By inviting previous faculty for the inauguration of department associations, Guruvandanam programs and other functions.
- ❖ Honoring the previous faculty members and eminent alumni.

5.3.8 Any other relevant information regarding Student Support and Progression which the college would like to include.

Nil

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

Vision:

न हि ज्ञानेन सदुशो पवित्रमिह विद्यते

NA HI NJENE SADRISAM PAVITHREMAHI VIDYATHE

In this world there is no purifier like knowledge

Mission:

- 1) Impart affordable education to the society without any distinction of caste, creed or culture.
- 2) Give special attention to the economically and socially weaker sections of the society.
- 3) Cultivate free thinking by making students mentally sound and physically strong.
- 4) Open up the frontiers of knowledge before students so that they may have a desire to learn more.
- 5) Create an atmosphere for the holistic development of the individual and develop them into good citizens who love their fellow beings, care for the society and live for the country.
- 6) Provide the student with adequate skills for gainful employment.

True to the vision of its founder Bharathakesari Sri Mannathu Padmanabhan, the NSS institutions continue to serve the society by offering quality education to all at affordable expenditure. The original aim of the founder has been expanded and the NSS institutions have now taken under its fold all economically poor sections of the society. There is insistence upon the conduct of admissions in such a way that no one is denied admission due to economic difficulties. The management always ensures that there is no problem to the teaching learning process due to the lack of staff or infrastructure problems. There is fair encouragement from the side of the management for the teachers to acquire better capability through research or by coordinating projects. Leave and deputations for attending conferences or seminars are also

granted without any objection. The students are also supported by scholarships. The management takes keen interest in the academic strength of the institution and demand periodic reports on curricular, co-curricular and extracurricular activities. There is fair insistence on the maintenance of discipline among the staff and students.

Our vision and mission find expression through our academic, co-curricular and extra-curricular activities. Through a thorough initial planning and periodic review we ensure complete and effective transaction of the curriculum. The co-curricular and extra-curricular programmes also follow a planned manner. Supplementing this is the training in communicative skills, personality development programmes and competitive examination training which are offered free to all students. Programmes based on human values and social service activities ensure that our students mature into a good individual and a worthy citizen of the nation.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The Management of the college is vested in the Nair Service Society, an organization which manages more than 200 educational institutions ranging from primary schools to Post graduate and research centers. The management takes keen interest in the academic strength of the institution and demand periodic reports on curricular, co-curricular and extracurricular activities. Colleges coming under the affiliated system are governed by rules of KSR (Kerala State Rules) formulated by the Government and also acts and statutes of the affiliating University. These rules define clearly the duties and responsibilities of the Management, Head of institution and the employees of different category. The meetings of the Head of institution with the management and the subsequent meeting of the Head of the institution with the staff members have special importance in this context. The management during the meeting with the Head of the institution reveals its policies and objectives. The Head of the institution is expected to convey these to the staff under him and devise policies in tune with the directions of the management. The top management of the college comprises the Governing Body, ie., UGC, Kerala University, Government of Kerala (DCE) and Principal. The Principal is the academic and administrative head of the institution and is involved in coordinating all the functions associated with the post. The execution and implementation of the formulated policies and plans of the management is the responsibility of the Principal. For the implementation of strategies and policies, several bodies function under the Principal. They include:

1. **The college Staff Council**, a statutory body comprising of the Principal, the Heads of the Departments, two elected teaching staff representatives and the Office Administrative Assistant as members. It is the advisory council, which aids the Principal in the internal administration of the college.
2. **Internal Quality Assurance Cell** which is responsible for ensuring qualitative excellence in the functioning of all constituents of the college. It also supervises the implementation of the action plan and provides advice and assistance so as to draw the desired outcome.

IQAC STEERING COMMITTEE	
Chairman	Dr. G Girijadevi, Principal
Co-ordinator	Dr. Ratheesh Kumar V, Dept. of Physics
Members	Dr. Anu Vijayan, Dept. of Physics
	Dr. Sujatha T S, Dept. of Chemistry
	Dr. Sheela Devi, Dept. of Zoology
	Dr. Syam Krishnan, Dept. of Chemistry
	Dr. R. Prakash Chandran, Dept. of Chemistry
	Jayalekshmi J, Dept. of English
	Meera K. G., Dept. of English
	Kavitha L., Dept. of Commerce
	Dr. Beena K. S., Dept. of Hindi
	Meenakshy M. R., II DC English, Student
	Anoop Chandran, Managing Director, Trio Tech Transformers, Stake Holder
	Aneesha Salim, Local Panchayat Member
	Prof. R Prasannakumar, Management Representative

6.1.3 What is the involvement of the leadership in ensuring: the policy statements and action plans for fulfillment of the stated mission?

The management along with the Principal, teachers and administrative staff plans and implements the action plan which will help in fulfilling the mission statement of the institution. The implementing bodies include IQAC, College Council and other clubs like Womens 'study unit, etc. The PTA and Alumni Association help the implementation of the plan.

• Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

As the course curriculum for various courses is approved at the university level, different departments in the college in their meetings discuss and finalize issues. The action plans for each semester is prepared by the department and presented in the council by the concerned Heads of Department. The IQAC also gives its suggestions regarding the implementation of the same. Later, the implementing bodies, both curricular and co- curricular, prepare the strategies of implementation of the plans through programmes and activities.

• Interaction with stakeholders

The management regularly interacts with the institution regarding the administrative and academic affairs via the Principal. The Principal interacts with the teachers in College Council meetings, Staff Association meetings and through notices and circulars. HODs represent the department in the Council and report the Council decisions to the teachers. Parents, teachers and the Principal interact mutually in the PTA meetings. Other media including the College Website, Hand Book and College Prospectus also serves to provide information to the concerned parties regarding the college activities.

• Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders

Proper feedback regarding the previous year's administrative and academic performances is reviewed and appropriate measures are suggested by the IQAC. Suggestions from stake holders including external members of IQAC are also considered. The management and PTA are informed about the infrastructural requirement for each year.

• Reinforcing the culture of excellence

The meritorious students are motivated to reach their career goals through encouragement and guidance from the faculty. The curricular and co-curricular performances of the students are reviewed

periodically and if necessary, the parents are informed about the concerns of the faculty members regarding the progress of the ward. Achievers in academics and sports are encouraged via merit scholarships and prizes. Needless to say, the college continues to enjoy the top position among the various institutions under the university in academics and co-curricular achievements.

- **Champion organizational change**

The ever changing nature of the job market makes organizational changes in an educational institution a highly relevant one. The institution has to mold the students with new capabilities so as to make them adaptable for the new workplaces and work cultures. The programmes like WWS and ASAP help a lot to impart the new skills which are highly desirable for today's job market. Thus the college plays a key role in empowering the society at large.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The Principal and the governing bodies including the IQAC, College Council, etc. along with the HODs, and other faculty members continuously monitor and evaluate the academic and co-curricular activities on a regular basis. The proper documentation of plans and their implementation (AQAR) helps in monitoring the progress of execution and provides adequate feedback to improve the performance. Student performances are keenly monitored by the tutorial system. The knowledge base of faculty are updated and refreshed regularly which is ensured by the IQAC.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The faculty members are encouraged to undertake refresher courses, orientation programs, etc. The junior faculty members are motivated to register for PhD programs as a part of their career enhancement. The management also encourages research activities undertaken by the faculty by providing basic infrastructural facilities including research laboratories.

6.1.6 How does the college groom leadership at various levels?

The institution utilizes activities like NSS and NCC as the most important platforms to identify the leadership qualities among students. The various clubs including Nature club also helps to foster the leadership qualities among students. The activities of various clubs are coordinated by faculty members which in turn helps to mould leaders from their levels. The programs like FLAIR also help in grooming young faculty members into tomorrow's leaders.

The administrative staffs are also given responsibilities in the governance of the institution which helps to develop their leadership qualities.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The college operates in a highly decentralized fashion, thereby providing each department ample freedom to operate with maximum productivity. This is achieved through the delegation of responsibilities to all members of the staff, both teaching and non-teaching. Thus every department is encouraged to chart action plans and to choose implementation methods to realize the institutional objectives.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes, Our College promotes a culture of participative management. Faculty members and Students Council play a significant role in the planning and implementation of the development of the College. For the CBCSS programme a College Level Monitoring Committee (CLMC) comprising of the Heads of the Depts. and the Principal meet every month to discuss the progress of the programme. The Dept. Level Monitoring Committee (DLMC) meets every month at the Department. Compressing of HOD, faculty members and non teaching staff members to discuss the same at the Dept level. The Department Level staff, meets every month to discuss the work load, time table, work ethics, cleaning of the Departments, conduct of internal examinations, conduct of seminars, evaluate students progress, University practical examinations, over all discipline and students' welfare in the college campus. Periodic review of all the activities, discussions with the respective committees, resolving problems, etc. is organized by the IQAC. Autonomy granted to club committees of students and the College Union to ensure their maximum participation. In addition to all this regular class PTA are held. New initiatives such as walk with the scholar, Flair, additional skill acquisition Programme, Scholar Support Programme are conducted for increasing the student and teacher potentials.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes. All the educational institutions under NSS have a well-structured quality policy envisaged to provide quality education to all classes of the society. To this end, an action plan

is formulated and implemented by the staff and students with the support of the PTA, Management and other stakeholders. The implementation of the action plan is keenly monitored in every aspect by the relevant committees. In this system, every member of the staff and students, the Principal, the Management and other stakeholders have prominent roles and responsibilities. The college maintains quality in both academic and administrative aspects. All the staff of the college behave responsibly with the students. The college website remains updated and it keeps the students, faculty and other stakeholders posted on all important notices, circulars and attendance matters. IQAC to ensure academic and administrative excellence.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

A continuous qualitative improvement drive with special emphasis on enhancing the academic ambience and physical infrastructure is the highlight of the perspective plan formulated by the college every year. This is achieved by including the following items in the perspective plan:

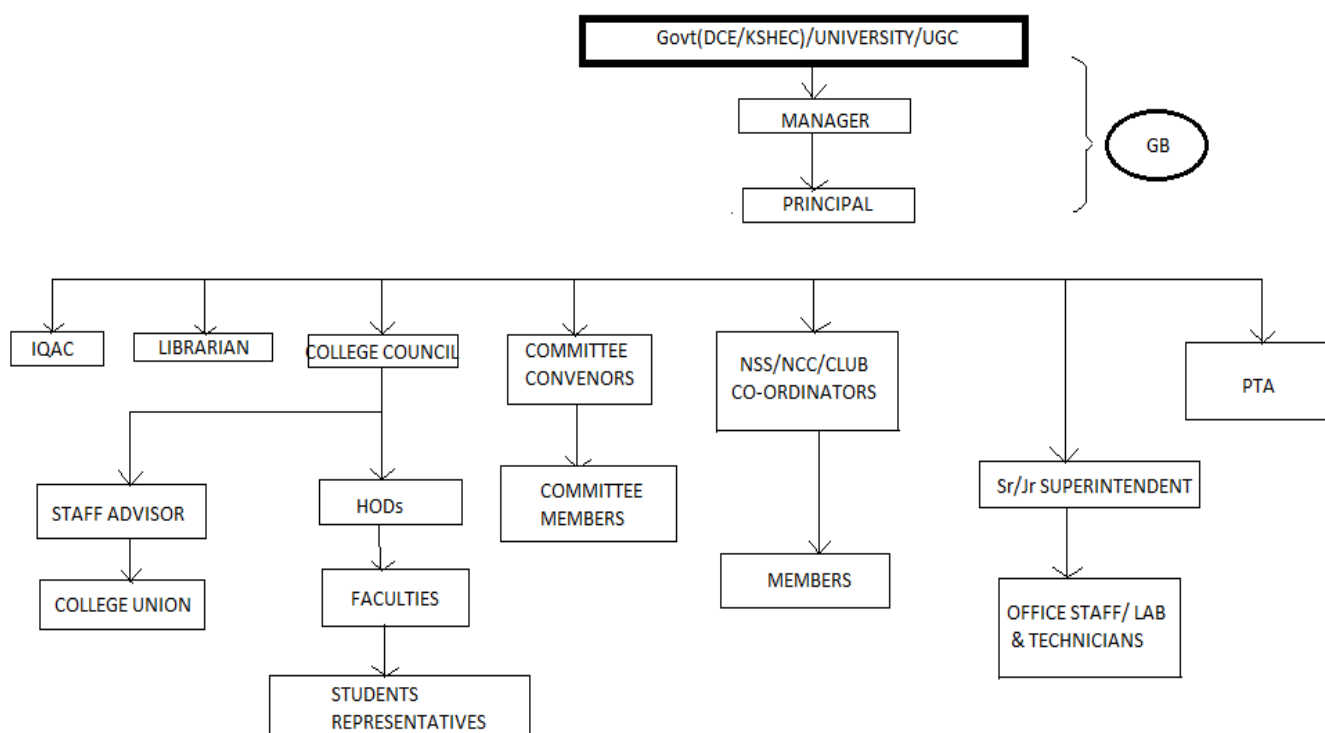
1. Attempts to empower the underprivileged classes through education
2. Knowledge dissemination with special emphasis on the prescribed syllabi
3. Extension activities through various cultural clubs that instill social responsibility, civic sense & environment awareness in students

From the long-term point of view the college plans to introduce new undergraduate and postgraduate courses. Also, the college is aspiring to transform its various departments into research centres. The IQAC formulates yearly plans to ensure and sustain n quality in all levels.

6.2.3 Describe the internal organizational structure and decision making processes.

The Institution is controlled by the Governing Body comprising of University of Kerala, Directorate of Collegiate Education Management and Institution Head. Manager looks after the total functioning of the college. The decisions of the management are forwarded to the Principal for implementation. Director of Collegiate Education monitors the overall development in pursuing excellence in every aspect. The College Council constituted as per the University Statute to formulate strategies for executing the decisions taken by the top management. The Principal as the head of the institution has a very important role in coordinating the different activities of the college and monitoring the functions of different sections. He is assisted in this area by the college council. Thus the college council and the department meetings help the

transmission of information from the principal to the teachers and from the teachers to the students. The academic committee is the body that permits the reverse transmission of information. The academic committee is the coordinating and monitoring body for the curricular and extracurricular activities. The first step in its functioning is the formulation of the academic calendar during the beginning of the academic year. The calendar lists all the activities of the college and fixes the time schedule. This is communicated to all Departments and each department is asked to draw up its academic plan for the year in accordance with the calendar. The success of the arrangement lies in the monthly review, which is also included in the calendar. The IQAC of the college chaired by the Principal comprises of one Co-ordinator, one Joint co-ordinator, Seven core committee members and seven steering committee members. IQAC enjoy considerable autonomy and ensure academic and nonacademic excellence. There are various academic and non- academic clubs and their coordinators including NSS and NCC, College Union who contribute in the decision making process. The non-teaching staff comprises of the office staff with the head Accountant, UD clerks, LD clerks, attenders, peons. The librarian also is an integral part of the organization. The PTA of the college functions with the Principal as the President, a parent elected as the Vice President, a teacher elected to act as the Teacher Secretary. Besides these executive committee members comprising of both teachers & parents. The PTA is the back bone of the college that supports and assists all the activities.



6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- **Teaching and Learning**

1. Implementation of new teaching methodologies like ICT in class rooms, electronic library, etc.
2. Seminars and conferences: Participation in seminars, workshops, discussions, etc. and interaction with experts and scholars of the various disciplines enhance the quality of teaching and learning.
3. Students are also motivated to prepare research papers and present their findings under the guidance of the faculty members.
4. The faculty of all departments are asked to apply for minor and major projects of UGC
5. Programs like WWS & ASAP provide immense opportunities for skill development of the students
6. Co-curricular programmes and field trips, industry visit, etc also make the teaching learning process more effective.
7. The utilization of the Faculty Development Programme for Research by teachers is promoted.

- **Research & Development**

1. Several faculty members of our college have significant research experience including Post-doctoral Scholarships from reputed institutes like CALTECH, USA.
2. Many faculty members are currently engaged in part time research towards their PhD degrees.
3. Agencies like the UGC are funding research projects of our faculty members
4. The research cell encourages faculty members to publish research papers, attend and present their work in Seminars and also to apply for research grants.
5. The Post graduate students are encouraged to apply for entrance examinations of various research institutes which provide them an entry into the world of research.

- **Community engagement**

1. The NSS, NCC units of the college play an active role in the extension activities which include cleanliness drives, blood donation campaigns, food packet distribution, etc.
2. Other major extension activities of our college include conduct of awareness seminars on socially relevant issues which are planned and executed by students, under faculty supervision.

3. Many of the UG and PG research projects contribute are also designed to make positive contributions to the well-being of the society.

- **Human resource management**

1. Staff recruitment is strictly as per the government rules, based on merit.
2. The IQAC organizes separate training programmes to the faculty and the administrative staff on topics including computer proficiency, PFMS, etc.
3. Orientation & Refresher programs for faculty members.
4. Every member of the staff takes lead roles in curricular and co-curricular activities, adding to their API scores.

- **Industry interaction**

1. The Career Guidance and Placement Cell conducts seminars and workshops
2. The cell also arranges Placement drives with organizations like Federal Bank, ICICI, Popular Motors, etc
3. The IQAC has representation from industry which ensures that the college caters to the needs of the current job markets.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

1. The Principal reports to the management on every aspect of the functioning of the college on a regular basis.
2. Regular interactions among the Principal, faculty and administrative staff is held
3. The Principal also interacts with the PTA, Alumni Association, Students' Union, etc.
4. Representatives of the management visit the college in order to appraise the Manager on matters related to administrative and infrastructural requirements.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and nonteaching staff?

The professional development of the teaching and non-teaching staff of the college is ensured through permitting them to attend orientation/refresher courses conducted by Human Resource Development Centres and other academic staff colleges. Teachers are trained in programmes like FLAIR (Fostering Linkages in Academic Innovation and Research) by Kerala State Higher Education Council. Similarly, faculties are encouraged to upgrade their

qualifications and to act as research guides. Faculty members are encouraged to attend national and international seminars, minor and major research project works and present their research papers. Reimbursement of travel expenses and registration charges for attending UGC recognized conferences are also possible. The teachers can avail sabbatical leave for pursuing research degrees under the Faculty Development Programme (FDP) of the UGC. To familiarize the new curriculum and its transaction, the institution deputed faculty members to various workshops organized by the government, university, academic boards & research institutes.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The academic staffs are given ample opportunities to attend knowledge enhancing progress in different universities and NGO's with in the country and abroad. They are granted duty leave for the purpose. A number of faculty members are recommended for organizing and participating in seminars and workshops. Temporary staff too is encouraged to attend academic programs. The faculty members are allowed to attend refresher courses and orientation courses conducted by the Academic Staff Colleges (HRDC) and other recognized educational institutions. The non-teaching staffs also are encouraged to participate in training programs for IT skills, and other training as required as per Kerala Service Rules. The management treats and keeps the faculty in high ambience in terms of sharing both administrative and academic responsibilities. Timely revision of pay is done for the teaching and non-teaching faculty. Ph.D and MPhil holders get additional increments as per UGC regulations. Service rules are employee friendly and the faculty feels comfortable with them.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The IQAC provides two ways for performance appraisal that is through HoDs and Students feedback. A faculty profile is prepared by each faculty member as directed by the IQAC. Self-appraisal in the UGC format is given to teaching faculty and is prepared and submitted to the IQAC. The appraisal report of the faculty is made by the concerned Head of the Department on the basis of academic achievements, punctuality, and student's evaluation. The same is considered while giving promotions/placements to the teaching faculty. A Performa based on the quality of teaching, communicative levels of teachers etc is distributed among

students of each department. The feedback is analyzed and each staff members are given a report of his or her performance as assessed by the students. As part of the performance evaluation, department meetings, Staff Council and the college Governing Council evaluate the syllabus target achieved, conduct of internal evaluation, timely publication of internal examination results etc. by the teacher. Staff committee monitor the performance of the nonteaching staff and the report is evaluated by the Governing Council if necessary. The performance appraisal of the staff is conducted on the basis of the feedback received from various stakeholders.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The Principal of the college conduct a review of teacher's performance before the end of the academic year. During this review the staffs are advised for improvement, change their style of teaching, behaviour etc. If any staff is not found suitable the Principal recommend their status before the management and a decision will be taken. A self-appraisal report is collected from each staff member every year. The report is an overall account of the achievements, performance and quality enhancing programmes attended in the given academic year. The top management scrutinizes these reports and the feedback from the students. Promotions of teacher depend on the reports received. The Principal shares the general trend as per the reports with the teaching staff. Individual issues of teachers are dealt with separately. Commitments and shortcomings of individual teachers are intimated to them personally. Counselling is provided through Grievance and Redressal cell to staff if needed to help them improve their professional capabilities.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The Institution is having a staff club where all teaching and non-teaching staff are members. It functions by utilizing the fund of all staff for welfare activities of the teaching staff and non-teaching staff. Chit fund facility is provided. Group Insurance Scheme, State Life Insurance, Festival Allowance/ Advance, accident claim, provident fund, medical reimbursement etc. are available to all staff. Maternity Leave, Leave for Study Purpose and Special Casual Leave for differently-abled staff are provided. Leave is allowed for faculty to pursue research for a period of 3 years. Maternity Leave, Leave for Study Purpose and Special Casual Leave for differently-abled staff are provided. Canteen facilities and recreational facilities are provided. A fitness centre is functioning in the college. A charity fund is raised to

provide monetary relief to the family members of indisposed and deceased staff. Canteen facilities and recreational facilities are provided. A charity fund is raised to provide monetary relief to the family members of indisposed and deceased staff.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

To begin with, the vacancies for the teaching posts are advertised in the national newspapers. This is followed by interviews which are conducted by a selection committee constituted as per the Kerala university norms. The management of the college only appoints meritorious teachers strictly adhering to the eligibility criteria of the UGC, University of Kerala and Government of Kerala. Our transparency in appointments attracts more talents into our college. For personal growth and career development, many opportunities are available to faculty members such as joining for Ph.D, and post-doctoral work, taking up research work from the UGC and other government organization/ industry/ professional bodies, writing books and research papers attending seminars, conducting workshops, etc.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The fee structure for the various programs offered by the college is fixed by the University of Kerala and the Government. The College collects the same and remits the same with the respective authority. The efficient use of financial resources is coordinated and monitored by the designated Committees. Formal discussions are held at given intervals and the decisions made are communicated to the stakeholders. The various infrastructural requirements for classrooms, computer labs, and equipment for innovative teaching, library and other requirements are forwarded to the management. The purchases are according to the quotations and the budget allocated to them.. The payment procedures are regulated by the head accountant and the administrative office. Furthermore, the Principal allots and disburses available funds to various departments according to the received demand request. The college ensures optimum utilization of the available financial resources. The expenditure incurred during the year are audited by the auditor appointed by the Management and government audit is conducted for the expenditures from the UGC and other governmental agencies.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

Internal Audit: The College has an efficient and transparent mechanism for management of the financial resources. Annual audit for the internal resource mobilized is conducted through qualified auditors appointed by the Management. It is presented before the Governing Council for approval before and after Internal Audit.

External Audit: Accounts of the Funds received other than management contributions are prepared in the College office and audited as per the norms of the UGC, Government and University. The external audit of the funds from the Government is done by a Government auditor appointed by the Department of Collegiate Education, Accountant General's Office and Local Fund Audit. The funds received from the UGC are properly utilized and utilization certificate along with the audited accounts prepared by a Chartered Accountant are sent to the UGC. Last Audit was done on **the first week of January 2017**. The errors and omissions usually occurring in the books of accounts and registers are detected when the books and account registers are presented for verification by Head Accountant and finally by the Principal. In the audit report of the Dy. DCE, Kollam, they pointed out certain irregularities as far as the PD account fund utilization, i.e., Library fine, and Special fee, lab Fee, P.D Treasury reconciliation of P.D. Account etc, all the objections are cleared.

6.4.3. What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The college receives financial assistance and grants from UGC, KSCSTE for major and minor research projects. As an aided institution the salary component for both teaching and non-teaching faculty is fulfilled by the government. The salaries and other allowances of the staff of the college are collected directly from the government through treasury transaction. The fund released from the UGC for the general development of the college is utilized for the common benefit of the college and any excess payment is met by the Management. The PTA fund of the college is also utilized for developing the infrastructure facilities of the college and also for salary of guest faculty. At the time of admissions, financial support from the parents is requested by the Parent Teacher Association to cater to the expenses usually met by this Association.

6.4.4. Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

We approach external organizations like SBT, SBI, Canara bank, private industry for sponsorship of seminars and workshops etc. Students who excel in academics and sports are felicitated with cash awards which are instituted by many retired teachers.

6.5. Internal Quality Assurance System (IQAS)

The Management and the College Council give priority to academic and administrative quality rendered to the students. Academic matters are discussed in the College Council and the IQAC and the recommendations and suggestions are accepted and implemented accordingly.

a) Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, In order to execute, evaluate and redefine the academic and administrative performances of the college an IQAC cell is functioning in our college. The IQAC is formulated as per the guidelines of the NAAC. The Principal is the Chairperson of the Committee. Dr. Ratheesh Kumar V, Department of Physics is the Co-ordinator. In addition to the Co-ordinator, there are 3 to 8 teachers, senior administrative officers, one member from management, one student and one stakeholder as its members.

b) How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

The recommendations of the IQAC are accepted by the management and the academic community in general as they are made very carefully. The following are recommendations & implementation status:-

Sl. No.	Recommended	Implemented
1	Maintenance of work-diary by teachers	Implemented
2	Conduct at least one tutorial hour every month	Implemented
3	Installing permanent LCD projector in seminar hall	Installed
4	Establishment of internet connectivity and printer to the library as well as in departments.	Implemented

5	Maintenance of water coolers and water purifiers	All coolers are serviced and maintained
6	Improve the infrastructure facilities of the college	Implemented with the help of management fund
7	Installing white Board and Smart class room	Partially implemented. White Boards are installed in some Classes and almost all departments have One class room as Smart room.

c) Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes. IQAC has external members in its committee. Their valuable suggestions are acknowledged and due weightage is given during execution of viable strategies.

d) How do students and alumni contribute to the effective functioning of the IQAC?

Students are actively involved in the activities of IQAC as members of the committee. Feedback on teaching methods and teacher evaluation is conducted periodically as an evaluation measure. Students also have the opportunity to send their suggestions through the IQAC suggestion box and feedback form available in the college. Alumni meetings are periodically conducted at the Department level.

e) How does the IQAC communicate and engage staff from different constituents of the institution?

IQAC executes different programmes through various committees headed by core-committee convenors, in different areas such as curricular aspects, teaching learning evaluation, student support and progression, infrastructure and learning resources, consultancy and extension activities, governance and leadership and innovative practices of the institution. The College staff along with College Council co-ordinate with the IQAC. IQAC has a permanent mechanism to interact with all Heads of Departments in the improvement of quality of teaching learning process.

6.5.2. Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Yes. The IQAC closely scrutinizes teacher evaluation, admission profiles, quality enhancements of faculties, feedback of the library from students, feedback of the college alumni etc., and thereby ensuring quality. The college committee of IQAC meets once in every month. In academics, we have a centralized internal assessment and examination system. The marks of the internal examinations are communicated to the students and parents through meetings and quality assessments are conducted. Slow learners are identified and remedial coaching is provided to them. PSC Coaching, Common English Course for Communication, and motivation classes are arranged under different committees of the institution. The performance appraisal system for the faculty is integrated through result analysis of the students at the end of the semester and, wherever necessary, counselling is provided to students. In administration level, the service details and salary bills of all the staff are computerized enabling easy and fast retrieval through SPARK. Disbursement of salary has been made through SBI Kottiyam Branch. Attendance and other personal details of the students are also computerized and displayed in notice board of Departments in every month for immediate attention of the students.

6.5.3. Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Yes. The teaching faculty is encouraged to attend seminars, conferences, and workshops regularly in order to keep abreast of the current development, and latest trends in teaching-learning processes. From time to time, the administrative staff undergoes the required training. The training achieved by the faculty gained them access to modern techniques of e-learning, virtual practices, modern business programmes etc. This provided the students a new platform of learning techniques and enabled their exposure to new developments in learning techniques. Besides this, the faculty members regularly update their knowledge through orientation and refresher courses. These training programmes have helped in improving quality strategies of the college with the quality parameters specified by NAAC, especially for the newly recruited teachers.

6.5.4. Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Yes. The audit takes place in the following manner.

- a) Student feedback
- b) Staff Appraisal
- c) Peer group interaction
- d) Parent teachers meeting etc.

The college takes this also as a parameter of standard. In addition to this, the IQAC periodically monitors the number of classes engaged, remedial measures taken by the staff, extra classes engaged, ICT tools used and other quality parameters followed in the institution.

6.5.5. How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality assurance mechanism adopts the methods of the external quality assurance as per the guidelines of the NAAC. The Departments make their documentation and chart activities according to the guidelines of the NAAC.

6.5.6. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

The IQAC periodically boosts the teacher to enhance teacher effectiveness through professional skill development training programs. The college encourages research, publications, paper presentations and participations in international/ national/ regional workshops conferences and symposia. Periodical review of the teaching- learning process at the end of each semester and feedback from students and parents on teaching learning and evaluation is collected.

6.5.7. How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The college communicates its quality assurance policies, mechanisms and outcomes to the various internal stake holders through meetings conducted at various levels:

- a) The quality assurance policies, mechanisms and its final outcome are communicated to the stake holders through correspondents and careful deliberations of the staff council.

- b) Through student teacher interactions in college union and class representative meetings these matters are effectively communicated.
- c) Regular meetings of class PTS and general PTA form the effective platforms to communicate these issues.
- d) Each department holds regular meetings to discuss and review issues pertaining to the syllabus covered by each teacher and other academic issues.
- e) The parents are duly informed when their wards are short of attendance. To ensure regularity of classes, the Principal makes regular rounds.

CRITERION VII: INNOVATIONS AND BEST PRACTICES**7.1 Environment Consciousness****7.1.1 Does the institution conduct a Green Audit of its campus and facilities?**

No

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?**Rain water harvesting**

The College is situated at Kottiyam, which is an area of severe water scarcity. The college has spent huge amount of money towards the bore well. Though both well and borewell are available; in summer, the ground water level drops drastically.

We have a large roof area which will helps all the water to sweep back into the ground. The water from roof has a flow in the direction of the well. In addition to this large pits have been dug for collecting rain water during every monsoon and this will be the sustainable use of water resource.

Going green

Several initiatives are taken by the institution in campus cleaning and greening, plastic removal, pollution control and awareness programme. It also aims to develop an eco-friendly attitude among students in order to impart a new culture of sustainable living with nature. The controlled use of plastics in the campus was implemented to maintain a green and clean campus. Awareness campaigns were conducted with the participation of N.S.S, N.C.C, the Bhoomitrasena club and various other forums.

In addition to these, many initiatives are taken to make the campus eco-friendly like awareness generation in students by conducting talks, seminars and also by taking the students for nature tour.

7.2 Innovations**7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

Several innovations were introduced during the last four years which have created a positive impact on the functioning of the institution

Academic

- ❖ The International Year of light was celebrated in association with KSCSTE, Trivandrum by organizing a quiz competition for school students and a one day seminar.
- ❖ Department of physics conducted talent search examinations for the college students in association with Academy of Physics Teachers, Kerala.
- ❖ With the aim of boosting self-confidence and better communication skill among students, institution has implemented the new initiatives of the higher education department such as Additional Skill Acquisition Programme (in 2013) and Walk with a Scholar program (in 2015).
- ❖ Book exhibition- Introducing classical writers, contemporary writers to students. Department of English conducted book exhibition/invited talk on Shakespeare's works for students and interested public. Students performed "Macbeth" for the faculty as well as for the public.
- ❖ Initiated Scholar Support Program with the assistance of the state government for providing additional support to academically weak students.
- ❖ Besides the internal examination, open book tests, surprise tests, achievement tests and diagnostic tests are conducted frequently.
- ❖ Remedial teaching and peer teaching
- ❖ Classes are engaged with the help of smart class room, multi-media classroom and audio visual theatre. A separate register is maintained for recording the number of classes conducted by each faculty in the smart atmosphere.
- ❖ Banking Vocabulary – An innovative practice is adopted by Department of English for enriching the English vocabulary of students by showcasing English words, their meanings and synonyms on the notice board.
- ❖ Department of English conducted spoken English classes for school teachers.
- ❖ Starting of new courses: our first PG program (MSc physics) and BA economics
- ❖ BSc polymer chemistry program has been changed to BSc chemistry (2016-17): Reduced job options with BSc polymer chemistry, huge demand from parents and student community for BSc Chemistry course.

Research

- ❖ Conducted seminars and workshops as a part of the academic curriculum (National and state level seminars funded by UGC/KSCSTE).
- ❖ Science students are encouraged to visit Research Institutes/organizations for data/material collection in connection with their project works.
Department of zoology organized study visits to marine and forest ecosystem.
Department of chemistry organized institutional visit to Amrita university, Vallikkavu.
- ❖ Introduced Virtual Lab facility for Physics, Chemistry and Zoology experimentation in association with the Amrita University. Department of Physics engages students and faculties to conduct lab experiments in a computer stimulated environment. Nearly 100 students receive the benefit of this course every year.
- ❖ Introduction of new research facilities at the chemistry department.
Fume hood-for carrying out safer organic synthesis and Rotary Evaporator-for solvent removal.
- ❖ Organization of guest lectures by inviting resource persons of repute.
- ❖ Introduction of monthly research meetings connecting different disciplines for sharing knowledge.
- ❖ Initiated Student seminar series (PG students)
- ❖ Submitted proposals based on interdisciplinary research.
- ❖ Organize timely meetings to applaud faculty achievements such as patents, publications and awards.
- ❖ Zoology department conducted awareness program on “Challenges in the prevention and control of vector borne diseases”, in association with the District Medical Office (Health), Kollam.
- ❖ Chemistry department arranged an informative lecture on “The scope of nanochemistry” by Dr. A.G Ajayaghosh, Director, NIIST-CSIR (Trivandrum).
- ❖ Chemistry department organized state level seminar on “Interdisciplinary research in chemical sciences.

Examinations

- ❖ Declaring the results of internal examinations in the shortest possible time.
- ❖ Transparent examination system.
- ❖ Installed CC TV cameras in the examination halls for curbing malpractices and unfair means in the examinations.
- ❖ Conducting internal examinations as per the pre-published calendar of examinations.
- ❖ Implemented a fee on students who skip internal examination without a genuine reason.

Environmental awareness

- ❖ NSS organize tree planting programs in association with the Forest department on the world environmental day.
- ❖ Participated in Haritha Keralam project - The launching Day of the prestigious mission of Govt. of Kerala by organizing an awareness programme on water conservation, cleanliness and organic farming. The presentation was carried out by the ASAP students of the college and the message was conveyed also by building a model on Haritha Keralam.
- ❖ Efforts toward the creation of a plastic free environment
- ❖ Students are advised to bring lunch in metal boxes so as to minimize the use of banana leaves and plastic carry bags.
- ❖ An internal squad of teachers and students is appointed for the routine inspection of plastic waste.
- ❖ Implemented a fine on throwing plastic bottles and carry bags inside the college.
- ❖ Conducted environment awareness program, seminar on conservation and sustainable utilization of Biodiversity.

Students support

- ❖ Orientation program for the fresher's in the beginning of the year.
- ❖ Formed Anti-tobacco committee. Committee ensured no sale of tobacco products inside the premises and within the radius of 100 yards from the college.
- ❖ Organized student campaign for 'public ban on smoking' and installed smoke free zone sign boards inside the campus

- ❖ Instituted new endowments and cash awards for scholarly students.
- ❖ Implemented personality development programs and pre-placement training program for the students.
- ❖ Language lab training by the department of English.
- ❖ Proactive measures for maintaining a ragging free environment
- ❖ Installed Ramp facility for the disabled students
- ❖ Provide coaching for Kerala PSc and bank tests through WWS programme.
- ❖ Students are given hands on training in basic programs such as word, excel, power point, Chemdraw etc. by the faculty.
- ❖ Teachers often include models, power point presentations and educational videos/CD's to make the teaching more effective and attractive to students.
- ❖ Formation of anti-narcotic cell: arranged motivational talks of experts from the police and excise departments
- ❖ First aid facility for students

Women empowerment

- ❖ Training is imparted to the students in cookery.
- ❖ Celebration women's day every year
- ❖ Tailoring classes are organized by the Women's study unit on all Saturdays using four tailoring machines. A batch of 20 women students receives the benefit of this training.
- ❖ Women' club also provide training in biodegradable carry bags making and jewelry making as steps toward women empowerment.
- ❖ Women study unit in association with nearby hospitals regularly conducts awareness classes/seminars on the various health issues related to women.
- ❖ In order to boost the physical and mental fitness, women cell promote cycling and badminton among girl students. A badminton court is maintained in the new block for this.
- ❖ Organize counseling for students in need.
- ❖ Chemistry department conducted "Mathru Vandanam" on mother's day. Mothers of final year students were honored on that day.
- ❖ ASAP students organized poster presentation and quiz on women's day.

Community work

- ❖ Provide study materials to the economically challenged students of nearby schools (NSS and NCC).
- ❖ Conduct health surveys in the neighboring areas of the college
- ❖ Execution of the waste management system in the nearby panchayath (NSS).
- ❖ Organized eye camp for local people.
- ❖ Organized oral cancer detection program (NSS)
- ❖ Organized student campaigns for Blood donation and against violence and atrocities against women
- ❖ Conducted awareness program on Anti leprosy day in association with the district hospital, Kollam and the district leprosy mission. Topic: “Leprosy, its identification and preventive measures”.
- ❖ NSS and NCC organize various camps like blood donation, Medical camp, Cancer awareness programme, AIDS awareness, visit to old age Homes, orphanages, etc. for promoting social responsibility among students.
- ❖ Maintenance of local roads near college.

General

- ❖ Computer literacy for office staff.
- ❖ Basic internet facility provided by BSNL.

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

Best Practice I

Title	Stitching together: Dreams and Life
Goals	<ul style="list-style-type: none"> ❖ To provide vocational training and new job opportunities for our students ❖ To develop self-confidence among students as they learn a new skill ❖ To motivate the students to start small scale units for their livelihood

<p>The Context</p>	<p>Even in this post-modern era, many social institutions are under the control of men. To change this existing tradition, women are to be given strength. This strength only includes physical strength but also economic strength and political strength. It is quite fascinating that, though in India the male female ratio is 1000: 1025, only a few women were able to make it high in their life. The others failed to materialize their dreams, not because they were inefficient but due to lack of proper moulding.</p> <p>Thus, in order to mould the inner creative genius of the girl students in the institution, the women's study unit of MMNSS College, Kottiyam had launched a new project, which involved providing stitching and tailoring classes for the students over the academic year 2012-13. In the present social situations of our state, while everyone is trying to get into a white collar job, chances of unemployment are higher than it used to be in the past. Hence stitching is an art that could enable women to earn something of their own without depending their patriarchy.</p>
<p>The Practice</p>	<p>The programme was launched with an initial strength of 52 students. Mrs. Sreeja was the student's mentor during this program. She proved to be an excellent teacher. However only 40 students showed genuine interest in learning the art of stitching. Stitching classes were held on Saturdays in the Women's Study Unit's hall. But due to the absence of stitching machines in the college, only the first phase of the process of stitching was held at the college. The rest was carried out at Mrs Sreeja's tailoring centre. The students were trained to stitch churidhars, blouse, underskirt etc.</p>
	<ul style="list-style-type: none"> ❖ Though there were many odds, the women's study unit had succeeded in conducting an exhibition cum sale of the clothes stitched by the students. ❖ Materials were purchased on behalf of the women study unit. The profit obtained through this exhibition was equally divided among the students. ❖ Thus, in short it could be analyzed that the stitching and tailoring classes provided a new dimension to the dreams and life of the

Evidence of success	<p>concerned students. With these skills training women will be self-reliant and live happily.</p> <ul style="list-style-type: none"> ❖ The economic development of the women will increase and they participate in decision making process. They will transfer these learnt skills to another woman who are in needy position. ❖ The programme also involved an action-plan, which made the students, masters in daily household chores. ❖ This programme got a warm welcome from the part of the students as well as the parents. The real success of this action-plan lies on the fact that only women could lead the society to complete fruitfulness.
Problems encountered and resources required	<ul style="list-style-type: none"> ❖ Space and time constraint and lack of certain facilities are some of the problems encountered. ❖ The classes cannot be conducted on a regular basis due to student strike and unforeseen holidays and internal and university exams. ❖ Lack of stitching machines made it difficult to conduct the program smoothly and insufficient funds stood as another major problem. ❖ At the moment there is not enough money to buy enough fabric and there simply isn't enough space for the vocational training. These problems if solved offer an excellent opportunity for the girls to become self-sustained.

Best Practice II

Title	Water Quality Analysis
Goals	<ul style="list-style-type: none"> ❖ To access the physical and chemical quality of ground water resources from the coastal stretch of Kottiyam town. ❖ To correlate the gravity of urbanization in terms of ground water contamination. ❖ To evaluate the ground water quality in terms of drinking water standards of WHO and BIS
The Context	<p>Various social, economic and environmental factors constrain the availability of drinking water in sufficient quantities. Human interventions of different characteristics directly or indirectly add newer substances into water environment and alter the water quality considerably. At the same time, it is to be noted that there are many contributing factors that influence the quality of surface water such as geology of the area, density of human settlements, agricultural activities, depth of water column, contaminants from domestic and industrial origin, etc.</p> <p>With rapid growth in population, urbanization, industrialization and competition for economic development, surface water sources like lakes and rivers have become vulnerable to depletion and degradation due to the contamination from agricultural fertilizer residues, organic pesticides, fertilizer wastes, domestic drainage and industrial wastes polluted with heavy metals, fuel combustion wastes, etc. Wells are generally served as a device for extracting ground waters from aquifer.</p> <p>The importance of wells, however, is not a limit to water supply problems. Well water is a fragile and important resource, which must be carefully managed to maintain its purity. The dramatic rise in well water use has created several concerns to its quality and quantity. Pure well water usually has higher ionic strength than surface water and is characterized by low concentrations of suspended solids and pathogenic organisms. The water is usually high in minerals such as iron, manganese, sulphate, chloride, calcium, magnesium.</p> <p>Contamination of well water within catchments basis will depend upon agriculturally introduced fertilizer and pesticide, particularly, land disposal of industrial wastes, storage of hazardous wastes of chemicals and sewage and infiltration from sewers as well as the geological formulations unique to the well or aquifer. Ground is valuable only when its quality is suitable for particular purpose depends upon the standards of acceptable quantity that use. The acceptability of ground water for a particular usage is essentially dictated by the standards of acceptable/missible limits.</p>

The Practice	<p>The study area selected for the ground water quality evaluation included the local areas of Kottiyam. 5 wells are selected from the location near M.M.N.S.S. College, Kottiyam. In order to assess the hydrochemical characteristics of ground water in local segments of Kottiyam, five representative ground water samples are collected from different wells and analyzed systematically in the Chemistry lab of M.M.N.S.S. College, Kottiyam. The wells that are currently in use are selected. Water samples are collected in clean polythene bag. At the same time of sampling-bottles which are pre-rinsed with distilled water are again thoroughly rinsed 2-3 times using the ground water to be sampled. Water samples were analyzed for eight water chemical quality parameters such as temperature, pH, dissolved oxygen, alkalinity, chloride, BOD, hardness, calcium, magnesium, sodium ions and potassium ions using standard analytical method.</p>
Evidence of success	<ul style="list-style-type: none"> ❖ Though ground water has many advantages in its favour such as purity, quality, stability, availability and protection by the soil zone and unsaturated zone from degrading influences, the well water from the local segment of Kottiyam city is contaminated to a certain extent due to high density of population and sandy nature of the soil. The importance of the study conducted is: The water quality recorded shows wide regional variation and the quality are deteriorated in and near to the local regions compared with that of interior region. ❖ Water samples from some wells showed acidic characteristics and only half of the samples recorded pH values within the standard value of drinking water. The acidic nature and low pH values are probably due to the dissolution of more contaminants from the soil strata. ❖ All samples showed high deficiency of dissolved oxygen. The drastic deficiency indicates the presence of oxidizable organic contaminants which is a product of waste generation from fast urbanization. The chloride content of all samples was significantly high and it can be reasonably linked to saline water as well as anthropogenic activities. ❖ The water in the present study are contains calcium and therefore it can be inferred that the area is rich in calcite rather than dolomite.
Problems encountered and resources required	<ul style="list-style-type: none"> ❖ A Government representative should visit the area with water analysis chemical kit. The expense of such a kit is high and couldn't be met. ❖ Also the government formalities made the analysis very difficult. ❖ The eight water chemical quality parameters are all standard values and these also could not be obtained. ❖ Even if the quality of water was analyzed, suggesting the remedial measures is tedious.

SECTION III

EVALUATIVE REPORT OF THE DEPARTMENTS

1	Name of the Department		Post Graduate Department of Physics		
2	Year of establishment		1991		
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)		UG and PG		
4	Names of Interdisciplinary courses and the departments /units involved		Open course for semester V – Astronomy and Astro physics (as per UGC norms)		
5	Annual/ semester/ choice based credit system (Programme wise)		B. Sc Physics I,II III and IV -Semester system V, VI -Choice based credit semester system		
6	Participation of the department in the course offered by other departments		Subsidiary programme of the Department of Mathematics and Department of Polymer Chemistry. V th Semester students can select courses offered by other departments under the open course programme.		
7	Courses in collaboration with other universities, Industries, foreign institutions etc.		NIL		
8	Details of courses/ programmes discontinued (if any) with reasons		NIL		
9	Number of teaching posts				
	Name of post		Sanctioned	Filled	
	Professors		NIL	NA	
	Associate Professors		0	0	
	Assistant Professors		8	4	
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)				
	Name	Qualification	Designation	Specialization	No. of Years of Experience
	No. of Ph. D students guided for the last 4 years				
Girija Nair	M.Sc. M.Phil	Assistant Professor	Electronics	9 Yrs	Nil
Dr. Anu Vijayan	M.Sc. M.Phil, Ph.D, MBA	Assistant Professor	Electronics	5 Yrs	Nil
Dr. Ratheesh Kumar V	M.Sc. M.Phil, Ph.D	Assistant Professor	Electronics	3.5 Yrs	Nil
Anusha M G	M.Sc. M.Phil, B. Ed	Assistant Professor	Electronics	3 Yrs	Nil

Deepa R		M.Sc	Guest Faculty	Electronics	2.5 years	Nil
Rahul Raju		M.Sc	Guest Faculty	Electronics	2 years	Nil
Chaithanya C P		M.Sc	Guest Faculty	Electronics	1 year	Nil
Manu M Nair		M.Sc	Guest Faculty	Electronics	1 year	Nil
11	List of senior visiting faculty		Nil			
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty			50%		
13	Student- Teacher Ratio (Programme wise)			16:1		
14	Number of academic supportive staff			Sanctioned	Filled	
	Technical			0	0	
	Administrative			2	2	
15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG			Ph. D	2	
				M. Phil	2	
				PG	4	
16	Number of faculty with ongoing projects			NIL		
	Funding agency			NIL	NIL	
	National			NIL	NIL	
	International			NIL	NIL	
17	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants received			NIL.		
18	Research Centre/ Faculty recognized by the university			NA		
19	Publications: 1. <u>Dr Anu Vijayan</u> <i>International Publications</i> 1. Anu Vijayan, Madhavi Fuke, Ranjit Havaladar, Milind Kulkarni, D. Amalnerkar, R. C. Aiyer, “Optical fiber based humidity sensor using Co –Polyaniline clad”, Sensors and Actuators B: Chemical, Volume 129, Issue 1, 29 January 2008, Optical fiber based humidity sensor using Co –Polyaniline clad, Cited by 50. 2. Anu Vijayan, Madhavi V. Fuke, Prajakta Kanitkar, R. N. Karekar, R. C. Aiyer, “Optical fiber humidity sensor based on Ag nanoparticles dispersed in leaf extract of Alstonia Scholaris”, Sensors and Transducers, Vol. 92, No. 5, May 2008, Pg 43-54.					

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11. P. V. Adhyapak, Anu Vijayan, R. C. Aiyer, P. K. Khanna, U. P. Mulik, D. P. Amalnerkar, "Optical humidity sensor based on m-nitroaniline doped gold/poly-vinyl alcohol nanocomposite," Int. J. Nanotechnology, 2010, Vol. 7, pgs 1054-1064.

International Conferences:

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- 2 Madhavi V. Fuke, Anu Vijayan, Prajakta Kanitkar, Milind Kulkarni, B. B. Kale, R. C. Aiyer, "The effect of humidity on an Ag-polyaniline nanocomposite", ICMAT, 2007.
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National Seminars:

- 1 Anu Pillai, P. Somani, R. C. Aiyer, "Thickness dependence of optical humidity sensing in solid polymer electrolyte", NSPTS-9, 2002.

- 2 Anu Pillai, R. C. Aiyer, "Study of Al_2O_3 films deposited during burning of solid propellants under various temperature and humidity conditions", RMC -2003.
- 3 Anu Vijayan, Madhavi Fuke, Ranjit Hawaldar, "Optical fiber based humidity sensor using Co nanoparticles dispersed in Polyaniline as clad", RMC-2007.
- 4 Anu Vijayan, Sarika Gawli, Atul Kulkarni, R. C. Aiyer, "Optical fibre based force sensor", NSPTS-12, 2007, 181.
- 5 Anu Vijayan, Khalifa Nodar, Atul Kulkarni, R. C. Aiyer, "Liquid density measurement using a load cell", NSPTS-12, 2007, 179.
- 6 Anu Vijayan, Madhavi V. Fuke, R. N. Karekar, R. C. Aiyer, "Planar Optical Waveguide Evanescent Wave CO_2 Sensor based on a clad of Alstonia Scholaris Leaf Extract", NSPTS-13, 2008.
- 7 Anu Vijayan, Madhavi Fuke, R. C. Aiyer, "Highly sensitive Alstonia Scholaris leaf extract clad based optical fibre humidity sensor", RMC-2008.
- 8 Madhavi Fuke, Anu Vijayan, Ranjit Hawaldar, U. P. Mullick, D. P. Amalnerkar, Milind Kulkarni, R. C. Aiyer, "Optical humidity sensing of core shelled nanoparticles", NSPTS-12, 2007, 177.
- 9 Madhavi V. Fuke, Anu Vijayan, Prajakta Kanitkar, Milind Kulkarni, B. B. Kale, R. C. Aiyer, "An evanescent-wave optical fiber humidity sensor using Ag-Polyaniline Nanocomposite as Sensitive Clad", RMC-2008.
- 10 Madhavi V. Fuke, Anu Vijayan, R. C. Aiyer, "Co and Ag-Polyaniline based humidity sensors evaluated by different optical methods" NSPTS-14, 2009.

2. Dr. Ratheesh Kumar V

International Publications

1. **V. R. Kumar**, P. R. S. Wariar and J. Koshy, Optical properties of the complex perovskite ceramic oxide $\text{Ba}_2\text{YZrO}_{6-d}$, *Cryst. Res. Technol.* **45** (2010) 619–624. (Cited by 2)
2. **V. Ratheesh Kumar**, V. S. Prasad, P. R. S. Wariar and J. Koshy, Synthesis, characterization and photocatalytic activities of $\text{Ba}_2\text{YbZrO}_{5.5}$ nanoparticles under solar irradiation, *NANO: Brief Reports and Reviews* **6** (2011) 279–286. (Cited by 3)
3. **V. R. Kumar**, V. T. Kavitha, P. R. S. Wariar, S. U. K. Nair and J. Koshy, Characterization, sintering and dielectric properties of nanocrystalline zinc oxide prepared by a citric acid-based combustion route, *J. Phys. Chem. Solids* **72** (2011) 290–293. (Cited by 9)
4. **V. R. Kumar**, P. R. S. Wariar, V. S. Prasad and J. Koshy, A novel approach for the synthesis of nanocrystalline zinc oxide powders by room temperature co-precipitation method, *Mater. Lett.* **65** (2011) 2059–2061. (Cited by 9)
5. **V. Ratheesh Kumar**, P. R. S. Wariar, V. S. Prasad and J. Koshy, Development, Characterization and Photocatalytic Activities of BiYO_3 Nanoparticles under Visible Light Irradiation, *AIP Conf. Proc.* **1391** (2011) 603–605. (Cited by 1)
6. **V. Ratheesh Kumar**, P. R. S. Wariar and J. Koshy, The effect of nanosized zinc oxide additive on the sintering behaviour of

- Ba₂YbZrO_{5.5}nanocrystals synthesized through combustion route: Microscopic and dielectric characterizations, *J. Adv. Microsc. Res.***6** (2011) 306–312.(Cited by 1)
7. **V. Ratheesh Kumar**, P. R. SobhanaWariar and J. Koshy, Microscopic and optical characterization of nano-sized bismuth yttrium oxide photocatalyst synthesized by sol-gel route, *J. Adv. Microsc. Res.***6** (2011) 287–294.
 8. **V. Ratheesh Kumar**, P. R. S. Wariar, R. Pazhani, J. K. Thomas and J.Koshy, Development, characterization, sintering, dielectric and optical properties of NdBa₂ZrO_{5.5}nanocrystals, *Bull. Mater. Sci.***35** (2012) 1039–1045.
 9. P. R. S. Wariar, **V. R. Kumar**, V. M. Nair, M. M. Yusoff, R. Jose and J. Koshy, Nanostructured A₂(RE,B)O₆ (A = Ba, Sr; RE= Rare-Earth; B = Sb, Zr) Perovskite Ceramics and their Potential Applications in Microwave and Superconducting Electronics,*Adv. Mater. Res.***545** (2012) 27–31.(Cited by 1)
 - 10.V. T. Kavitha, **V. Ratheesh Kumar**, P. R. S. Wariar and J. Koshy, Synthesis and Characterization of Nanoparticles of Ba₂PrSbO₆: A Complex Perovskite Material, *Int. J. Mater. Sci.* **5** (2010) 83–90.
 - 11.C. N. George, J. K. Thomas, H. P. Kumar, M. K. Suresh, **V. R. Kumar**, P. R. S. Wariar, R. Jose and J. Koshy, Characterization, sintering and dielectric properties of nanocrystalline barium titanate synthesized through a modified combustion process, *Mater. Char.***60** (2009) 322–326.(Cited by 18)
 - 12.Chandy N. George, J. K. Thomas, R. Jose, H. Padma Kumar, M. K. Suresh, **V. Ratheesh Kumar**, P. R. SobhanaWariar and J. Koshy, Synthesis and characterization of nanocrystalline strontium titanate through a modified combustion method and its sintering and dielectric properties,*J. Alloys Compd.***486** (2009) 711–715.(Cited by 20)
 - 13.**V. Ratheesh Kumar**, V. T. Kavitha, P. R. S. Wariar and J. Koshy, Sol-gel Synthesis, Characterization and Study of Photocatalytic Activities of Sr₂YBiO₆ Nanocrystals, *Knowledge of Research***2** (2015) 45–48.
 - 14.V. T. Kavitha, **V. Ratheesh Kumar** and P. R. S. Wariar, IR and Raman Spectroscopic Characterization of Nanocrystalline Ba₂RESbO₆ (RE = La, Pr, Nd and Eu) Perovskites, *Knowledge of Research***2** (2015) 49–54.

Number of papers published in peer reviewed journals-	National	Nil
	International	25
Number of publications listed in international Database		25
Monographs		NA
Chapter in Books		NA
Books Edited		NA

	Books with ISBN/ISSN numbers with details of publishers	NA
	Citation Index	-
	SNIP	NA
	SJR	NA
	Impact factor	
	h-index	NA
20	areas of consultancy and income generated	NIL
21	Faculty as members in	
a)	National committees	NIL
b)	International committees	NIL
c)	Editorial boards	NIL
22	Student projects	NIL
a	Percentage of students who have done in- house projects including inter departmental programme	100% VI semester BSc Students 43% IV MSc STUDENTS
b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies	57% IV SEM MSc STUDENTS
23	Awards/ recognition received by faculty/students	Higher education scholarship for Arathy Chandran (M.Sc) KSCSTE Scholarship for Akhila P Chand (I B.Sc.) State Government Scholarship for Sruthy S Pillai (III B.Sc)
24	List of eminent academicians and scientists/ visitors to the department	
	<ul style="list-style-type: none"> • Prof. Mendez, Prof. Emeritus, Fatima Mata National College kollam in the year 2009 • Dr. P. J Jojo, Asso.Prof., FMNC, Kollam in the year 2011 • Dr. Premlet, Asso. Prof, Dept. Of Electronics. TKM Engineering College, Kollam in the year 2014 • Dr. P. J Jojo, Asso.Prof., FMNC, Kollam in the year 2015 • Dr. SubodhGanesanPotti, Ass. Prof cum Scientist, Dept. of Physics, Kariavattom campus • Dr. V M Anandakumar, Asso.Prof. Dept. Of Physics, MG College, Thiruvananthapuram • Prof. Ratheesh Kumar, Asst. Prof., Dept. Of Physics, FMNC, Kollam. • Dr. N V Unnikrishnan, Prof. Emeritus, School of pure and applied Physics, MG University • Dr. Yamuna, Ass. Prof., Department of Optoelectronics, Kariavattom campus. • Dr. A G Pandurangan , Scientist, Jawarharlal Nehru Tropical Botanical research centre • Dr. Shaji P K, Scientist, KSCSTE, Thiruvananthapuram 	
25	Seminars/ Conferences/Workshops organized & the source of funding	NIL
a)	National	NIL
b)	International	NIL

c)	State	1. UGC sponsored State Level Seminar 2014. 2. KSCSTE sponsored seminar in connection with IYL2015. 3. KSCSTE sponsored Enviornmental Management Training programme 2016.						
26	Student profile program/course wise:							
Name of the Course/ programme		Batch	No. of students appeared	Enrolled		Pass %		
				M	F			
B.Sc Physics		2012-2013	27	4	23	100		
		2013-2014	41	8	33	98		
		2014-2015	43	19	24	70		
		2015-2016	44	20	24	70		
		2016-2017	37	8	29	Result awaiting		
27		Diversity of students						
		Name of the Course		% of students from the same state	% of students from other States	% of students from abroad		
		BSc Physics		100	Nil	Nil		
28	How many students have cleared national and state Competitive examinations?							
		2010	2011	2012	2013	2014	2015	
	NET		1		2			
	SET							
	GATE							
	STATE PSC		12	10	8			
	UPSC				1			
	OTHERS			4	4	3		

	Defence			4	3	2	2
29	Student progression					Against % enrolled	
	UG to PG					58	
	PG to M.Phil.					NA	
	PG to Ph.D.					NA	
	Ph.D. to Post-Doctoral					NA	
	Employed						
	• Campus selection					4	
	• Other than campus recruitment					12	
	Entrepreneurship/Self-employment					10	
30	Details of Infrastructural facilities						
a.	Library			The department has a separate library which contains 500 books given by faculty members and students			
b	Internet facilities for Staff & Students			Five computers with 10 mbps internet connectivity			
c	Class rooms with ICT facility			ICT enabled smart class room			
d	Laboratories			UG lab-1, PG lab-3, Electronic Soldering station, M.Sc Project room			
31	Number of students receiving financial assistance from college, university, government or other agencies			12			
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts						
	<ul style="list-style-type: none">• Special Lecture on Python Programming by Oboro Technologies• Special Lecture on Microprocessors by Prof. Rathhesh Kumar FMNC Kollam• Work shop on electronic circuits by Prof. Sunil & Prof. Mendez, FMNC, Kollam• Seminar on luminescence by Dr. N Gopakumar, MG College, TVM• Seminar on Light by Dr. N V Unnikrishnan and Dr. Yamuna• UGC Sponsored State level one day seminar.• KSCSTE Sponsored one day seminar. (Seminar includes the lectures of Dr. A G Pandurangan , Scientist, Jawarharlal Nehru Tropical Botanical research centre, And Dr. Shaji P K, Scientist, KSCSTE, Thiruvananthapuram• A lecture on carbon credit through energy conservation by Dr. S .B Syamala, Rtd.Principal M M. N S S College, Kottiyam						
33	Teaching methods adopted to improve student learning			<ul style="list-style-type: none">• Remedial teaching• Tutorial system• Peer group teaching• ICT enabled teaching• Virtual lab facility			
34	Participation in Institutional Social Responsibility (ISR) and Extension activities			<ul style="list-style-type: none">• Workshop on experimental physics has conducted for higher Secondary teachers and students• Inter department quiz competition			

		<ul style="list-style-type: none"> • Inter school quiz competition • Talent search examinations • Science exhibition for students of nearby schools by II Year B.Sc students • Energy awareness programmes for energy conservation • Many students actively participated for the community serving programmes through NSS and NCC
35	SWOC analysis of the Department and future plans	

Strength	Weakness	Opportunities	Challenges
<ul style="list-style-type: none"> • Potential Subject • Meritorious Students with great desire of learning • Supportive Parents • Well equipped UG and PG lab& Computer Labs • Very Good Result • Separate Department Library 	<ul style="list-style-type: none"> • Less number of faculty • Limited exposure of the students to a research oriented environment 	<ul style="list-style-type: none"> • Provide students better job opportunities through campus recruitment. • Opportunities in doing projects scientific institutions in India • Enhancing project/ research facilities 	<ul style="list-style-type: none"> • To make students to recognize the potential of the subject • To generate funds for various activities in the department

Future Plans:

- Focussing on better research opportunity for faculties
- To apply for UGC major and Minor Project
- To conduct National Seminars and opt for different seminars funded by different agencies
- To provide training to students in order to qualify examinations like NET, GATE, SET etc.
- To set up a research lab
- To collaborate with scientific institutions
- Publications of journals from department level
- Conduct extension programmes for the well being of the society

1	Name of the Department	Chemistry				
2	Year of establishment	1995				
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)	BSc Polymer Chemistry, BSc Chemistry				
4	Names of Interdisciplinary courses and the departments /units involved	Nil				
5	Annual/ semester/ choice based credit system (Programme wise)	Choice based credit system				
6	Participation of the department in the course offered by other departments	The department handles Chemistry classes for BSc Physics & BSc Zoology which are offered by the Physics and Zoology departments.				
7	Courses in collaboration with other universities, Industries, foreign institutions etc.	NIL				
8	Details of courses/ programmes discontinued (if any) with reasons	The BSc Polymer Chemistry course was discontinued from 2016-17 onwards due to the lack of employment opportunities and lack of interest among students. Instead, the department now offers BSc Chemistry which has more employment opportunities.				
9	Number of teaching posts					
	Name of post	Sanctioned		Filled		
	Professors	NIL		NA		
	Associate Professors	1		1		
	Assistant Professors	4		3		
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)					
Name		Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D students guided for the last 4 years
Dr. T. S. Sujatha		B.Ed, MPhil, PhD	Associate Professor	Organic Chemistry	25 Yrs	NIL
Dr. R. Prakash Chandran		PhD	Assistant Professor	Organic Chemistry	4 Yrs	NIL
Dr. Syam Krishnan K		PhD	Assistant Professor	Organic Chemistry	3 Yrs	NIL

Dr. R. Sreekanth		PhD	Assistant Professor	Physical Chemistry	1 Yr	NIL		
Mr. S.Sreejith		M.Sc	Guest Faculty	General Chemistry	1 Yr	NIL		
11	List of senior visiting faculty			NIL				
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty				20% (In Bsc Polymer chemistry, B.Sc Chemistry, B.Sc Zoology and B.Sc Physics)			
13	Student- Teacher Ratio (Programme wise)				Programme	Ratio		
					Bsc Polymer Chemistry	22:1		
					B.Sc Chemistry	22:1		
					B.Sc Zoology	11:1		
					B.Sc Physics	26:1		
14	Number of academic supportive staff			Sanctioned		Filled		
	Technical			2		2		
	Administrative			0		0		
15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG				Ph. D		4	
					M. Phil		1	
					PG		1	
16	Number of faculty with ongoing projects				2			
	Funding agency				UGC			
	National							
	International							
17	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants received				Name of faculty	Funding agency	Amount	
					Dr.Prakash Chandran	UGC	1.45 lakh	
					Dr.Syam Krishnan. K	UGC	4.85 lakh	
18	Research Centre/ Faculty recognized by the university				No			
19	Publications: 3. Dr T. S. Sujatha <i>International Publications</i> ✓ Synthesis of certain 3-(Alkyl/arylthioureido)-5-alkylimino-4-aryl-1,2,4- Δ^2 -thiadiazolines. <i>J. Indian. Chem. Soc.</i> 1991, 68, 246-250							

- ✓ Reduction of 1,2,4 thiadiazol-3-yl-thioureas: Formation of 1,3,5-triazine-2-thiones, 2,4-dithiones and amidinothioureas. *Indian. J. Chem.* 1992, 31B, 330-334
- ✓ Synthesis of 3-alkyl/aryl-1-aryl-4-arylimino-6-imino-hexahydro-1,3,5-triazine-2-thiones using 1-aryl-3-(4-aryl-5-alkyl/aryl-imino- Δ^2 -1,2,4-thiadiazol-3-yl)thioureas as synthons *Indian. J. Chem.* 1991, 30B, 873-875
- ✓ Oxidation of mixtures of thioureas: Part XI-Oxidation of mixtures of 1-alkyl-3-arylthioureas and thiourea and study of steric influence around aryl groups on formation of 1,2,4-thiadiazolines. *Indian. J. Chem.* 1991, 30B, 600-603
- ✓ Oxidation of mixtures of thioureas; Part X-A study of the steric and inductive effects of alkyl groups *Indian. J. Chem.* 1990, 29B, 575-577
- ✓ Steric and electronic influence of substituents on the formation of 1,2,4-thiadiazolines. *Asian. J. Chem.* 2010, 22, 1001-1004
- ✓ Synthesis of certain thiadiazolylthioureas *Asian. J. Chem.* 2010, 22, 5956-5960
- ✓ ZnCl₂ catalysed Diels-Alder reactions of oxa and azabicyclo[3.2.1]systems with dienes: Formation of some novel heterocyclic systems. *Synth. Commun.* 1998, 28, 2559.

Dr. R. Prakash Chandran

- ✓ Highly facile and stereoselective intramolecular [2+2] photocycloadditions of bis(alkenyl)ketenedithioacetals *Chemical Communications*, 736-737, 12, 2002
- ✓ Generation of a Small Library of Highly Electron-Rich 2-(Hetero) Aryl-Substituted Phenethylamines by the Suzuki– Miyaura Reaction: A Short Synthesis of an Apogalanthamine Analogues. *European journal of organic chemistry* 2004 (15), 3277-3285, 36, 2004
- ✓ Organic– Inorganic Hybrid Compounds of Li with Bisimidazole Derivatives: Li Ion Binding Study and Topochemical Properties. *Inorganic chemistry* 45 (20), 8062-8069, 7, 2006
- ✓ A facile method for the synthesis of substituted 2-ylidene-1,3-oxathioles from acetophenones. *Tetrahedron Letters*, 2007, 48, 47, 8376. 48 (47), 8376, 39, 2007.
- ✓ Quinoxaline– imidazolium receptors for unique sensing of pyrophosphate and acetate by charge transfer. *Organic letters* 9 (3), 485-488, 91, 2007
- ✓ 2-Dimensional analytic approach for anion differentiation with chromofluorogenic receptors. *The Journal of organic chemistry* 72 (14), 5461-5464, 75, 2007.
- ✓ Synthesis of Thiophenes and Annulated Thio-phenes via Alkylation of 3-Oxo-Propanedithioates. *Synfacts* 2008 (08), 0806-0806, 2008.
- ✓ Alkylation of aryl 3-oxopropanedithioate and 3-amino-1-aryl-3-thioxo-1-propanones as an effective tool for the construction of differently substituted thiophenes and annulated thiophenes. *Tetrahedron* 64 (25), 5944-5948, 29, 2008
- ✓ DAB-Am-4 based colorimetric receptors for fluoride and pyrophosphate anions. *Journal of Fluorine Chemistry* 135, 339-343, 10, 2012
- ✓ Multi-Electron Donor Organic Molecules Containing Hydroquinone Methyl-Ether as Redox Active Units. *Bull. Korean Chem. Soc* 33 (4), 1, 1, 2012
- ✓ Science sans borders: A biochemistry perspective to interdisciplinary education. *Journal of the Academy of Chemistry Teachers* **2015**, 1 (1), 7-9.

Dr. Syam Krishnan K

- ✓ Recent Advances in the Chemistry of Pentafulvenes. *Chem. Rev.* 2017, 117 (5), 3930-3989
- ✓ Thiazolino 2-pyridone amide inhibitors of Chlamydia trachomatis infectivity. *J. Med. Chem.*, 2016, 59 (5), pp 2094–2108
- ✓ Attenuating *Listeria monocytogenes* virulence by targeting the regulatory protein PrfA. *Cell Chemistry and Biology* 23, 404-414, 2016
- ✓ Peptidomimetic Small Molecules Disrupt Type IV Secretion System Activity in Diverse Bacterial Pathogens. *mBio* 2016, 7, 2, e00221-16
- ✓ Facile Synthesis of Multi Ring Fused 2-Pyridones via a Nitrene Insertion Reaction: Fluorescent Modulators of α -Synuclein Amyloid Formation. *Org. Lett.* 2015, 17 (24), 6194–6197
- ✓ Expansion of the Chlamydia trachomatis inclusion does not require bacterial replication: *Int. J. Med. Microbiol.* 2015, 305, 378-382
- ✓ A 2-Pyridone-amide inhibitor targets the glucose metabolism pathway of Chlamydia trachomatis: *mBio* 2015, 6, 1, 02304-02314.
- ✓ Transition Metal free higher order cycloaddition reactions in synthesis-An overview: *Journal of the Academy of Chemistry Teachers* 2015, 1 (1), 7-9
- ✓ "Compounds and methods for treatment of Chlamydia infections". *Patent: PCT/SE2014/050584 (WO2014185853 A1)*
- ✓ Synthesis of Fluorescent Ring-Fused 2-Pyridone Peptidomimetics: *J. Org. Chem.* 2013, 78, 12207.
- ✓ Directed Diversity Oriented Synthesis. Ring-fused 5 to 10 membered rings from a Common Peptidomimetic 2-Pyridone Precursor: *Tetrahedron Lett.* 2012, 53 (45), 6022.
- ✓ Access to Enantiomerically Enriched cis 2,3-disubstituted Azetidines via Diastereoselective Hydrozirconation: *Org. Lett.* 2011, 13, 1793.
- ✓ Synthesis of the Nonanomeric 10-epi ABCDE Ring Segment via Kinetic Spiroketalization: Synthetic Studies Towards Pectenotoxin-2: *Eur. J. Org. Chem.* 2011, 1682.
- ✓ Expedient Synthesis of N-Bridged Heterocycles via Dipolar Cycloaddition of Pentafulvenes with 3-Oxidopyridinium Betaines. *Tetrahedron* 2011, 67, 1272.
- ✓ Stereo controlled Synthesis of Novel Spirocyclic Oxabridged Cyclooctanoids through Sequential Transformations of Pentafulvenes. *Synthesis* 2008, 2134.
- ✓ Periselectivity in Cycloaddition Reactions of Pentafulvenes with 3-Oxidopyrylium betaines: Effect of substituent on C-6 carbon. *Synthesis* 2008, 1955.
- ✓ A Simple and Efficient Strategy towards Eleven Membered Carbocycles via Novel Synthetic Transformations of Pentafulvenes. *Eur. J. Org. Chem.* 2007, 5847.
- ✓ Interplay of dual reactivity in the reaction of pentafulvenes with 1,2,4-triazoline diones: Experimental and theoretical investigations. *New J. Chem.* 2007, 31, 237.
- ✓ Studies on the synthetic utility of the [6+3] cycloaddition of pentafulvenes with 3-oxidopyrylium betaines: Efficient synthesis of fused ring cyclooctanoids.

Tetrahedron 2006, 62, 12345.

- ✓ Regioselective Synthesis of Novel 7-5-8 fused Oxabridged Tricyclic Molecules via Consecutive Dipolar Cycloaddition of Pentafulvenes with 3-Oxidopyrylium Betaines. *Synthesis* 2006, 1811.
- ✓ [6+3] Cycloaddition of Pentafulvenes with 3-Oxidopyrylium Betaine: A Novel Methodology towards the Synthesis of 5-8 fused Oxabridged Cyclooctanoids. *Tetrahedron* 2006, 62, 5952.
- ✓ A facile [6+3] Cycloaddition of Fulvenes with 3-Oxidopyrylium betaine: A Novel Methodology for the Synthesis of fused Cyclooctanoid Natural Products. *Tetrahedron Lett.* 2005, 46, 4785.
- ✓ Palladium Catalyzed Reaction of Bicyclic Hydrazines with Allyl- and Arylstannanes in Ionic Liquid [bmim]PF₆: A Facile Method for the Synthesis of Substituted Hydrazinocyclopentene Derivatives. *Synlett* 2005, 2273.

Dr. R. Sreekanth

- ✓ Pulse radiolysis and theoretical studies of oxidation reactions of 1- and 2-naphthols *J. Phys. Chem. A*, **2013**, 117 (44), 11261–11270.
- ✓ Oxidation reactions of hydroxy naphthoquinones: Mechanistic investigation by LC-Q-TOF-MS Analysis *Int. J. Radiat Biol*, **2014**, 90 (6), 495-502
- ✓ Oxidative degradation of Acid Red 1 in aqueous medium *Chem. Eng. J.*, **2014**, 244, 473–482
- ✓ Radical chemistry of glucosamine naphthalene acetic acid and naphthalene acetic acid: A pulse radiolysis study *J. Phys. Org. Chem*, **2014**, 27(6), 478-483
- ✓ Transformation Reactions of Radicals from the Oxidation of Diphenhydramine: Pulse Radiolysis and Mass Spectrometric Studies *Chemistry Select*, **2016**, 1(5), 924-933

Conferences

- ✓ Oxidation of Carbaryl Using SO₄^{•-}: A Pulse radiolysis Study Proceedings of the Second International Conference on Advanced Oxidation Processes (October 5-8, 2012), p 116-117 , Kottayam., Kerala
- ✓ Pulse radiolysis studies of hydroxyl naphthoquinones Proceedings of the Trombay Symposium on Radiation and Photochemistry (January 5-8, 2012), Mumbai, India
- ✓ Hydroxyl Radical Mediated Oxidation of 1- and 2-Naphthols: A Mass Spectrometric Study. Proceedings of the International Conference on Frontiers of Mass Spectrometry (ICMS 2013)(September 6-9, 2013), Kottayam, Kerala
- ✓ Oxidative Transformation of Carbaryl: A Product Analysis Study Using High Resolution Mass Spectrometry. Proceedings of the International Conference on Frontiers of Mass Spectrometry (ICMS 2013)(September 6-9, 2013), Kottayam
- ✓ Identification of the Transformation Products of Hydroxy Naphthoquinones: A Mass Spectrometric Study. Proceedings of the International Conference on Frontiers of Mass Spectrometry (ICMS 2013)(September 6-9, 2013), Kottayam.

	<ul style="list-style-type: none"> ✓ Oxidation reactions of glucosamine naphthalene acetic acid and naphthalene acetic acid: A pulse radiolysis study Proc:-National Symposium on Radiation and Photochemistry (NSRP-2013), North Eastern Hill University, Shillong, March 20-22, 2013. ✓ Oxidation reactions of carbaryl in aqueous solutions Proceedings of the Third International Conference on Advanced Oxidation Processes (AOP-2014), Munnar Sept 25-28, Kerala ✓ Pulse radiolysis Studies of Carbaryl Proceedings of The National Conference on the Upcoming Trends in Chemistry (March 15-16, 2012), Changanacherry, Kerala 		
	Number of papers published in peer reviewed journals-	National	2
		International	44
	Number of publications listed in international Database		44
	Monographs		NA
	Chapter in Books		NA
	Books Edited		NA
	Books with ISBN/ISSN numbers with details of publishers		NA
	Citation Index		-
	SNIP		NA
	SJR		NA
	Impact factor		
	h-index		NA
20	areas of consultancy and income generated		NIL
21	Faculty as members in		
a)	National committees		NIL
b)	International committees		NIL
c)	Editorial boards		NIL
	Name of Faculty		Role
	Dr. T. S. Sujatha		<ul style="list-style-type: none"> ✓ Board of studies member, University of Kerala ✓ Board of studies member, FMNC, Kollam
	Prof.T L. Girija		<ul style="list-style-type: none"> ✓ Board of studies member, University of Kerala
22	Student projects		NIL
a	Percentage of students who have done in- house projects including inter departmental programme		100 % (Semester -6 students)
b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies		NIL

23	Awards/ recognition received by faculty/students		
	Name of Faculty	Recognition	
	Dr. Prakash Chandran	<ul style="list-style-type: none">✓ Erasmus Mundus Visiting Fellowship (with Prof. Vincenzo Balzani, & Prof. Alberto Credi, Universita di Bologna, Italy (2010)✓ Post Doctoral Fellowship with Prof. K.S. Kim, POSTECH, S. Korea (2003-2006)✓ Pre Doctoral Fellowship with Prof. Wim Dehaen & Prof. Erick van der Eycken, University of Leuven Belgium (2002)	
	Dr. K. Syam Krishnan	<ul style="list-style-type: none">✓ Post Doctoral Fellowship with Prof. Fredrik Almqvist, Professor of Organic Chemistry, Umea University, Umea, Sweden (January 2011-October 2013)✓ Post Doctoral Fellowship with Prof. Jan Szymoniak, University of Reims, Reims, France (January 2010-July 2010)✓ Post Doctoral Fellowship with Prof. Petri M. Pihko, Department of Chemistry, University of Jyvaskyla, Finland. (October 2008-December 2009)✓ SITRA fellowship from the Finnish Centre for International Mobility (Dec 08-Feb 09)	
	Dr. Sreekanth R	<ul style="list-style-type: none">✓ Indo-French ARCUS fellowship 2010-2011, with Prof. Jacqueline Belloni& Prof. Jean Louis Marignier, University of Paris Sud, Orsay, France.✓ Post-Doctoral fellowship with Prof. Michael Hoffman,California Institute of Technology (CALTECH),USA, 2015	
	Awards Won by students		
	Name of the student	Recognition	Year
	Jumna Yoonus	First Rank	2011
	Jitty Mol P L	Third rank	2011
	Revathy Raveendran	Third rank	2012
	Ponnulekshmi S	First Rank	2014
	Swathy Chandran	Third Rank	2016
24	List of eminent academicians and scientists/ visitors to the department		
	<ul style="list-style-type: none">✓ Dr. Mohana Kumar Former, Principal MM NSS College, Kottiyam✓ Dr. A. Ajayaghosh, Director, NIIST-CSIR, Trivandrum✓ Dr. Sudarsanakumar, Principal, NSS College, Dhanuvachapuram✓ Dr. Jaya D. S, Associate Professor and Head Department of Environmental sciences, University of kerala✓ Dr. Franklin John, Assistant Professor, SH College, Thevara✓ Dr. K Sreenath, Assistant Professor, VTM NSS College, Dhanuvachapuram✓ Dr. Joshy Joseph, Scientist, NIIST-CSIR, Trivandrum✓ Dr. Manoj Parameswaran, Assistant Professor , St.Michaels College, Cherthala✓ Dr. Suma, Assistant Professor , TKM College, Kollam✓ Sri. Premachandran, Honorable Member of Parliament, Kollam✓ Dr. Achuth Sankar S Nair, HOD, Computational Biology department, University of Kerala, kariavattom campus✓ Dr. T. K. Manojkumar, IIITMK-Technopark, Trivandrum		

	<div>✓ Dr. Sudarsh Lal, Amrita University, Vallikkavu, Kollam</div> <div>✓ Dr. Satheesh Kumar, Department of Future Studies, University of Kerala, Kariavattom Campus</div> <div>✓ Dr. Sudarsana Kumar, Associate Professor, M. G College, Trivandrum</div> <div>✓ Sri. Sunil Muhammed, JCA Trainer</div> <div>✓ Sri. Biju Pappachan, Press club secretary, Kollam</div>						
25	Seminars/ Conferences/Workshops organized & the source of funding				NIL		
a)	National				NIL		
b)	International				NIL		
c)	State				1-UGC		
26	Student profile programme/course wise:						
Name of the Course/ programme		Batch	No. of students appeared	Enrolled		Pass %	
				M	F		
B.Sc Chemistry		2011-2012	29	8	21	97	
		2012-2013	28	9	19	78.57	
		2013-2014	24	5	24	100	
		2014-2015	29	11	20	86	
		2015-16	33	9	28	39.4	
		2016-17	33	11	24	Result Awaiting	
27		Diversity of students					
		Name of the Course	% of students from the same state	% of students from other States		% of students from abroad	
		BSc Chemisry	100	Nil		Nil	
		BSc Polymer Chemistry	100	Nil		Nil	
28	How many students have cleared national and state Competitive examinations?						
		2011	2012	2013	2014	2015	2016
	NET						
	SET						
	GATE						

	STATE PSC		13	9	7	8	6
	UPSC				1		
	OTHERS	1	2	3	2	4	5
	Defence	1	1	1	0	3	3
29	Student progression					Against % enrolled	
	UG to PG					20	
	PG to M.Phil.					NA	
	PG to Ph.D.					NA	
	Ph.D. to Post-Doctoral					NA	
	Employed						
	• Campus selection					4	
	• Other than campus recruitment					3	
	Entrepreneurship/Self-employment						
30	Details of Infrastructural facilities						
a	Library				Department library and common library		
b	Internet facilities for Staff & Students				Common		
c	Class rooms with ICT facility				Yes		
d	Laboratories				UG lab-1, Research lab		
31	Number of students receiving financial assistance from college, university, government or other agencies				8		
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts						
	State level seminar in interdisciplinary research.						
33	Teaching methods adopted to improve student learning				<ul style="list-style-type: none">• Remedial teaching• Peer group teaching• Teaching with models• ICT enabled teaching		
34	Participation in Institutional Social Responsibility (ISR) and Extension activities				Conducted state level seminar on Interdisciplinary research		
35	SWOC analysis of the Department and future plans						
Strength		Weakness			Opportunities		Challenges
• Potential Subject		• Less number of faculty			Provide students better job opportunities		• To make students to recognize the potential of
• Meritorious		• Limited					

<p>Students with great desire of learning</p> <ul style="list-style-type: none"> • Supportive Parents • Well equipped UG and PG lab& Computer Labs • Very Good Result • Separate Department Library 	<p>exposure of the students to a research oriented environment</p>	<p>through campus recruitment.</p> <ul style="list-style-type: none"> • Opportunities in doing projects scientific institutions in India • Enhancing project/ research facilities 	<p>the subject</p> <p>.To generate funds for various activities in the department</p>
<p><u>Future Plans:</u></p> <ul style="list-style-type: none"> • Focussing on better research opportunity for faculties • To apply for UGC major and Minor Project • To conduct National Seminars and opt for different seminars funded by different agencies • To provide training to students inorder to qualify examinations like NET, GATE, SET etc • To set up a research lab • To collaborate with scientific institutions • Publications of journals from department level • Conduct extension programmes for the well being of the society 			

1	Name of the Department	Zoology				
2	Year of establishment	1981				
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)	UG				
4	Names of Interdisciplinary courses and the departments /units involved	Courses shared with the Departments of Chemistry and Botany.				
5	Annual/ semester/ choice based credit system (Programme wise)	B. Sc Zoolgy I,II III and IV -Semester system V, VI -Choice based credit semester system				
6	Participation of the department in the course offered by other departments	Subsidiary programme of the Department of Botany and Department of Polymer Chemistry. V th Semester students can select courses offered by other departments under the open course programme. Offer an OPEN COURSE (HUMAN HEALTH AND SEX EDUCATION) in the 5 th Sem.				
7	Courses in collaboration with other universities, Industries, foreign institutions etc.	NIL				
8	Details of courses/ programmes discontinued (if any) with reasons	NIL				
9	Number of teaching posts					
	Name of post	Sanctioned		Filled		
	Professors	NIL		NA		
	Associate Professors	0		0		
	Assistant Professors	3		3		
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)					
	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D students guided for the last 4 years
	Dr. D. Sheela Devi	M.Sc, MPhil, PhD	HOD & Assistant Professor	Entomology	12.5 Yrs	Nil
	Dr. Lekshmi S	M.Sc. M.Phil, Ph.D	Assistant Professor	Fish physiology & Biochemistry	7 Yrs	Nil
	Dr. Sreeja V	M.Sc. M.Phil, Ph.D	Assistant Professor	Octopus - Taxonomy	1.5 Yrs	Nil
11	List of senior visiting faculty	Nil				
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty			Nil		

13	Student- Teacher Ratio (Programme wise)	24:1	
14	Number of academic supportive staff	Sanctioned	Filled
	Technical	1	1
15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG	Ph. D	3
		M. Phil	2
		PG	3
16	Number of faculty with ongoing projects	NIL	
	Funding agency	NIL	NIL
	National	NIL	NIL
	International	NIL	NIL
17	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants received	Minor project (UGC) (Dr. Sreeja. V; Co Investigator)	
18	Research Centre/ Faculty recognized by the university	NA	
19	Publications: Dr. D. Sheela Devi 1. Sheela Devi. D & N R Prabhoo (1990): Studies on food and feeding habits, and feeding mechanism in the millipede <i>Jonespeltis splendidus</i> in captivity. Uttar Pradesh J. Zool (10). 1. 48-56 2. D. Muraleedharan & D S Devi (1992) Endocrine manipulations as an insect pest management strategy. Agricultural Zool. Reviews (5). 253-272. Intercept Ltd. England. 3. Devi D S & N R Prabhoo (1995): Biology of gall forming psyllid <i>Pauropsyllatuberculata</i> Homoptera. J. Ecobiol. 7(1) 75-77. 4. Devi D S & D .Muraleedharan (1998): Mac- positive peptidergic neurons in the red cotton bug <i>Dysdercuscingulatus</i> . Fabr. (Heteroptera Pyrrhocoridae. Entomon 23(1) 17-21. 5. D. Muraleedharan & D S Devi (1999) Isolation and immunochemical characterization of neuropeptides from the midgut of the Colorado potato beetle, <i>Leptinotarsadecemlineata</i> , J. Bio Science 24. 185-191 6. Devi D S (2011) Bio-ecology of <i>Aedesalbopictus</i> (skuse) in rural and urban areas of Alappuzha Dist. Millenium Zoology (12) 38-43 7. Devi D S & D. Muraleedharan (2011). Immunocytochemical localization of glucagon, somatostatin, and adipokinetic hormone – like immunoreactive secretory neurons in castor semilooper <i>Achaea janata</i> Linn.(Lepidoptera.: Noctiudae) Entomon.(36). 155-163. 8. Devi D S, Rajendran. R & M. Somasekharan Pillai (2012): Diversity of <i>Aedes</i> larval habitats in rural and urban areas of Malappuram Dist; Entomon 37 (1-4) 31-39.		

Dr. Lekshmy. S

1. **Lekshmy, S.,** 2013. Biodiversity of wetland Birds in Nilamel and Chadayamangalam, Kollam, Kerala. International Conference on Ecosystem conservation, Climate change and sustainable development, Thiruvananthapuram, Kerala, India, October 3-5, 2013. Journal aquatic Biology and Fisheries Vol. 2/2014; PP. 303- 307.

Papers presented in conferences

- 1 **Lekshmy, S.,** 2015. Effect of particle size of feed on feed utilization and growth of *Oreochromis massambicus* (Peters). National Seminar on Threat status and Biodiversity of fish fauna of Western Ghats. Iqbal College, Peringammala, Thiruvananthapuram, October 14&15, 2015.
- 2 **Lekshmy, S.,** 2013. Biodiversity of wetland Birds in Nilamel and Chadayamangalam, Kollam, Kerala. International Conference on Ecosystem conservation, Climate change and sustainable development, Thiruvananthapuram, Kerala, India, October 3-5, 2013.
- 3 **Lekshmy, S.,** Peter, V.S., Peter, M.C. S., 2012. Iron utilization by haematopoietic tissues of fish: Role of thyroid hormone. International symposium on comparative endocrinology and stress physiology held at Mascot hotel, Thiruvanthapuram, India, February, 16-18, 2012. PP.
- 4 **Lekshmy, S.,** Peter, V.S., Peter, M.C. S., 2011. Dietary iron promotes triiodo thyronin dependent haem biosynthesis in climbing perch (*Anabas testudineus* Bloch). 29th Ann. Symp. Reprod. Boil. Comp. Endocrinol. Held at University of Mysore, India. February 10-12, 2011. PP. 89
- 5 **Lekshmy, S.,** Peter, V.S., Peter, M.C. S., 2010. Differential regulation of δ -ALA synthase activity in the haematopoietic tissues of hypo and hyper thyroid climbing perch. 28th Ann. Symp. Reprod. Boil. Comp. Endocrinol. Held at Jawaharlal Nehru University, New Delhi, India. February 4-6, 2010. PP. 67
- 6 **Lekshmy, S.,** Peter, V.S., Peter, M.C. S., 2008. Bioaccumulation of ferric iron in the haematopoietic tissues of climbing perch (*Anabas testudineus* Bloch). 26th Ann. Symp. Reprod. Boil. Comp. Endocrinol. Held at Holy cross college, Thirichirappalli, India. January 23-25, 2008. PP. 55
- 7 **Lekshmy, S.,** Peter, V.S., Peter, M.C. S., 2007. Bioaccumulation of ferrous iron in the haematopoietic tissues of climbing perch (*Anabas testudineus* Bloch). 25th Ann. Symp. Reprod. Boil. Comp. Endocrinol. Held at University of Kerala, Thiruvananthapuram, India. January 15-17, 2007. PP. 104
- 8 Rejitha, V., **Lekshmy, S.,** Peter, M.C. S., 2007. Differential response of bio accumulation of iron in the haematopoietic tissues of climbing perch (*Anabas testudineus* Bloch) to ferrous and ferric iron infusions. 25th Ann. Symp. Reprod. Boil. Comp. Endocrinol. Held at University of Kerala, Thiruvananthapuram, India. January 15-17, 2007. PP. 61
- 9 Peter, M.C. S., George, N., Rejitha, V., **Lekshmy, S.,** 2006. Responses of sodium pump activities to Fe^{3+} loading in perfused tissues of African catfish, *Clarias gariepinus*. Presented in 24th Ann. Symp. Reprod. Boil. Comp. Endocrinol. IIT Roorkee, Uttaranchal, India, February, 14-16, 2006. PP. 65

Dr. Sreeja. V**Papers Published in Journals**

1. **V. Sreeja.**, A. Biju Kumar and Mark D. Norman (2012). First report of *Amphioctopus neglectus* (Nateewathana and Norman, 1999) and *A. rex* (Nateewathana and Norman, 1999) (Mollusca: Cephalopoda) from the Indian coast. *Journal of Molluscan Research*, 32(1): 43–49. (ISSN 1323-5818)
2. **Sreeja, V., K. Anushma and A. Biju Kumar, A. (2012).** Embryonic development of *Amphioctopus marginatus* (Taki) (Mollusca: Octopodidae) in captivity. *Journal of Aquatic Biology & Fisheries*, 1 (1 & 2): 188-193. (ISSN 2321-340X).
3. **Sreeja, V.** and A. Biju Kumar (2013). Cephalopod Resources of India: Diversity, Status and Utilization. *Science Chronicle*, 2 (1&2): 168-174. (ISSN: 2319-6955)
4. **Sreeja, V.** and A. Biju Kumar (2013). Ethological studies of the Veined Octopus *Amphioctopus marginatus* (Taki) (Cephalopoda: Octopodidae) in captivity, Kerala, India. *Journal of Threatened Taxa*, 5(10): 4492–4497; <http://dx.doi.org/10.11609/JoTT.o3256.4492-7>.
5. **V. Sreeja.** and M. G. Sanalkumar (2015). Haematological effect of Methyl parathion and Neem leaf extract on *Rana hexadactyla* Lesson. *Science Chronicle*, 4 (1 & 2): 39–48. (ISSN: 2319-6955).
6. **V. Sreeja.**, Mark D. Norman; A. Biju Kumar (2015). A new species of pouched octopus, *Cistopus* Gray, 1849 (Cephalopoda: Octopodidae) from the southwest coast of India *Zootaxa* 4058 (2): 244–256 <http://dx.doi.org/10.11646/zootaxa.4058.2.6>.
7. **V. Sreeja.**, A. Biju Kumar and Mark D. Norman (2015). First report of *Cistopus taiwanicus* liao and lu, 2009 (cephalopoda: octopodidae) from the indian coast. *Journal of Aquatic Biology & Fisheries* | Vol. 3 | 2015 | pp. 43-49 ISSN 2321–340X.

Chapter in Book

1. **Sreeja, V.** and Biju Kumar, A. (2012). Taxonomy and diversity of Octopuses (Mollusca: Cephalopoda) along the Kerala coast, India. In: *Biodiversity Documentation and Taxonomy*, (A. Biju Kumar, M. P. Nayar, R. V. Varma and C. K. Peethambaran, Eds.), Narendra Publishing House, Delhi, pp. 329-333.

Papers presented in National and International Seminars

1. **Sreeja V.** and A. Biju Kumar (2010). Ethological studies on veined octopus *Amphioctopus marginatus* (Taki) in captivity. Paper presented in ECEODE-2010. 34th Annual Conference of ethological Society of India and Colloquium on Ethology from Organism Down to Ethobiomolecules during 16-19 December 2010 at Centre for Arthropod Biodiversity, University of Kerala, Thiruvananthapuram.
2. **Sreeja V.** and A. Biju Kumar (2011). Behaviour and embryonic development of *Amphioctopus marginatus* (Taki) (Mollusca: Octopodidae) in captivity. National Seminar on Emerging Trends in Biodiversity Conservation and Sustainable Management, 25-26 August 2011, Christian College, Chengannur.
3. Biju Kumar, A., **V. Sreeja.**, G. Sanil and U. Sureshkumar (2011). Revisit to the taxonomy of octopuses (Mollusca: Cephalopoda) in Indian Coastal waters through

	<p>DNA barcoding. Fourth International Barcode of Life, Adelaide, Australia, 2011 December.</p> <p>4. Sreeja V. and Biju Kumar A 2010. Taxonomy and Diversity of 2 Octopuses (Mollusca: Cephalopoda) along the Kerala coast. First Indian Biodiversity Congress, 27-30 December 2010, Thiruvananthapuram.</p> <p>5. Sreeja V. and Biju Kumar A 2013. Embryonic development of <i>Amphioctopus marginatus</i> (Taki) (Mollusca: Octopodidae). National Seminar on Emerging Trends in Indian Aquaculture, 28-30 March 2013, Department of Aquatic Biology and Fisheries, University of Kerala.</p> <p>Popular Article</p> <p>Biju Kumar, A., Achuthsankar S. Nair and V. Sreeja (2011). Spotlight on Paul and Bad Light on Science!. <i>Biolixir</i>, 1: 20-22.</p>		
	Number of papers published in peer reviewed journals-	National	2
		International	4
	Number of publications listed in international Database		4
	Monographs		NA
	Chapter in Books		1
	Books Edited		NA
	Books with ISBN/ISSN numbers with details of publishers		one; Narendra Publishing House, Delhi
	Citation Index		-
	SNIP		NA
	SJR		NA
	Impact factor		
	h-index		NA
20	areas of consultancy and income generated		NIL
21	Faculty as members in		
a)	National committees		NIL
b)	International committees		NIL
c)	Editorial boards		NIL
22	Student projects		NIL
a	Percentage of students who have done in-house projects including inter departmental programme		100% VI semester B. Sc students
b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies		NIL
23	Awards/ recognition received by faculty/students		<p>Dr. Sreeja. V</p> <ul style="list-style-type: none"> Discovery of a new species of Octopus. FLAIR Membership.

		<ul style="list-style-type: none"> • Rakhi Krishna Second prize in the young scientist category (III Biopesticides International Conference, Palayamkotta, St Xavier's College, Thirunelveli) • Neethu got second rank in University examination (2014). • Science Club- National science day Quiz competition 3rd & 4th Prize <p>Sports Day (2014) Chess (Woman) Sruthi R Das(IInd prize) Athira Mohan (IIIrd prize)</p> <ul style="list-style-type: none"> ✓ Cricket -2014. Zoology team runner up. ✓ Three students from this department participated in the Kerala university Inter Collegiate Kabaddi tournament. ✓ Seven cadets of senior division from department passed C certificate exam.
24	List of eminent academicians and scientists/ visitors to the department	<ul style="list-style-type: none"> • Dr. R. Pratap Chandran, KVM College of engineering & IT, Cherthala. • Dr. Sheeba S, Department of Zoology, SN College, Kollam. • Dr. Shyju, Asst. Professor in Botany, FMNC, Kollam. • Dr. Romy, consultant Physician and Gynecologist. • Renjan Mathew Varghese, State Director WWF India. • A. Shanavas, Wild Life Warden, Shenthuruni Wild Life Sanctuary, Thenmala. • A. K. Sivakumar, Senior Education Officer. • Dr. Manikandan, Dy. DMO, Health Dept. Kollam. • Smt. Salila Beevi, Superintendent, CHC, Myanadu, Kollam. • Sri. Sri Rangan, Anti leprosy officer, Kollam. • Sri. Suresh T., District malaria officer, Kollam • Sri. S. Somasekharan, Non Medical supervisor Gr I, Kollam • Dr. Sreeletha K. B., Former HoD, Department of Zoology, NSS College, Kottiyam.

25	Seminars/ Conferences/Workshops organized & the source of funding			NIL					
a)	National			NIL					
b)	International			NIL					
c)	State			NIL					
26	Student profile programme/course wise:								
Name of the Course/ programme		Batch	No. of students appeared	Enrolled		Pass %			
				M	F				
B.Sc Zoology		2012-2013	28	8	21	92.6			
		2013-2014	27	5	23	91.7			
		2014-2015	27	7	20	60.0			
		2015-2016	28	8	20	-			
		2016-2017	29	6	23	-			
27		Diversity of students							
		Name of the Course		% of students from the same state		% of students from other States		% of students from abroad	
		BSc Zoology		100		Nil		Nil	
28	How many students have cleared national and state Competitive examinations?								
		2010	2011	2012	2013	2014	2015		
	NET								
	SET								
	GATE								
	STATE PSC		8	10	9	4			
	UPSC								
	OTHER S			5	3	2			
	Defence			5	2	3	2		
29	Student progression			Against % enrolled					
	UG to PG			38.5					
	PG to M.Phil.			6					
	PG to Ph.D.			NA					

	Ph.D. to Post-Doctoral	NA
	Employed	
	• Campus selection	Most of our students are get employed in academic institution like Colleges schools, public sector banks
	• Other than campus recruitment	6
	Entrepreneurship/Self-employment	10
30	Details of Infrastructural facilities	
a	Library	Books are shifted to General Library. The Dept library consist of about 30 books, they are the complementary copies and books donated by the students & the retired teachers. Department Magazines published by the students are also kept in the department library.
b	Internet facilities for Staff & Students	Common
c	Class rooms with ICT facility	ICT enabled smart class room
d	Laboratories	UG lab
31	Number of students receiving financial assistance from college, university, government or other agencies	University KPCR – 36 (from three batches) OBC- 10 (from three batches) SC- 16 (from three batches) 2015- 2016 PTA scholarship- 6 students Staff Club- 1
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	
	2011-12 <ul style="list-style-type: none"> ➤ A class on 'Art of living' by Smt. Lakshmy Natarajan, Principal, B. Ed College, Mylapore. ➤ A class on global warming and climate change by Dr. Robin José. ➤ Seminar on genetically modified crops (KSCSTE) 2012- 2013 <ul style="list-style-type: none"> ➤ Blood group identification Campaign. ➤ Magazine work (Biorhythm III DC, Manuscript magazine II DC, Picture album IDC). ➤ Educare Programme. ➤ Awareness programme on biopesticides. 2013- 2014 <ul style="list-style-type: none"> ➤ Medicinal plant display. ➤ Quiz competition- related to national science day. ➤ Seminar on environmental issues in connection with World Environmental 	

	<p>Day. (KSCSTE).</p> <p>2014- 2015</p> <ul style="list-style-type: none"> ➤ One day seminar on conservation and sustainable utilization of biodiversity & Quiz programme related to biodiversity. ➤ Magazine work (Biorhythm III DC, Manuscript magazine II DC, Picture album IDC). ➤ A seminar on “Raise your voice not the sea level”- (Dr. Shyju, Asst. Professor in Botany, FMNC). ➤ A rally and seminar in connection with Ozone day. (Association with the social forestry extensive unit, Kollam). ➤ A class on mitochondrial inheritance by Dr. Romy consultant Physician and Gynecologist. ➤ Medicinal plant exhibition. <p>2015 - 2016</p> <ul style="list-style-type: none"> ➤ Wet land day celebrations on 5/02/2016- discussed the importance of wet lands ➤ Zoology exhibition conducted on 2/03/2016. ➤ Awareness programme on Love plastics by Mathrubhumi seed on 14/10/2016. ➤ Model PSC test conducted for first, second and third year B. Sc Zoology students. ➤ Visit to Marine sea food exporting companies at Kollam. <p>2016-2017</p> <ol style="list-style-type: none"> 1. Awareness programme related to the ‘prevention and control of Dengue Fever’ (26/8/2016) 2. World mosquito day- awareness related to the ‘prevention and control activities of mosquito’ (circulation of short notice to the nearby schools, markets and shops) (20/08/2016). 3. Awareness class related to ‘protection of wild animals’(Tiger day & Elephant day). 4. Wild life week celebration- a class related to the importance and conservation of wild life. 5. A class related to world wet land conservation, Quiz competition and poster presentation for students related to wet land conservation. 6. Antileprosy day programme - conducted a class about the disease (leprosy) and precautions to be taken (30/01/2017) 7. Zoology association related programme- a seminar based on “various aspects of life with science” (6/3/2017) 8. Moolya sudha club programme- a class on ‘Human Values’. 	
33	Teaching methods adopted to improve student learning	<p>ICT based teaching</p> <p>- Lecture-Demonstration Methods</p>

		<ul style="list-style-type: none"> - Continuous Evaluation by internal examinations for theory and practical. - Assignments & seminars by students. - Conducting group discussion. - Remedial for weaker students - Quiz Competitions - Field visit & study Tour - Parent-Teacher Meeting. - Tutorial system and feedback from students & alumni. - Lab oriented skill development practical methods. - Visits to industries and R&D labs - Arrangements for advanced learners to participate in seminars and present papers
34	Participation in Institutional Social Responsibility (ISR) and Extension activities	<p>Students are actively participating in the seminars, workshops etc conducted in our college.</p> <p>The department of zoology has undertaken many extensions activities and the work were carried out by students under the guidance of teachers.</p> <ul style="list-style-type: none"> • Blood group identification Campaign • Medicinal plant display, • Institute Visit CPCRI, Kayamkulam, and Krishnapuram palace visit. • Class on drugs, tobacco and alcoholism. • Served as Presiding officer during 2015 & 2016 General Elections (Parliament, Assembly& Panchayath).

35	SWOC analysis of the Department and future plans			
	Strength	Weakness	Opportunities	Challenges
	<ul style="list-style-type: none"> ✓ All the faculty members have Doctoral Degree and good working environment for faculty. ✓ Activities undertaken to promote conservation and sustainable utilization of biodiversity ✓ Continuous evaluation system for students. ✓ Good Teacher - Student Relationship. ✓ Well equipped laboratory. ✓ Supportive Parents. ✓ Conveyance very easy- since college is located on the side of national highway. 	<p>Limited exposure of the students to a research oriented environment.</p> <p>Limited time for extension activities.</p>	<p>More options in higher studies.</p> <p>Zoology helps us to know more about themselves and the world around us and a concern for life</p>	<p>To bring up below average students to average level.</p> <p>To generate funds for various activities in the department.</p>
<u>Future Plans:</u> <ul style="list-style-type: none"> • To conduct national seminars. • To provide sufficient training to students to qualify competitive exams. • To conduct seminars in rural areas with the cooperation of the public to make them more aware about the importance conservation of biodiversity. • Overall development of students. • Efforts will be taken to get the PG course in Zoology. • Expose the initiatives to become a plastic free and eco-friendly campus. 				

1	Name of the Department			Commerce		
2	Year of establishment			1998		
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)			UG (B.Com)		
4	Names of Interdisciplinary courses and the departments /units involved			Open course for Semester V –Fundamentals of Financial Accounting (as perUGC norms)		
5	Annual/ semester/ choice based credit system (Programme wise)			Commerce I,II III and IV -Semester system V, VI -Choice based credit semester system		
6	Participation of the department in the course offered by other departments			V th Semester students can select courses offered by other departments under the open course programme.		
7	Courses in collaboration with other universities, Industries, foreign institutions etc.			NIL		
8	Details of courses/ programmes discontinued (if any) with reasons			NIL		
9	Number of teaching posts					
	Name of post		Sanctioned		Filled	
	Professors		NIL		NA	
	Associate Professors		1		1	
	Assistant Professors		3		3	
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./Ph.D/ M. Phil etc.)					
	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D students guided for the last 4 years
	Prof. M Sreekumar	M.Com, MBA	Associate Professors	Finance	23 Yrs	Nil
	Saritha K R	M.Com, M.Ed	Assistant Professor	Finance	6 Yrs	Nil
	Kavitha. L	M.Com, M.Ed	Assistant Professor	Finance	4 Yrs	Nil
	Chithra P	M.Com, M.B.A	Assistant Professor	Finance, HR	2.5 Yrs	Nil
11	List of senior visiting faculty		Nil			
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty				NIL	
13	Student- Teacher Ratio (Programme wise)				23:1	
14	Number of academic supportive staff			Sanctioned		Filled
	Technical			0		0
	Administrative			0		0

15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG	Ph. D	0
		M. Phil	0
		PG	4
16	Number of faculty with ongoing projects	2 (UGC-MRP)	
	Funding agency	UGC	NIL
	National	NIL	NIL
	International	NIL	NIL
17	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants received	NIL.	
18	Research Centre/ Faculty recognized by the university	NA	
19	<p>Publications:</p> <p>M.SREEKUMAR</p> <p>Publications</p> <p>15. Corporate Social Responsibility- A Step Towards Sustainable Development ISSN 2348-5450, Vol 2 No.3Page.No 48-57MSN Journal Of Management.</p> <p>Participations</p> <p>Participated in a UGC sponsored two day national seminar on ‘Emerging Trends In Factoring’ organized by the research and PG Dept. of commerce and management of N.S.S College, Nemmara, Palakkad, held on 23rd and 24th January 2014</p> <p><u>PARTICIPATION:</u></p> <ul style="list-style-type: none">✓ Keynote address at International conference on Alternative Finance and Sustainable Development”. at Distance Education centre on 22/03/2017✓ Chaired a session of Green Banking-An innovative tool for service quality at NSS College Nemmara on 30.09.2015 & 01.10.2015.✓ <p>Saritha K R</p> <p>Publications</p> <ul style="list-style-type: none">✓ Testing The Effectiveness Of A Multi Media Learning Package Using Cartoons For Teaching Selected Areas In Commerce Of Higher Secondary Students. ISSN 2520-2521, Vol. No. 1 March 2013- page. No. 38-45, Global Research Review✓ <i>Effectiveness Of Cartoons On Developing Higher Order Thinking Skill In Commerce Among 21st Century Learners</i> ISBN 978-81-928151-1-4 March 2014 PAGE.No.389-396. Institutional Interventions To Bridge Competency Gulf In An E-World✓ <i>Marshaling entrepreneurship competence of higher education sector through entrepreneurship development club in Kerala</i> ISSN 2277-9310, vol.IV Issue3(1) june		

2013 Page No.38-41 International Research Journal Of Commerce, Business And Social Sciences

- ✓ *Influence of foreign environmental forces on Indian market reforms* ISSN 2348-5450, Vol 2 No.4 Page.No 32-45 ISSN 2348-5450, Vol 2 No.4 Page.No 32-45 MSN Journal Of Management.

PRESENTATIONS:

- ✓ Presented a paper on ***‘Effectiveness Of National Service Schemes Programmes On Developing Social Values’*** in the second CTE Indo-Nepal International Seminar Organized By Indo-Nepal Chapter Of Council For Teacher Education at Kathmandu VidyaKunja Secondary School, Nepal on 20th -22nd November 2014.
- ✓ Presented a paper on ***‘Role Of Social Network And Mobile Technology In E-Commerce’*** Participated in the two day National seminar on EMERGING TRENDS IN E-COMMERCE on 8th & 9th March, 2012 organized by the Post Graduate department of Commerce, Govt. College, Attingal, Thiruvananthapuram, Kerala
- ✓ Presented a paper titled ***An Evaluation Of The Entrepreneurial Development Programme In Terms Of Establishment Of New Enterprises/Units In Kollam*** in the National Conference on ENTREPRENEURSHIP DEVELOPMENT THROUGH EDUCATIONAL INSTITUTIONS jointly organized by UGC and Research and the Research and Post Graduate Department of Commerce, Mar Ivanios College, Thiruvananthapuram on 25th and 26th October, 2013
- ✓ Presented a paper on ***‘Effectiveness Of Cartoons On Developing Higher Order Thinking Skill In Commerce Among 21st Century Learners’*** in the international seminar on INSTITUTIONAL INTERVENTIONS TO BRIDGE COMPETENCY GULF IN AN e-WORLD organized by council of teacher education and NSS Training College, Pathanamthitta on 24th 25th & 26th, March 2014

PARTICIPATION:

- ✓ Participated in a **Two Day Workshop On Methodology Course In Commerce** at UG level conducted by PG Dept. of commerce, FMC College, Kollam on 25th and 26th August 2011 sponsored by kerala state higher education council.
- ✓ Participated in the two day National seminar on **Application Of Statistical Techniques In Commerce And Management Research** sponsored by the director of collegiate education and organized by the department of commerce, Baby John Memorial Govt. College, Chavara on 28th and 29th of January 2013.
- ✓ Participated in the **International Seminar On Foreign Direct Investment- The Indian Scenario** organized by Department Of Commerce, School Of Business Management And Legal Studies, University Of Kerala, Thiruvananthapuram during March 23-24. 2013.
- ✓ Participated in a UGC sponsored two day national seminar on **‘Emerging Trends In Factoring’** organized by the research and PG Dept. of commerce and management of N.S.S College, Nemmara, Palakkad, held on 23rd and 24th January 2014.
- ✓ Participated in the National Conference on **Preparation And Presentation Of Literature Review For Research Works In Social Sciences** organized by the Post Graduate Department of Commerce and Research Centre of Sanatana Dharma College, Alappuzha on 23rd May 2014.
- ✓ Participated in a UGC sponsored two day national seminar on **‘Multi-Variate Analysis In Commerce And Management Research’** organized by the research and PG Dept. of commerce and tourism of Catholicate College, Pathanamthitta, held on 28th and 29th November 2014.

- ✓ Participated in the 39th All India Accounting Conference and International seminar **On Accounting Education And Research** on 16th and 17th Dec 2016 held at Department of Commerce, Bangalore university, Bengaluru.
- ✓ Attended National Workshop on “ **Statistical Analysis And Interpretation By Statistical Package For Social Science(SPSS)**” organized by the PG Department of Commerce(sponsored by the Department of Collegiate Education Government of Kerala) held at Govt. College, Nedumangad on 10,11 and 12 Nov 2016.
- ✓ Participated in a two day national seminar on ‘**The Marketing Of Financial Services: Opportunities And Challenges In The Modern Eon**’ organized by the research and PG Dept of commerce, Govt.college Attingal(Sponsored by Directorate of Collegiate Education, Govt.of Kerala) on 25th and 26th Nov,2015

KAVITHA L:- Publications

- ✓ Published a paper entitled “Prospects and challenges of Gandhian Educational Principles in the Present Era” in an international seminar organized in connection with the 100 birth anniversary of the celebrated teacher educator of Kerala-Dr.N P Pillai at Gandhi SmarakNidhi, from July 25th-27th 2012,Thiruvananthapuram.ISBN:978-81-923093-2-3
- ✓ Published an article entitled “Virtual Commerce for the virtual World” in the Journal of Teacher, Learner and Society(TeLeS)-a multi-disciplinary journal.VolumeII,Issue 1,July-Dec 2012.ISBN 978-93-81423-004.
- ✓ Published a paper entitled Youth entrepreneurship and the role of government at the International Multidisciplinary Research Conference, Theme: “Innovative Trends in Commerce, Management, Vocational, Social, Environmental, Engineering and Technology” held on 30th June,2015at MCCIA, Tilak Road, Pune. International Research Journal of Commerce, Business and Social Sciences, Vol.IV,Issue 3(1), June 2015, ISSN:2277-9310
- ✓ Published a paper entitled ‘Backwater Tourism- In Alappuzha District’ in an UGC sponsored 3 day National seminar on Sustainable Tourism and Emerging Trends, Challenges and Issues in HRM on 29th, 30th sept and 1st Oct 2015 organised by Post Graduate Department of Commerce, NSS College ,Pandalam. Vol 1 No.1 Oct 2015,ISBN 978-93-5254-332-8

Presentations

- ✓ Presented a paper entitled ‘Rise of Sustainability Through Green Marketing’ in an UGC Sponsored Two day National Seminar on ‘Multi-variate Analysis in Commerce and management Research’ held on 28th and 29th Nov, 2014
- ✓ Presented a paper in an UGC sponsored two day national seminar on ‘**Emerging Trends In Factoring**’ organized by the research and PG Dept. of commerce and management of N.S.S College, Nemmara, Palakkad, held on 23rd and 24th January 2014.
- ✓ Presented a paper entitled ‘ Educating the Young Minds to the Stress Free World’ at the Golden Jubilee International seminar on education for the 21st century conducted by Karmela Rani Training College on 10th Jan,2011.
- ✓ Presented a paper entitled ‘Virtual Classroom System-An active means for constructing knowledge in a national level seminar on Information and Communication Technology in Education: Challenges and Innovations at Karmela Rani Training College, Kollam.
- ✓ Presented a paper entitled ‘Financial Inclusion as a means for Inclusive growth’ organized by MSN Institute for Management and Technology in a two day International seminar on Financial Inclusion: Exploring the Dimensions.
- ✓ Presented a paper titled “An Evaluation of the Entrepreneurial Development Programmes in terms of Establishment of new Entreprises or Units in Kollam in a National Conference on Entrepreneurship Development through Educational Institutions

jointly organized by UGC and the Research and PG Dept. of Commerce, Mar Ivanious College.

Participations

- ✓ Participated in the two day National seminar on **Application Of Statistical Techniques In Commerce And Management Research** sponsored by the director of collegiate education and organized by the department of commerce, Baby John Memorial Govt. College, Chavara on 28th and 29th of January 2013.
- ✓ Participated in a national seminar on “Life Skills and Personal Leadership Skills” sponsored by the UGC and organized by the P.G department of Commerce, S.N College, Chathanoor on 10th and 11th Dec 2014.
- ✓ Participated in the 39th All India Accounting Conference and International seminar on Accounting Education and Research on 16th and 17th Dec 2016 held at Department of Commerce, Bangalore university, Bengaluru.
- ✓ Attended National Workshop on “ Statistical Analysis and Interpretation by Statistical Package for Social Science(SPSS)” organized by the PG Department of Commerce(sponsored by the Department of Collegiate Education Government of Kerala) held at Govt. College, Nedumangad on 10,11 and 12 Nov 2016.
- ✓ Participated in a two day national seminar on ‘The marketing of Financial Services: Opportunities and Challenges in the Modern Eon’ organized by the research and PG Dept of commerce, Govt.collegeAttingal(Sponsored by Directorate of Collegiate Education, Govt.of Kerala) on 25th and 26th Nov,2015
- ✓ Participated in an UGC sponsored National seminar on ‘ Knowledge Management in the emerging Markets’organized by Post Graduate Dept of Commerce, St.Gregorios College on 16th and 17th March 2017

Chithra P

Publications

- ✓ Migrant workforce to Kerala-Blessing or Curse” Vol.3 No.1 June 2013 Global research Review
- ✓ Importance of Developing Soft Skills and its relevance in the education system Vol.3.No.2 June 2013 Research Scholar
- ✓ Challenges and Opportunities of Rural marketing Vol.1 No.1 July 2013 Lux Montis
- ✓ Importance of Training and Development Practices in Banking Sector Vol.4 No.3 Sept 2014 Global Research Review
- ✓ A concept study on Globalisation and its Implications on India Vol.3 No.1 March 2013 Global Research Review

Presentations

- ✓ Presented a paper entitled “ Comparison of Basel II and Basel III” in an UGC sponsored National Seminar on Basel III Adaptability of Indian Banks in SN College, Varkala held on 26th and 27th Sept 2014
- ✓ Presented a paper on the topic Contemporary Marketing Intelligence in the Indian Context in the one day seminar on Contemporary Business Trends organised by St. Gregorios College, Kottarakkara.

	<ul style="list-style-type: none">✓ Presented a paper entitled ‘Rise of Sustainability Through Green Marketing’ in an UGC Sponsored Two day National Seminar on ‘Multi-variate Analysis in Commerce and management Research’ heldon 28th and 29th Nov, 2014✓ Presented a paper entitled ‘Human Resource Management Practices in Co-operative Sector’ on a national seminar on Opportunities and Challenges in Industrial Financingat Mar Thoma College of Science and Technology.✓ Presented a paper entitled “Importance of Training and Development practcies in Banking Sector”on the national seminar on Opportunities and Challenges in Industrial Financingat Mar Thoma College of Science and Technology. <u>Participations</u> <ul style="list-style-type: none">✓ Participated in a national seminar on “Life Skills and Personal Leadership Skills” sponsored by the UGC and organized by the P.G department of Commerce, S.N College, Chathanoor on 10th and 11th Dec 2014.✓ Participated in the 39th All India Accounting Conference and International seminar on Accounting Education and Research on 16th and 17th Dec 2016 held at Department of Commerce, Bangalore university, Bengaluru.✓ Participated in a two day national seminar on ‘The marketing of Financial Services: Opportunities and Challenges in the Modern Eon’ organized by the research and PG Deptof commerce, Govt.collegeAttingal(Sponsored by Directorate of Collegiate Education, Govt.of Kerala) on 25th and 26th Nov,2015✓ Participated in an UGC sponsored National seminar on ‘ Knowledge Management in the emerging Markets’organized by Post Graduate Dept of Commerce, St.Gregorios College on 16th and 17th March 2017		
	Number of papers published in peer reviewed journals-	National	14
		International	Nil
	Number of publications listed in international Database		NIL
	Monographs		NA
	Chapter in Books		NA
	Books Edited		NA
	Books with ISBN/ISSN numbers with details of publishers		NA
	Citation Index		-
	SNIP		NA
	SJR		NA
	Impact factor		
	h-index		NA
20	areas of consultancy and income generated		NIL
21	Faculty as members in		
a)	National committees		NIL
b)	International committees		NIL
c)	Editorial boards		NIL
22	Student projects		NIL
a	Percentage of students who have done in- house projects including inter departmental programme		100% VI semester Commerce Students

b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies	NIL			
23	Awards/ recognition received by faculty/students	NIL			
24	List of eminent academicians and scientists/ visitors to the department				
	<ul style="list-style-type: none">✓ Mrs.Helen Jerome, General Manager , DIC, Kollam, ED club inauguration and an awareness class on entrepreneurship and motivation✓ Mr.K.S.Sivakumar Manager, DIC, Kollam Invited talk on DIC’s Schemes.A quiz programme on entrepreneurship awareness✓ Dr. Baiju Ramachandran, FCS , Director Indian Chamber Of Commerce, Commerce association inauguration – a lecture on professional growth through commerce education.(2016-17)✓ Dr. Sarun S. G, Asst. prof. Govt. College, Attingal. Invited talk on personality development✓ Dr. Baiju Ramachandran, FCS, Director Indian Chamber Of Commerce, Commerce association inauguration – a lecture on professional growth through commerce education (2016-17).✓ Prejish.A.P Director, Nirbhaya Institute for human development.✓ Mr.Philomin Antony MD, San Group of Compan.✓ Dr. Dayanandan, resource person SEBI✓ Justin Thomas, Motivational speaker, ISSTAC (Institute For Soft Skill Training And Counselling)✓ CA, Vishnu.R.GPartner, M/s. janardananUnnithan& Co.✓ Sunil kumarshanmukam, Managing Director, Essen Management And Development Solutions Pvt. Ltd.✓ Prof.JosePampakkal, Director DBFS Security Ltd.✓ Adv.Venugopalannair, IPR Attorney and corporate lawyer				
25	Seminars/ Conferences/Workshops	NIL			
a)	National	NIL			
b)	International	NIL			
c)	State	NIL			
26	Student profile program/course wise:				
Name of the Course/ programme	Batch	No. of students appeared	Enrolled		Pass %
			M	F	
Bcom	2012-2013	28	22	77	86
	2013-2014	33	22	78	88
	2014-2015	28	26	69	96
	2015-2016	28	26	68	82
	2016-2017	31	28	67	Result awaiting
27	Diversity of students				

		Name of the Course		% of students from the same state		% of students from other States		% of students from abroad	
		Bcom		100		Nil		Nil	
28	How many students have cleared national and state Competitive examinations?								
		2010	2011	2012	2013	2014	2015		
	NET	1	1		1				
	SET								
	GATE								
	STATE PSC		1						
	UPSC								
	OTHERS								
	Defence		1	1	1	1	-		
29	Student progression					Against % enrolled			
	UG to PG					30			
	PG to M.Phil.					NA			
	PG to Ph.D.					NA			
	Ph.D. to Post-Doctoral					NA			
	Employed								
	• Campus selection					NIL			
	• Other than campus recruitment					20			
	Entrepreneurship/Self-employment								
30	Details of Infrastructural facilities								
a	Library			Common					
b	Internet facilities for Staff & Students			Computer lab of commerce					
c	Class rooms with ICT facility			ICT enabled smart class room					
d	Laboratories			a) Class rooms with ICT facility -1 b) Students' laboratories -1					

31	Number of students receiving financial assistance from college, university, government or other agencies	25
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	
	NIL	
33	Teaching methods adopted to improve student learning	<ul style="list-style-type: none"> Participative learning Techniques, Power point presentations, Peer teaching , Industrial Visits
34	Participation in Institutional Social Responsibility (ISR) and Extension activities	Participation in blood donation campaign Visiting community places Career Guidance classes for Higher Secondary students Supply of food packets Invited talks by department faculties in nearby institutions
35	SWOC analysis of the Department and future plans	

Strength	Weakness	Opportunities	Challenges
Well qualified Faculties *Meritorious Students and good results *Healthy Student Teacher Relationship *High demand for the programme *Commendable Discipline among students	Poor soft skills of the students Low economic and social background of students Low literacy level of parents Admission of non commerce students to B.Com. Heterogeneous student input Lack of Post graduate course	High demand for Commerce graduates B.Com(computer application) students are high in demand High scope for academic progression Feeder to professional courses like CA, ICWA,CS, MBA	Unorganised semester system- unscientific University schedule leads to unsatisfactory coverage of syllabi 2. Lack of depth in knowledge because of time crunch and vast syllabus 3. Shortage of funds 4. Delay in exam results 5. To make them identify the potential of the subject

Future Plans:

National Seminars to be organised yearly.

Proposal for PG Course commerce quiz to be conducted yearly.

Ensure proper conduct of remedial classes, and mentoring activities to selected students

Faculty members should undertake major and minor research projects of various state and national level agencies.

Membership in online journals are intended to be taken

Interactive sessions with language experts will be organised for improving communication skills.

Student initiatives like Vocabulary building, Thought for the day, Book Review, Economic Review presentation, Newspaper reading and presentation, SWOC analysis of classes and students, etc. to be promoted.

1	Name of the Department	English			
2	Year of establishment	1981			
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)	UG (BA-English Language and Literature)			
4	Names of Interdisciplinary courses and the departments /units involved	Nil			
5	Annual/ semester/ choice based credit system (Programme wise)	Choice based credit system			
6	Participation of the department in the course offered by other departments	General English classes to other departments and Students take up courses offered by various departments in regard to the Open Course System under CBCSS			
7	Courses in collaboration with other universities, Industries, foreign institutions etc.	NIL			
8	Details of courses/ programmes discontinued (if any) with reasons	Nil			
9	Number of teaching posts				
	Name of post	Sanctioned	Filled		
	Professors	NIL	NA		
	Associate Professors	1	1		
	Assistant Professors	3	3		
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)				
	Name	Qualification	Designation	Specialization	No. of Ph. D students guided for the last 4 years
	T.R.Madhu	MA,Mphil, BEd	Associate Professor	Film studies	25 Yrs
	Dr.Kishore ram	MA, BEd,Ph.D	Assistant Professor	Post modernism & Literature, film studies	13 Yrs
	Meera.K.G	MA, Mphil	Assistant Professor	Cultural studies	6 Yrs
	Jayalekshmi.J	MA, BEd	Assistant Professor	Dalit Literature	4 Yrs
	Divya S	MA, BEd	Guest faculty	Indian English literature Mexican literature	3 Yrs
	Aswathi. K.Nair	MA, BEd, Mphil	Guest faculty	Children's literature	3 Yrs

Suja V. S		MA, BEd	Guest faculty	Indian English Literature		1 Yr	Nil
11	List of senior visiting faculty		Nil				
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty			35%			
13	Student- Teacher Ratio (Programme wise)			(1:90 for General English, 1:12 for BA Main)			
14	Number of academic supportive staff			Sanct ioned	Filled		
	Technical			0	0		
	Administrative			0	0		
15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG			Ph. D	1		
				M. Phil	3		
				PG	3		
16	Number of faculty with ongoing projects			Meera.K.G is doing a minor Project funded by UGC, Grant received- Rs 25000			
	Funding agency			UGC			
	National			NIL	NIL		
	International			NIL	NIL		
17	Departmental projects funded by DST- FIST, UGC, DBT, ICSSR etc and total grants received			NIL			
18	Research Centre/ Faculty recognized by the university			NA			
19	Publications: Dr. Kishore Ram ✓ Post modernism in English literature, Sonali Publishers new Delhi ISBN: 81-7551-105-2(authored by Dr.Kishore Ram) ✓ Understanding Joseph Heller’s catch-22, lambert Academic Publishers, Germany. ISBN- 9783659298615 (authored by Dr.Kishore Ram) ✓ Indian Readings on Indian writings in English-, lambert Academic Publishers, Germany, ISBN- 9783659371257 (authored by Dr.Kishore Ram) ✓ Editing Books -1 (Dr.Kishore Ram has edited <i>A Bouquet of short stories</i> (prescribed for BA/BSc/BCom syllabus under Kerala University)						

	Number of papers published in peer reviewed journals	National	0
		International	0
	Number of publications listed in international Database		0
	Monographs		NA
	Chapter in Books		3
	Books Edited		1
	Books with ISBN/ISSN numbers with details of publishers		NA
	Citation Index		-
	SNIP		NA
	SJR		NA
	Impact factor		
	h-index		NA
20	areas of consultancy and income generated		NIL
21	Faculty as members in		
a)	National committees		NIL
b)	International committees		NIL
c)	Editorial boards		NIL
22	Student projects		NIL
a	Percentage of students who have done in-house projects including inter departmental programme		100% (Every academic year, S6 students of BA English submit a research project for their successful completion of degree)
b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies		NIL
23	Awards/ recognition received by faculty/students		Dr. Kishore Ram was awarded UGC Research award 2015 Doctoral / post doctoral fellows - Dr. Kishore Ram is doing post doctoral research
24	List of eminent academicians and scientists/ visitors to the department		
	<ul style="list-style-type: none"> ❖ Dr. Joseph Dorairaj (Professor and Head, Department of English, Gandhi gram Rural University. ❖ Dr. K. M. Sheriff (Department of English, University of Calicut). ❖ Dr. Saji Mathew (Assistant Professor, School of Letters, MG University, Kottayam. ❖ Dr. S. Srinivasan (Retd. Professor, SN College, Kollam. ❖ Prof. P Harikrishna (Department of English, NSS College, Pandalam). ❖ Dr. S. Subhash Chandran (Retd. Associate Professor SN College, Kollam ❖ Dr. Gopakumar Retd. Professor, Department of English, MG College, Trivandrum ❖ Dr. N. Krishnan Kutty, Department of English, NSS Law college, Kottiyam 		

	<ul style="list-style-type: none">❖ Aswathy Vijayadas, Assistant Professor, Department of English, Amrita Viswa Vidya Peetham, Vallikkavu, Kollam❖ Dr. S. Parvathy, Associate Professor, Department of English, Fathima Matha National College, Kollam						
25	Seminars/ Conferences/Workshops organized & the source of funding		1 (National Seminar)				
a)	National		National seminar (funded by UGC) during the academic year 2015-16				
b)	International		NIL				
c)	State		Nil				
26	Student profile programme/course wise:						
Name of the Course/ programme		Batch	No. of students appeared	Enrolled		Pass %	
				M	F		
B.A		2011- 2012	56	15	43	94.6	
English		2012- 2013	54	16	44	94	
		2013- 2014	58	12	51	68	
27		Diversity of students					
		Name of the Course	% of students from the same state	% of students from other States		% of students from Abroad	
		BA English	100	Nil		Nil	
28	How many students have cleared national and state Competitive examinations?						
		2010	2011	2012	2013	2014	2015
	NET	1	1	1	1	1	0
	SET						
	GATE						
	STATE PSC		12	10	8		
	UPSC				1		

	OTHER S			4	4	3	
	Defence			4	3	2	2
29	Student progression						Against % enrolled
	UG to PG						27
	PG to M.Phil.						NA
	PG to Ph.D.						NA
	Ph.D. to Post-Doctoral						NA
	Employed						
	• Campus selection						3
	• Other than campus recruitment						4
	Entrepreneurship/Self-employment						
30	Details of Infrastructural facilities						
a.	Library				Common		
b	Internet facilities for Staff & Students				Common		
c	Class rooms with ICT facility				Yes, one smart class room		
d	Laboratories				Language lab, department has a book/CD Bank		
31	Number of students receiving financial assistance from college, university, government or other agencies				12		
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts						
33	Teaching methods adopted to improve student learning				ICT supported classes. Remedial teaching given to learners who need it. Tutor-ward system strengthened. Students are encouraged to participate in seminars to develop research aptitude. Peer group teaching initiated. Oral exams conducted focusing on pronunciation and communication skills of the students. Learner centered pedagogy Experiential Teaching and Learning :The Sixth Semester students of 2013-14 batch were exposed to Experiential Learning in the workshop organized by Chitranjali Film Studio in collaboration with the Department in The students had the opportunity to interact with learned technicians and reputed cine artists Conducting coaching classes for Competitive Exams		

34	Participation in Institutional Social Responsibility (ISR) and Extension activities	<p>The students of the department are members of various forums like NSS, NCC and actively participating in all the activities reflecting social commitment, namely collecting and distributing funds, cloth and other materials for the needy, blood donation, participation in awareness campaigns etc.</p> <p>The facult yengage in organizing language sessions and skill development programmes for students of nearby schools.</p> <p>Conducted Communicative English classes- ‘Easy English’ in schools for teachers and students</p> <p>Kaleidoscope, a film festival commemorating the hundred years of Indian cinema was arranged.</p> <p>Wielding the Pen: In order to cultivate the creativity of students, the department encourages each batch to bring out a manuscript to highlight their talent.</p> <p>Add a Word: Every day, five new words are added to the vocabulary of teachers as well as students as far as possible to enrich and strengthen their word power. These words are displayed on the white board in the department</p> <p>Literary Update: Newsletters are one of the best resources for compact and relevant literary information. They cover literary news, updates and advice from published authors, upcoming literary events, and articles on a wide range of beneficial topics. The Department has launched a newsletter by name ‘Literary Update.’ It has helped the students a long way on keeping tem abreast with the latest developments and trends in the literary world. It has been proved to be a powerful tool in improving writing skills</p>		
35	SWOC analysis of the Department and future plans			
Strength		Weakness	Opportunities	Challenges
Presence of a vibrant group of teacher		Three permanent posts which are due to be sanctioned in the department as per the	Improving the communication skills of economically	Below par communication skills of the students when they join the college.

<p>Interdisciplinary pedagogic practices adopted by the teachers.</p> <p>Healthy student teacher relationship.</p> <p>Regular PTS Meetings</p> <p>Oratory Training Programme (OTP) for the students.</p> <p>Every year our pass percentage is above the University average.</p> <p>Good language lab and smart class room</p>	<p>workload are yet to be sanctioned</p>	<p>backward students</p>	<p>Overcoming the difficulty faced by the students of rural background in learning and communicating in English.</p>
<ul style="list-style-type: none"> ✓ To upgrade the department to a PG department ✓ To bring out a bi-annual journal ✓ To conduct workshops focusing on linking academic skills with employability. ✓ To conduct National/ International Seminars with emphasis on interdisciplinary learning. ✓ Lecture Series by eminent personalities to be continued ✓ Library visits outside the University ✓ Programmes to increase the communicative skills of the students 			

1	Name of the Department	Economics			
2	Year of establishment	2013			
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)	UG			
4	Names of Interdisciplinary courses and the departments /units involved	Nil			
5	Annual/ semester/ choice based credit system (Programme wise)	Choice based credit system			
6	Participation of the department in the course offered by other departments	An open course provided by this department for S5 students from various departments, the name of the course is 'Human Resource Management'.			
7	Courses in collaboration with other universities, Industries, foreign institutions etc.	NIL			
8	Details of courses/ programmes discontinued (if any) with reasons	Nil			
9	Number of teaching posts				
	Name of post	Sanctioned	Filled		
	Professors	NIL	NA		
	Associate Professors	0	0		
	Assistant Professors	0	0		
	Guest Faculty	3	3		
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)				
	Name	Qualification	Designation	Specialization	No. of Years of Experience
	No. of Ph.D students guided for the last 4 years				
	Athulya S Patric	M A,B Ed	Asst. Professor on contract		8 months
					Nil

Sreejith MJ		M.A,M.Phil	Asst. Professor on contract	Agricultural Economics	8 month	Nil
Saranya S		M.A,M.Phil	Asst. Professor on contract	Health Economics	2 years	Nil
11	List of senior visiting faculty		Nil			
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty			100%		
13	Student- Teacher Ratio (Programme wise)			43:1		
14	Number of academic supportive staff			Sanctioned	Filled	
	Technical			0	0	
	Administrative			0		0
15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG			Ph. D	0	
				M. Phil	2	
				PG	1	
16	Number of faculty with ongoing projects			NIL		
	Funding agency			NIL	NIL	
	National			NIL	NIL	
	International			NIL	NIL	
17	Departmental projects funded by DST- FIST, UGC, DBT, ICSSR etc and total grants received			NIL.		
18	Research Centre/ Faculty recognized by the university			NA		
19	Publications: Nil					
	Number of papers published in peer reviewed journals-	National			0	
		International			0	

	Number of publications listed in international Database	0
	Monographs	NA
	Chapter in Books	NA
	Books Edited	NA
	Books with ISBN/ISSN numbers with details of publishers	NA
	Citation Index	-
	SNIP	NA
	SJR	NA
	Impact factor	
	h-index	NA
20	areas of consultancy and income generated	NIL
21	Faculty as members in	
a)	National committees	NIL
b)	International committees	NIL
c)	Editorial boards	NIL
22	Student projects	NIL
a	Percentage of students who have done in- house projects including inter departmental programme	100% VI semester BA Students
b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies	NIL
23	Awards/ recognition received by faculty/students	
24	List of eminent academicians and scientists/ visitors to the department	
	1.Vijayakumar (Retd.HOD, Department Of Economics, NSS Hindu College Changanacherry) 2. Dr.Rajashekharan Nair (Retd.HOD, Department Of Economics, Govt. College Attingal) 3. Dr.Anitha (Associate professor Department of Economics, Karyavattom Campus) 4. Greeshma (Assit. Professor, Department of Economics, NSS College, Dhanuvachapuram) 5. Parvathy.S (FIP, Department Of Economics, S.N Womens College, Kollam)	

25	Seminars/ Conferences/Workshops organized & the source of funding		NIL		
a)	National		NIL		
b)	International		NIL		
c)	State				
26	Student profile programme/course wise:				
Name of the Course/programme	Batch	No. of students appeared	Enrolled		Pass %
			M	F	
BA Economics	2014 - 2017	43	8	35	-
	2015- 2018	43	16	27	-
	2016 - 2019	50	18	32	-
27	Diversity of students				
	Name of the Course	% of students from the same state	% of students from other States		% of students from abroad
	BA Economics	100	Nil		Nil
28	How many students have cleared national and state Competitive examinations?: Nil				
29	Student progression			Against % enrolled	
	UG to PG			NA	
	PG to M.Phil.			NA	
	PG to Ph.D.			NA	
	Ph.D. to Post-Doctoral			NA	

	Employed	
	• Campus selection	NIL
	• Other than campus recruitment	
	Entrepreneurship/Self-employment	
30	Details of Infrastructural facilities	
a	Library	Centralized Library
b	Internet facilities for Staff & Students	one computer
c	Class rooms with ICT facility	Nil
d	Laboratories	
31	Number of students receiving financial assistance from college, university, government or other agencies	50
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	
	<p>Special lecture by Parvathy. S related to green GDP in India.</p> <p>Dr. Ragashekharan Nair. Delivered a class related to Demonitarisation and present Economic situation in India.</p> <p>Miss.Greshma engaged Aa special class on Hydro Electro Power Project.</p> <p>Dr. Anitha.V delivered a seminar on importance of savings in day to day life.</p>	
33	Teaching methods adopted to improve student learning	<ul style="list-style-type: none"> • Remedial teaching • Tutorial system • Peer group teaching • Students are allotted topics to be presented in front of the class. • Assignments and Projects are being prepared by the students of all the classes.

34	Participation in Institutional Social Responsibility (ISR) and Extension activities	Inter department quiz competition Many students actively participated for the community serving programmes through NSS and NCC		
35	SWOC analysis of the Department and future plans			
Strength		Weakness	Opportunities	Challenges
<ul style="list-style-type: none">• Supportive Parents• Support of Principal and teachers of other Departments		<ul style="list-style-type: none">• Lack of Permanent Staff• Academically poor students	<ul style="list-style-type: none">• Opportunities for higher studies• Career guidance to the students• ASAP• Literary activities for the student community	<ul style="list-style-type: none">• To make students to recognize the potential of the subject• To generate funds for various activities in the department
Future Plans <ul style="list-style-type: none">• Conducting seminar and workshop for students on the area of SPSS, and other research area for improving their interest for Research.• Creating awareness among the Society about Demonetarization and Budget analysis.				

1	Name of the Department		Mathematics			
2	Year of establishment		1981			
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)		UG			
4	Names of Interdisciplinary courses and the departments /units involved		We don't have interdisciplinary courses but we teach subsidiary Courses in Department of Physics, Chemistry and Economics.			
5	Annual/ semester/ choice based credit system (Programme wise)		CBCSS			
6	Participation of the department in the course offered by other departments		One complementary course each during first four semesters in the UG programmes in Physics, Chemistry and Economics.			
7	Courses in collaboration with other universities, Industries, foreign institutions etc.		NIL			
8	Details of courses/ programmes discontinued (if any) with reasons		NIL			
9	Number of teaching posts					
	Name of post		Sanctioned		Filled	
	Professors		NIL		NA	
	Associate Professors		0		0	
	Assistant Professors		1		1	
	Guest (Temporary faculty)		1		1	
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)					
	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D students guided for the last 4 years
	Jayalekshmi K K	M.Sc, NET B.Ed	Assistant Professor	Pure Mathematics	3 Yrs	Nil
	Rajalekshmi A	M.Sc	Guest Faculty	Pure Mathematics	2 Yrs	Nil
11	List of senior visiting faculty	Nil				
12	Percentage of lectures delivered and practical classes		33%			

	handled (programme wise) by temporary faculty			
13	Student- Teacher Ratio (Programme wise)	129:1		
14	Number of academic supportive staff	Sanctioned	Filled	
	Technical	NIL	NIL	
	Administrative	NIL		NIL
15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG	Ph. D		0
		M. Phil		0
		PG		2
16	Number of faculty with ongoing projects	NIL		
	Funding agency	NIL	NIL	
	National	NIL	NIL	
	International	NIL	NIL	
17	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants received	NIL.		
18	Research Centre/ Faculty recognized by the university	NA		
19	Publications: NIL			
	Number of papers published in peer reviewed journals-	National	NIL	
		International	NIL	
	Number of publications listed in international Database		NIL	
	Monographs		NA	
	Chapter in Books		NA	
	Books Edited		NA	
	Books with ISBN/ISSN numbers with details of publishers		NA	
	Citation Index		-	
	SNIP		NA	
	SJR		NA	
	Impact factor			
	h-index		NA	
20	areas of consultancy and income generated	NIL		

21	Faculty as members in			
a)	National committees			NIL
b)	International committees			NIL
c)	Editorial boards			NIL
22	Student projects			NIL
a	Percentage of students who have done in- house projects including inter departmental programme			NIL
b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies			NIL
23	Awards/ recognition received by faculty/students			NIL
24	List of eminent academicians and scientists/ visitors to the department			
	NIL			
25	Seminars/ Conferences/Worksh ops organized & the source of funding	NIL		
a)	National	NIL		
b)	International	NIL		
c)	State	NIL		
26	Student profile programme/course wise: NA			
27	Diversity of students			
	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
	BSc Mathema tics	100	Nil	Nil
28	How many students have cleared national and state Competitive examinations? NA			
29	Student progression			NA
30	Details of Infrastructural facilities			
a	Library		Common	
b	Internet facilities for Staff & Students		Common	
c	Class rooms with ICT facility			

31	Number of students receiving financial assistance from college, university, government or other agencies	NA			
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts				
	NA				
33	Teaching methods adopted to improve student learning	• ICT enabled teaching			
34	Participation in Institutional Social Responsibility (ISR) and Extension activities	NA			
35	SWOC analysis of the Department and future plans				
Strength		Weakness		Opportunities	Challenges
<ul style="list-style-type: none">• Despite insufficient strength of faculty we are able to impart quality education to our students• Even though our students come from poor academic and financial background, they have high ability to learn mathematics and gain necessary mathematical skill and ability for reasoning.		<ul style="list-style-type: none">• The department has no sufficient infrastructure for the IT enabled teaching learning process• Lack of post graduate and undergraduate courses.Lack of infrastructure		As an institution in a backward rural area we have opportunity to serve a community who are in great need of a good education.	<ul style="list-style-type: none">• Lack of proper infrastructure and learning resources.• Students have the caliber to understand a subject like mathematics and to think logically and ask relevant and thought provoking question to teachers.
<ul style="list-style-type: none">• In future, we wish to set up a PG department of mathematics in which we can provide an illustrating application of various branches of Mathematics with the financial help from the management, UGC, NBHM, Alumni, etc. We are• focusing on better research opportunity for faculties and to apply for UGC major and Minor Project					

1	Name of the Department		Botany			
2	Year of establishment		1999			
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)		UG Subsidiary			
4	Names of Interdisciplinary courses and the departments /units involved		Discussed under Zoology			
5	Annual/ semester/ choice based credit system (Programme wise)		Choice based credit system			
6	Participation of the department in the course offered by other departments		NA			
7	Courses in collaboration with other universities, Industries, foreign institutions etc.		NIL			
8	Details of courses/ programmes discontinued (if any) with reasons		NIL			
9	Number of teaching posts					
	Name of post		Sanctioned		Filled	
	Professors		NIL		NA	
	Associate Professors		0		0	
	Assistant Professors		0		0	
	Guest Faculty		1		1	
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)					
	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D students guided for the last 4 years
	PARVATHY S NAIR	M.Sc. NET	Guest lecturer	Botany	1 Yr	NIL
11	List of senior visiting faculty	Nil				
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty			100%		
13	Student- Teacher Ratio (Programme wise)			48:1		
14	Number of academic supportive staff		Sanctioned		Filled	
	Technical		1		1	
	Administrative		0		0	
15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG		Ph. D		0	
			M. Phil		0	
			PG		1	

16	Number of faculty with ongoing projects	NIL	
	Funding agency	NIL	NIL
	National	NIL	NIL
	International	NIL	NIL
17	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants received	NIL.	
18	Research Centre/ Faculty recognized by the university	NA	
19	Publications: 16		
	Number of papers published in peer reviewed journals-	National	NIL
		International	NIL
	Number of publications listed in international Database		NIL
	Monographs		NA
	Chapter in Books		NA
	Books Edited		NA
	Books with ISBN/ISSN numbers with details of publishers		NA
	Citation Index		-
	SNIP		NA
	SJR		NA
	Impact factor		
	h-index		NA
20	areas of consultancy and income generated		NIL
21	Faculty as members in		
a)	National committees		NIL
b)	International committees		NIL
c)	Editorial boards		NIL
22	Student projects		NIL
a	Percentage of students who have done in- house projects including inter departmental programme		<u>NA</u>
b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies		Dr. P. Ambilikutty Amma (Now transferred) of department of Botany is supervising a student project, aims at the compliation of the medicinal plants in the surrounding areas.
23	Awards/ recognition received by faculty/students		NIL
24	List of eminent academicians and scientists/ visitors to the department		
	Discussed under zoology		

25	Seminars/ Conferences/Workshops organized & the source of funding	NIL
a)	National	NIL
b)	International	NIL
c)	State	NIL
26	Student profile program/course wise:NA	
28	How many students have cleared national and state Competitive examinations? NA	
29	Student progression	NA
30	Details of Infrastructural facilities	
a	Library	Common
b	Internet facilities for Staff & Students	Common
c	Class rooms with ICT facility	ICT enabled smart class room
d	Laboratories	UG lab-1
31	Number of students receiving financial assistance from college, university, government or other agencies	NA
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	
	Discussed under Zoology	
33	Teaching methods adopted to improve student learning	The subjects are taught only at subsidiary level and so advanced discussions are not needed. Teachers take care to make the teaching student oriented. Peer teaching is extensively used.
34	Participation in Institutional Social Responsibility (ISR) and Extension activities	The teacher collaborates with the respective main Department and actively participates in all their activities.
35	SWOC analysis of the Department and future plans	
Strength		Weakness
		Opportunities
		Challenges
Discussed under zoology		
<u>Future Plans:</u>		
<ul style="list-style-type: none"> Efforts to start a degree course 		

1	Name of the Department		Oriental Languages			
2	Year of establishment		1981			
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)		UG additional language (Language Course)			
4	Names of Interdisciplinary courses and the departments /units involved		NA			
5	Annual/ semester/ choice based credit system (Programme wise)		Choice based credit system.			
6	Participation of the department in the course offered by other departments		NA			
7	Courses in collaboration with other universities, Industries, foreign institutions etc.		NIL			
8	Details of courses/ programmes discontinued (if any) with reasons		NIL			
9	Number of teaching posts					
	Name of post		Sanctioned		Filled	
	Professors		NIL		NA	
	Associate Professors		1		1	
	Assistant Professors		1		1	
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)					
	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D students guided for the last 4 years
	Dr. P. Geetha	MA,MPhil, B.Ed,PhD	Assistant Professor	Folk songs	27 Yrs	Nil
	Dr. K. S. Beena	MA, PhD, Diploma in Translation course	Assistant Professor	Patriotic songs	13 Yrs	Nil
11	List of senior visiting faculty		Nil			
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty			NA		
13	Student- Teacher Ratio (Programme wise)			BA/BSc-135:1, BCom-15:1 for Malayalam, BA/Bsc- 85:1, BCom-19:1 for Hindi		
14	Number of academic supportive staff		Sanctioned		Filled	
	Technical		0		0	
	Administrative		0		0	

15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG	Ph. D	2
		M. Phil	1
		PG	0
16	Number of faculty with ongoing projects	NIL	
	Funding agency	NIL	NIL
	National	NIL	NIL
	International	NIL	NIL
17	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants received	NIL.	
18	Research Centre/ Faculty recognized by the university	NA	
19	Publications:NIL		
	Number of papers published in peer reviewed journals-	National	NIL
		International	NIL
	Number of publications listed in international Database		NIL
	Monographs		NA
	Chapter in Books		NA
	Books Edited		NA
	Books with ISBN/ISSN numbers with details of publishers		NA
	Citation Index		-
	SNIP		NA
	SJR		NA
	Impact factor		
	h-index		NA
20	areas of consultancy and income generated		NIL
21	Faculty as members in		
a)	National committees		NIL
b)	International committees		NIL
c)	Editorial boards		NIL
22	Student projects		NIL
A	Percentage of students who have done in- house projects including inter departmental programme		NA
B	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies		NA
23	Awards/ recognition received by faculty/students		NIL
24	List of eminent academicians and scientists/ visitors to the department		

	✓ Dr. Sajith, Asst.Prof., Dept. of Hindi, S.N.College, Kollam ✓ Dr.K.Unnikrishnan, Asst.Prof., Dept. of Sanskrit, Sanskrit College ✓ Dr.Rethi.D, Asst.Prof., Dept. of Hindi, Govt. Womens College, Tvm.	
25	Seminars/ Conferences/Workshops organized & the source of funding	NIL
a)	National	NIL
b)	International	NIL
c)	State	NIL
26	Student profile programme/course wise: NA	
27	Diversity of students: NA	
28	How many students have cleared national and state Competitive examinations? NA	
29	Student progression	NA
30	Details of Infrastructural facilities	
a	Library	Common
b	Internet facilities for Staff & Students	Common
c	Class rooms with ICT facility	No
d	Laboratories	No
31	Number of students receiving financial assistance from college, university, government or other agencies	NA
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts	
	✓ Conducted a seminar on Ramayana ✓ celebrated Kerala Piravi Dinam 2016 ✓ Celebrated Hindi Week ✓ World Hindi day on January 10	
33	Teaching methods adopted to improve student learning	<ul style="list-style-type: none"> • Interactive sessions • Encourage seminar by students. Students are allotted Topics to be presented well before the class • Assignments are mandatory for the students of all classes
34	Participation in Institutional Social Responsibility (ISR) and Extension activities	Programme was conducted for students to make them familiar with 'Thaliyola' (Before the advent of paper Palm leaves were used for writing).

35	SWOC analysis of the Department and future plans			
	Strength	Weakness	Opportunities	Challenges
	<ul style="list-style-type: none"> • Highly qualified teachers • Accountability of the teachers • Mentoring poor students • Interaction with the departments of other colleges 	<ul style="list-style-type: none"> • Economically backwardness of the students • Academically poor students • Most of the students are from educationally backward families 	<ul style="list-style-type: none"> • For Higher studies • Career guidance to the students • Provides opportunities for students to develop their creative talents 	Parents and students like professional degree than a degree in Arts and Science. Because of this generally arts and Science Colleges do not get the best students
	<ul style="list-style-type: none"> ✓ To conduct literary programmes to enhance the students learning activities. ✓ To start under graduate course. 			

1	Name of the Department			Physical Education		
2	Year of establishment			1981		
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)			Open Course for “ Health and Fitness Education “ in the fifth Semester		
4	Names of Interdisciplinary courses and the departments /units involved			NIL		
5	Annual/ semester/ choice based credit system (Programme wise)			CBCSS		
6	Participation of the department in the course offered by other departments			NIL		
7	Courses in collaboration with other universities, Industries, foreign institutions etc.			NIL		
8	Details of courses/ programmes discontinued (if any) with reasons			NIL		
9	Number of teaching posts					
	Name of post			Sanctioned		Filled
	Professors			NIL		NA
	Associate Professors			1		1
	Assistant Professors			NIL		NIL
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)					
Name		Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D students guided for the last 4 years
Dr. M. B. Sujan		MPES,M.Phil,P h.D	Associate Professor	Football	22 Yrs	Nil
11	List of senior visiting faculty		Nil			
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty			Nil		
13	Student- Teacher Ratio (Programme wise)			NA		
14	Number of academic supportive staff			NIL		
15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG			Ph. D		1
				M. Phil		0
				PG		0

16	Number of faculty with ongoing projects	NIL	
	Funding agency	NIL	NIL
	National	NIL	NIL
	International	NIL	NIL
17	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants received	NIL	
18	Research Centre/ Faculty recognized by the university	NIL	
19	Publications: NIL		
	Number of papers published in peer reviewed journals-	National	NIL
		International	NIL
	Number of publications listed in international Database		NIL
	Monographs		NA
	Chapter in Books		NA
	Books Edited		NA
	Books with ISBN/ISSN numbers with details of publishers		NA
	Citation Index		-
	SNIP		NA
	SJR		NA
	Impact factor		
	h-index		NA
20	areas of consultancy and income generated		NIL
21	Faculty as members in		
a)	National committees		
b)	International committees		NIL
c)	Editorial boards		NIL
	Convenor, Malpractice Prevention Squad, University of Kerala Chief Examination Valuation University Member, Affiliation Committee NCTE Member&Subject Expert, Interview Board Kerala Public Service Commission Member,Indian Football RefereesAssociation Member,State Ametuer Athletic Association Member, Kerala State Softball Association Member, Kerala State baseball Association		
22	Student projects		NIL

a	Percentage of students who have done in-house projects including inter departmental programme	NIL
b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies	NIL
23	Awards/ recognition received by faculty/students	National Referee: All India Football Federation. Technical Official : Amateur Athletic Federation of India Students: During the past five years many players got Job placement in Armed forces and in reputed firms.
24	List of eminent academicians and scientists/ visitors to the department Dr. K. K. Venu, Director, Department of Physical Education University Of Kerala Dr.R.Binoy , Chairman Affiliation Committee NCTE & Principal Govt. Physical Education College Calicut Dr.B.K.Madhu, Member Senate University of Kerala & Member, Affiliation Committee NCTE Sri.G.Gopakumar, Director Sports Authority of India Kollam region Sri. Ajayan.K Former Captain Indian Football Team	
25	Seminars/ Conferences/Workshops organized & the source of funding	One day Programme conducted to observe the International Yoga Day
a)	National	NIL
b)	International	NIL
c)	State	NIL
26	Student profile programme/course wise: NIL	
27	Diversity of students : NA	
28	How many students have cleared national and state Competitive examinations: Every year students get selection to the Armed Forces and also job placement in reputed firms.	
29	Student progression: NA	
30	Details of Infrastructural facilities	Play ground, Volleyball Court, Kabaddi Court, Shuttle Badminton Court & Gymnasium
b.	Library	Common
b	Internet facilities	Common

31	Number of students receiving financial assistance from college, university, government or other agencies	NIL		
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: NIL			
33	Teaching methods adopted to improve student learning	<ul style="list-style-type: none">• Conducting Coaching Camps• Video analysis & Motivational talks		
34	Participation in Institutional Social Responsibility (ISR) and Extension activities	Conducting Pre-Recruitment training for Armed forces & Police to Youths		
35	SWOC analysis of the Department and future plans			
Strength		Weakness	Opportunities	Challenges
The students from all the Departments participated in various Sports and Games in the Intramural and inter Collegiate competitions very energetically and enthusiastically with more participation.		We have an Open Course In Fifth Semester only No other core course added by the department or University so the participation in sports is not a compulsory one, the curriculum considering above may benefit to all students.	All the facilities provided by the department to improve the performance as well as the development of Physical fitness to the students, this enables them in winning competitions and became confident to selection trails in Armed forces.	Lack of more Tournaments to explore the players talents Time constraints due to academic and regular activities in colleges, Poor economic background of the students and insufficient fund.
The Department plan to establish the following facilities during the next five years.				
<ul style="list-style-type: none">• Constructing 400 Track with Football Field inside the Track• Multipurpose Indoor Stadium• Fully equipped Gymnasium (Physical Fitness Centre) with Yoga				

1	Name of the Department		Political Science			
2	Year of establishment		1981			
3	Names of Programmes/ Courses offered (UG, PG, M.Phil, Ph.D. integrated Masters, Integrated Ph. D etc.)		UG Subsidiary			
4	Names of Interdisciplinary courses and the departments /units involved		NA			
5	Annual/ semester/ choice based credit system (Programme wise)		Choice based credit semester system			
6	Participation of the department in the course offered by other departments		NA			
7	Courses in collaboration with other universities, Industries, foreign institutions etc.		NIL			
8	Details of courses/ programmes discontinued (if any) with reasons		NIL			
9	Number of teaching posts					
	Name of post		Sanctioned		Filled	
	Professors		NIL		NA	
	Associate Professors		0		0	
	Assistant Professors		0		0	
	Assistant Professors on contract		1		1	
10	Faculty profile with name, qualification, designation, specialization (D.Sc/ D. Litt./ Ph.D/ M. Phil etc.)					
	Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph. D students guided for the last 4 years
	SHERIN BABU	M A, B Ed	Asst. Professor on contract		2Yrs	Nil
11	List of senior visiting faculty		Nil			
12	Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty			100%		
13	Student- Teacher Ratio (Programme wise)			206:1		
14	Number of academic supportive staff		Sanctioned		Filled	
	Technical		0		0	
	Administrative		0		0	
15	Qualifications of Teaching faculty with D. Sc/ D. Litt./ Ph. D/ M. Phil/ PG		Ph. D		0	
			M. Phil		0	

		PG	1
16	Number of faculty with ongoing projects	NIL	
	Funding agency	NIL	NIL
	National	NIL	NIL
	International	NIL	NIL
17	Departmental projects funded by DST-FIST, UGC, DBT, ICSSR etc and total grants received	NIL.	
18	Research Centre/ Faculty recognized by the university	NA	
19	Publications:NIL		
	Number of papers published in peer reviewed journals-	National	Nil
		International	0
	Number of publications listed in international Database		0
	Monographs		NA
	Chapter in Books		NA
	Books Edited		NA
	Books with ISBN/ISSN numbers with details of publishers		NA
	Citation Index		-
	SNIP		NA
	SJR		NA
	Impact factor		
	h-index		NA
20	areas of consultancy and income generated		NIL
21	Faculty as members in		
a)	National committees		NIL
b)	International committees		NIL
c)	Editorial boards		NIL
22	Student projects		NIL
a	Percentage of students who have done in- house projects including inter departmental programme		100% VI semester BA Students
b	Percentage of students placed for projects in organizations outside the institution i.e. in research laboratories/industry/other agencies		NIL
23	Awards/ recognition received by faculty/students		NIL
24	List of eminent academicians and scientists/ visitors to the department		
	NIL		
25	Seminars/ Conferences/Workshops	NIL	

	organized & the source of funding			
a)	National	NIL		
b)	International	NIL		
c)	State	NIL		
26	Student profile programme/course wise: NA			
27	Diversity of students: NA			
28	How many students have cleared national and state Competitive examinations? NA			
29	Student progression	Against % enrolled		
	UG to PG	NA		
	PG to M.Phil.	NA		
	PG to Ph.D.	NA		
	Ph.D. to Post-Doctoral	NA		
	Employed			
	• Campus selection	NA		
	• Other than campus recruitment	NA		
	Entrepreneurship/Self-employment	NA		
30	Details of Infrastructural facilities			
a	Library	Common		
b	Internet facilities for Staff & Students	Common facility		
c	Class rooms with ICT facility			
d	Laboratories			
31	Number of students receiving financial assistance from college, university, government or other agencies	NA		
32	Details on student enrichment programmes (special lectures / workshops / seminar) with external experts			
33	Teaching methods adopted to improve student learning	• Remedial teaching		
34	Participation in Institutional Social Responsibility (ISR) and Extension activities	Student participation in NCC, NSS and Other Club Activities.		
35	SWOC analysis of the Department and future plans			
Strength		Weakness	Opportunities	Challenges
Support of Principal and		Lack of Permanent Staff	Provide students	To make students to

teachers of other Departments.		better job opportunities through campus recruitment.	recognize the potential of the subject
<ul style="list-style-type: none">• Effort to start a Degree Course			

GALLERY



Mr. N.K. Premachandran, member of Parliament addressing the UGC Sponsored Seminar “Interdisciplinary Research in Chemical Sciences” organized by Dept. of Chemistry on 31st Dec 2014.



World environment Day Celebration 2016



Onam celebration 2016



Onam celebration 2016



Onam celebration 2016



Onam celebration 2016



Chemistry Laboratory



Physics Laboratory



Physics Laboratory



Physics Laboratory



Study Tour- Chemistry Department



Release of College Magazine "Nellikai"



Union Inauguration by Cine & Theatre artist Alencier Ley Lopez



Awareness Seminar organized by Antinarcotic Cell



Walk with a Scholar Program 2016



Library Block



Independence day celebrations-2016



Yoga day celebration 2016



Commerce Association Inauguration by Dr. Baiju Ramachandran



Reading room, General library



Career Guidance cell-Mr. Nandakumar IAS, Former Director of Collegiate education addressing the students



Talk by Fmr.Amb. T.P.Sreenivasan, IFS organized by Career guidance cell and Walk with a Scholar Programme



Annual sports meet 2017



Annual sports meet 2017



Annual Sports Meet 2017



Annual Sports Meet 2017



College Volleyball Team



College Cricket Team



College Football Team



College Kabaddi Team



Dr.N.Sreenath, V.T.M.N.S.S. College, Dhanuvachapuram delivering a lecture on Fluorescent Probes

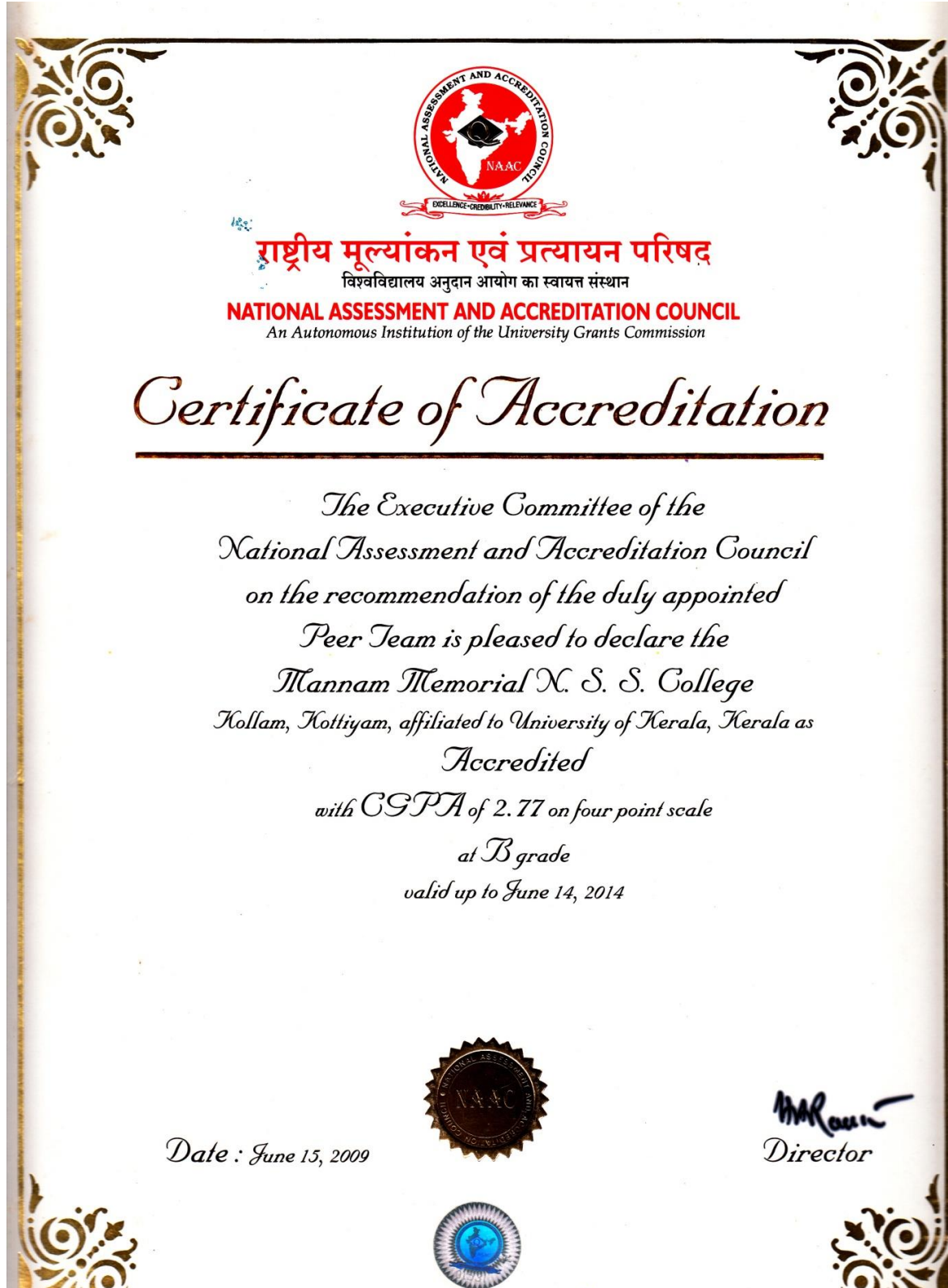


Dr. A. Ajayaghosh, Director, NIIST, Trivandrum delivering the inaugural address at the state level seminar "New Frontiers in Interdisciplinary Research NFIR-2016" organized by the Department of Chemistry



Dr. Franklin John, Sacred Heart College, Thevara delivering a talk on Synthetic Tools in DNA Repair & Cancer.

ANNEXURE





राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : Mannam Memorial N. S. S. College

Place : Kollam, Kottiyam, Kerala

Criteria	Weightage (W_i)	Criterion-Wise Grade Point Averages (Cr_i GPA)	$W_i \times Cr_i$ GPA
I. Curricular Aspects	050	2.80	140
II. Teaching-Learning and Evaluation	450	2.96	1332
III. Research, Consultancy and Extension	100	2.30	230
IV. Infrastructure and Learning Resources	100	2.95	295
V. Student Support and Progression	100	3.00	300
VI. Governance and Leadership	150	2.37	356
VII. Innovative Practices	050	2.30	115
Total	$\sum_{i=1}^7 W_i = 1000$		$\sum_{i=1}^7 (W_i \times Cr_i \text{ GPA}) = 2768$

$$\text{Institutional Score} = \frac{\sum_{i=1}^7 (W_i \times Cr_i \text{ GPA})}{\sum_{i=1}^7 W_i} = \frac{2768}{1000} = \boxed{2.77}$$

Grade = **B**

Descriptor = **GOOD**

Date : June 15, 2009



M. Ramesh
Director

- This certification is valid for a period of Five years with effect from June 15, 2009
- An institutional CGPA on four point scale in the range of 3.01 - 4.00 denotes A grade (Very Good), 2.01 - 3.00 denotes B grade (Good), 1.51 - 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer

EC/49/A & A/55



विश्वविद्यालय अनुदान आयोग
नैरुत्य प्रादेशिक कार्यालय
UNIVERSITY GRANTS COMMISSION
SOUTH WESTERN REGIONAL OFFICE
P.K. Block, Palace Road, Gandhinagar
Bangalore-560 009.
Phone : (080) 2228 0380 Fax : (080) 2228 0381

3-3(055)/2012(UG)(XII PLAN)/KLKE055/SWRO

The Accounts Officer
South Western Regional Office
University Grants Commission
P.K. Block, Palace Road
Gandhinagar, Bangalore

30-Mar-13

Subject: Financial Assistance for the scheme pertaining to College Development Assistance -
Undergraduate Education - reg.

Sir/Madam

With reference to the subject cited above, I am directed to convey the sanction of the Commission for payment of Rs. 193750/- to the Principal, MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM P.O., KOLLAM as advance grant (XII Plan) for the above mentioned scheme, pending finalisation of XII plan allocation, as per the details given below.

Items	Amount Sanctioned
1. EQUIPMENT	96875
2. BOOKS, JOURNALS, STUDY MATERIALS	96875
TOTAL	193750.

You are requested to utilise the sanctioned amount as detailed below :-

GENERAL - Rs.131750	SC - Rs.40687.5	ST - Rs.21312.5
---------------------	-----------------	-----------------

The above grant shall be adjusted with XII plan allocation under the scheme.

Expenditure should be made strictly as per the prevailing guidelines (XI Plan) of the scheme, until the finalisation of XII Plan guidelines.

The audited utilisation certificate and audited statement of expenditure, and Progress-report/Physical target (as per enclosed proforma - Annexure-I, II) should be submitted.

- The sanctioned amount is debitable under the Head of Account 1.B(i)b and is valid for payment during the financial year 2012-2013.
- The amount of the grant shall be drawn by the Accounts Officer (Drawing and Disbursing Officer), University Grants Commission on the Grants-in-aid bill and shall be disbursed to and credited to the Principal, MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM P.O., KOLLAM by him/her through Cheque/Demand Draft/Mail Transfer.
- The grant is subject to the adjustment on the basis of utilisation certificate in the prescribed proforma submitted by the college.
- The college shall maintain proper accounts of the expenditure out of the grants which shall be utilised only on approved items of expenditure.
- The utilisation certificate to the effect that the Grant has been utilized for the purpose for which it has been sanctioned shall be furnished to the SWRO UGC, Bangalore as early as possible after the close of the current financial year.
- The assets acquired wholly or substantially out of University Grants Commission's grant shall not be disposed or encumbered or utilised for the purposes other than those for which the grant was given, without proper sanction of the University Grants Commission and should, at any time the college ceased to function, such assets shall revert to the University Grants Commission.
- A register of assets acquired wholly or substantially out of the grants shall be maintained by the college in the prescribed form.
- The interest earned by the College on this grants in aid shall be treated as additional grant and may be shown in the U.C./Statement of expenditure to be furnished by grantee institution.

- 2 -

3-3(055)/2012(UG)(XII PLAN)/KLKE055/SWRO

10. The grantee institution shall ensure the Utilization of grants-in-aid for which it is being sanction/paid. In case non-utilization/part utilization, the simple interest @ 10% per annum as amended from time to time on unutilised amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.
11. The College shall follow strictly all the instructions issued by the Government of India from time to time with regard to the reservation of posts for Scheduled Castes/Scheduled Tribes/OBC/PH etc.
12. The College shall fully implement the Official Language Policy of Union Govt. and comply with the Official Language Act, 1963, and Official Languages (Use for official purposes of the Union) Rules, 1978 etc.
13. The sanction issues in exercise of the delegation of powers vide Commission office order No.25/92 dated May 01 1992.
14. An amount of Rs. Nil out of the grant of Rs. Nil sanctioned vide letter No.3-3(055)/2012(UG)(XII PLAN)/KLKE055/SWRO dated Nil has been utilized by the College for the purpose for which it was sanctioned and noted in Grants-in-aid Register Page No.
15. This grant can be availed by aided colleges only.

General Instruction:

College should abide by the UGC Regulation on curbing the menace of ragging in the Higher Educational Institution 2009, and shall take action in accordance with these regulations against those found guilty of ragging and abetting ragging actively or passively or being part of a conspiracy to promote ragging.

Yours faithfully



(Dr. N. Gopukumar)

Deputy Secretary

Copy to

1. The Principal

MANNAM MEMORIAL NSS COLLEGE
KOTTIYAM P.O.
KOLLAM - 691 571

(He/She is requested to abide by these instructions/guidelines of sanction order.)

2. Officer of Director General of Audit, Central Revenues,
AGCR Building, I.P. Estate, New Delhi

- 3 The Director

Department of Collegiate Education
Vikas Bhawan, Thiruvananthapuram - 33

4. The Dean/Director, College Development Council
KERALA UNIVERSITY

THIRUVANANTHAPURAM
KERALA - 695 034

5. Office copy

Sl. No. 3693

IQAC/2013-14/UGC-SWRO/KLKE055

The Accounts Officer
South Western Regional Office
University Grants Commission
P.K. Block, Palace Road Gandhinagar, Bangalore



विश्वविद्यालय अनुदान आयोग
नैरुत्य प्रादेशिक कार्यालय

UNIVERSITY GRANTS COMMISSION

SOUTH WESTERN REGIONAL OFFICE
P.K. Block, Palace Road, Gandhinagar
Bangalore-560 009.

Phone : (080) 2228 0380 Fax : (080) 2228 0381

17-Mar-14

Sub: Release of Grants-in-aid to MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM P.O., KOLLAM for the year 2013-2014 under Establishment of Internal Quality Assurance Cell (IQAC)

Sir/Madam,

I am directed to convey the sanction of the University Grants Commission for payment of grant of Rs.300000 as Seed money for XIIth plan period to the Principal, MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM P.O., KOLLAM for Establishing Internal Quality Assurance Cell (IQAC) (Plan). The expenditure to be incurred during 2013-2014.

SCHEME NAME - IQAC		HEAD OF ACCOUNT - 4(xvi)		GRANT ALREADY SANCTIONED	GRANT NOW BEING SANCTIONED	TOTAL GRANT	BALANCE GRANT
No.	Purpose of grant	Amount allocated					
1	Honorarium to the Director/ Coordinator, IQAC @Rs.1000X 12 X 5	60000/-					
2	Office Equipments	60000/-					
3	Hiring Services for Secretarial and Technical Services	60000/-					
4	ICTs Communication expenses	70000/-					
5	Contingencies	50000/-					
Total allocation		300000/-		Nil	300000	300000	Nil

You are requested to utilise the sanctioned amount proportionately as detailed below :-

GENERAL - 232500	SC - 45000	ST - 22500
------------------	------------	------------

- The sanctioned amount is debit to 4(xvi) and is valid for payment during the financial year 2013-2014 only.
- The amount of the Grant shall be drawn by the Accounts Officer/Drawing and Disbursing Officer, South Western Regional Office, UGC, Bangalore on the Grants-in-aid bill and shall be disbursed to and credited to the Principal of the College through Electronic mode as per the following details:
 - Details (Name & Address) of Account Holder: MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM P.O., KOLLAM
 - Account No: 3476101000596
 - Name & address of Bank branch: CANARA BANK, KOTTIYAM BRANCH, KOTTIYAM P.O., KOLLAM DIST
 - MICR Code: 691015008
 - IFSC Code: CNRB0003476
 - Type of Account: ☐ ☒
- The XIIth plan guidelines available in the UGC website www.ugc.ac.in may be referred by the college for the composition of the committee, function and follow-up actions of IQAC.
- The grant is subject to the adjustment on the basis of utilisation certificate in the prescribed proforma submitted by the College.
- The college shall maintain proper accounts of the expenditure out of the grants which shall be utilised only on approved items of expenditure.
- The College may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/guideline there under from time to time.

Contd.2

Diary No. 4770



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आ

नैरुत्य प्रादेशिक कार्यालय

UNIVERSITY GRANTS COMMISS

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3-3(055)/2012(UG)(XII PLAN)/KLKE055/SWRO

The Accounts Officer

South Western Regional Office

University Grants Commission

P.K. Block, Palace Road

Gandhinagar, Bangalore

21-Mar-14

Sub: Release of Grants-in-aid to MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM P.O., KOLLAM for the year 2013-2014 under "General Development Assistance" (Plan)

Sir/Madam,

I am directed to convey the sanction of the University Grants Commission for payment of grant of Rs.379210/- for the year 2013-2014 equivalent to 40% of XIIth Plan allocation to MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM P.O., KOLLAM for "General Development Assistance" (Plan), expenditure to be incurred during 2013-2014.

NAME OF THE SCHEME	HEAD OF ACCOUNT	ALLOCATION Rs.	GRANT TO BE SANCTIONED BY 2013-14 40% OF ALLOCATION Rs.	GRANT ALREADY SANCTIONED IN 2012-13 AS Ad-hoc GRANT (Other than Building) Rs.	GRANT NOW BEING SANCTIONED (Other than Building) Rs.	BALANCE Rs.
General Development Assistance (Block Grant)	2(B)	1432400/-	572960/-	193750/-	379210/-	859440/-

You are requested to utilise the sanctioned amount proportionately as detailed below :-

GENERAL - 293867.75/-	SC - 56881.5/-	ST - 28440.75/-
-----------------------	----------------	-----------------

- The amount released may be utilised within the allocated amount under Grant-in-aid General (31) and Capital Assets (35) as conveyed vide letter no: 3-3(055)/2012(UG)(XII PLAN)/KLKE055/SWRO dated 21-Mar-2014. Re-appropriation of funds between Grant-in-aid General (31) and Capital (35) is not permissible.
- The sanctioned amount is debit to 2(B) and is valid for payment during the financial year 2013-2014 only.
- The amount of the Grant shall be drawn by the Accounts Officer/Drawing and Disbursing Officer, South Western Regional Office, UGC, Bangalore on the Grants-in-aid bill and shall be disbursed to and credited to the Principal of the College through Electronic mode as per the following details:
 - Details (Name & Address) of Account Holder: MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM P.O., KOLLAM
 - Account No: 3476101000596
 - Name & address of Bank branch: CANARA BANK, KOTTIYAM BRANCH, KOTTIYAM P.O, KOLLAM DIST
 - MICR Code: 691015008
 - IFSC Code: CNRB0003476
 - Type of Account: SB
- This grant can be availed by aided colleges/courses only.
- The grant is subject to the adjustment on the basis of utilisation certificate in the prescribed proforma submitted by the College.
- The college shall maintain proper accounts of the expenditure out of the grants which shall be utilised only on approved items of expenditure.
- The College may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and instructions/guidelines there under from time to time.

Contd.2

- 2 -

3-3(055)/2012(UG)(XII PLAN)/KLKE055/SWRO

8. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.
9. The assets acquired wholly or substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilised for the purposes other than those for which the grant was given without proper sanction of the UGC and should at any time the College ceased to function, such assets shall revert to the University Grants Commission.
10. A Register of Assets acquired wholly or substantially out of the grants shall be maintained by the College in the prescribed proforma.
11. The grantee institution shall ensure the Utilization of grants-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization thereof, the simple interest @ 10% per annum as amended from time to time on unutilised amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.
12. The College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation of policy [both vertical (for SC, ST and OBC) and horizontal (for person with disability etc.)] in teaching and non-teaching posts.
13. The College shall fully implement the Official Language Policy of Union Govt. and comply with the Official Language Act, 1963, and Official Languages (Use for Official Purposes of the Union) Rules, 1978 etc.
14. The sanction is issued in exercise of the delegation of powers vide UGC office order No.130/2013[F.No.10-11/12(Admn. IA & B)] dated 28/5/2013.
15. The College shall take immediate action for its accreditation by National Assessment and Accreditation Council (NAAC).
16. The accounts of the College will be open for audit by the Comptroller and Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
17. The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by the Government.
18. The funds to the extent are available under the Scheme.
19. This issues with the concurrence of IFD vide Diary No. 7783 and dated 04-03-2014 respectively.
20. An amount of Rs.0/- out of the grant of Rs. 193750/- sanctioned vide letter No.3-3(055)/2012(UG)(XII PLAN)/KLKE055/SWRO dated 30-03-2013 has been utilized by the College for the purpose for which it was sanctioned and noted in Grants-in-aid Register at Page No - 222.
21. The grant is sanctioned on the basis of the information/documents provided by the college. In case of any discrepancy in the above information and the college is found ineligible for the above grant at the time of expert committee meeting the college is liable to refund the sanctioned grant along with interest.
22. The college shall ensure involvement of Technical advice on and supervision of specifications and construction standards.
23. College should abide by the UGC Regulation on curbing the menace of ragging in the Higher Educational Institution 2009, and shall take action in accordance with these regulations against those found guilty of ragging and/or abetting ragging actively or passively or being part of an conspiracy to promote ragging.

Yours faithfully

Copy to

1. The Principal

MANNAM MEMORIAL NSS COLLEGE
KOTTIYAM P.O.
KOLLAM - 691 571

(He/She is requested to abide by these instructions/guidelines of sanction order.)

2. Officer of Director General of Audit, Central Revenues, AGCR Building, I.P. Estate, New Delhi

3 The Director

Department of Collegiate Education
Vikas Bhawan, Thiruvananthapuram - 33

4. The Dean/Director, College Development Council

KERALA UNIVERSITY
THIRUVANANTHAPURAM
KERALA - 695 034

5. Office copy

(Dr.N. Gopukumar)
Deputy Secretary

(Neethu S Thulaseedharan)
Education Officer



ज्ञान-विज्ञान विमुक्तये

F.No 3-3(055)/2012(UG)(XII PLAN)/KLKE055/SWRO

The Principal
MANNAM MEMORIAL NSS COLLEGE
KOTTIYAM P.O.
KOLLAM - 691 571

विश्वविद्यालय अनुदान आयोग

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Phone : (080) 2228 0380 Fax : (080) 2228 0381

21-Mar-14

Sub: XII Plan allocation under General Development Assistance to Colleges –

Sir/Madam,

I am directed to convey the approval of the UGC to MANNAM MEMORIAL NSS COLLEGE, KOTTIYAM P.O., KOLLAM, the XIIth plan allocation under the "General Development Assistance" (GDA) for the development of undergraduate and postgraduate education. The UGC in the XIIth plan has decided to provide grants under General Developmental Assistance as 'Block Grant'. The college will have the flexibility to incur expenditure as per the needs of the college. Accordingly, grant allocated under GDA to the college is under two object heads viz. Grant-in-aid General(31) and Capital Assets (35).

Capital Assets (35) 80% of total allocation Rs.	Grant-in-aid General (31) 20% of total allocation Rs.	Total Rs.
1145920/-	286480/-	1432400/-

- The aforementioned allocation is for the development of undergraduate and postgraduate education. The amount released may be utilised within the allocated amount under Grant-in-aid General (31) and Capital Assets (35) as conveyed vide letter no. 3-3(055)/2012(UG)(XII PLAN)/KLKE055/SWRO dated 21-Mar-2014. Re-appropriation of funds between Grant-in-aid General (31) and Capital (35) is not permissible.
- The heads under which college can incur expenditure include Books and Journals, Equipment, Instrumentation facilities, Construction/Extension/Renovation of building, improvement of existing premises, competence building initiatives in colleges, Educational innovation, Field Work/Study Tours, Extension Activities, ICT in education, Common room and toilet for women, Day Care Centre, Human Rights and Duties Education and, Career and Counseling Cell.
- The college has to constitute a Planning Board with Principal as Chairman and Heads of departments, IQAC Coordinator, Librarian Bursor/Senior person from the Accounts department, as members.
- The Planning Board will finalise allocation to Undergraduate and Postgraduate departments after identifying the heads and deciding on priorities of departments.
- The eligibility criteria for Undergraduate and Postgraduate departments to get assistance under the scheme is given in the XIIth plan guidelines for General Development Assistance Grant to Colleges. The Planning Board may refer to the guidelines before finalizing allocation to Undergraduate and Postgraduate departments.
- Expenditure on construction/extension/renovation of building should not exceed 50% of the total grant under GDA. The college must inform the requirement of funds or otherwise for construction/extension/ renovation of building to UGC-SWRO, as per the procedure given in the XIIth Plan guidelines for the scheme of Development Assistance to colleges for the construction of buildings during the XIIth Plan to enable release of first installment grant for construction/extension/renovation purpose.
- After finalizing the budget allocation for Undergraduate and Postgraduate education, the Planning Board should submit the details as per Annexure-I and Annexure-II in the XIIth Plan guidelines alongwith building committee resolutions, in case funds required for Construction/Extension/Renovation, to the UGC, SWRO, Bangalore, on or before 31st June, 2014.

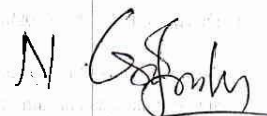
Yours faithfully

- 2 -

IQAC/2013-14/UGC-SWRO/KLKE055

8. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.
9. The assets acquired wholly or substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilised for the purposes other than those for which the grant was given without proper sanction of the UGC and should at any time the College ceased to function, such assets shall revert to the University Grants Commission.
10. A Register of Assets acquired wholly or substantially out of the grants shall be maintained by the College in the prescribed proforma.
11. The grantee Institution shall ensure the Utilization of grants-in-aid for which it is being sanctioned/paid. In case of non-utilization/part utilization thereof, the simple interest @ 10% per annum as amended from time to time on unutilised amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.
12. The College shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation of policy [both vertical (for SC, ST and OBC) and horizontal (for person with disability etc.)] in teaching and non-teaching posts.
13. The College shall fully implement the Official Language Policy of Union Govt. and comply with the Official Language Act, 1963, and Official Languages (Use for Official Purposes of the Union) Rules, 1978 etc.
14. The sanction is issued in exercise of the delegation of powers vide UGC office order No.130/2013[F.No.10-11/12(Admn. IA B)] dated 28/5/2013.
15. The College shall take immediate action for its accreditation by National Assessment and Accreditation Council (NAAC).
16. The accounts of the College will be open for audit by the Comptroller and Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
17. The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by the Government.
18. The funds to the extent are available under the Scheme.
19. This issues with the concurrence of IFD Diary No. 7786 dated 04/03/2014.
20. An amount of Rs. NIL out of the grant of Rs. NIL sanctioned vide letter No. IQAC/2013-14/UGC-SWRO/KLKE055 dated NIL has been utilized by the College for the purpose for which it was sanctioned and noted in Grants-in-aid Register at Page No. NIL.
21. The grant is sanctioned on the basis of the information/documents provided by the college. In case of any discrepancy in the above information and the college is found ineligible for the above grant at the time of expert committee meeting the college is liable to refund the sanctioned grant along with interest.
22. The college shall ensure Involvement of Technical advice on and supervision of specifications and construction standards.
23. College should abide by the UGC Regulation on curbing the menace of ragging in the Higher Educational Institution 2009, and shall take action in accordance with these regulations against those found guilty of ragging and/or abetting ragging actively or passively or being part of an conspiracy to promote ragging.

Yours faithfully


(Dr. N. Gopukumar)
Deputy Secretary

Copy to

1. The Principal

MANNAM MEMORIAL NSS COLLEGE
KOTTIYAM P.O.
KOLLAM - 691 571

(He/She is requested to abide by these instructions/guidelines of sanction order.)

2. Officer of Director General of Audit, Central Revenues, AGCR Building, I.P. Estate, New Delhi

3. The Director

Department of Collegiate Education
Vikas Bhawan, Thiruvananthapuram - 33

4. The Dean/Director, College Development Council

KERALA UNIVERSITY

THIRUVANANTHAPURAM

5. Office copy



Phone: .0471-2305631
 Fax: +91-471-2307158
 Email: regrku@gmail.com

UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India - 695034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)
 (Re-accredited by NAAC with 'A' Grade)

No.Ac.BII/03/2017

Dated:05.04.2017

CERTIFICATE

This is to certify that the **Mannam Memorial NSS College, Kottiyam, Kollam** has been affiliated to University of Kerala since the year 1981, currently offering the following Courses on aided basis:

Sl. No	Courses		seats
1	BA	English Language and Literature	50
2		Economics	40
3	B.Sc	Physics	40
4		Chemistry	32
5		Zoology	24
6	B.Com	Computer Application	24
7	M.Sc	Physics	12

This certificate is issued to the Principal, Mannam Memorial NSS College, Kottiyam, Kollam for re-accreditation of the college by NAAC.



REGISTRAR

23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236335, 23239437



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग

बहादुरशाह जफर मार्ग

नई दिल्ली-110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. 8-47/2003 (CPP-I)

March, 2004

The Registrar,
University of Kerala,
Thiruvananthapuram-695 034.

10 MAR 2004

Sub:- List of Colleges prepared under Section 2 (f) and 12 (B) of the UGC Act, 1956-
Inclusion of New Colleges.

Sir,

I am directed to refer to the letter No. G3/351/03 dated 25-10-2003 received from Mannam Memorial N.S.S. College, Kottiyam on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree:-

<u>Name of the College</u>	<u>Year of Establishment</u>	<u>Remarks</u>
Mannam Memorial N.S.S. College, Kottiyam, <u>Kollam-691571.</u>	1991	The College is eligible to receive central assistance in terms of the Rules framed under Section 12-B of the U.G.C Act, 1956.

The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

Urmil Gulati

(Urmil Gulati)
Under Secretary

Copy to:-

1. The Principal, Mannam Memorial N.S.S. College, Kottiyam, Kollam-691571.
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary & Higher Education, Shastri Bhawan, New Delhi-110 001.
3. Joint Secretary, UGC, South-Western Regional Office, Prasanna Kumar Block, Palace Road, Bangalore-560 009.
4. Section Officer, FD-III Section, UGC, New Delhi.
5. All Sections, UGC, New Delhi.
6. Guard file.

Prem Chand
(Prem Chand)
Section Officer

2323
23/04

NAAC For Quality And Excellence In Higher Education

PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF MANNAM
MEMORIAL N.S.S COLLEGE, KOTTIYAM, KERALA.

Section 1: GENERAL	Information
1.1 Name & Address of the Institution:	Mannam Memorial N.S.S. College, Kottiyam, Kerala
1.2 Year of Establishment:	1981
1.3 Current Academic Activities at the Institution (Numbers)	
• Faculties/Schools :	Arts, Science and Commerce
• Departments/Centres:	11 Departments
• Programmes/ Courses offered	PG- Nil UG- 5 Research- Nil, Others-4
• Permanent Faculty Members	25
• Permanent Support Staff	25
• Students	549
1.4 Three Major features of the Institutional Context (As perceived by the Peer Team)	<ul style="list-style-type: none"> • Private aided college, affiliated to Kerala University. • Predominantly providing education to women and economically disadvantaged sections of society. • Emphasis on computer literacy and co-curricular activities.
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as given below):	17 th to 19 th of March 2009
1.6 Composition of Peer Team Which undertook the Peer Team Visit:	<ol style="list-style-type: none"> 1. Prof. Jayarama Reddy (Chairperson) (Former Vice-Chancellor Sri. Venkateshwara University), Hyderabad. 2. Dr. Anne Mary Fernandez, (Member Coordinator) Registrar, Karunya University- Coimbatore.

Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College
Kottiyam, Kerala

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	3. Dr. Arun Adsool (Member) Principal Pratishthan's Arts, Science and Commerce College, Vidyannagar, Baramati, Pune.
Section II: CRITERION WISE ANALYSIS	Observations
2.1 Curricular Aspects	
2.1.1 Curricular Design & Development:	<ul style="list-style-type: none"> Curriculum of the Kerala University followed Vision of the college reflected in the policies of the college and the execution of the curriculum Importance given to 100% computer literacy.
2.1.2 Academic Flexibility:	<ul style="list-style-type: none"> Limited Academic flexibility in university curriculum. Add on courses in e- commerce, Computer Applications implemented Annual System of Curriculum transaction
2.1.3 Feed Back on Curriculum:	<ul style="list-style-type: none"> Feedback is collected from Students, Parents and Alumni. Feedback is analysed and used in prospective planning of the college The Management makes use of feed back to decide on new Programmes and policies.
2.1.4 Curriculum Update:	<ul style="list-style-type: none"> Curriculum updated once in 3 years by the University. Curriculum supplemented with co-curricular activities to achieve the college's vision Programmes for improving communicative English and General Knowledge offered.

Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College
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2.1.5 Best Practices in Curricular Aspects:	<ul style="list-style-type: none"> • Co-curricular activities used to bridge the gap in curriculum.
<i>Teaching-learning and Evaluation</i>	
2.2.1 Admission Process and Student Profile:	<ul style="list-style-type: none"> • Admission process determined by university and government. 20% of seats reserved for Management of the college. • More Women students admitted by default. • Most of the students from low income families.
2.2.2 Catering to Diverse Needs:	<ul style="list-style-type: none"> • Remedial teaching undertaken by advanced learners through peer teaching. • Tutorial system more a mentoring activity. • Physically Challenged students helped
2.2.3 Teaching-Learning Process:	<ul style="list-style-type: none"> • Academic Committee takes care of academic calendar, department plans, teaching plans & academic review. • Lecture cum interaction method used in curriculum transaction. • Computer Aided Teaching techniques used by many teachers.
2.2.4 Teacher Quality:	<ul style="list-style-type: none"> • Teachers appointed by the N.S.S Central Committee in accordance with university and State Government norms. • 20% of the faculty have PhD. Degree, most others have M. Phil. • Guest faculty appointed to deal with new subjects.
2.2.5 Evaluation Process and Reforms:	<ul style="list-style-type: none"> • Students continually evaluated and monitored through monthly tests, Term

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2.2.6 Best Practices in Teaching-Learning and Evaluation	<p>Exams and Model Exams.</p> <ul style="list-style-type: none"> • Performance of students discussed at Parent- Teacher- Student meets • University follows transparency with respect to providing valued answer paper scripts. • Computer aided teaching introduced. • Academic process rigorously planned.
<p>2.3 Research, Consultancy & Extension</p> <p>2.3.1 Promotion of Research</p> <p>2.3.2 Research and Publication Output:</p> <p>2.3.3 Consultancy:</p> <p>2.3.4 Extension Activities:</p>	<ul style="list-style-type: none"> • Research committee helps in making applications for research projects. • Teachers given leave for pursuing research and substitute teachers paid by management. • Undergraduate students encouraged to do research through funding from Parent-Teacher Association. • Three Faculty recognized as Research guides by the university. • 2 externally funded Major Research Projects, 3 minor projects and 5 PTA funded Undergraduate student's group projects. • Few research publications by faculty. • Two faculty members engaged in providing free of cost consultancy services. • No policy for faculty consultancy • Extension mainly by N.S.S and N.C.C. activities. • Department specific extension undertaken for local school children by Chemistry, English, Physics and Zoology Departments.

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<p>2.3.5 Collaborations:</p> <p>2.3.6 Best Practices in Research, consultancy and Extension</p>	<ul style="list-style-type: none"> • PTA is involved in identifying service areas for conduct of extension activities of the college. • College has collaborations with University, Forest Department, Red Ribbon Express, Film Academy and Bar Association • Most of the collaborations are event Centered and not formal through MoU's. • Regular seminars conducted for faculty and students to disseminate research findings and create interest in research.
<p>2.4 Infrastructure and Learning Resources</p> <p>2.4.1 Physical Facilities for Learning:</p> <p>2.4.2 Maintenance of Infrastructure:</p> <p>2.4.3 Library as a Learning Resource:</p>	<ul style="list-style-type: none"> • 27 acre spacious campus with adequate class rooms labs and space for functioning of various clubs. • Periodic upgradation of infrastructure and learning resources to match advances in learning. • Adequate facilities provided for women staff and students. • Budgetary provision on a small scale for maintenance and repair functions. • Engineering wing of the N.S. Society management utilized to carry out repair and maintenance activities. • Facilities mainly used only by the students. • Library Advisory Committee responsible for purchase of books and functioning of the Library. • 12,235 books, 3,000 titles make up the Library stock. • Library functions automated however parallel manual systems followed.

Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College
Kottiyam, Kerala

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<p>2.4.4 ICT as Learning Resource:</p> <p>2.4.5 Other Facilities:</p> <p>2.4.6 Best Practices in the Development of Infrastructure and Learning Resources:</p>	<ul style="list-style-type: none"> • Central computing facility with 20 Terminals. A total of 29 computers spread over 4 Departments. • Broadband Internet Connectivity with 6 connected nodes. • Small Budgetary allocation for purchase and repair of computers. • Excellent facilities for Indoor and Outdoor Sports. • Common room, Canteen, Parking, Telephone and internet facilities provided. • Need for hostels and faculty residences not felt. • Timely updating of infrastructure to meet the needs of learners.
<p>2.5 Student Support and progression:</p> <p>2.5.1 Student Progression:</p> <p>2.5.2 Student Support:</p> <p>2.5.3. Student Activities:</p>	<ul style="list-style-type: none"> • 12.7% SC/ST, 20.7 OBC admitted 70 % of Students are women • Percentage of results low for English and Commerce, however institutions results percentage much ahead of that of the university. • 30% of Student progress to higher studies however no formal data collected to support the claim. • 60% of the students get financial assistance from the college and the government. • Subsidized canteen and insurance protection provided to the students (The later is a university scheme.) • Career counseling, training for competitive examinations and entrepreneurial skill development encouraged. • Samskara –A cultural body that

Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College
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<p>2.5.4. Best Practices in Student Support and Progression:</p>	<p>facilitates and conducts monthly cultural programs.</p> <ul style="list-style-type: none"> • Wall newspapers, magazines and journals published by students • Alumni Association meets annually and felicitates top scorers. • Samskara a forum for unleashing students talents • Financial assistance for large number of students. • Students encouraged to Participate in National level inter University Competitions and many won note worthy prizes.
<p>2.6 Governance and Leadership</p> <p>2.6.1 Institutional Vision and Leadership:</p> <p>2.6.2 Organizational arraignments:</p> <p>2.6.3 Strategic Development and Deployment:</p>	<ul style="list-style-type: none"> • Vision and mission transmitted through extra curricular activities and student support services. • Good Management through vertical structure of Management conveying policies to the Principal, and Principal in turn implementing the same through various college committees. • Corporate Management through strategic macro level planning. • Statutory Council consisting of faculty, staff and student representatives to advise Principal. • Day to day functioning decentralized and democratized through the role played by different committees constituted by the college. • The College Council involved in rigorous planning of curricular and extra curricular activities. • Corporate Management has strategic control over all human resources and deploys the same in a need based cum

Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College
Kottiyam, Kerala

<p>2.6.4 Human Resources Management:</p>	<p>staff welfare module, through periodic transfers on request or otherwise.</p> <ul style="list-style-type: none"> • No formal Institutional MIS in place, informal mechanism used to plan. • Good Bottom up approach to collection of feed back. Top management analyses data to make overall policy decisions.
<p>2.6.5 Financial Management and Resource Mobilization:</p>	<ul style="list-style-type: none"> • Staff and faculty provided with the facility of transfer on request between N.S.S. institutions and various universities in Kerala. • Priority given for free training of staff in the use of computers to facilitate computer aided teaching • In the event of vacancies not being filled up by the government the management appoints guest lecturers to fill the gap.
<p>2.6.6 Best Practices in Governance and Leadership:</p>	<ul style="list-style-type: none"> • Almost full financial support received from Government. • Funds mobilized through PTA and Alumni Association for Student Club activities, projects etc. • Accounts Audited by Government and University and Management
<p>2.7 Criterion VII – Innovative Practices</p> <p>2.7.1 Internal Quality Assurance System:</p>	<ul style="list-style-type: none"> • Minimum Financial burden imposed on students. • Feedback collected effectively and used for formulating policies. • Service Orientation of the Management
<p>2.7.2 Inclusive Practices:</p>	<ul style="list-style-type: none"> • No formal IQAC. • Cell for inculcating Human Values among students. • Students are kept engaged through Curricular and extra curricular activities.

*Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College
Kottiyam, Kerala*

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2.7.3 Stake Holder Relationships:	<ul style="list-style-type: none"> • 20 % of seats reserved for socially backward sections of Society. • Special Scholarships given for students from economically backward sections by the management. • No formal system to record incremental progress of students. • Parents and alumni are closely associated in the running of the Institution. • NSS and NCC activities appreciated by surrounding Communities. • Free Computer Training Programmes given to local schools builds the reputation of the college.
Section III: OVERALL ANALYSIS	Observations

Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College
Kottiyam, Kerala

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Institutional Strengths:	<ul style="list-style-type: none"> • Provides affordable education to socially and economically backwards sections of society • Part of a corporate statewide network of educational institutions. • Emphasis given to facilitate 100% computer literacy. . • Strong cultural orientation given to students • Rigorous academic planning and good execution of academic programs resulting in high pass percentage and jobs for many students. Students are highly disciplined.
Institutional Weaknesses	<ul style="list-style-type: none"> • Absence of Post Graduate Programmes in the College • Complete dependence on the university for curriculum updates and modernization of education process • Remedial teaching, tutorials, mentoring etc. to be made more effective. • Very few external academic linkages to provide exposure to working environments for the students. • No formal Management Information system to enable fast decision making process to keep pace with modern developments in higher education.
Institutional Challenges:	<ul style="list-style-type: none"> • Raising intake of students overcoming competition from other neighboring colleges. • Making general Arts, Science and Commerce courses professionalized so as to provide direct employment opportunities through campus interview.

*Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College
Kottiyam, Kerala*

<p>3.4 Institutional opportunities</p>	<ul style="list-style-type: none"> • Pooling up budgetary resources for full scale modernization of academic ambience. • Faculty to cope with the educational requirements of a fully learner centered teaching system • Delays and wastage of time in the annual system of education followed by the university. • Excellent opportunity to serve the poor downtrodden and women candidates who form the bulk of student population. • Potential to use the campus part time to start self financing programs and more job oriented Programmes. • Possibility of the Management offering corporate faculty updating programs to improve the quality of teaching and learning. • Potential for developing better linkages with industry, academia and community.
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Section IV: Recommendations for Quality Enhancement of the Institution

- Introduce new course like P.G in English, Chemistry, Physics, Zoology, and Microbiology.
- Introduce Soft skill development programs
- Inculcate innovate practices
- Number of major and minor projects and publications may be increased.
- New relevant courses as for example Tourism and hospitality may be introduced.
- Earn While You Learn Scheme can be introduced.
- Teaching quality may be improved through use of ICT
- More effective Institutional- Industrial- Interface and collaborations can be developed.

Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College Kottiyam, Kerala

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- Maintenance of play ground and vacant spaces needs to be addressed.
- More number of seminars/workshops/ conferences need to be organized.
- Available infrastructure to be used more optimally.
- Better transport arrangements to be made for Girl students to travel.
- Hostel facility if provided may give more opportunity to students to use library for more hours and provide time for effective participation in extra curricular activities and sports.

I agree with the observations of the Peer Team Report.

Signature of the Principal & seal

College Seal

1. Prof. S. Jayarama Reddy (Chairperson)
2. Dr. Arun Adsool (Member)
3. Dr. Anne Mary Fernandez (Member- Coordinator)

Name Signature with date

*Peer Team Report of the Institutional Accreditation of Mannam Memorial NSS College
Kottiyam, Kerala*
