

# **N.S.S.COLLEGE, PANDALAM**

**PATHANAMTHITTA, KERALA. PIN 689 501**

**[www.nsscollegepandalam.ac.in](http://www.nsscollegepandalam.ac.in)**



## **ANNUAL QUALITY ASSURANCE REPORT**

*Submitted to*

**THE NATIONAL ASSESSMENT & ACCREDITATION COUNCIL**

**BANGALORE – 560 010**

**APRIL 2018**

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## THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

## Part – A

**1. Details of the Institution**

1.1 Name of the Institution

N.S.S. COLLEGE

1.2 Address Line 1

Pandalam P.O.

Address Line 2

Pathanamthitta District

City/Town

Pandalam

State

Kerala

Pin Code

689501

Institution e-mail address

nsscollegepandalam@gmail.com

Contact Nos.

04734-252221

Name of the  
Head of the Institution:Dr.K.Unnikrishnan  
(Principal)

Tel. No. with STD Code:

04734-252240

Mobile:

09447256927

Name of the  
IQAC Co-ordinator:

Dr.S.Nandakumar

Mobile:

09446912487

IQAC e-mail address:

iqacnsscollegepandalam@gmail.com

## 1.3 NAAC Track ID

KLCOGN13282

## 1.4 NAAC Executive Committee No. &amp; Date:

EC(SC)/01/RAR/45

## 1.5 Website address:

www.nsscollegepandalam.ac.in

## Web-link of the AQAR:

<http://nsscollegepandalam.ac.in/pdf/AQAR2017-18.pdf>

## 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B++	82.00	2007	5 years
2	2 <sup>nd</sup> Cycle	A	3.05	2014	5 years
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

## 1.7 Date of Establishment of IQAC : DD/MM/YYYY

01/04/2007

## 1.8 AQAR for the year

2017-18

## 1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 29/04/2015
- ii. AQAR 30/05/2016
- iii. AQAR 06/05/2017

## 1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

## 1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others

1.12 Name of the Affiliating University

University of Kerala

## 1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. /University University with Potential for Excellence  UGC-CPE DST Star Scheme  UGC-CE UGC-Special Assistance Programme  DST-FIST UGC-Innovative PG programmes  Any other UGC-COP Programmes **2. IQAC Composition and Activities**2.1 No. of Teachers 2.2 No. of Administrative/Technical staff 2.3 No. of students 2.4 No. of Management representatives 2.5 No. of Alumni 2.6 No. of any other stakeholder and  
community representatives 2.7 No. of Employers/ Industrialists 2.8 No. of other External Experts 2.9 Total No. of members 2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒ \*

If yes, mention the amount

2.13 Seminars and Conferences

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Directed the Departments for preparing action plan for the academic year, reviewed the same and provided feedback for improvement.
- Commenced an Orientation Programme titled as “Academic Green Room” for newly appointed faculties for introducing and getting them acquainted with the academic, co-curricular and extracurricular activities of the college, recent developments in higher education and University level curricular transactions.
- IQAC in association with Research Forum made necessary follow up on the upgradation of the Department of Botany to Research Centre and the assessment committee of the University visited as part of the approval procedure.
- In association with the Research Forum, the cell also directed the eligible faculty to apply for research guideship and directed the present research guides to increase the number of research scholars in the approved research centre. Henceforth two scholars joined for Ph.D. in the Department of Zoology and two faculty members applied and received research guideship from University in the Department of Physics and Botany this academic year.
- Directed and guided the placement cell to organize events for the benefit of students and in the academic year, nine programmes was conducted as skill development or orientation programmes and several students got campus placement.
- Directed PTA to enhance classroom facilities through procurement of green board, lights, ceiling fans and lectern and successfully accomplished the facilities.
- Result analysis was done and feedback for improvement was given to departments concerned.
- Initiated procedures to participate in National Institutional Ranking Framework programme of MHRD and participated in the programme in this academic session.
- Directed departments to conduct seminars and the departments of English, Zoology and Political Science organized national seminars, department of Physics organized seminar led by international resource persons and other departments conducted regional seminars and invited talks.
- Guided departments to begin with eco-friendly activities and the Department of Geography, in association with the Departments of Botany and Zoology implemented “Experimental Organic Farming” following scientific protocols.
- Took initiative to take feedback from students regarding the performance of teachers, course and institution by formulating a feedback form and distributing it to all departments and monitored the same.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
To guide Departments in the preparation of action plan 2017-18 at department level, review and necessary assessment.	Reviewed and guided to incorporate quality enhancing parameters in action plan during June 2017
To commence with the orientation programme "Academic Green Room"	Conducted the programme and three faculties were given orientation on academic, co-curricular & extracurricular activities of the college, recent developments in higher education and University level curricular transactions.
To upgrade more departments to Research Centre	Necessary follow-ups were taken to upgrade Department of Botany to research centre and the University Assessment Committee visited the department as part of approval procedure.
To increase the number of Research Guides and scholars in the campus	IQAC, in association with Research Forum, reviewed the present number of research scholars and guides and initiated plans to enhance the number. Two faculties from the Departments of Physics and Botany received guideship from University of Kerala and two scholars joined for Ph.D. in the research centre of Zoology during this year.
To enhance the placement of students as part of student progression	Guided the placement cell to organize more events and thus nine programmes were conducted as skill development or orientation programmes and 800 beneficiaries participated for career guidance. 28 students got campus placement this academic year.
To renew subscription to e-journals through INFLIBNET	Renewed subscription to INFLIBNET in June 2017 and provision for access were given to new scholars and freshly appointed faculty.
To enhance student facilities and classroom facilities	IQAC directed PTA to enhance classroom facilities through procurement of green board, lights, ceiling fans and lectern and successfully accomplished the facilities.



To participate in NIRF programme	IQAC initiated procedures to participate in National Institutional Ranking Framework programme of MHRD and successfully participated in the same during November 2017.
To enrich eco-friendly activities	Guided the Departments for eco-friendly activities and thus the department of Geography in association with departments of Zoology and Botany implemented “Experimental Organic Farming”.
To take feedback from students	Took initiative to take feedback from students regarding the performance of teachers, course and institution by formulating a feedback form and distributing it to all departments and monitored the same during March, 2018.
To prepare the Annual Quality Assurance report and submit to NAAC, Bangalore	Prepared the AQAR for the year 2017-18.

*\* Academic Calendar of the year is attached as Annexure I*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The report was approved by the management.

## Part – B

## Criterion – I

**1. Curricular Aspects**

## 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	<b>1</b>	-	-	-
PG	<b>7</b>	-	-	-
UG	<b>16</b>	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	<b>26</b>
Others	-	-	-	-
<b>Total</b>	<b>24</b>	-	-	<b>26</b>

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

The college offers sixteen core courses having duration of six semesters and sixteen elective courses in each programme at undergraduate level under Choice Based Credit and Semester System and seven courses at postgraduate level under Semester system. Also, the college has Doctoral programme in Zoology with a commendable range of specialized areas.

The general structure of a first degree programme comprises 1) Language Courses 2) Foundation Courses 3) Core Courses in the Major subjects related to Degree Programme 4) Complementary Courses on allied subjects 5) Open/Elective Courses and 6) Project. The college provides sufficient and optimum academic flexibility for its students to enrich their skills based on aptitude. A student is free to take any core subject and associated combination of Complementary Courses offered by the College on the basis of eligibility criteria at the time of admission. A student is also free to select any Elective Course offered by the parent department during 6<sup>th</sup> semester and any open course offered by other

departments of the college during 5<sup>th</sup> semester. The College Level Monitoring Committee for CBCSS programmes provide necessary information and directions to student regarding the provisions for core courses, elective courses, open courses and extension activities in an academic session. Further, the department level monitoring committee ensure that students ascertain from the faculty advisor the suitability and usefulness of such Courses to increase the academic potential and opportunity/eligibility for higher studies.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>23</b>
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni ☐ Parents ☒ Employers ☐ Students ☒  
(On all aspects)

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

*\*Analysis of the feedback is attached as annexure II*

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

Syllabus revision of the programmes is devised by the University and the college has no autonomy for revision.

However, major revision done by the University during the year 2017-18 was for Undergraduate programmes such as B.A. Political Science, for which two new papers were added and for B.Sc. Zoology, practical papers of 4<sup>th</sup> Semester was shifted to 5<sup>th</sup> semester.

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

Nil

**Criterion – II****2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	<b>96</b>	<b>77</b>	<b>19</b>	Nil	Nil

2.2 No. of permanent faculty with Ph.D.	<b>51</b>
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	<b>3</b>	<b>14</b>	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty	<b>14</b>	<b>-</b>	<b>1</b>
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**2.5 Faculty participation in conferences and symposia:**

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	<b>12</b>	<b>69</b>	<b>11</b>
Presented papers	<b>8</b>	<b>44</b>	<b>1</b>
Resource Persons	<b>-</b>	<b>11</b>	<b>6</b>

**2.6 Innovative processes adopted by the institution in Teaching and Learning:**

The institution adopted the following innovating teaching-learning techniques

- Stage play
- ICT enabled presentation by students
- Lumina Literati
- Peer teaching
- ICT enabled teaching
- Departments of English, Hindi, Sanskrit and Malayalam adopted student-centric teaching-learning techniques such as book reviews, role-play, flash cards and group discussion. Department of Political Science adopted newspaper reviews and corresponding presentations by the students as part of learning technique.
- Department of Zoology, Botany and Geography conducted field trips to various ecosystems and landscapes of geographical importance and departments of Chemistry, Physics and Biochemistry made industrial visits as part of experiential learning. Department of Department of Commerce directs the students for internship in various organisations for enhancing experiential learning.
- Computer assisted visual teaching
- Group discussion
- Videos and animations
- Virtual labs
- Debates

- Department of Physics uses software like Celestia and Stellarium to PG students and My Physics Lab to UG students. Encouraged the use of Phet and ICT based for PG students. Physio Ex. Software for simulations of physiology experiments is used for PG students by the department of Zoology.
- Research and Extension forum conducted interdepartmental project presentation, evaluation and distributed prizes for best projects. The forum also conducted synopsis evaluation, dissertation screening and training for research scholars.

2.7 Total No. of actual teaching days during this academic year

193

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Open book exam for PG students
- Online submission & evaluation of assignments

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

15\*

-

21

\* Members in Academic council & Board of studies

2.10 Average percentage of attendance of students

88 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division			
		I %	II %	III %	Pass %
B.Sc. Mathematics	46	65	13	0	78
B.Sc. Physics	39	54	13	5	72
B.Sc. Chemistry	48	52	10	2	64
B.Sc. Biochemistry	29	48	38	0	86
B.Sc. Botany	34	44	9	9	62
B.Sc. Zoology	32	56	13	0	69
B.Sc. Geography	25	44	32	12	88
B.Com (Tax)	35	51	20	9	80
B.Com (Finance)	56	71	4	0	75
B.A. Sanskrit	19	32	26	5	63
B.A. Malayalam	46	46	15	22	83
B.A. Hindi	31	58	13	13	84
B.A. English	50	30	18	36	84
B.A. History	52	38	17	4	59
B.A. Political Science	64	58	6	0	64
B.A. Economics	120	22	25	4	51
M.A. English	16	94	6	0	100
M.A. Economics	20	35	0	0	35

M.Sc. Physics	13	62	0	0	62
M.Sc. Chemistry	16	93	0	0	93
M.Sc. Botany	14	86	0	0	86
M.Sc. Zoology	12	100	0	0	100
M.Com	16	100	0	0	100

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

IQAC directed all the Departments to make an annual academic calendar to be strictly followed. The cell also distributed teacher's diary to all faculty and insisted teachers to maintain a daily record of teaching, research and extension activities. IQAC formulated a feedback form and distributed to students to obtain feedback of teachers for the purpose of teaching evaluation at the end of the year and made the analysis.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	13
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	12
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	3
Others ( short term courses)	3

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>26</b>	<b>12</b>	Nil	5
Technical Staff	<b>3</b>	Nil	Nil	Nil

**Criterion – III****3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

IQAC in association with Research forum made necessary follow up on the upgradation of the Department of Botany to Research Centre and the assessment committee of the University visited as part of approval procedure. The cell also directed the research guides to enhance the number of research scholars in the approved research centre and directed eligible faculty to avail research guideship. Henceforth two faculty members received guideship from University of Kerala and two scholars joined for Ph.D. in this academic year. Further, directions to departments were given to organize seminars on relevant topics of research and applications. One department conducted international seminar, three departments conducted national seminars during this academic session, and other departments conducted regional seminars. IQAC in association with research forum made a platform for PG students and research scholars of the college to present their papers in the national seminar and publish in proceedings. Renewed subscription to INFLIBNET and provision for access were given to new scholars and freshly appointed faculty.

**3.2 Details regarding major projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	-	-
Outlay in Rs. Lakhs	-	62.62 lakhs	-	-

**3.3 Details regarding minor projects**

	Completed	Ongoing	Sanctioned	Submitted
Number	1	7	-	-
Outlay in Rs. Lakhs	2 lakhs	13.92 lakhs	-	-

**3.4 Details on research publications**

	International	National	Others
Peer Review Journals	<b>11</b>	<b>42</b>	<b>3</b>
Non-Peer Review Journals	<b>1</b>	<b>5</b>	-
e-Journals	-	-	-
Conference proceedings	<b>14</b>	<b>19</b>	<b>2</b>

**3.5 Details on Impact factor of publications:**

Range 1-4    Average 2.8    h-index 2.8    Nos. in SCOPUS 6

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2017-20; 2016-19	DST-SERB, Dept. Of Environment, Govt. of Kerala	62,62,000/-	37,50,000/-
Minor Projects	2016-18	UGC	13,92,000/-	8,40,500/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects ( <i>other than compulsory by the University</i> )	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	7654000/-	4590500/-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books ii) Without ISBN No. 

## 3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Other (DST-FIST)

3.10 Revenue generated through consultancy 

## 3.11 No. of conferences organized by the institution

Level	International	National	State	University	College
Number	-	3	-	-	34
Sponsoring agencies	-	UGC, IPA*	-	-	KSCSTE**, PTA

\* Institute of Parliamentary Affairs, Govt. of Kerala

\*\* Kerala State Council for Science, Technology &amp; Environment, Govt. of Kerala



3.12 No. of faculty served as experts, chairpersons or resource persons **14**3.13 No. of collaborations International  National **4** Any other 3.14 No. of linkages created during this year 

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College Total 

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
<b>1</b>		<b>1</b>				

\* INSA visiting scientist award

3.18 No. of faculty from the Institution who are Ph. D. Guides **11**and students registered under them **34**3.19 No. of Ph.D. awarded by faculty from the Institution **1**

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

JRF  SRF  Project Fellows  Any other **4**

3.21 No. of students Participated in NSS events:

University level **4** State level **1**National level  International level 

3.22 No. of students participated in NCC events:

University level  State level **4**National level **2** International level

## 3.23 No. of Awards won in NSS:

University level	4	State level	-
National level	-	International level	-

## 3.24 No. of Awards won in NCC:

University level	1	State level	-
National level	-	International level	-

## 3.25 No. of Extension activities organized

University forum	-	College forum	7	
NCC	3	NSS	17	Any other
				-

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

- The NSS Unit of the college organised various extension activities during the year 2017-18. The unit of the college in association with Primary Health Centre, Pandalam, organised a free medical camp for essential diagnosis and treatment to the people of the locality. The camp included detection of lifestyle diseases, hepatitis and HIV. The volunteers also played a drama "Daya" which focused on the concerns and activities of nurses as an awareness programme for the local public. Volunteers of the unit visited Oldage Home at Adoor and at Omalloor, Pathanamthitta District and donated around 200 meals to the inmates as part of "Miss a Meal" programme. The unit of the college organised an awareness rally during Anti-Tobacco observation day in association with LSG, Pandalam Municipality, Primary Health Centre and Nursing College. The unit also commenced with a new project "Muttathoru Nelli" for the public, distributed gooseberry saplings to several houses, and spread awareness on importance of medicinal plants. Further, during festival celebrations, the volunteers distributed food kits to the poor and donated funds to cancer patients and waterbeds to some patients in the adopted village in the municipality. "Punyam Poonkavanam" is the project by NSS every year and this year also the unit participated in cleaning programmes during pilgrimage season at temple and distributed cloth bags to the devotees for replacing plastic bags. Blood donation camps were conducted and 55 volunteers and other students on the campus donated their blood during this session. Study kits were distributed to the school students of MSM LPS, Pandalam as part of extension activity. The volunteers also served the public by renovation of an old home for the poor. Student volunteers from NCC, NSS and other college clubs are

also actively involved in several charity missions. NCC unit of the college conducted blood donation camps and cleaning camps. The unit is active on blood donation to the needy persons outside and inside the campus, as and when required

- Women's Studies Unit of the college organized visits to old age home and Gandhi Bhavan and provided financial support & distributed dress kits to the needy.
- Faculty from Department of Botany delivered Radio Talks on "Folklore Knowledge of Kerala" and on various occasions in community radio programmes and talk on Hiroshima Day, in All India Radio, during 2017-18, as part of science popularisation among the common people.
- The Department of Physics organized "The Outreach Programme-2017" for X<sup>th</sup> class students of Vyasa Vidya Peetom Public School, Pandalam. Faculty members and undergraduate students of the department jointly conducted visual and oral presentations and experimental demonstrations in selective topics of Physics, which resulted as educative, and experience filled event for school students. Faculties from the department also delivered talks on Air Pollution at SN Public School, Thattamala and delivered talks on relevant topics in various other colleges.
- The Department of Political Science in association with Survey Research Centre of University of Kerala conducted a field survey on Opinion on "India's Foreign Policy".
- The Department of Zoology commenced with a new project for riverbank conservation by establishing bamboo shelterbelt on the banks of River Achankovil. Department of Geography conducted awareness classes on the importance of soil and organic farming to the high school students of neighbouring school.
- The Department of Chemistry organised awareness classes on "Climatic changes and effect of ozone layer depletion" for higher secondary school students. Departments of English and Sanskrit organized literary exhibitions and literary enrichment programmes for the students of neighbouring schools.

**Criterion – IV****4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1,09,265 m <sup>2</sup>	-	-	1,09,265 m <sup>2</sup>
Class rooms	58	-	-	58
Laboratories	21	-	-	21
Seminar Halls	2	-	-	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

**4.2 Computerization of administration and library**

At present, the library has three computers and software GRANDHASOFT as part of partial automation. The administrative office has nine computers interconnected with WLAN facility. Salary bills and pay particulars are computerized and managed through SPARK system as part of e-governance. At the same time, University examination procedures such as exam registration and hall ticket reception of all students are achieved through online protocols.

**4.3 Library services:**

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	58142	-	593	Rs.2,00,988/-	58735	-
Reference Books	2500	-	23	Rs.21,000/-	2523	
e-Books	-	-	Subscribed to INFLIBNET	-	-	-
Journals	76	-	-	-		
e-Journals	Nil	-	Subscribed to INFLIBNET	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (magazines)	7	-	-	-	-	-

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	147	47	11	5	25	9	47	3
Added	0	0	0	0	0	0	0	0
Total	147	47	11	5	25	9	47	3

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

As part of networking between all the departments, in the first phase, the science departments are interconnected through LAN facility for online transactions. Internet access is given to students and staff through networking terminals in classrooms, staffrooms and laboratories. Further, these departments have Wi-Fi Zones individually. The students have given training to access folders through networking to explore resource materials for learning. The department of Zoology gives training programmes on virtual lab exercises for all students for learning process through virtual lab with Physio Ex 9.1 software for physiology practical. The department of Physics encourages the use of Phet and ICT based websites for PG students. Research & Extension forum of the college gives continuous training to the research scholars and faculty on software packages in the area of toxicology, biodiversity, soil biology and on other applied themes. Departments of Commerce, History, Economics, Political Science and English have individual internet facility and give access to students. Further, the college has a common computer lab which provides training to students, on “basics of computer and internet”. The computer lab has internet facility too.

## 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.37000/-
ii) Campus Infrastructure and facilities	Rs.300000/
iii) Equipments	Rs.5000/-
iv) Others	Rs.40000/-
<b>Total :</b>	Rs.382000/

**Criterion – V****5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

IQAC initiated the procedures for arranging Student Induction Programme through a co-ordinator in the beginning of academic year 2017-18. The induction programme covered all aspects of Student Support Services of the college and gave awareness to the students who have taken admission to First Degree Programmes. The co-ordinators of support services such as NSS, NCC, PTA, Research & Extension forum, Walk With the Scholar (WWS), Student Support Programme (SSP), Women's' Studies Unit, students' support scheme (vidyanidhi), help desk, tutorial system, CBCSS-CLMC, Students' grievance & redressal cell, antiragging cell, various clubs, computer centre, library, etc., interacted with all students. Further, the handbook of the college issued to all students contains information about services offered by the college to its students.

**5.2 Efforts made by the institution for tracking the progression**

The college has an alumni association, and an efficient alumni network is being used for tracking the student progression of the institution. The reports are recorded and analysed in terms of progression to higher studies and career aspects in connection with their course pursued from the campus.

**5.3 (a) Total Number of students**

UG	PG	Ph. D.	Others
2402	218	8	-

**(b) No. of students outside the state**

Nil

**(c) No. of international students**

Nil

	No	%		No	%
	868	33		1760	67

Men

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1789	564	5	258	6	2622	1830	560	6	221	11	2628

Demand ratio NA\*

Dropout (%) 2

\*Since the admission to the programmes are conducted by the parent University through online Central Allotment Process, the number of applicants to this college varies in four phased allotment process and hence the demand ratio cannot be determined.

## 5.4 Details of student support mechanism for coaching for competitive examinations

The career guidance cell arranged nine training programmes as part of coaching practices for students. The themes focused were communicative English, Company secretary, PSC orientation, UGC NET/SET orientation, Civil Service Orientation, Bank Services and other skill developments. The cell also distributed resource materials, with the help of external experts. Departments of Commerce and English also provided necessary guidance and books for competitive exams to the students.

No. of students beneficiaries

650

## 5.5 No. of students qualified in these examinations

NET	<b>7</b>	SET/SLET	<b>7</b>	GATE	-	CAT	-
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IAS/IPS etc	-	State PSC	<b>8</b>	UPSC	-	Others	<b>12</b>
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## 5.6 Details of student counselling and career guidance

The career guidance cell of the college started an MoU with MACFAST, an institution with career oriented courses, for training and placement of the students from this college. The cell conducted career-training programme for the students in association with HYRUES, a job search help group. During this academic session, the career guidance and placement cell organised Company Secretary- ICSI career guidance programmes, UGC-NET/SET orientation for PG students, communicative English training programmes, PSC orientation, Civil Service Orientation and Bank coaching in association with IBS Academy, Kollam. The cell also arranged a platform for the registration of students in the placement portal of Employability Centre, Government of Kerala. College has a programme for all round development of students, "Walk with the scholar" co-ordinated by a teaching faculty. The programme aims at the wholesome development of students including competency enrichment, research aptitude and knowledge enhancement. The institution also has "Student Support Programme" for supporting slow learners. Majority of the departments give counselling through tutorial sessions led by faculty advisors in terms of career guidance and counselling. The department of Physics organised an awareness Programme by Dr. R. Suresh Kumar, Scientific Officer – G, Head, High Temperature Analysis Section, Structural Mechanics Division, Nuclear Systems Analysis Group, Reactor Design Group, IGCAR, Kalpakkam on "Career Opportunities in the Department of Atomic Energy". The department also displays wall magazine "Kaleidoscope" for giving access to students on opportunities in leading Universities & research institutions.

No. of students benefitted

800

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	230	13	15

## 5.8 Details of gender sensitization programmes

Women's Study Unit (WSU) of the college plays a pivotal role in the overall development of girl students. WSU initiated a variety of themes such as creating awareness, sensitization, counselling and cultural programmes. The unit also addressed the need of the girl students and ensured the growing demands of the day. An emphasis was given to environment protection too. The programmes during the year 2017-18 were:

1. "Mental Health and Stress Management"  
WSU organized an invited talk on "Mental Health and Stress Management" by Dr.Jaicly Philip, Psychologist and Social Activist, as part of gender sensitization programmes.
2. "Premarital Counselling"  
A "Premarital Counselling Programme" was conducted as part of enhancing a healthy life for girls with the help of Dr.Jaicly Philip, Psychologist.
3. "Legal awareness on Women's Protection"  
Organised an awareness class on legal aspects of Women's Protection in association with Women's Cell under Kerala Police Department, Pathanamthitta District and the class was led by Smt.Vijayamma, Circle Inspector of Police.
4. Open discussion  
An open discussion programme on "Women and Employability" was organised in the college, which was sponsored by Kerala State Women Development Cell, Govt. of Kerala.
5. Value added programme  
Conducted a value added programme "Certificate Course in Beautician" for girl students

## 5.9 Students Activities

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

State/ University level **140** National level **1** International level **-**

No. of students participated in cultural events

State/ University level **133** National level **-** International level **-**



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

Sports :State/ University level **30** National level **-** International level **-**Cultural:State/University level **4** National level **-** International level **-**

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	<b>25</b>	<b>Rs. 25,000/-</b>
Financial support from government	<b>65</b>	<b>Rs.8,00,000/-</b>
Financial support from other sources	<b>20</b>	<b>Rs.2,00,000/-</b>
Number of students who received International/ National recognitions	Nil	Nil

## 5.11 Student organised / initiatives

Fairs : State/ University level **5** National level **-** International level **-**Exhibition: State/ University level **1** National level **-** International level **-**5.12 No. of social initiatives undertaken by the students **24**

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

Drinking water distribution was enhanced through water purifiers put in two separate building blocks for the convenience of students. Facilities in Ladies' waiting hall were enhanced and renovations were done. New green boards were established in seven departments PTA fund was utilized for all the above mentioned works. Further, two departments developed question bank and made available to students, for facing difficulty areas related with numerical problems.

## Criterion – VI

**6. Governance, Leadership and Management**

## 6.1 State the Vision and Mission of the institution

**VISION**

☞ Imparting knowledge to gain wisdom and to liberate the individual from all bondages to build up a better world. The line taken from the Bhagavat Gita, “**Sreyohi Njanam Abhyasath**” -*Knowledge indeed is superior to constant practice*- inscribed in the college emblem embodies the vision of the college.

**MISSION**

☞ To educate and illuminate the young generation to build up a strong and progressive nation where the rich values and traditions are upheld.

## 6.2 Does the Institution has a Management Information System

No

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

## 6.3.1 Curriculum Development

Since the college is affiliated to University of Kerala, duly constituted academic bodies like Academic Council, Board of Studies and Faculty undertake the curriculum development process. The college takes active interest in sending the faculty to represent in such academic bodies. It is noteworthy that at present, two among the faculty represents as academic council member of the University, one among the faculty represent as senate member of the University, thirteen faculties represent as members of board of studies.

Further, the college has developed curriculum for value added programmes, which are programmes other than those courses under the purview of the affiliating University. The institution offers twenty-six value added programmes for skill development purposes. These programmes are aimed at apt placement for its outgoing students in a globally competing career environment. Further, the students are encouraged to learn the core concepts through ‘learning by doing’, through these value added courses, for self-sustaining purposes and to focus on the pre-requisites of the companies offering jobs after the course.

The college has fourteen clubs as part of social and extension curricular activity of students. It is mandatory for students to participate in any one of the social service/extension activities of the college. Every student who is part of the third term and fourth semester is associated and engaged himself in the activities of anyone of the clubs, which functions in the college. It is compulsory to secure minimum attendance [40 hours]. Each club functions under the effective guidance of a convener. Students have the freedom to choose more than one club.

### 6.3.2 Teaching and Learning

- For quality management in teaching and learning, the college:
  - ✓ Ensure adequacy of teachers according to the required teacher-student ratio.
  - ✓ Formulate academic calendar for individual departments and examination calendar with the help of internal examination committee in the beginning of the year and students are informed.
  - ✓ Monitor academic procedures through College Level Monitoring Committee (CLMC) and give necessary feedbacks to the departments on academic activities.
  - ✓ Offer bridge courses to I Semester students in the first and second week
  - ✓ Consolidated monthly attendance and credits thus earned and the progress is reported to the authority and parents by faculty advisors and department level monitoring committee.
  - ✓ Offers remedial coaching to the needy under the supervision of UGC committee
  - ✓ Conduct one internal examination for each class in every semester in addition to assignments and seminars for the purpose of continuous evaluation.
  - ✓ Collect, compile and analyze the feedback from the students on term-basis for monitoring efficiency of teaching and evaluation practices
- Further, the Department of English conducted academic enrichment programme “Lumina Literati”. Department of Sanskrit conducted spoken Sanskrit class “Samskritha Sambhashana Sibiram” to enhance the speaking skills of students.
- Science departments such as Biochemistry, Zoology, Botany and Physics introduced virtual lab techniques to the students for practical sessions. In collaboration with Amrita University, the students of these departments are registered in the online virtual lab portal. The department encourages the use of Phet and ICT based websites for PG students.
- Department of Economics conducted “Budget Bytes”, a live programme on budget day and discussion, as part of innovative teaching-learning design.

### 6.3.3 Examination and Evaluation

- The college has an internal exam committee, which monitors the regular conduct of at least one internal exam for all courses in a semester.
- The College Level Monitoring Committee and Department Level Monitoring Committee and faculty advisors monitor the continuous evaluation of students as part of formative assessment.
- Department of Physics and Chemistry conducted open book exams during this academic session with an objective to develop the skills of critical and creative thinking. Department of Physics commenced double valuation for internal exams.
- Teacher evaluation by students is done through a formal feedback mechanism, which is done at the end of every academic year.

## 6.3.4 Research and Development

The college has a Research committee co-ordinated by Dr.M.G.Sanalkumar, Asst.Professor, Dept. of Zoology. Research and Extension division of the college is a common forum for teachers to co-ordinate research and extension programmes in the college. The forum aims at the promotion of inter disciplinary research as well as socially useful, productive activities in the college.

↳ **For promoting and inculcating research aptitude among students, the activities formulated by the research forum of the college are as follows:**

- Interdisciplinary seminar by postgraduate students, evaluation by expert panel and awards for best presentations from Science and Arts, language and Commerce streams.
- Evaluation, criticism and improvement of synopsis presented by all Post Graduate Students in the beginning of III Semester Session
- Submission of monthly progress report of ongoing project work of Postgraduate students to research guides
- Pre-submission presentation of dissertation work by all students for evaluation by panel experts and Principal's award to best presentations
- Submission of the dissertation work in the form of research paper to the research forum of the college and subsequent publication in refereed journals.

↳ **For promoting and inculcating research aptitude among teachers, the activities formulated by the research forum of the college are as follows:**

- Awareness programmes to formulate proposals for research projects and corresponding funding agencies.
- Collection, evaluation and compilation of project proposals and their submission to agencies.
- Timely feedback on national seminar proposals, their compilation and submission to agencies.
- Publication of ISSN journal "Science Chronicle" and incorporating research papers of faculty and students.
- Promote eligible faculties to research guides.
- Promote eligible departments to research centres.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- A number of 616 books could be added to the library during 2017-18, which includes textbooks and reference books. Renewal of subscription to e-journals and e-books could also be done through N-LIST college component of the UGC-INFONET Digital Library Consortium (INFLIBNET)
- Science departments are interconnected through LAN facility for online transactions and access are given to students and staff through networking terminals in classrooms, staffrooms and laboratories. Further, these departments have Wi-Fi Zones individually. The students have given training to access folders through networking to explore resource materials for learning.
- Further, the department of Physics commenced with automation of attendance and internal examination for PG students using MOODLE software, as first phase and intended to be extended to other departments.
- The institution has a broadband internet connection through optical fibre as leased line with a speed of 20 Mbps.

### 6.3.6 Human Resource Management

58 % of the teaching faculty in this institution are entrusted with decentralized administrative powers and responsibilities for smooth functioning of the college. Various Statutory bodies, committees, schemes and clubs give ample support to the management and administrative authority of the college for curricular, co-curricular, extra-curricular activities and other main functions of the college. The college has a Human Resource Management Cell, which conducts a best practice “Collegium”, for the optimum utilization of resourcefulness of faculty through interdepartmental and intercollegiate lectures on topics of daily life applications to students. The pool of resource faculties are also made available to other colleges and schools for sharing the knowledge.

### 6.3.7 Faculty and Staff recruitment

Three faculty members were newly appointed in the Departments of Botany and Commerce this academic year. One substitute lecturer was recruited in the FIP vacancy aroused in department of Economics. Contingent staffs on daily wage basis were recruited, with the financial assistance from PTA, for proper maintenance of women's rest room and the existing premises.

## 6.3.8 Industry Interaction / Collaboration

- Research centre in Zoology has built up collaboration with Kerala State Biodiversity Board, Kerala Forest Research Institute and ALINT industries in terms of consultancy in river monitoring, biodiversity assessment and chemical analysis.
- The students from Department of Political Science conducted survey on “An opinion study of India’s Foreign Policy in Kerala” in association with Survey Research Centre, University of Kerala.
- Department of Sanskrit has collaboration with Viswasamskrita Prathishtanam and Mannam Ayurveda Medical College, as part of language enrichment & teaching-learning programmes.
- Department of Chemistry has established interaction with National Institute for Interdisciplinary Science and Technology for works in student research programmes.

## 6.3.9 Admission of Students

Admission of students is done through online Central Allotment Process of the parent University. The college could conduct admission by following the seat matrix, through online protocol of the University and could fill maximum seats in 23 programmes as per the options and preferences of the students.

## 6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	PTA, Student Support Scheme (vidyanidhi)

## 6.5 Total corpus fund generated

Rs.45,90,000/-\*

\* PTA fund and management fund

## 6.6 Whether annual financial audit has been done

Yes



No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Management, Principal
Administrative	Yes	Dy.DCE, AG	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days? **NA**

For UG Programmes      Yes ☐      No ☐

For PG Programmes      Yes ☐      No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

**NA**

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

**NA**

6.11 Activities and support from the Alumni Association

The Alumni association helps in channelizing and transforming the goodwill of the Alumni into creative and meaningful co-existence. A programme – “Second Home Coming” is currently running in the college in which the prominent Alumni of the department will get a chance to Re-visit the college and address the students. Similar programmes to share the academic resources and expertise of our Alumni are awaiting implementation. The association also provides cash prize to toppers in University PG and UG examinations.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Association of the college organizes scheduled meetings as general meeting and in individual departments for supporting the students. The meetings with parents by the faculty aims at the academic and personal enhancement of the students in terms of reporting academic progress, co-curricular and extracurricular activities of their wards.

During 2017-18, PTA supported the institution through:

- Financial assistance for repairing and maintenance works of computers, electrical wiring in labs, drinking water systems, ladies rest room, amenities in wash area, etc.
- Installation of 7 green boards, lecterns, 12 ceiling fans and lights in various class rooms and improved drinking water facility.
- Financial assistance to appoint a daily wage labourer to maintain the women’s rest room and existing premises of the campus and also for security staff.
- Purchase of resource materials for the conduct of internal examinations
- Payment of water and electricity charges
- Remuneration to temporary teaching faculty.

6.13 Development programmes for support staff

Orientation for support staff (technical) as per the requirement are given by the individual departments, as and when required.

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

Department of Geography in association with departments of Botany and Zoology commenced experimental organic farming to protect the natural profile of soil in the campus. The college has taken keen care to avoid synthetic flex prints and banners in its premises during the year. The institution encouraged the usage of cloth banners. The campus could also replace plastic cups and containers with paper cups throughout the year. NSS and NCC units of the college planted saplings during this academic session. Further, all the departments participated in the green campus campaigning programme.



**Criterion – VII****7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Human resource of the institution and their resourcefulness was optimally utilized for knowledge sharing as an interdepartmental programme “Collegium”, helped all students to enhance their knowledge base through a teacher other than from the parent department. Programme on “Experimental Organic Farming” by the students and faculties of three departments is meant for protecting natural soil profile in the campus. Interdisciplinary seminar by PG students, organised by research and extension forum and PG monitoring cell, aided in raising the confidence level of students and enabled better interaction between the departments.

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

Action Taken Report based on the plan of action formulated by the institution in the beginning of 2017-18 are:

- The college started an orientation programme “Academic Green Room” for newly appointed faculties for introducing and making acquainted with academic, co-curricular and extracurricular activities of the college, recent developments in higher education and University level curricular transactions. Three newly appointed faculty members were given orientation this year.
- Department of Botany followed necessary procedures to apply for research centre approval of the University and the University Assessment Committee visited the college as part of approval protocols.
- As part of enhancement of research atmosphere, two faculty members availed research guideship under University of Kerala and two research scholars joined in the approved research centre of the college.
- Placement cell organized skill development, career oriented programmes for students, and in the academic session nine programmes were conducted. Around 700 students attended the programmes. The cell arranged visits of various firms and 28 students were placed this year.
- With the aid from PTA the institution enhanced classroom facilities through procurement of green board, lightings, ceiling fans and lecterns in various departments.
- Result analysis was done and feedback for improvement was given to departments concerned.
- The college participated in National Institutional Ranking Framework programme of MHRD and got evaluated.
- Departments of English, Zoology and Political Science organized national seminars, department of Physics organised seminar led by international resource persons and other departments conducted regional seminars and invited talks.
- Department of Geography, in association with departments of Botany and Zoology implemented “Experimental Organic Farming” following scientific protocols.
- Research and Extension forum of the college published the ISSN journal “Science Chronicle” and abstracts were published in its online portal [www.sciencechronicleres.org](http://www.sciencechronicleres.org).

- Research and Extension forum organized PG interdisciplinary seminar, synopsis evaluation, dissertation screening and training for research scholars. The forum also conducted interdepartmental project presentation, evaluation and distributed prizes for best projects.
- Departments of Physics, Chemistry and Geography conducted awareness classes for school students on various relevant topics, as part of extension activities.
- Departments of Botany, Zoology, Chemistry, Physics and Geography observed National Science Day, Ozone Day, World Environmental Day, World Wetland Day and World Space Week through quiz & elocution competitions, essay writing, invited talks, radio talks & tree planting.
- The Department of English conducted monthly lecture series. It also organised its annual Literary festival “Lumina Literati” for skill enhancement of students.
- Departments of Sanskrit and Malayalam conducted interdisciplinary seminar on *Ramayana* and Department of English conducted drama symposium. The departments also observed reading week with programme “Vayana Varacharanam”, for improving the reading habits of students.
- All the departments conducted quiz competitions for knowledge and talent scan of students.
- All the departments conducted study tours for enabling experiential learning process.
- Department of Sanskrit conducted one-week programme “Sanskrita Sambhashana Sibiram” as part of literary enrichment among the students. The department also contributed to environmental awareness programme by conducting Vriksha Ayurveda Teaching.
- Department of Economics organised student enrichment programme Budget Bytes and department of Commerce organised workshop on Securities Market by Hedge, on Chartered Accountancy, MBA orientation, Management Studies & digital awareness programmes.
- Department of History commenced with the establishment of Local History Archives as an innovative programme for protecting and preserving specimens of historical values.
- The NSS Unit of the college organised various extension activities during the year 2017-18. The unit of the college in association with Primary Health Centre, Pandalam, organised a free medical camp for essential diagnosis and treatment to the people of the locality. The camp included determination of lifestyle diseases, hepatitis and HIV. The volunteers also played a drama “Daya” which focused on the concerns and activities of nurses as an awareness programme for the local public. Volunteers of the unit visited Oldage Home at Adoor and at Omalloor, Pathanamthitta District and donated around 200 meals to the inmates as part of “Miss a Meal” programme. The unit of the college organised an awareness rally during Anti-Tobacco observation day in association with LSG, Pandalam Municipality, Primary Health Centre and Nursing College. The unit also commenced with a new project “Muttathoru Nelli” for the public, distributed gooseberry saplings to several houses, and spread awareness on importance of medicinal plants. Further, during festival celebrations, the volunteers distributed food kits to the poor and donated funds to cancer patients and water beds to some patients in the adopted village in the municipality. “Punyam Poonkavanam” is the project by NSS every year and this year also the unit participated in cleaning programmes during pilgrimage season at temple and distributed cloth bags to the devotees for replacing plastic bags. Blood donation camps were conducted and 55 volunteers and other students on the campus donated their blood during this session. Study kits were distributed to the school

students of MSM LPS, Pandalam as part of extension activity. The volunteers also served the public by renovation of an old home for the poor. Student volunteers from NCC, NSS and other college clubs are also actively involved in several charity missions.

- NCC unit of the college conducted blood donation camps and cleaning camps. The unit is active on blood donation to the needy persons outside and inside the campus, as and when required.
- Women's Study Unit (WSU) organised various activities such as invited talk on "Mental Health and Stress Management", "Premarital Counselling", Self defence training and value added programme "Certificate Course in Beautician" for the girl students of the college.
- Department of Physical Education conducted preparatory coaching camps for Football, Cricket, Taekwondo, Judo, Shuttle Badminton, Wushu, Wrestling and Athletics. The department conducted Kerala University Inter Collegiate Inter-Zone Cricket Tournament and health awareness campaigns. The department also celebrated International Yoga Day in June, 2017, observed National Sports Day in August, 2017 and National Science Day in February, 2018 through Yoga sessions to students, seminars and poster exhibitions.
- The best practices of the college, "Collegium" and "Experimental Organic Farming" were successfully carried out.
- Parent Teacher Association of the college supported the institution through financial assistance for repairing and maintenance works of computers, , electrical wiring in labs, drinking water systems, ladies rest room, amenities in wash area, etc. The PTA supported financially for installation of green boards, lectern, ceiling fans and lights in various class rooms and improved drinking water facility, for appointing daily wage labourer to maintain the women's rest room and existing premises of the campus and also for security staff; for purchase of resource materials for the conduct of internal examinations, for payment of water and electricity charges and for remuneration to temporary teaching faculty.
- Management authority conducted both academic and administrative auditing.
- The college conducted twenty-six value added courses for professional skill development among students.
- "Walk with the Scholar" programme was conducted with the involvement of both external and internal resource persons, for the purpose of empowerment of advanced learners.
- Student induction programme was conducted for newly admitted students in the beginning of the academic session
- Computer centre and club conducted certificate course on "basics of computer and internet" for IT knowledge enhancement in the campus.
- All the departments released newsletters and manuscript magazines.
- All the departments conducted association activities for ensuring student participation in the day-to-day activities of the departments.
- All the departments conducted PTA meetings for ensuring effective interaction between faculty and parents. Tutorial meetings were regularly conducted for mentoring the students to support their academic, co-curricular and extra-curricular profile.

## 7.3 Give two Best Practices of the institution

Two best practices of the college are:

- ↳ **'Experimental Organic Farming'**
- ↳ **Collegium –The Domain of Debate and Discourse'**

*\*Details are provided in annexure III*

## 7.4 Contribution to environmental awareness / protection

NSS and NCC units of the college planted saplings during this academic session and took initiative to spread awareness on benefits of planting medicinal plants in houses. Department of Sanskrit conducted "Vriska Ayurveda teaching" for creating environmental awareness among students. Department of Geography in association with departments of Zoology and Botany started a programme on "Experimental Organic Farming" as measure towards protecting natural soil profile. Further, all the departments participated in the green campus campaigning programme. The institution observed World Wetland Day, World Environmental Day, National Science Day and Ozone Day through awareness programmes. The campus could also replace plastic cups and containers with paper cups throughout the year. Department of Botany and Zoology arranged field trips to botanical parks, wild life sanctuaries and different types of ecosystems as part of environmental awareness programmes to students. All the departments took initiative for inculcating environmental values in students, through green campus programmes, plastic free zones, waste management, biogas utilization, clean campus programmes and awareness campaigns.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

7.6 Any other relevant information the institution wishes to add.

Nil

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

Plans of the college for next year are as follows:

- ✓ To procure new equipments to laboratories
- ✓ To conduct exhibition in the college
- ✓ To establish Educational Management Information System
- ✓ To upgrade eligible departments to research centres
- ✓ To establish rainwater harvesting system and solar panels
- ✓ To enhance infrastructure facilities with the aid from agencies such as RUSA
- ✓ To promote cultivation of indigenous varieties of plants in the campus and experimental organic farming as part of eco-friendly activity
- ✓ To establish a heritage museum
- ✓ To organise career guidance classes
- ✓ To organize more regional seminars
- ✓ To continue with value added programmes
- ✓ To conduct invite lecture series by eminent personalities



**Dr.S.Nandakumar**  
(Co-ordinator, IQAC)



**Dr.K.Unnikrishnan**  
**Principal**  
(Chairperson, IQAC)

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## IQAC ACTION PLAN 2017-18

Month/Week	Activity	Remarks
<b>May 2017</b>	Guidance for HODs to prepare action plan 2017-18 at department level	
<b>June 2017</b>		
<i>I week</i>	IQAC quarterly meeting	
<i>II week</i>	Teacher's dairy distribution	
<i>III week</i>	Collection & review of action plans from departments; Result analysis and feedback to departments	
<i>IV week</i>	Renewal of INFLIBNET subscription & provide access to new staff & research students.	
<b>July 2017</b>		
<i>I week</i>	Proposal to PTA & Management for enhancement of classroom infrastructure facilities	
<i>II week</i>	Initiation of induction programmes to FDP students	
<i>III week</i>	Review and monitor enhancement of student facilities	
<b>August 2017</b>		
	Monitor enrolment of new research scholars; To participate in NIRF programme of MHRD.	
<b>September 2017</b>		
<i>IV week</i>	IQAC quarterly meeting	
<b>November 2017</b>		
<i>I week</i>	Review on orientation programme for teachers in ICT enabled teaching	
<i>II week</i>	Monitor facilities upgradation of departments to research centre	
<b>December 2017</b>		
	Orientation programme "Academic Green Room"	
<b>January 2018</b>		
<i>II week</i>	Review on timely conduct of national seminars	
<i>IV week</i>	IQAC quarterly meeting	
<b>February 2018</b>		
<i>II week</i>	Review on research article publications by faculty	
<i>III week</i>		
<b>March 2018</b>		
<i>II week</i>	IQAC quarterly meeting & annual review	
<i>IV week</i>	Preparation of Annual Quality Assurance report to NAAC, Bangalore	

### **Feedback analysis report**

Feedback for assessing institution, courses and teachers are taken every year from among students. From the feedback obtained, a report is prepared and discussed at the academic committee meetings of the college. During 2017-18, the feedback was taken from students for the evaluation of the afore mentioned parameters.

Students were instructed to rate their faculty based on ten attributes on a five point scale (excellent/good/average/below average/poor). The analysis on evaluation of teachers by students revealed that about 89% of the teachers are good in communication skill in terms of articulation and comprehensibility. Rest of the teachers was rated as average in the same parameter. Students are of opinion that all the teachers are accessible in and out of the class, but at the same time, 8% of the faculties are to be improved in communication/interaction with the students outside the class. Analysis also revealed that all the teachers were rated good for their ability to create interest in the subject and 15% of the teachers are yet to improve with respect to the ability to integrate course material with current environment. Ability of teachers to design assignments, examinations to test the understanding of the course were rated excellent and good, but at the same time 2% of the teachers are to be improved in designing the projects. All teachers were rated good in providing timely feedback to students throughout the course. Students had good opinion about the knowledge base of teachers. Good rating was given to all the teachers on commitment and sincerity towards students.

An analysis on feedback from students for evaluation of institution revealed that, the general academic atmosphere is above average and teachers' guidance in academic activities is excellent. Accuracy and correctness of continuous assessment were rated good. Coursework preparation of teachers and their participation in co-curricular activities were rated above average. Library and laboratory facilities are very good. Students strongly agreed that they got good encouragement for participation in extracurricular activities and got very good opportunity to participate in sports activities through physical education department. There is an above average chance of getting admission to higher studies in the same discipline after pursuing course from this institution. All the students strongly agreed that they can accept teachers as their academic models. Students rated the institution high in organizing seminars and invited lectures. 91% of the students recommend the institution to other students. But, students had an opinion that there should be improvement in college union and its activities.

Course evaluation by the students showed that, they are able to apply what they have learned to their future task and agreed that the academic content of the course satisfies the stated objectives. Majority of the students have the opinion that the resource materials were of good use in the class. Students also agreed that the course included enough practice work and adequate theory background. Overall rating of course and institution was excellent.



**BEST PRACTICES OF THE COLLEGE****I. ‘Experimental Organic Farming’**

It was Aristotle who said, “For the things we have to learn before we can do them, we learn by doing them”. In Kerala, one of the most challenging concerns of the present era is that of the pesticide-contaminated vegetables and other food items. Though it does not fall into ambit of general education sector, it is sure that various academic institutions have a prominent role to perform in providing pesticide-free and organic vegetables to the society. The Department of Geography in association with departments of Botany and Zoology took up this initiative and launched a programme to proffer pure and healthy food supplies to the society. Later, the whole college joined the venture making it more potent and effective.

The college was able to create a new farming culture through ‘Experimental Farming’ done by our students and could transfer the idea to the general public also. The concept was received by the society with much enthusiasm, as they understood its possibilities. Through this, the college could show the society that this eco-friendly system of farming is essential for humanity and at the same time, a profitable venture too. The whole process was conceived as part of the students’ education system and we could discover that, through farming activities, the students were able to get limitless mental pleasure.

**Objectives:**

- To develop a new farming culture among students along with their education which is essential for the future.
- To spread the success *manthra* of this system to other neighbouring institutions and make them also part of this process.
- To provide varieties of plants, seedlings, fruits, etc to various agricultural societies functioning in different localities.

**Implementation Strategy:**

- For the whole process, only organic fertilizers were used. For nitrogen availability, goat dung manure was used; for urea, chicken manure, ash, mortar, cow-dung, fish-powder and parts of trees like *Gliricidia sepium* (“Sheemakkonna”) and *Simarouba glauca* (“Lakshmi Taru”) were mixed and kept for one and a half months making it utilizable for farming purposes.
- The testing of the soil was done with the assistance of the Department of Zoology and the soil was declared suitable for agricultural purposes.
- Recommendations on the kinds of crops that can be cultivated in the particular area were given by department of Botany.

The land now possesses more than 300 banana plants, 200 coconut trees, more than 1000 varieties of plants and around 50 new generation fruit trees. Rainwater pits and other effective rainwater harvesting methods are employed for providing necessary water for these farming activities. We believe that this farming activity has brought a sea change in the mindset of the students, as they are involved in it. It has also provided a platform for teacher-student accord and we can proudly say that this is one of the best examples to prove how an educational institution can be a benefit for the society.

## II. 'Collegium –The Domain of Debate and Discourse'

The vision of the practice is that teaching, learning and sharing is the need of the hour. It is obvious that the college has a resource pool and a host of subjects for sharing knowledge. With all the confidence tinged with humility, the college open corridors both to learn and teach, to share and spread the pollens of knowledge. The focal themes were

- ❖ Living with science
- ❖ Art and culture
- ❖ Soft skills
- ❖ Business transactions
- ❖ World outside
- ❖ Women empowerment
- ❖ Personality development
- ❖ Legal awareness

Both interdepartmental and intercollegiate lectures are given by the resource persons of the collegiums. 'Collegium –The domain of debate and Discourse' is a programme organised by the Human Resources Development Cell where a pool of resource persons volunteered to commit themselves in the "Knowledge Saga of teaching, learning and sharing" and is co-ordinated by Smt.Rekhasree K.R., Asst. Professor in Sociology. This knowledge sharing worked on the paradigm of group learning applications. The cell also arranged counselling sessions to students to have better vision and orientation towards goal setting .Above all it also serves as a platform to guide students with regard to their career options through career development programmes from in-house experts and creative thinkers

### Objectives:

- To conduct an interdisciplinary discourse during zero hours, to increase the awareness levels of the students in various subjects
- To add a competitive advantage to students' intellectual capital
- To bring an asset dimension to the academic fraternity and scholars.
- To foster bonding with lateral establishments through programme like Collegium which gave outside consultancy services.

### Implementation Strategy:

- The classes were arranged in a schedule where the availability of the resource persons and the students was duly taken into consideration.
- An average of 32 classes were arranged during the year 2017-18
- Each resource person was given classes other than his /her core students
- Efforts were taken to maintain the probability of giving all department classes judiciously
- Minimum 40 hrs of class a year
- Evaluation and Feedback from the students as well as the Heads of Departments concerned were taken
- Further, an orientation programme on goal setting & personality development was given to the all PG students of the college.
- This year, 12 teachers served as resource persons for delivering talks outside the campus.