

The Annual Quality Assurance Report (AQAR) of the IQAC
2017- 2018

Part – A

I. Details of the Institution

1.1 Name of the Institution	N.S.S. HINDU COLLEGE
1.2 Address Line 1	PERUNNA
Address Line 2	CHANGANACHERRY
City/Town	CHANGANACHERRY
State	KERALA
Pin Code	686 102
Institution e-mail address	nsshcchy@gmail.com
Contact Nos.	0481-2420990
Name of the Head of the Institution:	Dr Sujatha S.
Tel. No. with STD Code:	0481 - 2420990
Mobile:	9847538700
Name of the IQAC Co-ordinator:	Dr. Anilkumar S
Mobile:	0481-2420090

IQAC e-mail address:

nsshcchy@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN10072

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC(SC)/29/A&A/6.3

1.5 Website address:

www.nsshinducollege.org

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Four Star	70-75	2000	Up to 2005
2	2 nd Cycle	B++	82.1	2006	Up to 2011
3	3 rd Cycle	A	3.04	2017	Up to 2022
4	4 th Cycle				

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

April 17, 2000

1.8 AQAR for the year (for example 2010-11)

2017-2018

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

- i. AQAR 2012-13 -submitted to NAAC on 31-3-2017
- ii. AQAR 2013-14 -submitted to NAAC on 31-3-2017
- iii. AQAR-2014 -15 submitted to NAAC on 31-3-2017
- iv. AQAR 2015-16 submitted to NAAC on 31-3-2017
- v. AQAR 2016-17 submitted to NAAC on 31-3-2017

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 (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Mahatma Gandhi University,
Kottayam

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 (*Specify*)

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 Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes Pursuit of Excellence

2.14 Significant Activities and contributions made by IQAC

The IQAC cell of N.S.S. Hindu College, Changanacherry strives to maintain quality consciousness in higher education. The cell provides a structure that streamlines the curricular and co-curricular activities of the college to ensure quality. The cell aims for the development and application of quality parameters for the various academic and administrative activities. The IQAC chalked out the activities to be implemented on a priority basis and conveyed the Principal and the Management for necessary action.

The IQAC aims at improving the institution's academic and administrative performance.

- It reviews the teaching-learning process of the academic year periodically and identify strategies for improvement, wherever necessary
- It supervises the preparation of year plan, College Handbook, academic calendar and the timely conduct of activities recorded in it.
- The IQAC reviews the teaching –learning process and encourages the introduction of effective and innovative pedagogic methodology which is student centric.
- It also supports and gives guidance for the conduct of seminars, workshops, power point presentations and field trips.
- It promotes research and supports publications.
- It also promotes and supervises co-curricular and extra-curricular activities.
- The IQAC also conducts teacher evaluation by giving feedback forms to students and also analyses the feedback which is communicated to the faculty members for their better performance.
- PTA meetings are also organized.

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 2017-2018

Plan of Action	Achievements
Ensuring quality in research	P.G. Department of English organised: <ul style="list-style-type: none">❖ Workshop on Skill Development❖ Autobiography Powerpoint Competition❖ Student outreach programmes❖ Professional Skill Development Programme❖ Communication Skills Development Programme

	<p>P.G. Department of Malayalam organised:</p> <ul style="list-style-type: none"> ❖ Lecture Series ❖ Workshop on Research Methodology <p>P.G. Department of Hindi organised:</p> <ul style="list-style-type: none"> ❖ Workshop on Research Methodology <p>P.G. Department of Philosophy organised:</p> <ul style="list-style-type: none"> ❖ General Health Awareness Programme ❖ National Youth Day Celebration ❖ International Women’s Day celebration on <p>P.G Department of History organised:</p> <ul style="list-style-type: none"> ❖ Workshop on Local History: Problems and possibilities <p>P.G. Department of Politics organised:</p> <ul style="list-style-type: none"> ❖ Entrepreneurship, cancer awareness Programme ❖ Gandhi Smaraka Nidhi sponsored one day State level seminar ❖ Workshop on research Methodology <p>P.G. Department of Chemistry organised:</p> <ul style="list-style-type: none"> ❖ Electrochemical energy systems: fundamentals and applications <p>P.G. Department of Zoology organised:</p> <ul style="list-style-type: none"> ❖ Science in Life – 25 year s of Research Excellence ❖ Life in Science online interactive section. ❖ Symposium on World Wetlands day 2017 <p>P.G. Department of Commerce organised:</p> <p style="padding-left: 40px;">Seminar on “Entrepreneurship Development</p> <p>Department of Physics organised:</p> <ul style="list-style-type: none"> ❖ National Seminar on “ATOMIC ENERGY AWARENESS AND CAREER OPPORTUNITIES” <p>Department of Botany organised:</p> <ul style="list-style-type: none"> ❖ Kadambaran Naboothiri Memorial All Kerala Inter Collegiate Quiz competition
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<p>Research Output</p>	<p>No. of Teachers:</p> <ul style="list-style-type: none"> ❖ Seminars Attended - International/National/State level- 99 ❖ Papers Presented - International/National/State level –52 ❖ Articles Published - 40 ❖ Refresher Courses Attended– 9 ❖ Orientation Attended-5 ❖ FIP - 4 <p>Department of Physical Education organised:</p> <ul style="list-style-type: none"> ❖ Fitness Camp for IDC Students ❖ A class on first aid techniques was taken for the members of Changanacherry Municipal Stadium Sports club <p>Individual Performance</p> <ul style="list-style-type: none"> ❖ College Football, Cricket, Kabaddi, Chess (Men & Women), Shuttle badminton, Ball Badminton(Men & Women),Swimming, Body building, Athletics (Men & Women) teams participated in MG university and other tournaments. ❖ Jeevan Bose of I MA History became pride of our college by winning gold medal in MG University Body building championship. He also participated in All India Inter University Championship at Punjabi University representing MG University. ❖ Our Kabbadi team won 2nd place in the All Kerala Tournament at Trivandrum and Fourth in the Kottayam District Senior tournament. ❖ College Water polo team secured 3rd place in M.G. University Championship. ❖ Ball Badminton Boys team retained the Fr. Berthalomew trophy All Kerala Tournament at S H College, Ernakulam and Kottayam District Championship. They also became second runner up in M.G University Championship. Ball Badminton Girls Team secured 3rd place in M.G. University Championship. ❖ Swimming relay teams bagged 3 bronze medals (100m freestyle relay, 200m freestyle relay and 4X100 medlay relay) in the MG University Championship at MA College, Kothamangalam.
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	<ul style="list-style-type: none"> ❖ Our women Chess team came 5th in the MG University championship. ❖ Cricket team won the inter collegiate tournament at Marygiri college, Koothattukulam and were runner up in a tournament at Newman college, Thodupuzha. ❖ Ananthakrishnan of III BA Polictics participated in the All India Inter University Championship at Punjab University, Chandigarh representing MG University. ❖ Abhijith R Nair, I BCom was selected to the MG University Kabaddi team. ❖ Radhika Krishnan, III BSc Physics, was a member of the Kottayam team which won the Kerala Senior State Ballbadminton Championship. She was also selected to the MG University team. ❖ Sree Sandhya II BCom, Sreeraj Manohar III BCom and Vishnu M IIIBCom were selected to the MG University Ball Badminton team <p>NCC ARMY WING</p> <p>RDC New Delhi, 2018</p> <ol style="list-style-type: none"> 1. SUO Ananthu Anandan (III BA Eco) 2. UO Sreelakshmi. M (II BA History) 3. Parvathy Rajendran (II BSc Physics) 4. Sgt Meenu Madhu (II BA Politics) <p>National Integration Camp, Farook College, Calicut</p> <ol style="list-style-type: none"> 1. Athira.A(III BA English) <p>Attended</p> <p>National Integration Camp, Vallom,Tamil Nadu</p> <ol style="list-style-type: none"> 1. Sgt. Syam Mohan(III BA History) <p>Attended</p> <p>All India Trekking Camps</p> <ol style="list-style-type: none"> 1.Sgt. Anandkrishnn.R(III Bcom)- Belgaum, Karnataka, 2. Sgt. Sandeep Suresh (III Bsc Botany)- Kulamavu,Idukki, 3. CQMS Abhijith.V.C(III BA Hindi)- Thriprayar,Thrissur.
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	<p>Army attachment camp, under Madras regiment at Pangode, Thiruvannthapuram.</p> <ol style="list-style-type: none"> 1. Sgt Vidysagar(II BSc Physics) 2. Cdt Adarsh R Nair (II BA Eco), 3. Cdt Sandeep N.B(II BA History) 4. Aswin Ashok (III BA Pol) 5. Gopu Sreekumar(III BSc Physics) <p>National Integration Camps Indore, Madhya Pradesh</p> <ol style="list-style-type: none"> 1. Sgt Anukumari(IIIBA Politics) 2. Sgt. Midhunaraj M Nair (III BA Economics)- Attended <p>NIC, Maihar, Madhya Pradesh</p> <ol style="list-style-type: none"> 1. U/O aswathy suresh(III BSc Botany), 2. U/O Anjulal(III BA Economics) 3. U/O Gautham Babu (III BA History) <p>Attended</p> <p>NIC, Jammu & Kashmir</p> <p>U/O anaswar Babu(III BSc Physics) and U/O Sujith N.S(III BA Economics) have attended National Integration Camp.</p> <p>Advanced leadership camp at Khoraghpur,W.B</p> <p>CSM Amal R Nair (III Bcom) has attended Advanced Leadership Camp</p> <p>Special National Integration camp at Kohima,Nagaland.</p> <p>Sgt Jith Kumar (III BSc Physics) - Attended</p> <p>IGC (Inter Group Competition) - Kerala Police Academy, Thrissur (11 cadets)</p> <p>NATIONAL SERVICE SCHEME</p> <p style="padding-left: 40px;">❖ Special camp - 31.08.2017 to 06.09.2017 at Bias School, Thrikodithanam.</p>
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<p>Extension Activities</p>	<p>Sponsored Add on Courses:</p> <ul style="list-style-type: none"> ❖ Creative Communication and Spoken English (Dept. of English) ❖ Translation Proficiency (Dept. of Hindi) ❖ Tourism and Hotel Management (Dept. of Economics) <p>PTA Meetings</p> <ul style="list-style-type: none"> ❖ Conducted PTA Meeting once in Semester. Interaction with Parents have improved the discipline and results have improved significantly <p>Remedial Coaching</p> <ul style="list-style-type: none"> ❖ Tutorial Meetings are conducted every month. Remedial Coaching is done for weak Students. As a result. There is betterment in the result of SC/ST/OEC/Minorities. <p>Atmayanam (Student Community Extension Activity of the Department of English organised</p> <ol style="list-style-type: none"> 1. Worksoop on Plastic Pollution 2. Life Skill Development programme and Exhibition. 3. Three Medical Camps 4. Environment Awareness Programme – World Forestry day 5. Life skill Development programme and exhibition 6. Eye on Nature –Educational Programme and Culinary Arts Fest 7. Food Fest and Health Awareness Programme 8. Workshop on skill development 9. Spoken English Classes for school Children 10. Personality Development programmes for students in the locality 11. Awarness programme and Campaign for keeping public places and Home clean
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	12. Women Empowerment programme. 13. Exhibition of Self- help groups 14. Health Awareness Programme and Medical Camp 15. World Forestry Day – Educational Programme 16. Computer literacy Programme for women 17. 17 Talent Search for School Children
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** Attach the Academic Calendar of the year as Annexure*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- | |
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| <ul style="list-style-type: none"> ❖ Proposal for up gradation of PG Departments into research centres ❖ Networking of Computers and Interlinking of Departments to access the enhanced Library Facilities ❖ IP Camera Surveillance system is put in place to help access anytime and everywhere the activities in the college ❖ Various means to strengthen the Remedial Coaching and Skill Development Programmes ❖ Strengthening Campus Placements ❖ Securing more student scholarships ❖ Call for more research output |
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Part – B

Criterion – I

I. 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	3			
PG	11			
UG	14			3
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	3			
Others				
Total	28			3
Interdisciplinary				
Innovative				

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

- Choice Based Credit System (CBCS)
- All UG programmes have 2 elective subjects -1 open course and an elective

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11(PG) +14 (UG) +3(Add on Courses)
Trimester	
Annual	PhD (3)

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

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

**Please provide an analysis of the feedback in the Annexure*

There is an effective feedback mechanism in place. Feedback was collected from parents, students and employers. Parent feedback was collected by the PTA and submitted to the management for further action.

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

As an affiliated college, University revision/ update has been followed.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
125	67	34		24

2.2 No. of permanent faculty with Ph.D.

58

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
	16								

2.4 No. of Guest and Visiting faculty and Temporary faculty

22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	37	3
Presented papers	5	47	
Resource Persons	0	5	

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

- ICT enabled teaching learning process is encouraged
- Industrial Visits are conducted to enhance learning process
- Orientation programme for improving the communication skill for Students
- Extension Activities, Community Orientation
- Conducted Workshops Seminars Lecture series

2.7 Total No. of actual teaching days during this academic year 196

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) --

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 15

2.10 Average percentage of attendance of students 75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		60% Above	I %	II %	III %	Pass %
BA English	32	14	14	3	12	91
BA Malayalam	33	24	24	5	4	61
BA Hindi	28	26	26	2	0	84
BA History	115	14	14	26	72	78
BA Economics	103	56	56	21	7	74.3
BA Politics	49	18	18	22	8	63.23
BA Philosophy	51	18	18	4	3	67.6
BSc Mathematics	50	26	26	7	5	67
BSc Physics	20	14	14	5	0	60
BSc Chemistry	26	11	11	6	0	80
BSc Botany	23	11	11	8	0	76
BSc Zoology	21	13	13	5	2	47
BSc Food Science	21	18	18	4	5	87
B.Com	70	54	54	8	2	54

Title of the Programme	Total no. of students appeared	Division				
		First Class	I %	II %	III %	Pass %
MA English	14	3	3	6	0	52
MA Malayalam	17	12	12	5	0	90
MA Hindi	18	3	3	12	0	73
MA History	18	12	12	5	0	75
MA Economics	15	4	4	8	0	95
MA Politics	18	4	4	8	0	68
MSc Mathematics	18	8	8	7	0	35
MSc Physics	17	6	6	5	0	78
MSc Chemistry	13	3	3	8	0	32
MSc Zoology	16	4	4	3	0	50
M.Com	17	8	8	5	0	96

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

Student feedback is analysed and necessary action is taken.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	4
HRD programmes	
Orientation programmes	5
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

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	33			
Technical Staff	1			1

Criterion – III

3. Research, Consultancy and Extension

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

Seminars and workshops/ Lecture are conducted to sensitise staff and students about the current trends in research activities

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	2 (Physics- 1 Chemistry-1)	DST ISRO	Nil
Outlay in Rs. Lakhs	Nil	55.79		Nil

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals		Nil	52
Non-Peer Review Journals		Nil	
e-Journals		Nil	
Conference proceedings		3	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects 2	2	DST ISRO	30,79,800& 25,00000	
Minor Projects				
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			55,79,800	

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					resources of the College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : 5,12000/-

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
		2				

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Interactive sessions and invited talks by eminent scholars and scientists.
- Merit day celebrations to felicitate the UGC-CSIR winners, rank holders, National Toppers in Spots and Games, NCC etc.
- Celebration of the National Science Day and International Women’s Day.
- Assistance for the needy

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	6 H 53 Ares 95 Sq.M			
Class rooms	73			
Laboratories	9			
Seminar Halls	5			
No. of important equipments purchased (≥ 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

- | |
|---|
| <ul style="list-style-type: none"> • Expansion of Library software • Computerized transactions – bar coding. • D-space Digital Repository Library; computes with internet facility • Purchase of print journals |
|---|

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	80150		767		80917	
Reference Books						
e-Books						
Journals	16	40300			16	40300
e-Journals						
Digital Database						
CD & Video						
Others (specify)	DELNET & N-LIST	16500			DELNET & N-LIST	16500

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	90	39	Yes	12	11	13	15	
Added								
Total	90							

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

- Networking of Computers and Interlinking of Departments to access the enhanced Library Facilities
- IP Camera Surveillance system is put in place to help access anytime and everywhere the activities in the college
- Awareness programmes for the better use of internet resources and the precautions to be taken while using the social networks like facebook, twitter etc. were conducted for students and staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	36,29833
iii) Equipments	<input type="text"/>
iv) Others	<input type="text"/>
Total :	36,29833

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Remedial classes are arranged for needy students.
- Tutorial meetings are conducted every month.
- Mentoring is actively practiced.
- The grievance redress cell is prompt in finding solutions.

5.2 Efforts made by the institution for tracking the progression

Report cards are maintained by the class tutor. Parent Teacher student meeting is held each semester. Necessary steps are taken based on parent feedback.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2010	345	9	

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	586	25		1778	75

No	%
1778	75

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1389	415	53	578		2364	1468	394	54	248		2364

Demand ratio

Drop out %

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

PSC and Banking services
NET/ SET Coaching for PG Students

No. of students beneficiaries

73

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Teachers in charge of the cell coordinate the interactions of the students with professional counsellors who interact with them in college. Relaxation techniques, Stress relieving methods are elaborated to the class/group. More than 600 students have benefitted from this programme
 Students of each class are given an introductory class on stress/ emotional problems

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
1	30		3

5.8 Details of gender sensitization programmes

Women Empowerment Programme
 Counselling Programme for IDC Girl students
 Capacity building and Skill Development- Workshop
 Celebration of International Women's Day

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	14	404000
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Enhancement of Library Resources.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To provide quality education
- To enable the development of total personality through co-curricular and extra – curricular activities.
- To inculcate human values like mutual love, truth and non-violence.
- To motivate achievement of excellence in every field of life
- To extra guidance and consultancy service

6.2 Does the Institution has a management Information System

- ❖ There is no formal Management Information System, but most services are done online.
- ❖ The admission is done from an online list given by the university under the centralized allotment process. However formal admission to the college is managed by the admission committee in the college with the help of software.
- ❖ The internal exam marks, attendance, library usage, fees and scholarships etc. are monitored by an office automation system.
- ❖ Library is managed by the campus network software in which issue of books, return etc. are done using the barcoded identity card.
- ❖ Staff salary and related matters are operated through SPARK online system

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

6.3.1 Curriculum Development

- ❖ Curriculum development is primarily done by the university through various boards of studies.
- ❖ Faculty members of our college are members of UG/PG Board of Studies and are directly involved in the curriculum development process.
- ❖ In addition our faculty members actively participate in the workshops and camps for syllabus revision and restructuring.

6.3.2 Teaching and Learning

- ❖ A general time table for all classes is prepared and is made available to the students at the beginning of the academic year.
- ❖ Departments prepare their own detailed subject-wise time-table based on the general time-table. Individual teachers are assigned work by the Head of the Department.
- ❖ Teachers prepare the teaching plan of the topics allotted to each of them.
- ❖ Teachers keep daily work record which is periodically evaluated by the HOD and the Principal. This practice ensures effective implementation of the academic plan.
- ❖ Allotment of classrooms and recording of students' attendance are monitored at the institutional level.
- ❖ The Heads of Departments and the faculty in charge of various curricular and co-curricular activities furnish a detailed schedule to the office at the beginning of every academic year.
- ❖ The College council discusses these programmes and finalizes the College calendar incorporating all such details.
- ❖ Copies of academic calendar are made available to the students and staff. ICT tools are extensively used in classrooms both by the faculty and students.
- ❖ Students and faculty get free access to Internet.
- ❖ E-learning resources such as INFLIBNET, NLIST are available in the campus.
- ❖ The attendance system is computerized as part of office automation.

6.3.3 Examination and Evaluation

- ❖ An evaluation blue print showing the allotment of marks, question numbers, etc. is given on the facing sheet supplied in the examination hall.
- ❖ Details about the pattern/types of questions, number of questions to be answered in each section, weights/marks/credits for each question, etc. are published in the College Handbook and University website.
- ❖ All the evaluation reforms of the University are adopted by the college in toto.
- ❖ The new CBCSS grading system developed by the university has been fully adopted by the college both at UG and PG levels.
- ❖ Recently, the new system of seven-point grading with marks suggested by the university is also adopted by the college.
- ❖ At the college level two internal examinations are conducted every semester. Additional internal examinations are conducted for selected courses.
- ❖ Assignments, seminars, project works, etc. are regularly given to students and their performance is evaluated. These are made part of the internal assessment. Besides, instant quizzes, objective type tests, etc. are also conducted.
- ❖ PTA is conducted in every semester to discuss the progress of students.
- ❖ A senior teacher is appointed as the Controller of Examinations at the college level. The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms.
- ❖ A senior teacher is appointed as the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time.
- ❖ In every department there is a coordinator for monitoring the internal evaluation process. The grades sheets are verified and countersigned by HODs.
- ❖ Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university.
- ❖ Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level.

6.3.4 Research and Development

- ❖ A research monitoring committee is constituted with a view to promoting and monitoring research activities in the college
- ❖ Autonomy is accorded to the principal investigator as per rules. Fund is transferred to the account of the principal investigator as and when released by the funding agency based on the request of the principal investigator subject to the condition that audited statement of accounts and utilization certificates are to be produced.
- ❖ All facilities including infrastructure and human resources of the college are extended to the principal investigator. Investigators are given permissible duty leaves and special recognition also. The college supports investigators in their technology and information needs by making available good library with modern facilities including NLIST online library and free access to internet, etc.
- ❖ Individual and group projects are given to students and research facilities in the college are extended to them. Project work of each student is guided and supervised personally by teachers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ Regular updating of library resources.
- ❖ The library has internet connectivity with printer and power back up facilities and follows the open access system.
- ❖ The freshers are given orientation on effective use of library resources. Ample support facilities are available for the library.

- ❖ All departments are provided with computers, internet, laptops, printers, USB, LCD projectors, digital and video cameras.
- ❖ There are several ICT enabled classrooms. Well equipped computer labs, a computer assisted language lab, smart boards, departmental labs, audiovisual and research rooms facilitate the teaching learning process. There are adequate software and computational facilities to meet the needs of a growing institution.
- ❖ A full-fledged Study Centre cum Library of MG University is also functioning in the campus

6.3.6 Human Resource Management

- ❖ A sound system of selection and recruitment with a view to ensuring transparency and quality is followed by the college.
- ❖ Induction programmes have been organised to identify and nurture the potential of the staff. Staff members are required to attend training programmes, refresher courses, orientation programmes, conferences and seminars.
- ❖ Every member of the staff is assigned with the responsibility to coordinate one or more extra/co-curricular programmes.
- ❖ Faculty members are given proper freedom of operation with regard to academic as well as research activities.
- ❖ Promotions, career advancements, etc. are given without any delay. • Research guides are given special facilities including research labs.
- ❖ A participative system of managing is adopted. Committees are constituted to implement developmental projects as well as to coordinate various administrative responsibilities such as admissions, internal assessment, etc. Internet, Computer labs, etc. are made available to staff at free of cost.
- ❖ Involvement of staff in the institutional process is highlighted and appreciated in various public meetings.
- ❖ The Management helps identify and nurture leadership among faculty by entrusting them with the overall charge of academic and non- academic activities such as NSS, NCC, IQAC, Arts Club, Music Club, Anti-ragging cell, Grievance Redress Cell, etc. •
- ❖ The Principal plays the key role in planning and mobilization of the human resource of the college. HODs are entrusted with coordinating activities at department level.
- ❖ To develop leadership qualities among students, college union elections are held and executive committee is constituted for organizing co-curricular and extracurricular activities.
- ❖ Student leaders of subject associations organize various competitions and fests. Leadership training and personality development programmes are organized for students.
- ❖ Staff meetings and meetings of IQAC, Staff Council, College Union, etc. are conducted regularly.
- ❖ Usually the administrative and the quality related policies are presented and discussed in the college council before implementation. The college council meetings also serve the purpose of gaining feedback for the management on the various policies.
- ❖ There is a formal work record of appraisal of the performance and efficiency of teachers and non-teaching staff.

6.3.7 Faculty and Staff recruitment

The institution follows the UGC norms for staff faculty recruitment. The institution also follows the rules regarding the recruitment as given by the Government of Kerala. Vacancies are advertised in leading newspapers and prescribed norms are strictly adhered to.

6.3.8 Industry Interaction / Collaboration

Campus Placement Programme

6.3.9 Admission of Students

- ❖ Students are admitted strictly based on the Govt. /University guidelines and regulations. The reservation policy of the Government, UGC and the University is implemented by the college.
- ❖ Accordingly, 50% seats are filled based on open merit, 20% reserved for SC/ST, 20% under Management Quota and 10% seats are filled under Community Quota.
- ❖ There is no provision to conduct entrance test for admission in to conventional programmes in affiliated colleges.
- ❖ For conventional programmes, both at UG and PG levels, the admissions are done through a Centralized Admission Process (CAP) in which candidates apply online through university website. In general merit and reservation quota admissions are made from the allotment list of the university.

- ❖ The admissions under Management Quota, Community Merit, Cultural/Sports Quota, and Physically Handicapped Quota are done at college level from the merit list of each category. •
- ❖ The merit/selection list will be published in the notice board. In case of complaints candidates can approach the Grievance Redress Cell functioning in the College and University.
- ❖ Every year the college submits semester-wise reports relating to the admission process to the university. These statutory requirements are adhered by the college with great enthusiasm with a view to ensuring justice and transparency in the admission process.
- ❖ Meetings of HODs and department level staff coordinators of admissions are convened to assess the progress of the admission process.
- ❖ When the process is complete, a meeting of the coordinators and HODs is held to review the process of admission.

6.4 Welfare schemes for Students

- ❖ All statutory welfare schemes such as provident fund, pension scheme, earned leaves and other leaves, group insurance, family benefit scheme, state life insurance, etc. have been implemented.
- ❖ The institution is working towards ensuring social justice through the various student welfare schemes. The induction program clearly presents the welfare schemes available to the students.
- ❖ There are various welfare schemes such as SC/ST welfare fund, KPCR Commission Fee Concession, Welfare fund for Sportspersons, etc. In addition, the Poor Students Fund, Free Meals Programme etc. are instituted by the college for the benefit of poor students.
- ❖ The college Cooperative Store gives discounts to students in the purchase of books and stationery.
- ❖ The college canteen gives meals and other items at reduced rates to the students.
- ❖ Students get technical help from the college office to avail themselves of educational loans from the nationalized banks.
- ❖ The playground of the college and other facilities for sports and games are made available to the entire student community.

The following is a list of welfare facilities for students available in the college:

- ❖ Endowments, Free ships and Scholarship
- ❖ Career Counselling and Guidance
- ❖ NET/SET Coaching
- ❖ Coaching for Entry into Services
- ❖ Career Guidance and Placement Cell
- ❖ Subsidized Meals for students from College Canteen
- ❖ Grievance Redress Cell
- ❖ SC/ST Monitoring Cell
- ❖ Purified drinking water facilities and water cooler
- ❖ Subject Associations for each department
- ❖ Soft skill training and personality development programmes

Welfare schemes for Teaching/Non Teaching Staff

Teaching	Salary Advance and Loan for the needy
Non Teaching	Funds are collected and given to the needy non-teaching staff to meet the contingencies

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Management
Administrative	Yes	Dy.D.C.E	Yes	Management

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

- ❖ The Principal acts as the Chief Superintendent of University examinations.
- ❖ A senior teacher is appointed as the Controller of Examinations at the college level. •
- ❖ The Chief Superintendent and Controller of Examinations ensure effective implementation of evaluation reforms.
- ❖ A senior teacher is appointed as the coordinator for internal evaluation and grading. He is monitoring the award of internal grades to students as well as the transmission of results to university in time.
- ❖ In every department there is a coordinator for monitoring the internal evaluation process. The grades sheets are verified and countersigned by HODs.
- ❖ Internal evaluation grades/marks of all students are published in the notice board of the department concerned for verification by students before submitting the grades to university.
- ❖ Grievances, if any, will be redressed by the Grievance Redress Cells at the department level/college level/university level.
- ❖ The university is conducting end semester examinations as part of Credit Semester System for UG and PG.
- ❖ The university has made facilities for uploading internal marks in the university web portal.
- ❖ The exam hall tickets can be downloaded from the university website.
- ❖ The results are being published in the university website.

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

Efforts were taken by university for granting autonomy to affiliated colleges

6.11 Activities and support from the Alumni Association

Strong support from alumni was evident in the form of charity ventures , scholarships, Books etc

6.12 Activities and support from the Parent – Teacher Association

- ❖ PTA meetings are conducted at least once in a semester and score sheets are given to parents and their suggestions are used to improve the system
- ❖ The PTA is instrumental in ensuring discipline and academic excellence of students through timely intervention and interaction with teachers.

6.13 Development programmes for support staff

- The support staff are given orientation and regular classes are conducted to improve efficiency.
- The performance of non-teaching staff is monitored and appraised by the Administrative Assistant
- Special sessions are given for computer training and communication skills.

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

- ❖ The 'Nature Club' also conducts environmental awareness programmes.
- ❖ Workshop on Plastic Pollutin
- ❖ Solid Waste Management System
- ❖ Photovoltaic System
- ❖ "Plastic Free campus"
- ❖ Eco friendly initiatives are encouraged

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.

- ❖ Structured transparency in governance was ensured.
- ❖ Library automation and networking for issue and return of books.
- ❖ INFLBNET/NLIST online subscription for books and journals.
- ❖ Interaction with national/international experts in different fields.
- ❖ Renovated laboratories with modern equipment.
- ❖ Modern Computer labs with advanced software.
- ❖ Generators for uninterrupted power supply

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

The research output of the faculty has increased quantitatively and improved qualitatively.

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

The college encourages co curricular activities of the students by giving free training and providing platforms to showcase their skills. Their artistic and literary talents are encouraged and their leadership and organisational skills are honed by the constant support of the management and staff.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- ❖ The college is committed to protect the environment and inculcate an environment consciousness among our students and other stakeholders.
- ❖ Eco- friendly practices that encourage a spirit of environmental friendliness were implemented.
- ❖ Workshop/ Lectures are conducted.

7.5 Whether environmental audit was conducted? Yes No

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

- With a orientation for research, soft skills and hum, there was a flurry of projects sanctioned by UGC.
- Good number of campus placement.

8. Plans of institution for next year

- Rain Water Harvesting
- ICT Campus
- To encourage interdepartmental collaboration in teaching and research areas.
- To conduct seminars/conferences/workshops related to patents and consultancies.
- To apply for more major research projects
- To conduct more academic gender sensitization programmes
- To conduct internships programmes for students.
- To promote more industry based student projects.
- Media Centre
- Establishment of new research Centres (PG Department of Economics, History and Mathematics)

Name : **Dr. Anilkumar S**



Signature of the Coordinator, IQAC

Name **Dr. Sujatha. S**



Signature of the Chairperson, IQAC
