

**ANNUAL QUALITY ASSURANCE REPORT
OF THE IQAC**

2017-2018

Submitted to
**THE NATIONAL ASSESSMENT AND
ACCREDITATION
COUNCIL**

by



**KUMPALATHU SANKUPILLAI MEMORIAL
DEVASWOM BOARD COLLEGE, SASTHAMCOTTA
KOLLAM, KERALA, S. INDIA**

Part – A

1. Details of the Institution

1.1	Name of the Institution	Kumpalathu Sankupillai Memorial Devaswom Board College				
1.2	Address Line 1	Sasthamcotta				
	Address Line 2	Kollam				
	City/Town	Kollam				
	State	Kerala				
	Pin Code	690521				
	Institution e-mail address	sasthamcottadbcollege@gmail.com				
	Contact Nos.	0476- 2833323, 0476- 2830323				
	Name of the Head of the Institution:	Dr. K. BEENA				
	Tel. No. with STD Code:	0476- 2830572				
	Mobile:	9495512382				
	Name of the IQAC Coordinator:	Dr. JAYASREE V.				
	Mobile:	8893220988				
	IQAC e-mail address:	iqacsastha@gmail.com				
1.3	NAACTrack ID(For ex. MHC0GN 18879)					
1.4	NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate	EC(SC)/17/A&A/1152 dated 16/09/2016				
1.5	Website address:	www.dbcsasthamcotta.ac.in				
	Web-link of the AQAR	http://www.dbcsasthamcotta.ac.in/AQAR.php				
1.6	Accreditation Details					
Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period	
1	1 st Cycle	B++	81.00	2006	5 Years	
2	2 nd Cycle	A	3.20	2016	5 Years	
1.7	Date of Establishment of IQAC			23.11.2006		
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 AQAR2016-17 submitted to NAAC ON 15/09/2017					

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1.10	Institutional Status	State <input checked="" type="checkbox"/> Central <input type="checkbox"/> Deemed <input type="checkbox"/>
	University	
	Affiliated College	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>
	Constituent College	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>
	Autonomous college of UGC	YesNo <input type="checkbox"/> <input checked="" type="checkbox"/>
	Regulatory Agency approved Institution	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>
	Type of Institution	Co-education <input checked="" type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/>
		Urban <input type="checkbox"/> Rural <input checked="" type="checkbox"/> Tribal <input type="checkbox"/>
	Financial Status	Grant-in-aid <input checked="" type="checkbox"/> UGC 2(f) <input checked="" type="checkbox"/> UGC 12B <input checked="" type="checkbox"/>
		Grant-in-aid + Self Financing <input type="checkbox"/>
		Totally Self-financing <input type="checkbox"/>

1.11	Type of Faculty/Programme	Arts BA, MA	Science B. Sc., M. Sc.	Commerce B.Com, M.Com
	Others (Specify)	PhD in Chemistry and Commerce		
1.12	Name of the Affiliating University (for the Colleges)	University of Kerala, Thiruvananthapuram		
1.13	Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.	Not Applicable		

2.	<u>IQAC Composition and Activities</u>	
2.1	No. of Teachers	16
2.2	No. of Administrative/Technical staff	1
2.3	No. of students	1
2.4	No. of Management representatives	1
2.5	No. of Alumni	1
2.6	No. of any other stakeholder and community representatives	0
2.7	No. of Employers/ Industrialists	0
2.8	No. of other External Experts	1
2.9	Total No. of members	21
2.10	No. of IQAC meetings held	5
2.11	No. of meetings with various stakeholders	Total No. <input type="text" value="5"/> Faculty <input type="text" value="2"/> Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="1"/> Alumni <input type="text"/> Others <input type="text"/>
2.12	Has IQAC received any funding from UGC during the year?	Yes No <input checked="" type="checkbox"/> If yes, mention the amount <input type="text"/>
2.13	Seminars and Conferences (only quality related) i. No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC ii. Themes	Total Nos. 1 Institution Level 1 Quality parameters for IQAC

2.14	Significant Activities and contributions made by IQAC	<ul style="list-style-type: none"> • Emphasis was laid on maintaining the ambience congenial to that of a higher education institution • Interventions were made periodically to facilitate the involvement of management, Alumni, PTA and the local community for improving quality parameters in the campus. Necessary suggestions and discussions were promoted
2.15	Plan of Action by IQAC/Outcome During the beginning of academic year, the plan of action towards quality enhancement was delineated and the outcome achieved by the end of the academic year	

Plan of Action	Achievements
Promoting and facilitating good teaching	<ul style="list-style-type: none"> ✓ A number of alternate methods of teaching, by way of external experts, opportunities of debate and discussions, conduct of internal workshops and paper presentations etc. were relied on. } Emphasis was laid on implementing all possible schemes of the UGC like Remedial Teaching, bridge courses and the like. } Modern audio-visual learning methods including computer aided study, power point presentations etc. were insisted among students.
Encouraging research among teachers and students	<ul style="list-style-type: none"> ✓ . A major share of the teaching community having research degrees and many of them in various departments being Research Guides, more emphasis was laid on procuring a good number of UGC projects (major and minor). } ✓ Measures have also been taken to tap funds from other similar agencies for projects on Wetland Study. } ✓ The Research Departments of Chemistry and Commerce pursue research activity through guidance using research grants. } ✓ The final year postgraduate and undergraduate students have been initiated into research activity by way of undertaking community specific projects and paper presentations at institution-level workshops on socially relevant topics
Extending resources of the institutions to society	<ul style="list-style-type: none"> ✓ Awareness about lake conservation with respect to the Sasthamcotta Freshwater Lake, created among the masses around the institution. } ✓ The activities of the National Service Scheme like constructing a house for the economically backward (1 completed), AIDS awareness programme, Plastic Free Village Campaign, Medical camp etc. ✓ Resources of the faculty in various departments extended to other local institutions (high schools, higher secondary schools etc.)
Promoting agricultural interests among	<ul style="list-style-type: none"> ✓ While improving the ambience of the campus, emphasis is also given to promoting agricultural interests among students.

students and society	<ul style="list-style-type: none"> ✓ In association with PUNARJANI CLUB functioning in the college, guidelines were presented to students which culminated in maintaining the vegetable farm and goat farm in the campus
Inculcating innovative practices among students	<ul style="list-style-type: none"> ✓ The activities of 'Punarjani', a forum in the college for promoting best practices, Example: kindling philanthropic vision among students and engaging them in charity services for orphanages, aged homes, local govt hospitals around the institution
Promoting gender equity through activities of the Women's Study Centre	<ul style="list-style-type: none"> ✓ The activities of the Women's Study Centre focus chiefly on providing girl students with equal opportunities as male students. ✓ Talks by prominent women personalities were provided to promote confidence among girls.

2.16	<p>Whether the AQAR was placed in statutory body Yes <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>Management <input checked="" type="checkbox"/> Syndicate <input type="checkbox"/> Any other body <input checked="" type="checkbox"/></p> <p>Provide the details of the action taken</p> <p style="margin-left: 40px;">The AQAR was placed in the College Council. The Council entrusted all HODs to verify the report and point out corrections if any. They were also requested to put forward suggestions for quality improvement in the next year. The council on another sitting approved the corrected report. This was then presented before the college Management and was approved.</p>
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Part – B

Criterion – 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	2	Nil	Nil	Nil
PG	6	Nil	Nil	Nil
UG	15	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	2	2
Others	Nil	Nil	Nil	Nil
Total	23	Nil	2	2
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

Please see Annexure I

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

- Core - 1st-6th Semesters
- Extension activities - 3rd& 4th Semesters
- Open course - 5th Semester
- Electives - 6th Semester

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21 (15 UG & 6 PG)
Trimester	0
Annual	2

- 1.3 Feedback from stakeholders
- Alumni Parents Employers
Students(on all aspects)
- Mode of feedback: Online Manual Co-operating schools (for PEI)

Please see Annexure II

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

Mathematics- PG syllabus revised on 2017

Political Science- The revision of subject took in the year 2017.

Hindi- YES, syllabus revised and updated recently 2017

1.5 Any new Department/Centre introduced during the year. If yes, give details.
NO

Annexure I: Details of Programmes during the academic year 2017-2018

Level of the Programme	Name of existing Programmes	Name of programmes added during the year	Name of self-financing programmes	Name of Value Added / Career Oriented Programmes
PhD	Chemistry Commerce	Nil	Nil	Nil
PG	English, Sanskrit Chemistry, Mathematics, Economics and Commerce	Nil	Nil	Nil
UG	Malayalam, Hindi, Sanskrit, Physics, Chemistry, Polymer Chemistry, Mathematics Botany, Zoology, History, Economics, Political Science & Commerce	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Certificate Course in 'Computerized Accounting' Certificate Course in Library & information Science	Certificate Course in 'Computerized Accounting' Certificate Course in Library & information Science
Others	Nil	Nil	Nil	
Total	23	Nil	2	2

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

***Certificate Course in Computerized Accounting (CACEE)**

The Certificate Course in ‘Computerized Accounting’ offered by the Centre for Adult Continuing Education (CACEE), University of Kerala was started in the academic year 2011-2012.

An advisory committee of continuing education unit was constituted in D.B College, Sasthamcotta (Proceedings no. PL/18/2011 Dated 7th October 2011) in the academic year 2011-2012. The course was started on October 2017 with 15 students and completed on December 2017. The examination was conducted on May 2018 and all students were passed in first class with distinction

About 20 % of the students were from outside the campus. The college was benefitted by this programme as there was some funding for the development of infrastructure.

***Certificate Course in Library & information Science**

A Certificate Course in Library & information Science was started on Sep 2017 with 23 students and completed on May 2018.20 students were completed the course with good result

Annexure II

Analysis of Student feedback 2017-18

In order to evaluate the performances of teachers, a survey was conducted among students by distributing questionnaires which included fourteen parameters concerning the quality of teaching, viz. knowledge, communication skill, presentation skill, motivation, regularity of work and time management, classroom management, use of teaching learning aids, encouragement in co-curricular activities and interaction with parents. The feedback from students was collected at the end of each semester.

The duly filled feedback forms were collected and subjected to a detailed analysis. For each parameter in the questionnaire four ratings, excellent, good, average, poor were given. A report was prepared based on the findings.

The summary is as follows:-

- 65% of the students have the opinion that the knowledge base of teachers is excellent.
- 60% are of the opinion that the teaching method of faculty members is excellent
- 63% state that teachers are sincere and committed
- 70% have the opinion that teachers are punctual
- 55% students have the judgement that teachers are able to motivate, interact with them and maintain discipline
- 90% of the students have the view that the teachers have excellent communication skill and are effective in classroom management
- 75% of them have the opinion that teachers are systematic in organizing lectures
- More than 90% students say that teachers encourage questioning
90% of the students have the opinion that teachers complete their portions on time.
- According to majority the service of non-teaching staff is good

Criterion – II

Teaching, Learning and Evaluation

2.1 Total Number of Permanent Faculty

Total	Asst. Professors	Associate Professors	Professors	Others
69	35	34	nil	Nil

2.2 Number of permanent faculty with Ph. D

40

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	30							4	30

2.4 No. of Guest Visiting and Temporary faculty

31

2.5 Faculty participation in conferences and symposia

No. of faculty	International level	National level	State level
Attended	1	18	14

Presented papers	3	20	3
Resource persons	0	3	2

2.6 Innovative processes adopted by the institution in Teaching and Learning

- Instigating learning experiences focusing on the practice of problem solving
- Use of Audio Visual aids
- Viewing documentaries and movies following discussion
- Computer Simulations for effective lab work
- Employing methods like case studies and role play in the class room
- Demonstration using models
- Students, especially of language department are assigned original creative works for review. Scholarly reviews are encouraged by distributing prizes and rewards
- Experimental learning to reinforce the fundamentals of the subject
- Peer teaching

2.7 Total no. of actual teaching days during the academic year

175

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

- Examinations are conducted and evaluation is performed based on the regulations of the affiliating university.80% weightage is given to end semester examination and 20% weightage is allotted for continuous evaluation.
- Different methods are employed for assessing the student-tests, quiz, seminars, assignments, projects, dramatization of plays etc.
- Computer based testing is administered for several courses

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

2.10 Average percentage of attendance of students

2.11 Course /Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA						
English	46	4.35	71.7	2.17		78.22
Malayalam	40	12.5	37.5	15		65
Hindi	27	14.81-	40.74	22.22	3.7	81.47
Sanskrit	35		11.42			11.42
Economics	61		24	20.1		44.1
Politics	63	2	14	23	19	58
History	68	-	4	6	24	34
B.Sc.						
Physics	36	64	17			81
Chemistry	27	15	55			70
Polymer chemistry	19		21.05			21.05
Botany	36	8.33	44.44	2.78		55.55
Zoology	41	14.63	31.71	17.07		63.41

Maths	48		64.58			64.58
Statistics	31		58.06	3.23		61.29
B.Com	63	1.6	57.14	19.05		77.79
M.Com	17	5.8	76.56			82.36
MA Economics	Result not announced					
M.Sc. Chemistry	12	25	16.67			41.67
MA English	19		94.7	5.3		100
MA Sanskrit	10		100			100
M.Sc. Maths	15		47			47

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

The IQAC periodically conducts sessions to explore avenues to enhance teacher effectiveness through professional skill development training programs. The college encourages research, publications, paper presentations and participations in international/ national/ regional workshops conferences and symposia. Senior faculty and administrative heads discuss future plans of the institution, and prepare a modus operandi for quality assurance and enhancement. Periodical review of the teaching- learning process at the end of each semester and feedback from students and parents on teaching learning and evaluation is collected.

2.13 Initiate undertaken towards faculty development

Faculty/ Staff development Programme	No.
Refresher courses	3
U. G. C Faculty Improvement Programme	1
H. R. D Programme	0
Orientation Programme	6
Faculty Exchange Programme	0
Staff Training conducted by the university	0
Staff Training conducted by other institutions	3
Summer/Winter schools, workshops etc.	3
Others(STAT)	0

2.14 Details of Administrative and Technical Staff

Year	Staff Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the year
2017-18	Administrative	29	6	
	Technical	14		

Criterion – III

Research, Consultancy and Extension

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

- 1) Supports the faculty members in undertaking the projects.

- 2) Autonomy to the Principal Investigator in undertaking the projects is ensured
- 3) Timely release of grants and research facilities to the PIs
- 4) Helps in the timely submission of Utilization certificates
- 5) Supports students (UG and PG) in undertaking their project works in the college

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	01	0	0
Outlay in Rs. Lakhs	0	18	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	03	-	1
Outlay in Rs. Lakhs	5.66	5.895	-	0.8

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	02	-
Non-Peer Review Journals	-	01	03
e-Journals	-	-	-

Conference proceedings	-	14	-
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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 in Years	Name of the funding Agency	Total grants sanctioned	Received
Major projects	02	KSCSTE, Govt. of Kerala, Thiruvananthapuram	18L	17L
Minor Projects				
Department of Malayalam	2	UGC	1.695	0.575
Department of English	1	UGC	1	-
Department of Sanskrit	02	UGC	2.35	2.26
Any other (Specify)	6 Months	KSCSTE, Govt. of Kerala, Thiruvananthapuram	20,000/-	20,000/-
Total	-	-	23.245	20.035

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

3.8 No. of University Departments receiving funds
 UGC-SAP DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE 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	-	-	04	01	07
Sponsoring agencies	-	-	KSCSTE, Govt of Kerala, Thiruvananthapuram Alumni of Department of History	Academy of Chemistry teachers University of Kerala	PTA

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

International National Any other

3.13 No. of collaborations: Nil

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs :

From Funding agency	18
From Management of University/College	
Total	18

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
01	-	-	-	01	-	-

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

- Students are motivated for a plastic free campus and made aware for the future projects like rain water harvesting and green chemical practices.
- Lake Protection – Sasthamcotta Lake
- PBR preparation of Sasthamcotta
- Water quality analysis of Sasthamcotta Lake to assess Biological Pollution
- Conducted experimental workshops for higher secondary students
- Energy awareness programme for Kudumbasree units in the village
- Supply of food packets to Govt. Taluk Hospital, Sasthamcotta by students, first year B.Com students of the commerce department pooled a fund as medical aid for treatment of a blood -cancer patient.
- subscribed The Deccan Chronicle for one year in nearby Gramodharana Grandhasala (Village Library)
- Classes conducted on English speaking skills by the faculty in nearby schools.
- Prof .Vijayalekshmi from Sanskrit department participated in the Republic Day Parade Camp as Contingent Leader of Trivandrum (Kerala and Lakshadweep) region.
- Adolescent counseling class

Criterion – IV

Infrastructure and Learning Resources

4.1. Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of fund	Total
Campus area	37 acres	Nil	-	37 acres
Class rooms	63		Alumni	63
Laboratories	13		Management	13
Seminar Halls	3		Alumni	3
No. of important equipments purchased (\geq 1.0 lakh) during the current year	Nil	Nil	-	Nil
Value of equipments purchased during the year ((Rs. In Lakhs)				
Others	<ul style="list-style-type: none"> ➤ Auditorium ➤ Open auditorium ➤ Stadium ➤ Gymnasium ➤ Sports facilities 	-	-	-

4.2. Computerisation of administration and library

- Computer Training for staff
- Maintaining soft copies of official documents

4.3. Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text books	45177	1,17,32,000	713	1,78,250	45890	1,19,10,250
Reference Books	1100	660000	200	120000	1300	780000
e-Books						
Journals	14					
e-Journals						
Digital Database						
CD & Video						
Others (Specify)	Inflibnet facility					

4.4. Technology up gradation (over all)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	47	4	2	2	20	6	13	-
Added		-	-	-				-
Total	47	4	2	2	20	6	13	-

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

- Computer Training for students

4.6. Amount spent on maintenance in lakhs:

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text"/>
iii) Equipment	<input type="text"/>
iv) Others	<input type="text"/>
Total	<input type="text"/>

Criterion – V
Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC monitors that student support measures are invariably taken at the right time.

5.2 Efforts made by the institution for tracking the progression

For this, class tutors, Heads of departments and the college Administrative wing co-ordinate and inform students about various support services (also through circulars) and guide them to avoid of the benefits

5.3 (a) Total Number of students 2325

UG	PG	Ph. D.	Others
2160	150	11	0

(b) No. of students outside the state

0

(c) No. of international students

0

0

Men

No	%
652	28

No	%
1677	72

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
968	407	3	643	10	2044	1036	566	4	723		2329

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

5.4 Details of student support mechanism for coaching for competitive

examinations (If any)

Students are also given support with respect to competitive examinations conducted by the Kerala Public Service Commission and the like Spoken and soft skills class orientation programme with on carrier opportunities are contacted.

No. of student beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="6"/>	SET/SLET	GATE	<input type="text"/>	CAT	<input type="text"/>	<input type="text"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="60"/>	UPSC	<input type="text" value="5"/>	Others	<input type="text" value="75"/>

5.6 Details of student counseling and career guidance

The Career Guidance and Placement Cell of the college plan out its activities for the year and inform students about such services. Coaching for Bank Services, Software jobs etc. are given inviting experts in the field

No. of students benefitted

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

5.8 Details of gender sensitization programmes

Though the institution is located in a rural area, its stakeholders keep on trying to include all updated forms of knowledge and ideologies. As a result much

focus has been given to the area of gender equity. Keeping this in view, the college, in all its efforts, has contributed to promote both genders. As part of this, a Women’s Study Centre has been functioning in the campus. Its activities not only promote the female sex but also create opportunities for both genders. To sensitize the student community in this regard, talks and orientation sessions are conducted on various topics in the area like women and law, self-empowerment and entrepreneurship development among women and Health and hygiene.

5.9 Student Activities

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

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

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level	8	National level	0	International level	0
Cultural: State/	10	National level	0	International level	0

University level					
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5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	2	20000/-
Financial support from government	689	
1. Scholarships	58	724750
2. Grants and Fee Concessions	631	3731545/-
Financial support from other sources	90	146250

5.11 Student organized / initiatives

Fairs	State/ University level	4	National level	0	International level	0
Exhibition:	State/ University level	0	National level	0	International level	0

5.12 No. of social initiatives undertaken by the students

Student groups have created a sense of social commitment among the general community by indulging in charitable activities in the campus. As part of this, they collect funds and clothes for distribution in nearby orphanages, old age homes etc. They also made arrangements to distribute lunch to needy people by collecting a packet of homemade food from each student. nil

5.13 Major grievances of students (if any) redressed

Nil

Criterion – VI
Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The vision of the institution is primarily the upliftment of the marginalized sections of society, while also providing adequate opportunity for the general community at large.

Mission

The mission of the college is to-

- create opportunities for the holistic development of the student
- inculcating values
- encouraging civic sense responsibility
- befriending environment

- extending institutional resources to society

Mission Statement: **"Knowledge for each and wisdom for all"**

6.2 Does the Institution have a Management Information System?

Management: Travancore Devaswom Board- an autonomous body constituted under the Travancore Cochin Hindu Religious Act XV of 1950.

Top management comprises

1. The governing body i.e., University Grants commission (UGC)
2. University of Kerala
3. Collegiate Education Department (Govt. of Kerala)

4. The Principal.
 - a. Staff Council
 - b. Department Meetings
 - c. General Staff Meetings
- Management and governance in academic and administrative field is a collective responsibility of the Management, Principal and Faculty.

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

6.3.1 Curriculum Development

- College indirectly participates in the process of curriculum development as and when the members of various faculties are selected as members of Board of studies, Academic Council, members of syllabi revision committee, Chairman of examinations, question paper setters etc.
- The CBCSS system is followed for UG programmes.

6.3.2 Teaching and Learning

In addition to the conventional way, various modern techniques are incorporated to improve the teaching learning process. They are-

- Peer teaching
- Teaching enhanced by language lab
- Smart classroom
- Field visit, etc.
- flora identification
- Interactive sessions by experts in different subject areas
- Other innovative practices such as:
 - Walk With a Scholar (WWS)
 - Student Support Programme (SSP)
 - Additional Skill Acquisition Programme (ASAP)
 - Remedial Coaching
 - NET coaching
 - PSC coaching.

- Score sheets are distributed to the students at the end of each semester to evaluate teaching in a confidential manner. This helps teachers to assess themselves.
- 6.3.3 Examination and Evaluation
 - Students are periodically evaluated by conducting test papers, assignments, group discussions and seminars etc.
 - Internal examinations are conducted based on a common time table in accordance with the decision of CLMC as per the guidelines of the University and feedback is taken systematically through PTA meeting.
 - As per the norms of University, a minimum of 75% attendance is essential for students to appear for the university examinations. The process of continuous assessment, guaranteeing marks, attendance, assignments, internal tests and seminars help all the departments to monitor effectively academic performance of student.
 - Model Practical Examination and mock viva are also conducted.
 - Results of University Examination are evaluated systematically through College Council and PTA.

6.3.4 Research and Development

Research Centers : 2

Research Guides : 7

Research Scholars : 35

- The college has constituted a research committee which takes initiatives to promote research aptitude among the faculty and students.
- Many of our faculty had completed their Minor and Major Research Projects supported by various funding agencies.

- Various departments conduct interactive sessions by experts in different subject areas as part of seminars and workshops with a view to develop research interest for students and faculty.
- The curriculum also encourages both UG and PG students to engage in research by submitting research projects under the guidance of concerned supervising teachers.
 - A Research Committee facilitates overall Research Activities of Faculties and students
 - Information obtained from various sources regarding Research projects, funding agencies, application forms etc. are made available to the staff as well as students.
 - College Grant leaves for Faculties under Faculties Development Program for pursuing Research.
 - A great number of books have been contributed to the library so as to broaden the Students perspective in Research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Central Library of the College consists of

- Books :48558
- Periodicals : 12
- News papers : 12
- Computer with internet, inflibnet facility

ICT

- Smart classrooms
- Language Lab
- Computer labs

Instrumentation

- Compound microscopes

- Dissection microscopes
- LCD
- PH meter
- Colori meter
- Centrifuge
- Herbarium unit etc.
- Two General Seminar Halls having projector facilities and seating capacities of 200 and 50 respectively.
- Green Board facilities for all classes

6.3.6 Resource Management

- The faculty members of the Department undergo orientations, Refresher courses, workshops which help in their professional and life skills enrichment.
- Various wings of the college such as NSS, NCC, Various clubs like Centre for women studies, Career Guidance and Counseling Centre etc. have been successful in organizing awareness drive campaign on socially relevant issues.
- Students are also given necessary motivational and guidance sessions with the help of various cells for participation in college and university level competitions.
- Third semester students of every Department actively participate in club activities for getting higher grade under CBCSS.

6.3.7 Faculty and Staff recruitment

- Four Assistant Professors are recruited during this year.
- The teaching and non-teaching staffs are recruited according to the Government rules and regulations. For this, interviews are conducted by Travancore Devaswom Board consisting of representatives of government, university and management.
- Selection of guest faculty is done by the college itself.

6.3.8 Industry Interaction / Collaboration

PG Projects are carried out by several industrial and Research Institutes during this Year.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	11
Non teaching	10
Students	6

6.5 Total corpus fund generated

PTA	2400450
Management	1905000
UGC	NIL
Total	4305450

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	no		Yes	Principal
Administrative	yes	Local fund audit, govt of Kerala, office of deputy director audit	Yes	Principal

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?

College is affiliated to the University of Kerala and all examination reforms are made by the university.

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

The University has formulated a set of guidelines for providing autonomy to the affiliated colleges.

6.11 Activities and support from the Alumni Association

- Contribute to the infrastructural development of the college
- Many scholarships and endowments are constituted by the Alumni Association of our college.
- Some of the Alumni members are being involved in academic and cultural activities in our College.
- Provide with financial assistance to the needy students.
- Students who excel in academics and sports are felicitated to provide with cash awards to 50 students instituted by College ALUMNI- UAE Chapter (DEBCAS).
- Cash Award to 60 toppers by Dr. Ravi Pillai, Alumni, Department of Commerce.

6.12 Activities and support from the Parent – Teacher Association

The college has a strong Parents-Teachers Association. It plays a significant role in the academic and non-academic activities of the college.

- Individual Departments have constituted Department PTA for active interaction between parents and teachers. The association consists of members of faculty and parents of students. The HOD is the convener of the

Department PTA. The meetings of PTA will be convened periodically to discuss the diverse problems of students. These meetings provide a platform for parents to express their opinions freely.

- Yearly purchase of Library Books
- Beautification of college, maintenance of toilets, cleaning water tanks, regular campus cleaning, repair and replacement of electrical equipment.
- Yearly prizes are instituted for rank holders.
- Aid for scholarship every year.
- Contributes significantly to infrastructure development.
- Aid to study tour to financially backward students.
- Payment to Guest Lecturers
- Aid for sudden hospitalization of students.

6.13 Development programmes for support staff

- Computer training to non-teaching staff.
- Orientation and Refresher Courses, workshops etc. for faculties

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

- Encourage students to visit Biomes, National Parks and Bio reserves as a part of Study Tour to create awareness for sustainable development, and need for preserving nature.
- Campus Greening programme was undertaken on June 5, 2017, World Environmental Day.
- Started many initiatives in the college as part of the activities of NSS/NCC/Nature club/Biodiversity club, etc.
- Focused towards a plastic free campus. Primary steps have been taken for attaining the goal such as conducting seminars, awareness programmes for students, etc.
- Class level awareness has been given for students to bring lunch in Tiffin boxes and metallic water bottles to avoid waste accumulation and reduction of using plastics.
- Eco- sensitisation programmes of the NCC, Punarjani, Nature club etc.

- Maintenance of the Botanical Garden by Department of Botany and Nature club.
- Observation of World Environment Day, Water day, Earth day etc.
- Campus cleaning programmes by N.S.S
- Dept. of Botany proposes to make a medicinal garden with about 500 species.

Criterion – VII

Innovations and Best Practices

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

The innovations during the academic year were quite remarkable including a handful of activities viz. The Commerce department has initiated peer teaching and seminar presentations using power point by PG Students. The History department conducts regular discussions on topics of social relevance, book reviews and book reports, mandatory wearing of ID Cards and mutual greeting among teachers and students. The Malayalam dept conducts ‘Vaayanakkootam’, in every session one student read a literary text. After reading they have a brief discussion about that work. The programme helps to improve students’ literary interests. The Botany dept Department strictly reduces the use of plastics in the class room. The Sanskrit Dept Department has started Bhagavad-Gita (prescribed text for UG) Chanting class for Students and Teachers which helped to create a positive impact on Teaching – Learning Process. The Department of Physics started themebased wall magazines to develop writing skills of students

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

In connection with the plastic ban, steel plates and glasses has been provided to the college canteen to avoid plastic wrapping paper and wax coated plastic cups.

The procession conducted by the Hindi department helped to create an awareness about our national language in the locality. Students from rural areas can be taught Hindi and they get more opportunities especially outside Kerala. These students can also popularise the importance of Hindi among the public.

‘Nakshathravanam’(27 species of plants which represent 27 stars, according to astrology) is planted and maintained by the Botany department to conserve plants.

To enrich the student-farmer concept, the Department of Botany has conducted several agricultural field visits to learn eco-friendly practices.

The college has purchased cattle with a view to enhance organic farming and is planning to curb milk adulteration in future.

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

i) plastic free campus

ii) biodiversity

The students of the Chemistry department are directed to use biodegradable materials for their poster presentations and models. The premise of the department is kept clean and beautiful through cultivation of vegetation and planting medicinal plants along the garden. The English department is conducting communication skills development classes in nearby schools. The Malayalam dept insisted students to write on both sides of the paper while presenting the assignments. Also the dept offers Book Lending System for financially backward students. The Dept of Botany creates awareness about diversity of plants, its medicinal uses and conservational importance. Knowing plants is very important in biosystematics / plant taxonomy. With this intention the dept has started a corner in the III DC class to display 3 to 5 plants daily by a group of students and to identify and discuss its characteristics. Later the specimen will be processed and added to herbarium. To initiate the concept of Student Farmer, the dept has started farming by students to realize the role of a farmer in our society rather to know HOW? And WHY? A farmer in the society. Rather the present criteria and capitals of development of the modern society never rate and represent a true farmer to be a model.

7.4 Contribution to environmental awareness / protection

Conferences are organized by the Chemistry department based on the theme on environmental awareness and its conservation. Students are encouraged to undertake the projects on various issues of environment studies and sustainable development.

The History dept celebrated environment day in a befitting manner. There was poster presentations and awareness programmes. The Malayalam dept gives classes on Environmental studies. Also takes initiative in cleaning of college compound, premises and class room every day, proper watering for plants etc. The department of Botany celebrates World Environmental Day every year and planting rare and endemic plant saplings. Department aims to trail blaring initiatives in small conservation projects, campus cleaning, plastic removal and biodiversity awareness programme. It also aims to develop an eco-friendly attitude among students in order to impart a new culture and philosophy conducive to nature conservation. Department proposed to make a Bio-diversity Registry to document richness of flora of Sasthamcotta Lake which is the one of the "RAMSAR SITE".Energy conservation awareness programmes were conducted by the Department of Physics for students and local peoples

7.5 Whether environmental audit was conducted by the Department during the year?

Yes

No

7.6 Any other relevant information the institution wishes to add. NIL

Strengths

Though the college campus is situated in a rural area, the results of each year is much higher than the university average and the college produces rank holders in several subjects every year.

The students can experience ecological harmony due to the presence of the Sasthamcotta Lake.

Politics is banned in the college campus to enable peaceful academic atmosphere.

- The college has improved its infrastructural facilities with ample support from the management.
- With the appointment of permanent teachers to vacancies earlier filled by guest lecturers, the teaching process has been strengthened.
- The college has geared its efforts to avail of financial assistance from bodies like the UGC, as seen in the number of research projects sanctioned.
- The achievement of the students in sports activities is meritorious.
- The NSS unit of this college which has been selected as the best NSS unit at the University level has been continuing activities related to institutional social responsibility.
- Highly motivated faculty and the committed activities of the Parent-Teacher Association prove to be a strength to the functioning of the college.

Weaknesses

- Even after the recent improvements to the infrastructure, the college needs more facility to accommodate the newly-sanctioned courses.
- The academic background of the families of the students who are first-generation learners prove to be a weakness in effective teaching-learning, especially in English communication skills. Remedial measures are being undertaken to overcome this hurdle.

Opportunities

- The college is waiting the sanctioning of new courses by the Government and the appointment of new faculty members to the vacant posts in the near future.
- The Post-graduate departments of Sanskrit, English and the department of Malayalam are engaged in the efforts to upgrade themselves as Research departments.
- The recognition gained by the NSS unit of this college has given an added impetus for activities reflecting social commitment.

Threats

- Motivating students who are first generation learners from financially underprivileged background is a challenge. Such students who form a large number of the student population have employment as their immediate aim.
- The rural area where the college is situated provides a pleasant ambience for teaching-learning, but it also a challenge to be overcome since students of such a college have to struggle more to avail of facilities and opportunities on par with students from an urban background.

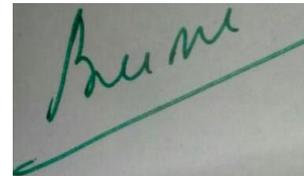
8.Plans of the institution for the next year

- To insist modern audio-visual learning methods including computer aided study, power point presentations etc. among students.
- To give more emphasis to eco-friendly activities.
- To provide awareness on gender equity.



Dr. JAYASREE V.

Coordinator IQAC



Dr. K. BEENA

Chairperson IQAC/ Principal

