

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

2016-2017

Submitted to
**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL**

by



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

Part – A

1. Details of the Institution

1.1	Name of the Institution	Kumpalathu Sankupilla 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	sasthamcottadcollege@gmail.com				
	Contact Nos.	0476- 2833323, 0476- 2830323				
	Name of the Head of the Institution:	Dr. K. MOHANAKUMAR				
	Tel. No. with STD Code:	0476- 2830572				
	Mobile:	9447344316				
	Name of the IQAC Coordinator:	Dr. JAYASREE V.				
	Mobile:	8893220988				
	IQAC e-mail address:	igacsastha@gmail.com				
1.3	NAAC Track ID (For ex. MHCOGN 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/39/25 dated 21-05-2006				
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)	2016-2017				
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					

1.10	Institutional Status	State <input checked="" type="checkbox"/>	Central <input type="checkbox"/>	Deemed <input type="checkbox"/>
	University			
	Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
	Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	Autonomous college of UGC	Yes <input type="checkbox"/>	No <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 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	4
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 <input type="checkbox"/> 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
2.14	Significant Activities and contributions made by IQAC	<ul style="list-style-type: none"> ➤ Reconstituted IQAC as per new guide lines ➤ Reconstituted research cell ➤ created awareness among students about plastic hazards ➤ executed campus wide monitoring system including CCTV ➤ ASAP program continued ➤ Walk with scholar program continued. ➤ Arranged parents meet for all batches. ➤ Arranged general alumni meet ➤ Encouraged students to participate in inter

		collegiate activities
2.15	Plan of Action by IQAC/Outcome Action plan is prepared in the beginning of academic year towards quality enhancement and outcome achieved by the end of the year	

Plan of Action	Achievements
Orientation program for first year students	✓ Orientation program for newly admitted students was carried out
Orientation program for fifth semester students to familiarize with the open course program	✓ Conducted successfully with the help of teachers from all departments
Walk with scholar program	✓ Walk with scholar program continued
Additional skill acquisition Program	✓ ASAP is continued
Maintenance of CCTV	✓ New CCTV is installed and maintenance work is done
Proposal for new washrooms for boys and girls	✓ Proposals given to the management for new washrooms

2.16	Whether the AQAR was placed in statutory body Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Management <input checked="" type="checkbox"/> Syndicate <input type="checkbox"/> Any other body <input checked="" type="checkbox"/> Provide the details of the action taken The AQAR was placed in the College Council. The Council entrusted all HODs to verify the report and point out corrections if any. They were also requested to put forward suggestions for quality improvement in the next year. The council on another sitting approved the corrected report. This was then presented before the college Management and was approved.
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Part – B

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	19 (13 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. NIL

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

Annexure I: Details of Programmes during the academic year 2016-2017

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 first batch was started on 26.11.2011 with 16 students. There were 40 students for the second batch which was started on 07.03.2013 and completed on 12.06.2013. The third batch was started on 26.07.2013 with 40 students and completed on 04.02.2014. The fourth batch was started on October 2016 with 18 students and completed on December 2016.

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 October 2016 with 23 students and completed on March 2017.

Annexure II

Criterion – II

Teaching, Learning and Evaluation

2.1 Total Number of Permanent Faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65	30	35	nil	nil

2.2 Number of permanent faculty with Ph.D

37

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
2	33							2	33

2.4 No. of Guest Visiting and Temporary faculty

35

2.5 Faculty participation in conferences and symposia

No. of faculty	International level	National level	State level	total
Attended	3	10	1	3
Presented papers	3	10	4	3
Resource persons	5	1	1	5

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

178

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

13

2.10 Average percentage of attendance of students

85

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	38	2.63	31.58	2.63		36.84
Malayalam	42	31	28.6	4.8		64.4
Hindi	21	-	33	20		53
Sanskrit	26	3.85	11.54			15.39
Economics	61	1.64	14.75	1.64		18.03
Politics	68	-	16.17			16.17
History	64	-	10.94	1.56		12.5
B.Sc.						
Physics	33	9.4	41			50.4
Chemistry	22	9.1	68.18			77.3
Polymer	16		18.75	12.5		31.2
Botany	38	7.89	34.21			42.1
Zoology	31		9.6	22.58		32
Maths	47		70.2			70.2
Statistics	28		7.7	38.3		46

B.Com	62	4.8	43.55	19.35		67.74
M.Com	15		93.3	6.67		100
MA Economics	15		46.66	2		66.66
M.Sc. Chemistry	13		69.23			69.23
MA English	20		95	5		100
MA Sanskrit	7		85.71			85.71
M.Sc. Maths	15		73			73

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	2

U. G. C Faculty Improvement Programme	1
H. R. D Programme	0
Orientation Programme	7
Faculty Exchange Programme	0
Staff Training conducted by the university	1
Staff Training conducted by other institutions	0
Summer/Winter schools, workshops etc.	2
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
2016-17	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	-		-	1
Outlay in Rs. Lakhs	-		-	40

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	07	01	0
Outlay in Rs. Lakhs	3.69	11.094	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	02	
Non-Peer Review Journals		01	10
e-Journals			
Conference proceedings	01	08	

3.5 Details on Impact factor of publications:

02

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 grant sanctioned	Received
Major projects				
Minor Projects				
Department of chemistry	3	UGC	7.5	5.94
Department of Malayalam	2	UGC	89500	57500
Department of English	1	UGC	1	-
Department of Economics	2	UGC	2.8	1.2
Department of Sanskrit				
UGC	1	UGC	2.5	2
2.5				
2				
Any other(Specify)	-	-	-	-
Total	-	-	1469500/-	971500/-

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

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

- Scientific awareness among the local women community who are socially and economically backward Providing human resources to many of the neighboring industries like KMML, IRE, CEPC etc.

- Department of Chemistry periodically arranges various extension activities as per the request from the beneficiaries of the neighboring community. Such activities include water analysis, soil analysis, natural rubber latex analysis etc.
- Students are motivated for a plastic free campus and made aware for the future projects like rain water harvesting and green chemical practices.
- Faculty members are keen in imparting in varied topics like food adulteration, organic farming, environmental pollution, management of plastic wastes etc. They also give lectures and invited talks in various seminars. They are active in outreach programmes to the Science Students of the Higher Secondary Schools in this Educational District
- Welfare schemes Awareness Programme at Sasthamcotta Grameen Grandhasala
- An awareness programme on Digital transactions in association with RBI Trivandrum
- 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.
- Participation in blood donation campaigns
- Green Campus activity
- Supply of food packets to Govt. Taluk Hospital, Sasthamcotta by students
- Energy Management awareness program for Kudumbasree units in the local area
- A documentary cum exhibition had been conducted in the Lovable memory of Dr. APJ Abdul Kalam by the department. The group of participants in the programme included students from Govt. Higher Secondary School, Sasthamkotta, students and faculty members from other departments in the college.
- Medical Aid
- First year B.Com students of the department pooled a fund as medical aid for treatment of a blood -cancer patient.
- The National Service Scheme Units of the college have put in great effort to provide services and support for the community around; producing significant

results with respect to improving upon their life conditions, creating awareness on health and hygiene.

- The Department of Economics and Zoology have been vibrant with respect to various activities including Nature Club and Medical Camps which were extended to the community around.
- Agricultural promotion programme
- Palliative care
- 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)		0.85 0.90	State Govt. Management	1.75
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)						

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

UG	PG	Ph. D.	Others
2031	175	21	0

(b) No. of students outside the state

(c) No. of international students

0

Men

No	%
600	27

No	%
1627	73

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
968	407	3	643	10	2044	1105	421	4	691	6	2227

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 students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="4"/>	SET/SLET	<input type="text" value="7"/>	GATE	<input type="text" value="1"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="34"/>	UPSC	<input type="text" value="4"/>	Others	<input type="text" value="2"/>

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

103

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
2	5	5	5

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
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State/ University level	22
National level	0
International level	0

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level	7	National level	0	International level	0
Cultural: State/ University level	1	National level	0	International level	0

5.10 Scholarships and Financial Support

		Number of students	Amount (Rs.)
Financial support from institution		191	382000
Financial support from government			
1.	Scholarships	55	13,62,000
2.	Grants and Fee Concessions	1538	38,87,464
Financial support from other sources		3	6600

5.11 Student organized / initiatives

Fairs	State/ University level	2	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

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?

No

- 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

- Student oriented
- Students are exposed to emerging areas by arranging seminars/workshops and invited talks.
- Supervised study sessions during the Zero Hour
- Effective monitoring to understand strength and weakness of teaching learning process.
- Apart from class room teaching, project works, surveys, library assignment, seminar, debate and quiz competitions are incorporated in teaching learning process.
- 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
- 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.
- 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	:	8
Research Scholars	:	33

- 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
- National journals : 10
- International Journals : 10
- Periodicals : 18
- News papers : 14
- 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

- Two 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	<p>“Oruma” the staff club utilizing the fund of all staff for welfare activities of the teaching staff.</p> <p>Medical reimbursement, Group Insurance Scheme, State Life Insurance, Personal Accident Insurance.</p> <p>D. B. College Staff Co-Operative Bank</p>
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	D. B. College Staff Co-Operative Society, etc.
Non teaching	Oruma the staff club utilizing the fund of all staff for welfare activities of non-teaching staff. Medical reimbursement, Group Insurance Scheme, State Life Insurance, Personal Accident Insurance. D.B. College Staff Co-Operative Bank D. B. College Staff Co-Operative Society, etc.
Students	Three Govt. sponsored scholarships, 15 other scholarships funded by different agencies, 36 endowments and cash awards have been instituted by the college for the empowerment of the financially weak and deserving students.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

6.8 Does the University/ Autonomous College 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

- Initiatives taken by the institution to make the campus eco-friendly
- 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.
- Students visit Biomes, National Parks and Bio reserves as a part of Study Tour to create awareness for sustainable development, and need for preserving nature.
- Focused towards a plastic free campus. Primary steps have been taken for attaining the goal such as conducting seminars, awareness programmes for students, etc.

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 Hindi department has conducted a procession from the college to the town in connection with the Hindi Fortnight Celebration to create awareness about our national language in the locality.

The Department of English has conducted various programmes to bring out the creativity in students.

The Department of Botany has introduced exotic varieties of flowering plants in the campus to enhance the floral diversity of the campus. Monthly campus weed management by the students is also encouraged.

Team Teaching - To share the expertise of various teachers, departments organized team teaching sessions based on the specialization of teachers.

There were several occasions for interaction between students and retired faculties. Frequent interactions between teachers and parents regarding the academic status of each student helped to improve results.

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*)

Best Practice -1. Mentoring system was practiced to assist student progression both in the academics and their life on campus. Each member of the faculty was assigned with students of their departments. A register was prepared. Each student was required to meet their mentor at least two times a semester. Based on these interactions the mentor recommended the mentee for remedial measures.

Best Practice -2. Energy conservation practices by students.

The college campus has been declared as plastic free zone. Necessary steps are being taken for the fulfilment of this declaration.

Communication skills development classes in nearby schools are conducted by the English Department.

Peer teaching and seminar presentations using power point by various departments.

Financial assistance to poor students.

Book Lending system for financially backward students by the Department of Malayalam.

The students take initiative for the noon meal programme in nearby hospitals.

Organic farming and student-farmer concept has been developed by the Department of Botany to create awareness and necessity of agricultural and cultivation practices.

ICT enabled teaching in various departments.

Preparation of Seed Bank, Crop survey and Taxonomical field visits by the Department of Botany.

To develop a sustainable ecosystem, the college maintains goats, rabbits, love birds etc. and has facilitated the opportunities for bird watching.

To inculcate healthy food habit and to make aware of the perilous effect of consumption of fast food

, the college and various departments conduct food fest occasionally.

7.4 Contribution to environmental awareness / protection

The college celebrate World Environmental Day every year. The Department of Botany has taken initiative in planting rare and ornamental plant saplings. The department also proposes to make a Biodiversity registry to document richness of flora of Sasthamcotta Lake which is one of the Ramsar site.

The college authorities have taken initiative to reduce dumping plastic and other waste materials in the college premises to curb water pollution.

The Department has conducted classes on Environmental studies.

Most of our students are actively participating in clubs like ‘Bhoomithra Sena Club’, ‘Biodiversity Club’ and ‘Punarjani Club’, which are aimed for environmental protection activities.

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.

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.

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