

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

2015-2016

Submitted to
**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL**

by



**DEVASWOM BOARD COLLEGE SASTHAMCOTTA
KOLLAM, KERALA, S. INDIA**

Part – A

1. Details of the Institution

1.1	Name of the Institution	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. D. LATHEESH				
	Tel. No. with STD Code:	0476- 2830572				
	Mobile:	9447593991				
	Name of the IQAC Co-ordinator:	Dr. Sushil Kumar R				
	Mobile:	9447014230				
	IQAC e-mail address:	iqacsastha@gmail.com				
1.3	NAAC Track 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/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
1.7	Date of Establishment of IQAC	23.11.2006				
1.8	AQAR for the year (for example 2010-11)	2015-2016				
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					
	<ul style="list-style-type: none"> i AQAR 2014-15 submitted to NAAC on 07-12-2015 ii AQAR 2013-14 submitted to NAAC on 07-12-2015 iii AQAR 2012-13 submitted to NAAC on 07-12-2015 iv AQAR 2011-12 submitted to NAAC on 07-12-2015 v AQAR 2010-11 submitted to NAAC on 07-12-2015 					

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 BSc, MSc	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	9		

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	0
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	13
2.10	No. of IQAC meetings held	5
2.11	No. of meetings with various stakeholders	Total No. <input type="text" value="9"/> Faculty <input type="text" value="5"/> Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="2"/> Alumni <input type="text" value=""/> Others <input type="text" value=""/>
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. International National State Institution Level
2.14	Significant Activities and contributions made by IQAC	➤ Emphasis was laid on providing a facelift to the college to create an ambience congenial to that of a higher education institution. ➤ Interventions were made periodically to facilitate the involvement of the Management, Alumni, PTA and the local community for improving quality parameters in the campus. This was enabled through suggestions, written

		communications etc. of the IQAC with them.
2.15	Plan of Action by IQAC/Outcome	The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Promoting and facilitating good teaching	<ul style="list-style-type: none"> ✓ Ensuring an atmosphere congenial to learning in the campus. ✓ Stimulating the functioning of the College Discipline Squad to ensure the smooth conduct of classes. ✓ using audio visual aids to the maximum possible extent. ✓ Conducting invited talks, lectures by resource persons on topics related to the syllabus.
Developing Infrastructural facilities in the campus	<ul style="list-style-type: none"> ✓ Ensuring the required facilities for the teaching learning process, by assessing available facilities and placing requests to the college manager. ✓ Clearing off rough vegetation around the campus and setting a clean campus. ✓ Ensuring hygienic toilet facilities for students and staff. ✓ Rectifying problems in the intercom systems in the campus.
Encouraging research among teachers and students	<ul style="list-style-type: none"> ✓ A good number of faculty have applied for various research projects of the UGC. ✓ Subscribing journals for the library. ✓ Conducting seminars and talks on various topics like research methodology to encourage research aptitude among teachers and students. ✓ The research department of chemistry has functioned adequately well providing possible resources for research in the subject. ✓ Encouraging students to use online resources for more exposure to updated knowledge.
Extending resources of the institutions to society	<ul style="list-style-type: none"> ✓ 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. ✓ Various Clubs have been functioning with a view to promoting co curricular and extracurricular activities.
Inculcating innovative practices among students	<ul style="list-style-type: none"> ✓ Ensuring a clean campus through the activities of the NSS & NCC. ✓ Conducting talks on value based topics. ✓ Providing supports to orphanages and Old Age Homes. ✓ Yoga classes for students and staff.
Promoting gender equity through activities	<ul style="list-style-type: none"> ✓ Activities of the Women's Study Centre aimed at ensuring equal status to women. ✓ Invited talks were conducted students on aspects of health and hygiene.

of the Women's Study Centre	✓ classes were provided for students on jewellery making
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2.16	<p>Whether the AQAR was placed in statutory body Yes <input checked="" type="checkbox"/> No <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>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	13	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	1
Certificate	Nil	Nil	1	Nil
Others	Nil	Nil	Nil	Nil
Total	21	Nil	1	1
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	-	1 st -6 th Semesters(except for BSc 2 nd semester)
Extension activities	-	3 rd & 4 th Semesters
Open course	-	5 th Semester
Electives	-	6 th 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.

- The Syllabus of MA Economics has been revised in this period.
- The syllabus of U.G. Programme, B.A. Sanskrit has been revised giving more importance to the core course.

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

Nil

Annexure I: Details of Programmes during the academic year 2012-2013

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	Professional Diploma (PDNE) *
Certificate	Nil	Nil	Certificate Course in 'Computerized Accounting'*	Nil
Others	Nil	Nil	Nil	

Total	21	2	1	1
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.

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.

***Professional Diploma in Network Engineering (PDNE) with Laptop Chip Level Technology**

Professional Diploma course in Network Engineering (PDNE) with Laptop Chip Level Technology was offered by KELTRON (Govt. of Kerala Undertaking) as part of an Industry- Institute linkage training programme. The main purpose of this course was to equip the students with latest technology which helps them to achieve high level jobs and get exposure to various job opportunities in the industry. The students who successfully completed their course were given a professional Diploma in Network Engineering certificate duly signed by the college authority and Keltron authority.

Annexure II

Analysis of Student Feedback - 2012-2013

The feedback from students was collected at the end of each semester to evaluate the performance of teachers by giving a questionnaire based on fourteen parameters, viz. knowledge, communication skill, presentation skill, motivation, regularity, time management, classroom management, use of Teaching/Learning Aids, encouragement co-curricular activities and interaction with parents.

Four ratings for each parameter were included in the questionnaire (Excellent, Good, Average, and Poor). The filled feedback forms from various departments were collected and a consolidated report was prepared. A summary of the report is given below:

- 71 % of students have the opinion that most of the teachers have excellent knowledge base.
- 61 % are of opinion that the teaching method of the faculty members is very good and 28% say that it is excellent.
- 73 % say that all faculty members are sincere and committed.
- 72 % are of opinion that teachers are punctual.
- 67 % students think that a good percentage of classes are engaged by the faculty
- 56 % students have the view that teachers are able to motivate students and interact with them.
- Majority have reported that the teachers have excellent communication skill and are effective in classroom management.

- Most of the students have the opinion that teachers are capable of maintaining discipline.
- 59 % of the students have the opinion that almost all teachers are systematic in organizing lectures.
- Majority of students have the opinion that all the faculty members complete their portions in time.
- 71 % of the students say that most of the faculty members encourage questioning.

Criterion – II

Teaching, Learning and Evaluation

2.1 Total Number of Permanent Faculty

Asst. Professors	Associate professors	Professors	others	Total
24	62	-	-	86

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
21(R) 8(V)	-	-	-	21(R) 8(V)

2.4 No. of Guest Visiting and Temporary faculty

9

2.5 Faculty participation in conferences and symposia

No. of faculty	International level	National level	State level	total
Attended	5	17	24	46
Presented papers	4	7	16	27
Resource persons	-		2	2

2.6 Innovative processes adopted by the institution in Teaching and Learning

- Instigating learning experiences focusing on the practice of problem solving
- Employing methods like case studies and role play in the class room
- Demonstration using models
- Computer Simulations for effective lab work
- Viewing documentaries and movies following discussion
- 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
- Use of Audio Visual aids
- 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)

- 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
- 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.

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

11

2.10 Average percentage of attendance of students

85

2.11 Course /Programme wise distribution of pass percentage

Sl No	Title of the Programme	Total no of students appeared	Division (%)			
			Pass %	First class	Second class	Third class
1	M. Sc. Mathematics	14	93	79	14	-
2	M.Sc. Chemistry	13	62	62	-	-
3	M. A Economics	16	87	56	31	-
4	M. Com	17	94	94	-	-
5	M. A English	13	100	85	15	-
6	M. A Sanskrit	7	100	100	-	-
7	B.SC Mathematics	43	95	67	28	-
8	B. Sc. Physics	35	97	86	8.5	2.8

9	B.SC Chemistry	23	91	91	-	-
10	B.SC Polymer Chemistry	20	65	65	-	-
11	B. Sc. Botany	43	41	31	5	5
12	B. Sc. Zoology	27	98	74	19	5
13	B.A. Economics	68	100	15	75	10
14	B. A Politics	72	79	18	28	33
15	B. A History	73	58	49	8.2	-
16	B. A Malayalam	40	96	53	38	5
17	B. A Sanskrit	26	66	43	23	-
18	B. A Hindi	20	70	28	18	24
19	B. Com	64	94	61	27	6

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 parentson teaching learning and evaluation is collected.

2.13 Initiate undertaken towards faculty development

Faculty/ Staff development Programme	No.
Refresher courses	-
U. G. C Faculty Improvement Programme	-
H. R. D Programme	-
Orientation Programme	-
Faculty Exchange Programme	-
Staff Training conducted by the university	-
Staff Training conducted by other institutions	1
Summer/Winter schools, workshops etc.	2
Others(STAT)	-

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
2012-13	Administrative	29		
	Technical	12		

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	-	800000	-	-
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3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	110000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	2	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	2	9	4

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 grant sanctioned	Received
Major projects	3	UGC	800000	100000
Minor Projects	2	UGC	110000	100000
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	-	-	-	200000

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 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	-	-	-	5	8
Sponsoring agencies	-	-	-	Management	Management

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: Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text" value="200000"/>
From Management of University/College	<input type="text"/>
Total	<input type="text"/>

3.16 No. of patents received this year

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

	Granted	-
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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
-	-	-	-	-	-	-

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

- 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	61	2	Alumni	63
Laboratories	12	1	Management	13
Seminar Halls	2	1	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	36	4	2	2	15	3	10	-
Added	11	-	-	-	5	3	3	-
Total	47	4	2	2	20	6	13	-

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

- Computer Training for students

4.6. Amount spent on maintenance in lakhs:

0.15

i)	ICT	
ii)	Campus Infrastructure and facilities	2.80
iii)	Equipments	0.18
iv)	Others	0.20
Total		3.33

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			PhD			Grand Total		
M	F	Total	M	F	Total	M	F	Total	M	F	Total
670 (36.02%)	1191 (63.98%)	1861	16 (9.25%)	157 (90.75%)	173	3(50%)	3(50%)	6	689 (33.77%)	1351 (66.33%)	2040

(b) No. of students outside the state: Nil

(c) No. of international students

Last Year						This Year					
General	SC	ST	OBC	PWD	Total	General	SC	ST	OBC	PWD	Total
874	204	100	838	4	2020	849	205	102	876	8	2040

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 classes orientation programme with on carrier opportunities are contacted.

No. of students beneficiaries

209

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	4	UPSC	0	Others	2

5.6 Details of student counselling 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

130

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

0	0		2
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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 sensitise 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	110
National level	0
International level	0

No. of students participated in cultural events

State/ University level	<input type="text" value="85"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	1	National level	0	International level	0
Cultural: State/ University level	2	National level	0	International level	0

5.10 Scholarships and Financial Support

		Number of students	Amount (Rs.)
Financial support from institution		55	55,000
Financial support from government			
1.	Scholarships	164	12,17,500
2.	Grants and Fee Concessions	1300	13,34,270
Financial support from other sources		125	2,75,500
		1644	28,82,270

5.11 Student organised / initiatives

Fairs	State/ level	University	2	National level	0	International level	0
Exhibition:	State/ level	University	3	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, as encapsulated in the mission statement "**Knowledge for each and wisdom for all**", is to create opportunities for the holistic development of the student, inculcating values, encouraging civic sense and responsibility, befriending environment and extending institutional resources to society

6.2 Does the Institution have a Management Information System?

No

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 CBCS 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, field visit, surveys, peer group teaching, library assignment, seminar, debate and quiz competitions are incorporated in teaching learning process.
- 6.3.3 Examination and Evaluation
- Continuous evaluation is done through internal exam, seminar and assignments.
- Two sets of Internal Examinations are conducted as per the University Guidelines and feedback is taken systematically through PTA meeting.
- Model Practical Examination and mock viva are also conducted.
- Results of University Examination are evaluated through College Council and PTA.

6.3.4 Research and Development

- 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.
- The Department of Chemistry and Commerce are recognized Research Centre of University of Kerala.
- 37 faculty members are PhD holders in various disciplines. Out of these 12 faculties are approved Research Guides of the various universities having 21 Phd scholars.
- Two Minor Research Projects funded by UGC ongoing. One major Research Project sanctioned.

- 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

- Language Lab Language Lab with a Master Console and eight Student Consoles.
- Two General Seminar Halls having projector facilities and seating capacities of 200 and 50 respectively.
- Centralised Library having 47190 Books. Newly published books are purchased every year with the aid of PTA..
- Green Board facilities for all classes

6.3.6 Resource Management

- The faculty members of the Department undergo orientations, Refresher courses, workshops which helps 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

- Twenty Assistant Professors are recruited during this year.
- The teaching and non-teaching staff is 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	“Oruma” the staff club utilizing the fund of all staff for welfare activities of the 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.
Non teaching	Oruma the staff club utilizing the fund of all staff for welfare activities of non teaching staff.

	<p>Medical reimbursement, Group Insurance Scheme, State Life Insurance, Personal Accident Insurance. D.B. College Staff Co-Operative Bank</p> <p>D.B.College Staff Co-Operative Society, etc.</p>
Students	<p>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.</p>

6.5 Total corpus fund generated

7,11,000/-

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 declares results within 30 days?

For UG Programmes Yes

For PG Programmes Yes

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

- Commerce Block and Research Centre inaugurated during this academic year. It is a gift worth Rupees 1,10,00000/- by Dr. Ravi Pillai, Commerce Alumni.
- Students who excel in academics and sports are felicitated to provided 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

- Yearly purchase of Library Books
- Beautification of college, maintenance of toilets, cleaning water tanks, regular campus cleaning, repair and replacement of electrical equipments.
- Yearly prizes are instituted for rank holders.
- Aid for scholarship every year.
- Contributes significantly to infrastructure development.
- Contribute financial aid to conduct BODHI Seminar every year.
- 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

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 Department of Malayalam organized cinema and screen play camp to create an awareness among students. A smart classroom was installed in the Department of Commerce and white boards were installed in U.G classes. The Department of Hindi organized a Hindi workshop for nearby youth. The Botany Department started visits to local farms to create awareness on agricultural operations in various seasons. This programme enabled students to gain practical knowledge about farming. The Department of Mathematics organised ‘Madhava’, a competition conducted by National Board for Higher Mathematics. Generally most of the departments started U.G.C NET and PSC coaching so as to enable students to qualify competitive examinations.

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.

The Zoology Department provided cash prizes to students who secured the highest in end semester examinations.

The College constituted Harithasala Lab and selected BMC member students were sent for training. They analyzed more than hundred samples of drinking water around the college with the assistance of the Communication and Capacity Development unit (CCDA), Govt. of Kerala.

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

As per the Action Plan chalked out at the beginning of the year, all possible efforts were taken to implement it.

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 atleast two times a semester. Based on these interactions the mentor recommended the mentee for remedial measures.

Best Practice -2. Energy conservation practices by students.

7.4 Contribution to environmental awareness / protection

As part of extension activity and the Science Promotion Program, Prof. S. Govinda Pillai, Director, Biodiversity Board, Kerala delivered a talk on the topic - Biodiversity.

Students were made aware of the need to keep the campus clean and plastic free. Most of the students actively participate in the 'Punarjani club' and 'Bhoomithra Sena club', which aim at 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

- 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.



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