

**Annual Quality Assurance Report (AQAR)**  
**2015-16**

**N.S.S. COLLEGE, CHERTHALA**  
**K R Puram PO, Alappuzha**  
(Affiliated to Kerala University, Thiruvananthapuram)

*Submitted to*  
National Assessment & Accreditation Council  
Bangalore

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

N.S.S. College, Cherthala

1.2 Address Line 1

K R Puram (PO)

Address Line 2

Cherthala

City/Town

Cherthala

State

Alappuzha

Pin Code

688541

Institution e-mail address

cherthalansscollege@gmail.com

Contact Nos.

04782813226; 04782815926

Name of the Head of the Institution:

Dr. C. Sunil Kumar

Tel. No. with STD Code:

04782813226

Mobile:

8136864847

Name of the IQAC Co-ordinator:

Dr. N. Madhavamenon

Mobile:

9446545055

IQAC e-mail address:

iqac@nsscollegecherthala.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN10423

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)

NA

1.5 Website address:

www.nsscollegecherthala.ac.in

Web-link of the AQAR:

NA

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	8.2	2003	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/06/2004

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

2015-16

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

- i. AQAR 2015-16 submitted to NAAC on 06-06-2017 (DD/MM/YYYY)
- ii. AQAR 2014-15 submitted to NAAC on 06-06-2017 (DD/MM/YYYY)
- iii. AQAR 2013-14 submitted to NAAC on 06-06-2017 (DD/MM/YYYY)
- iv. AQAR 2012-13 submitted to NAAC on 06-06-2017 (DD/MM/YYYY)
- v. AQAR 2011-12 submitted to NAAC on 06-06-2017 (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Kerala University, Thiruvanthapuram,  
Kerala

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

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="No"/>	UGC-CPE	<input type="text" value="No"/>
DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="0"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="8"/>
2.10 No. of IQAC meetings held	4
2.11 No. of meetings with various stakeholders:	
	No. <input type="text" value="4"/> Faculty <input type="text" value="2"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	Alumni <input type="text" value="1"/> Others <input type="text" value="0"/>

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

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Create environmental awareness among students through the activities of NSS, Bhaumithrasena Club etc.
- Assisted the Principal in nominating staffs in charge for all statutory positions and clubs
- Monitoring the working of tutorial system by nominating a tutorial convener for its effective functioning.
- Given suggestions to the departments to apply for UGC fund for Research Projects and organising seminars, workshops etc.
- Motivated faculties and students to participate in seminars and symposiums
- Encouraged faculty to indulge in research activities
- Fosters innovation and creativity in students through exhibitions, group discussions, study tours etc
- Fitness oriented activities are provided in the health club
- IQAC motivated the film club to coordinate the film club activities
- To encourage students to familiarize the world class cinema and to improve aesthetic qualities

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
Instructed all HODs to prepare Academic Calendar for the year 2015-16 before the commencement of academic year	All departments prepared academic calendar and all activities of the department was conducted accordingly.
To ask all teachers to submit their semester wise teaching plan for the year.	All teachers prepared and submitted semester wise teaching plan

To ensure the participation and presentation of papers in as many seminars and conferences	Teachers are encouraged to participate in as many such events as possible
Enhance the research activities of the Faculty	56 research papers were published Internationally, 24 were published Nationally.
Decision to take feedback from the students teaching learning and evaluation	The evaluation process were performed as accordingly
Constitution of different clubs and committees for the effective functioning of various activities in the college	All the committees were formed and they functioned effectively.
Formation and Inauguration of Department Associations and submission of action plan for the year 2015- 2016	Some departments formed their Associations/Clubs and the HoDs submitted their plan of action.The associations Functioned according to the schedule.
To encourage sports and games	Conducted annual athletic meet and various tournament
To enhance job skills and ensure placement	Career guidance classes Students were participated in the interview conducted by ASAP  Informed students regarding recruitment drives conducted at various centers.
Celebration and observance of nationally and internationally important days	Environmental Day Science Day Reader's Day Kerala Piravi Celebration
Infrastructure Development	Painting of college  Annual Maintenance of College Infrastructure
Co-curricular activities to enhance talents of the students	Study tour and industrial visits A day has been identified to conduct various cultural and co-curricular activities . A magazine was released by various departments

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The action plan was placed in the Management Committee and the other statutory bodies and sanction was accorded.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3	0	0	0
UG	11	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	14			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Yes
Trimester	
Annual	

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

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

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

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

As the college is under affiliated system, revision of syllabi is carried out by the University

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

No



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	35	17	0	01

2.2 No. of permanent faculty with Ph.D.

22

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	8	0	0					5	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	15	11
Presented papers	3	6	3
Resource Persons	1	6	5

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

- ICT enabled teaching methods.
- Role Play, Brainstorming sessions, creative thinking etc. Presentation of seminars and dissertations by the students.
- Strengthening of the Tutorial System by way of more and more interaction of Tutors with students also is considered and practiced.

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

193

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

MCQ Tests conducted by the Department, Open Book Examination. Peer Evaluation.

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

16

## 2.10 Average percentage of attendance of students

85-90%

## 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A English	38	2.63	23.68	21.05	2.63	50
B.A Malayalam	31	-	6.45	12.9	-	19.35
B.A. Economics	40	-	-	5	-	5
BA History	48		2.08		2.08	4.16
B.Sc Mathematics	41	4.87	14.63	4.87		24.4
B.Sc Physics	29	6.89	10.24	-	3.44	20.57
B.Sc Chemistry	29	10.34	27.58	-	-	37.93
B.Sc EVS	21	4.76	23.80	-	-	31
B.Sc Zoology	NA	NA	-	-	-	NA
B.Sc Botany	32	3	6.25		-	9.25
B. Com	64	-	15.625	20.31	-	35.94
MA Economics	8	-	50	12.5	-	62.5
M.Sc Mathematics	16	-	62.5	6.25	-	68.75
M.Com	15	-	86.66	6.66	-	93.33

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

IQAC always monitors and evaluates the effectiveness of the Teaching Learning process by conducting class tests, question answer sessions and by taking feedbacks from the students. IQAC ensures that the tutorial system is effectively implemented. A Tutorial Coordinator is appointed every year and he is responsible for the Tutorial functioning in the College. This is a welfare system, probably second to none. At the start of their programme, all students will be assigned a Personal Tutor, who is a faculty, of the concerned Department. So every student has a personal Tutor, who is available for advice with problems, be personal or academic. These Tutors, together with the HODs and the coordinator himself, ensure that all students have enough help. Organized Seminars and workshops to enrich the academic climate and enhance the learning process. IQAC take care in arranging necessary infrastructure and technological facilities in enhancing the quality of teaching and learning. □

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	7
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	2
Others	8

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	0	0	0
Technical Staff	14	2	0	2

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Encourages faculty members with Doctorate to apply for research guideship
- Encouraged the faculties to engage in research activities. They are also allowed to avail the benefits of FDP (1 already availed)
- Plan to start research centre by all P G Departments
- Encouraged teachers to participate in International, National and State level seminars.
- Provides research facilities like free Internet, INFLIBNET, Research journals, Equipment for Inter-departmental research etc.
- Invites eminent resource persons to conduct lectures/ workshops/ seminars on relevant topics.
- Every student in PG and UG programmes undertakes a project individually or in group and submits a dissertation in the final semester.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	5	1	
Outlay in Rs. Lakhs		Rs 3,70,000	45,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	27	17	3
Non-Peer Review Journals	1	-	-
e-Journals	-	-	-
Conference proceedings	28	7	-

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
	2013-2015 (Economics)	UGC	1,00,000	92,500
Minor Projects	2015-2017 (Commerce)	UGC	70,000	45,000
	2016-2018 (Economics)	UGC	45,000	0
	2014-2016 (History)	UGC	90,000	60,000
	2014-2016 (Malayalam)	UGC	65,000	45,000
	2014-2016 (Malayalam)	UGC	45,000	35,000
Interdisciplinary Projects	NA			
Industry sponsored	NA			
Projects sponsored by the University/ College	NA			
Students research projects <i>(other than compulsory by the University)</i>	NA			
Any other(Specify)	2015-2017 (Economics)	World Bank	3,00,000	2,00,000
Total			6,65,000	4,77,500

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from Nil

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution.

Level	International	National	State	University	College
Number	0	0	1		1
Sponsoring agencies			UGC		Self funded

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
	Dr Dilip Kumar of Department of Mathematics become the affiliate member of American Mathematical Society and London Mathematical Society.					
	Dr Dilip Kumar of Department of Mathematics become the reviewer of American Mathematical Society					

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

3

11

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

0

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 3 State level 5  
National level 2 International level 0

3.22 No. of students participated in NCC events:

University level - State level 78  
National level 23 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0  
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 7  
National level International level

### 3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="5"/>	
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="30"/>	Any other <input type="text"/>

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

- Career Advancement Programmes
- Industrial Visits
- Palliative care programmes
- Mid day meal programmes: A group of students visited an old age home at Cherthala and supplied mid-day meals
- NSS Activities: Cleaning Campaign, General Awareness programs of various levels, Important days celebrations.
- NCC activities: Traffic Awareness Campaign, Blood donation Camp etc.
- Water and soil testing facilities
- De addiction awareness programme
- Women empowerment programme
- Eco friendly environmental awareness programmes

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	27 acr			
Class rooms	34			
Laboratories	8			
Seminar Halls	1			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0			
Value of the equipment purchased during the year (Rs. in Lakhs)	0			
Others				

#### 4.2 Computerization of administration and library

The administration and Library is already computerised. Administration procedure is computerised other than those which are mandatory to be recorded manually by the Government. For example accounting cannot be computerised because the Government stipulations are such that accounting must be done manually. Salary bills are prepared using computer. Library is

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35206		724	123291	35930	
Reference Books	1177		67	33000	1244	
e-Books			43	20,000		
Journals						
e-Journals						
Digital Database						
CD & Video	100	1000				
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	72	3	23	1	1	8	11	25
Added								
Total								

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

In house trainings were given to teachers and office bearers to improve their computer proficiency. Computer labs and browsing centres are well utilised by students

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

38000

ii) Campus Infrastructure and facilities

500000/-

iii) Equipments

164946

iv) Others

222402

**Total :**

925348/-



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC instructs the tutors to inform the students about the student support services available to them.
- Orientation Programme for parents and students
- Parent teacher meetings.
- Remedial coaching and scholar support programmes.
- Selected students are directed to attend ‘Walk with a Scholar’ Unit of the college.
- Identifies students in need of counselling
- Talented students are encouraged to take part in competitions and fests organised in other Colleges/ Institutions.
- Conducted seminars on various topics

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

Progression of the students is tracked by taking feedback from students on student’s career progression

Continuous Evaluation is done through internal exams, seminars, assignments etc.

Parents feedback were collected via PTA meetings

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

UG	PG	Ph. D.	Others
1377	90	0	0

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

1
---

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

0
---

Men	No	%	Women	No	%
	537	39.32		930	67.53

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
642	179	1	601	0	1423	644	199	1	622	1	1467

Demand ratio

Dropout % less than 1%

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

PG Departments of our college conduct coaching classes for UGC NET Examination. PG Entrance Coaching and Support Material, Soft Skill Development Class  
PSC Coaching Classes

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

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

#### 5.6 Details of student counselling and career guidance

It is the duty of the respective tutors to identify students having problems. If the problem is not solved he/she will be taken to the counselling coordinator who is trained for this. Finally if the problem persists, he/she will be referred to the Professional Counsellor.

Career Guidance of our College is being managed by Career Guidance and Placement Cell. This Cell conducts classes and talks by eminent persons on Career opportunities, personality development, communication skills etc. Guidance for the campus selection for IT companies is also provided.

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
0	0	0	5

#### 5.8 Details of gender sensitization programmes

We have an active Women's Forum functioning in our campus. They conduct talks and seminars on gender sensitization programmes.  
We also have a cell to combat sexual harassment which aims to empower the girl students with confidence to face real challenges of the life

#### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

#### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	6950
Financial support from government	1285	24,68,350
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Lack of modern infrastructure facility.
- Problems with the University central allotment process
- Grievances related to travelling
- Lack of PG courses in some departments and lack of research centres

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Our vision is a College of the community for the increase and diffusion of knowledge. सत्वात् संजायते ज्ञानम्” (Knowledge arises from Goodness)- a precept from Bhagavat Gita 14.17

#### **MISSION**

To Provide quality education

To Build excellence in students and inspire them to be inquisitive, innovative and creative in their mission.

Become a centre of initiatives and attain excellence in higher education to cater for local, regional, national and international needs.

6.2 Does the Institution has a Management Information System

No

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

6.3.1 Curriculum Development

We take feedback from students and alumni and present the suggestions to the syllabus revision workshops conducted by university so that these suggestions will be considered when revising the curriculum.

6.3.2 Teaching and Learning

Scholar Support Programme, Walk With the Scholar Programme, Remedial Coaching etc. contributes to the quality improvement of Teaching Learning process of the College. The continuous evaluation, feedbacks from different stakeholders, Micro-teaching, various types of faculty improvement programmes etc. are some of the quality improvement strategies in teaching and learning. We have an effectively functioning tutorial system in which every individual student is taken care of by a tutor. All students will be assigned a Personal Tutor and he together with the HODs and the coordinator himself, ensures that all students get

6.3.3 Examination and Evaluation

Examination and evaluation is done by the affiliating University. Many of our faculty members work as external examiners, university board members, university board chairman and evaluators. We conduct internal exams and class tests to evaluate our students periodically.

#### 6.3.4 Research and Development

Active research programmes for students are only their academic projects. Faculties are encouraged to do research and apply for research projects.

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

Fully automated computerised library facility continuing open accessory/one entry one exit system

Computer labs, computer browsing centres, with internet facility are accessible to students  
Well equipped physics, chemistry, zoology, botany and mathematics labs are available for students. A Post Office is also working in the college.

#### 6.3.6 Human Resource Management

The management makes appointments through prescribed procedures.

#### 6.3.7 Faculty and Staff recruitment

Faculty and staff recruitments are done as per the University and Government norms

#### 6.3.8 Industry Interaction / Collaboration

Dr Dilip Kumar of Department of Mathematics have collaboration with Prof Hans J Haubold, Chief Scientist, United Nations Office of Outer Space Affairs, Vienna, Austria and Prof. MA Pathan. Former Chairman. Aligarh Muslim University. Aligarh.

#### 6.3.9 Admission of Students

Centralised Allotment Process is followed in admission process and it is carried out as per the University norms and government orders.

Admission for both UG and PG is done by the University. (Online registration).

Admission to Management and Community seats are also done as per the University norms.

An admission committee is constituted to oversee the process of admissions.

Strict transparency and admission rules are adhered to by the College.

#### 6.4 Welfare schemes for

Teaching	Loan facility is provided by the Staff Co-operative Bank functioning inside the college campus. Besides PF, SLI, GIS, GPAIS etc are provided. A cooperative society is working in the college which has small deposit schemes and loan facilities.
Non teaching	PF, SLI, GIS, along with loan facility is provided. A cooperative society is working in the college which has small deposit schemes and loan facilities.
Students	Free Noon meal, Merit scholarships, PTA endowments, KPCR fee concessions,

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	No	No	No	No
Administrative	No	No	Yes	Management

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

### 6.13 Development programmes for support staff

We have an employee's cooperative society which is always ready to help the support staff with loans in case of emergency and also with a monthly savings scheme.

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

Nature club, Bhoomithra sena club, plastic free zone, Australian pine woods garden, medicinal garden, botanical garden, organic farming initiatives, conservation and rejuvenation of sacred groves etc are some of the efforts taken in this direction

## Criterion – VII

### 7. Innovations and Best Practices

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

Women's Day Environmental Day et c were celebrated

Department-wise association activities: regular meetings, talks, debates, quiz competition, cultural programmes etc

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

- All departments prepared academic calendar and all activities of the department was conducted accordingly.
- All teachers prepared and submitted semester wise teaching plan
- Feedbacks were taken and analysed
- Admission committee was formed and they conducted the process of admissions without any grievances and by complying all Government, University and College regulations. Regulations regarding reservations were also complied.
- All the committees were formed and they functioned effectively.
- All Departments formed their Associations
- Conducted annual athletic meet and Interdepartmental football, volleyball and cricket tournament
- Form college union
- Field trips and industrial visits

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

#### 7.4 Contribution to environmental awareness / protection

Our college is having Bhoomitra sena club and nature club which are well functioning. Botany department is doing their efforts towards conservation and rejuvenation of sacred groves in our Panchayath. We have a botanical garden as well as medicinal plant garden. We celebrate our environmental day by planting trees in our campus. Together with the forest department we distribute rare plants to local community and students

7.5 Whether environmental audit was conducted?      Yes                  No

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

#### **Strengths**

- The vision, mission and objectives of our College are framed in clear terms.
- Committed management, faculty and staff for ensuring quality in every aspects of education.
- Very good ambience for teaching, learning and other curricular and extra-curricular activities
- Curricular, co-curricular and extra-curricular programmes aimed at the holistic development of students.
- Young faculty profile (30 - 40 years in age) with researchh background
- High level of discipline
- Molding the rural students which are socially and economically backward class
- Extending higher educational environments and graduating the first generation of this rural population

#### **Weaknesses**

- Absence of students hostel and staff accommodation facility
- Lack of conveyance facility to reach to college
- Lack of research departments and less PG courses
- Remoteness of the College from cities

#### **Opportunities**

- Pro-active Management, committed faculty/staff
- Pleasant climate and exotic scenic beauty
- Opportunities to attract research funding from the Central and State government agencies



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

- To make 100 % result in all departments.
- Encourage ICT enabled teaching
- MoU with industrial organizations
- Change the campus to more nature friendly one
- Apply for more research projects and seminars
- Enhance the research culture among the Faculty
- To conduct energy, water and biodiversity audit
- To organise more talks on women empowerment and gender sensitisation
- To observe all days of national importance
- Better administrative reforms
- Better infrastructure facilities

Name Dr. N. Madhava Menon

Name Dr C Sunil Kumar

\_\_\_\_\_ Sd/- \_\_\_\_\_

\_\_\_\_\_

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

\_\_\_\_\_ \*\*\* \_\_\_\_\_

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

\*\*\*\*\*

## **Annexure-2**

### **Two Best Practices**

#### **7.3.1. Contribution to college infrastructure by retiring hands**

##### **Objective**

- Every tiny drop goes to make an ocean. When every person working here, makes a contribution the college can grow in all directions
- It is a lifelong memento that a retiring teacher or non-teacher can give a college to remember him/her.
- It is a better, more practical and productive use of one's financial resources, instead of spending lavishly on large retirement parties where food is shared among the staff.
- It supplements the funding received by the college from various funding agencies in a small, but very meaningful and personal manner.
- It encourages a sense of belongingness between the staff and the institution, and sensitizes them towards the needs of each generation of students.

##### **The context**

- Teachers and non teaching staff of this college have been a part and parcel of this institution throughout as a single family. The desire to give back to the institution which has given them so much, and which has enriched their lives in myriad ways, stems from the feeling of belongingness of the staff towards the college.
- It is also testimony to the concern of the teachers & non- teaching staff for the welfare of the students, and a result of the excellent relations between all here.
- It was found that usually in a fit of emotion, retiring staff spend huge amounts in throwing very lavish parties for the other teaching & non-teaching staff of the college. It was felt that such a practice could be substituted by something far more worthwhile, meaningful and lasting.
- Knowing the peculiarities & requirements of this college, retiring hands are ideally suited to decide what may be done for the betterment of the institution.

##### **The practice-**

- Teachers/ Non –teaching staff, make a personal observation of what the college needs. This is from their hands-on experience in this institution over several years, and informal feedback from students and peers

- The ideas are then shortlisted and presented to the Council Secretary and the Principal.
- Whatever is best suitable in the given situation and keeping in mind the interest of the donor, a plan of action is arrived upon.
- Over the years the retiring hands of the college have donated ceiling fans, planted coconut trees, contributed towards making a false ceiling in the seminar hall, made lasting contributions to the infrastructural requirements of the college.

### **Evidence of success**

- That this scheme is a resounding success goes without saying. Those who have made such donations in the past are viewed with respect and gratitude by the existing members in the institution.
- The retired hands have expressed that they feel connected to the college, even after retirement.
- There is a feel good factor of having done something worthwhile for the institution.
- The trend is growing as more people are being encouraged to do similar acts every year.

### **Problems & limitations-**

The institution has to ensure that whatever is being donated is definitely of lasting value. Some things risk becoming obsolete over time. And care has to be taken to ensure that whatever is received is well maintained. Some members feel the loss of camaraderie that comes from sharing meals.

### **7.3.2. Palliative care program by National Service Scheme students**

#### **Objective**

- The growing instances of cancer in society, and the pain and suffering of the patients are a matter of deep concern to all. As an educational institution it is our responsibility to reach out to the needs of the population.
- To create among youth a sense of social responsibility. It was felt that the energy of youth must be directed towards healthy and socially useful channels.
- It keeps them busy, makes them feel worthy and useful. It increases their feelings of self-worth.
- It acts as an effective check against youth falling into bad habits, especially in cases when the causes of cancer are linked to addictions of various kinds.
- To sensitize young minds to become more caring and humane. Not everyone is aware of the suffering that ill- health brings. Those who are in good health and young often develop a sense of false confidence about themselves. They are also likely to be inconsiderate towards

the elderly and the ill, simply because they have not taken the time & effort to understand those less fortunate than them.

- Engaging students in the Palliative care program at once brings out the volunteer in them and gives them an exposure to dimensions of life, hitherto unknown to them. It helps in overall personality development of the students.
- It increases the interaction between this educational institution and the neighbouring population creating a bond of trust and goodness between the two.
- It equips the overburdened palliative care staff of the Panchayath Health Services with a few extra pairs of hands, to reduce their strain.

### **The context –**

- The National Service Scheme Units of this college have been engaged in a wide variety of outreach and extension activities, working in tandem with several governmental and non-governmental agencies over a period of time for the benefit of the local population.
- It was found that cases of cancer are on the rise generally in Kerala, and the same could be said to be true for Pallipuram Panchayath.
- There are many houses where there are the aged and the ill, with no proper nursing care available for them, who are dependent on the Panchayath Health Services. This is especially true for those who are bedridden and could only be helped through house visits of medical staff at regular intervals.
- In this context, it was decided to go in for a sustained Palliative Care Program where the students would accompany the Panchayath Medical staff on their house visits.

### **The practice-**

- To begin the Program, and owing to the tremendous responsibility it entails, the first step was a series of training sessions for the volunteer students by the government agencies.
- Students were sensitized to the special requirements of the Palliative Care Patients
- They were also trained on appropriate bedside manners and behavior with the patients and with the relatives of the patient
- The students were then grouped, where 2 or 3 students, i.e. one senior student from the 3<sup>rd</sup> year and 2 students from the second year, a mix of both boys and girls were allotted turns. Each such group would get one or two opportunities in an academic year.
- Every week, house visits were made by students on 2 or 3 days.
- The Palliative care vehicle of the Panchayath with a nurse and another staff would reach the college premises by 10 am and the students were picked up by them from the college.

- The students visit a few houses and are dropped back in the college before closing time by the vehicle.
- In the houses where the visits are made, the students learn by observation and practice the various skills required, including, sponging, making fresh beds, helping the patients to change into fresh clothes or to assist the nurse in simple first aid or health care.
- The Palliative Care Unit of the National Service Scheme was led by 2 senior student volunteers who arranged the duties in consultation with the Program officer
- Our college conducted a Palliative Care training Program for other colleges under Kerala University.
- Our student volunteers made small financial contributions towards the Palliative Care Program of the Panchayath for providing the patients with health supplements etc.
- Dr. Gangadharan the Oncologist was invited for a talk to the college students on creating awareness on cancer and its link with various addictions and wrong life style patterns.

### **Evidence of success**

- The Palliative Care Program of our college has been very well received by the society, the Panchayath, the students and the patient beneficiaries & their families.
- The Panchayath members were enthused with the energy brought in by the youth and after 2 years the number of weekly house visits went up from 2 to 3.
- The students were better volunteers and with a changed better perspective that lasted.
- Students have reported how patients waited to see them and talk to them; they have been touched with the love of the patients and their families. And they have been moved by the plight of these people.
- The students were inspired to collect new clothes for Palliative Care Patients of the Panchayath.

### **Problems & limitations-**

- Unfortunately the number of cancer patients have gone up. And Palliative Care can do only so much to alleviate their suffering.
- Only government agencies and funding are inadequate to meet the requirements, there is the need for more NGOs and several like minded people to support the cause
- Though there is no doubt that this is a much needed program, there is a strong feeling that the college has to be involved in reducing the instances of illnesses. In other words there needs to be greater focus on keeping the population in good health, in identifying the key

triggers that cause this illness in our area, and in finding and implementing solutions to prevent further instances of this disease.