

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

*(data may be captured from IQA)*

1. Name of the Institution : N.S.S. College Cherthala

- Name of the Head of the institution: Dr Jayasree P.
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 0478-2813226
- Mobile no.: 9447957205
- Registered e-mail: cherthalansscollege@gmail.com
  - Alternate e-mail : nsscollegeoffice@gmail.com
  - Address : Kochuramapuram P.O.  
Cherthala, Alappuzha, Kerala -688541, India
  - City/Town : Cherthala
  - State/UT : Kerala
  - Pin Code : 688541
- 2. Institutional status:
  - Affiliated / Constituent: Affiliated
  - Type of Institution: Co-education/Men/Women Co-Education
  - Location : Rural/Semi-urban/Urban: Rural

- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify) UGC 2f and 12 (B)
- Name of the Affiliating University: Kerala University
- Name of the IQAC Co-ordinator : Babu K. Paniker
- Phone no. : 9387254245

Alternate phone no.

- Mobile: 9387254245
- IQAC e-mail address: naacnsscollegecherthala@gmail.com
- Alternate Email address: iqac@nsscherthala.ac.in

3. Website address: [www.nsscollegecherthala.ac.in](http://www.nsscollegecherthala.ac.in)

Web-link of the AQAR: (Previous Academic Year):

<http://nsscollegecherthala.ac.in/wp-content/uploads/2017/04/aqar2016-17.pdf>

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

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <http://nsscollegecherthala.ac.in/iqac/academic-calender/>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	78%	2003	from:2003 to: 2008
2 <sup>nd</sup>	B++	2.84	2017	from:2017 to: 2022
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 01 July 2004

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Decided to prepare Academic Calender for the year 2017-18	01/08/2017 one year	Teachers and Students

Decided to continue the preparation of faculty-wise Teaching plan for the academic year 2017-18.	01/08/2017 one year	Teachers and Students
Decided to collect feedback forms from parents, students and teachers to access various aspects for the current academic year 2017-18.	01/08/2017 one year	Teachers and Students
Decided to conduct Academic and Administrative Audit for the current academic year 2017-18	01/08/2018 one year	Teachers and Students

***Note: Some Quality Assurance initiatives of the institution are:  
(Indicative list)***

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Annual Academic and Administrative Audit

**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
<b>Department of Mathematics</b>	Science Popularization Programme	KSCSTE	2017	2,30,000

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

The IQAC was reconstituted as per the latest NAAC Guidelines in its meeting on 01 August 2017. (Attached the latest notification of formation of IQAC)

\*upload latest notification of formation of IQAC

**10. No. of IQAC meetings held during the year: 4**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website Yes

Yes/No

(Please upload, minutes of meetings and action taken report)

- 11.** Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No **No**

If yes, mention the amount:

Year:

- 12.** Significant contributions made by IQAC during the current year (maximum five bullets)

\* Supervised and coordinated the academic and co-curricular activities of the department

\* Monitored the performance of departments and timely suggestions were given for improvement.

\* Supervised the seminars conducted by various departments (Mathematics , Malayalam etc)

- 13.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Preparation of Academic Calender	Prepared the Academic Calender and Circulated to various departments.
Preparation of Teaching Plan	All HODs took the responsibility successfully to implement the Teaching Plan
To collect Feedback from various stakeholder	Principal, HODs and Class Tutors took the responsibility of collecting the Feedback, Analysing it and Necessary actions Taken.

- 14.** Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: College Council Date of meeting(s): 17/12/2018

- 15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

**Yes/No:** Yes

Date: 09 and 10 October 2017

- 16.** Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017-18

Date of Submission: 30/09/2017

- 17.** Does the Institution have Management Information System? **No**  
**Yes No**

If yes, give a brief description and a list of modules currently operational.  
(Maximum 500 words)

## **Part-B**

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is established to provide quality education to the young men and women irrespective of their religion, caste or creed. It aims to provide a holistic development to the students and endeavours to mould them as individuals with strong moral value system. The major aim of the institution is to provide higher education to the students from socially and economically backward sections of the society and bring them to the mainstream. The institution endeavours to reach out to the members of the society who are deprived of educational facilities through various extension activities coordinated by various departments of the college.

The college is administered by the Principal with the advice and assistance of the college council and is guided by the management. The institution takes utmost concern in the implementation of the curriculum. As the college is affiliated to the University of Kerala, it follows the syllabus and curriculum structured by the committee appointed by the University in which members of the college faculty plays an active role.

The implementation of the curriculum is through a three tier process. The college council is at the apex and monitors the activities and implementation of curriculum through CLMC and DLMC. The monitoring happens at two levels- college level and department level. In the beginning of each academic year, the academic audit cell prepares a college calendar in accordance with the University academic calendar. It comprises details of instructional hours, schedule for internal examinations, college activities and end semester evaluation. CLMC initiates the proper implementation of the plan of action in order to ensure the effective execution of the curriculum.

DLMC constitutes the department level monitoring committee for implementing credit and semester system effectively. It organizes the activities at the department level efficiently. The committee also monitors the optimal distribution and allocation of syllabus, allotment of assignments and seminar topics of each semester among faculty and students. The add on courses and other certificate courses are implemented by a committee coordinated in the department. Certain strategies are adopted by the institution for imparting curriculum by the institution. Some of them are, institutional visits, study tours, field work, industrial visit, seminars, workshops, WWS and SSP.

A student centric learning process aided by ICT enabled methods of teaching-learning and comprehensive and continuous evaluation system enable the students to excel in curricular and co- curricular fields. The students are given coaching for PG entrance examinations along with career oriented training. A Career Guidance and Placement cell works effectively in the institution. The activities to enhance social skills and leadership qualities are

organized by NSS and NCC, various clubs as well as college union. Regular feedback is taken from the students and parents through PTA meetings and tutorial meetings. This is taken as an opportunity to address the challenges and grievances of the students. The continuous Internal Evaluation is done in each semester in accordance with the academic calendar prepared by the institution. The progress of the students is assessed in each semester. Academic audit is performed annually by an expert panel.

#### 1.1.2 Certificate/ Diploma Courses introduced during the Academic year **Nil**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
<b>Nil</b>				

### 1.2 Academic Flexibility

#### 1.2.1 New programmes/courses introduced during the Academic year **Nil**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
<b>NA</b>	<b>NA</b>	<b>PY 1661:Space Science( Elective for BSc Physics)</b>	<b>25/07/2017</b>

#### 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. All programmes are following CBCS

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
English	<b>B.A.</b>			<b>Already Adopted</b>	
Malayalam	<b>B.A.</b>			<b>Already Adopted</b>	
Mathematics	<b>B.Sc.</b>	<b>M.Sc.</b>		<b>Already Adopted</b>	<b>Already Adopted</b>
Physics	<b>B.Sc.</b>			<b>Already Adopted</b>	
Chemistry	<b>B.Sc.</b>			<b>Already Adopted</b>	
Environment	<b>B.Sc.</b>			<b>Already Adopted</b>	
Botany	<b>B.Sc.</b>			<b>Already Adopted</b>	
Zoology	<b>B.Sc.</b>			<b>Already Adopted</b>	
Economics	<b>B.A.</b>	<b>M.A.</b>		<b>Already Adopted</b>	<b>Already Adopted</b>
History	<b>B.A.</b>			<b>Already Adopted</b>	
Commerce	<b>B.Com</b>	<b>M.Com</b>		<b>Already Adopted</b>	<b>Already Adopted</b>
Already adopted (mention the year)				<b>2010 (BA/BSc/BCom) 2014 (BSc Zoology)</b>	<b>2008 (MA/ MSc) 2013 (MCom)</b>

#### 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year **Nil**

No of Students	Certificate	Diploma Courses

<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year <b>Nil</b>					
Value added courses		Date of introduction		Number of students enrolled	
1.3.2 Field Projects / Internships under taken during the year Nil					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
<b>BA (Economics)</b>			<b>57</b>		
<b>MA/MCom</b>			<b>24</b>		
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students		2) Teachers	3) Employers	4) Alumni	5) Parents
<b>Yes</b>		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
Feedback from relevant stakeholders is critical for the growth of an institution. Feedback is collected in a pre-designed format from the students, teachers and parents at the end of each academic year; collected feedback forms are handed over to IQAC which then analyses and prepare a consolidated feedback report. Feedback is analysed on a 5 point scale (1 being excellent and 5 being poor). The report is then given to the respective departments for purview and further action on academic and disciplinary matters. Monthly feedback is collected from students through tutorial meetings.					
<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>					
<b>2.1 Student Enrolment and Profile</b>					
<b>2.1. 1 Demand Ratio during the year</b>					
Name of the Programme		Number of seats available		Number of applications received	Students Enrolled
B.Sc. Botany		32		<b>Single window allotment by University of Kerala</b>	32
B.Sc. Chemistry		32			29
B.A. EVSc.		24			23
B.Com Finance		63			63
M.Com. Finance		18			18
B.A. Economics		51			51
M.A Economics		16			11
B.A. English		40			39
B.A. History		51			51
B.A. Malayalam		36			28
B.Sc. Mathematics		48			45
M.Sc. Mathematics		22			20
B.Sc. Physics		37			32
B.Sc. Zoology		32			30
<b>2.2 Catering to Student Diversity</b>					
2.2.1. Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses

2017-18	423	49	48	2	13
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## 2.3 Teaching - Learning Process

### 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
66 (48 permanent teachers, 1 part-time teacher and 17 guest lecturers)	52	Audio, video equipment E-book resources, ppts, research papers etc.	14	0	Ppt presentation, <b>Screening of relevant films followed by discussions</b> E-books, E-journals, INFLIBNET

### 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Earlier the tutors were doing the mentoring activity to the institution. But this year onwards we have divided the students among all teachers in the department. This will reduce the burden of the teachers mentoring a large number of students. In this system each teacher is assigned a small group of student wards. The mentor interacts with the mentees allotted to him/her usually after class hours. The mentor acts as friend, counsellor and confidante on the campus. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. The teacher collects personal information from his/her wards and takes care not to touch sensitive issues. The mentor also guides mentees regarding their career options and help them to mould themselves to face the complexities of the outside world.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
<b>1296</b>	66	1:19

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
55.5	<b>47.5</b>	<b>15</b>	<b>5</b>	23

### 2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017-2018	Dr.K.P.Jayakumar	Assistant	IFA



		Professor	
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## 2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester / year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B.Sc Botany	245			
B.Sc. Chemistry	235			
B.Sc EVSc	216			
B.Com Finance	159			
M.Com Finance	590			
B.A Economics	150			
M.A Economics	550			
B.A English	130			
B.A History	140			
B.A Malayalam	115			
B.Sc Maths	220			
M.Sc Maths	620			
Physics	230			
Zoology	250			

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment of performance is an integral part of any educational institution. The institution adopts centralised continuous internal evaluations to assess all aspects of student development on a continuous basis throughout the year. The Continuous Internal Evaluation is done in this Institution with various evaluation processes which include attendance, Internal Examination and Assignments for Students. In addition to the above evaluation processes, PG students are given seminars on a particular topic. Both the UG and PG students have to do a project/dissertation on a topic of their interest or as suggested by the supervisor. CA marks are displayed at the department notice board. Result analysis is done by the class tutors and progress of students is intimated to parents through Parents Meetings. Remedial classes are arranged for slow learners who are identified through continuous evaluation and class tests. Peer teaching is also arranged after class hours so as to help slow learners to catch up with their peers.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares an academic calendar in the beginning of the academic year containing the working days, tentative dates of internal examinations and major programmes of the college. The college academic calendar goes in tune with the university academic calendar. Once the college academic calendar is prepared, it is circulated to the departments where each department prepares a department academic calendar incorporating the major activities and programmes of the department.

## 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution  
<http://nsscollegecherthala.ac.in/iqac/co-po-pso/>

Program outcomes, program specific outcomes and course outcomes are prepared for each course and programmes and provided in the college website

2.6.2 Pass percentage of students				
Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
245	B.Sc Botany	33	14	42.42
235	B.Sc. Chemistry	33	17	51.51
216	B.Sc EVSc	23	14	60.86
159	B.Com Finance	71	52	73.23
590	M.Com Finance	20	20	100
150	B.A Economics	57	15	26.31
550	M.A Economics	7	2	28.57
130	B.A English	45	20	44.44
140	B.A History	47	9	19.14
115	B.A Malayalam	29	4	13.79
220	B.Sc Mathematics	52	31	59.61
620	M.Sc Mathematics	19	10	52.63
230	Physics	32	18	56.25
250	Zoology	32	21	65.62
<b>2.7 Student Satisfaction Survey</b>				
2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)				
Student Satisfaction Survey Questionnair and Reports provided as weblink <a href="http://nsscollegecherthala.ac.in/iqac/student-satisfaction-survey-sss/">http://nsscollegecherthala.ac.in/iqac/student-satisfaction-survey-sss/</a>				
<b>CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION</b>				
<b>3.1 Resource Mobilization for Research</b>				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	<b>Nil</b>			
Minor Projects	<b>Nil</b>			
Interdisciplinary Projects	<b>Nil</b>			
Industry sponsored Projects	<b>Nil</b>			
Projects sponsored by the University/ College	<b>Nil</b>			
Students Research Projects (other than compulsory by the College)	<b>Nil</b>			
International Projects	<b>Nil</b>			
Any other(Specify)	<b>Nil</b>			
Total	<b>Nil</b>			
<b>Nil</b>				
<b>3.2 Innovation Ecosystem</b>				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia				

Innovative practices during the year				
Title of Workshop/Seminar		Name of the Dept.		Date(s)
Nil				
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil				
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre		Name		Sponsored by
Nil				
Name of the Start-up		Nature of Start-up		Date of commencement
Nil				
3.3 Research Publications and Awards				
3.3.1 Incentive to the teachers who receive recognition/awards				
State		National		International
Nil		Nil		Nil
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
Mathematics		1		
History		1		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	Mathematics	1		
International	Mathematics	8		
National	Botany	1		
International	Botany	2		
National	Physics	1		
International	Physics	3	1.89	
National	Malayalam	5		
International	Malayalam	0		
National	Economics	1		
International	Economics	2		
National	Commerce	0		
International	Commerce	1		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				
Department		No. of publication		
Mathematics		4+2=6		
Physics		2		
Malayalam		Chapters in books -2 National Conference -4		

			International Conference 1			
Economics			2			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Treatise on generalized Krätzel function	Deepa H. Nair and Dilip Kumar	<i>Vietnam Journal of Mathematics</i> [ISSN: 2305-2228]	2015		Centre for Mathematical Science, Arunapuram P.O., Pala, Kerala	0
Solution of fractional kinetic equation by a class of integral transform of pathway type	Dilip Kumar	<i>Journal of Mathematical Physics</i> [ Impact Factor: 1.176]	2013		Centre for Mathematical Science, Arunapuram P.O., Pala, Kerala	6
<i>P</i> -transforms	Dilip Kumar	<i>Integral Transforms and Special Functions</i> [Impact Factor: 0.814]	2011		Centre for Mathematical Science, Arunapuram P.O., Pala, Kerala	5
Fusion Yield: Guderley model and Tsallis statistics		<i>Journal of Plasma Physics</i> [Impact Factor: 0.739]	2011		Centre for Mathematical Science, Arunapuram P.O., Pala, Kerala	4
On extended thermonuclear functions through pathway model	D. Kumar and H.J. Haubold	<i>Advances in Space Research</i> [Impact Factor: 1.238]	2010		Centre for Mathematical Science, Arunapuram P.O., Pala, Kerala	4
On Generalized Krätzel functions	A. A. Kilbas and Dilip Kumar	<i>Integral Transforms and Special functions</i> [Impact Factor: 0.814]	2009		Centre for Mathematical Science, Arunapuram P.O., Pala, Kerala	9

Extensions of thermonuclear functions through the pathway model including Maxwell-Boltzmann and Tsallis distributions	H.J. Haubold and D. Kumar	<i>Astroparticle Physics</i> [Impact Factor: 4.45]	2008		Centre for Mathematical Science, Arunapuram P.O., Pala, Kerala	21
Personal Influence on the Spreading of Information: A Network Based Study	Reji Kumar and Shibu Manuel	<i>International Journal of Mathematics Trends and Technology (IJMTT)</i>	<b>Volume 52 Number 8 December 2017</b>		<i>Department of Mathematics, N. S. S. College, Cherthala, India</i>	
Intuitionistic Fuzzy Soft Multi Set and its Application	Reji Kumar and Naisal S A	International Journal of Mathematical Combinatorics	<b>2018</b>		<i>Department of Mathematics, N. S. S. College, Cherthala, India</i>	
On Fuzzy Soft Multi Set topological Spaces	Reji Kumar and Naisal S A	<b>Universal Journal of Mathematics and Mathematical Sciences</b>	<b>December 2017</b>		<i>Department of Mathematics, N. S. S. College, Cherthala, India</i>	
Spectrum of (k, r) - Regular Hypergraphs	Reji Kumar and renny P Varghese	International Journal of Mathematical Combinatorics	June 2017		<i>Department of Mathematics, N. S. S. College, Cherthala, India</i>	
Screening of anti helminthic potentiality of essential oil from <i>Blumea mollis</i> (D. Don) Merr.,	<sup>1</sup> Remya Krishnan and <sup>2</sup> Murugan K,	European Journal of Pharmaceutical and Medical Research,	2017		<sup>1</sup> Department of Botany, St. John's College, Anchal, Kollam, Kerala. <sup>2</sup> University College, Thiruvananthapuram, Kerala.	
Effect of Tea Waste Extract on Germination and Growth of Green Gram Seeds: Some Observations	Remya Krishnan*, Sumayya A, Arunima Sudheesh, Aswathy Asokan and	Trends in Biosciences	2018		Department of Botany, St. John's College, Anchal, Kollam	

	Jerry c. Jacson					
ISSR markers for comparative analysis of genetic variability in <i>Solanum</i> species of southern western ghats of kerala, south india	Anil Kumar V. S.*, Sunila A. V., Remya Krishnan and Murugan K.	European Journal of Pharmaceutical and Medical Research	2018		Department of Botany, University College, Thiruvananthapuram 695 034, Kerala, South India.	

### 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil						

### 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	1	6	2	1
Presented papers	4	8		
Resource Persons		3	2	2

## 3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Invited Lecture on Adolescent Health (Zoology Department)	Joint Programme by Department of Botany and Department of Zoology with Lakeshore Hospital, Kochi.	2	146
Environment day celebration (Botany Department)	Department of Botany & Forest Dept. Of Kerala	1	95
Invited Lecture on Adolescent Health (Botany Department)	Department of Botany & Zoology in Collaboration with VPS Lakeshore Hospital	2	146
A Survey on the Educational Qualification of Women (English Dept)	Department of English	06	30
Donated Books to the library and conducted story telling sessions in Govt LP School,	Department of English	06	10

Velliyakulam (English Dept)				
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
Student Outreach (physics dept)	Director, Children’s Science Camp	Kerala State Institute for Children’s Literature	40	
Manorama-IBS Yuva Mastermind Season 8 Grand Finale (physics dept)	Jury Member	Malayala Manorama	50	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
Science Popularization Programme	KSCSTE	Higher Secondary Interactive Session in Mathematics (HS-ISM)	1	34
Science Popularization Programme	KSCSTE	Under Graduate Interactive Session in Mathematics (UG-ISM)	1	31
Literacy Programme (Malayalam Dept)	State Govt.	Computer Literacy	NIL	1
Training programme (Department of Commerce)	Department of Commerce	Craft Work training for students at Thirunalloor school	1	10
<b>3.5 Collaborations</b>				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
Nil				
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration <b>(From-To)</b>	participant
Nil				

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year						
Organisation		Date of MoU signed		Purpose and Activities		Number of students/teachers participated under MoUs
Nil						
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES						
4.1 Physical Facilities						
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year						
Budget allocated for infrastructure augmentation			Budget utilized for infrastructure development			
Nil			Nil			
4.1.2 Details of augmentation in infrastructure facilities during the year						
Facilities				Existing		Newly added
Campus area				27 Acres		
Class rooms				34		0
Laboratories				5		0
Seminar Halls				1		0
Classrooms with LCD facilities				10		0
Classrooms with Wi-Fi/ LAN				34		0
Seminar halls with ICT facilities				1		0
Video Centre				0		0
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				0		0
Value of the equipment purchased during the year (Rs. in Lakhs)				4.73 Lakhs		
Others						
4.2 Library as a Learning Resource						
4.2.1 Library is automated { Integrated Library Management System -ILMS }						
Name of the ILMS software		Nature of automation (fully or partially)		Version		Year of automation
OPAC		Fully				
4.2.1 Library Services:						
		Existing		Newly added		Total
		No.	Value	No.	Value	No.
		Value				
Text Books		37453	8,052,395	278	60,131	37731
						80,90,126
Reference Books		453	11,0985	42	10,500	495
						1,21485
e-Books						
Journals		43	20,000	36	104,500	79
						1,24,500
e-Journals						
Digital Database						
CD & Video						
Library automation						
Weeding (Hard & Soft)						
Others (specify)						



4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	41	15	25	0	1	3	23	100 MBPS	-
Added	10	0	2	0	0	2	6	100 MBPS	-
Total	51	15	27	0	1	5	29	100 MBPS	-
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
100 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NIL									
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e - content	
NIL									

<b>4.4 Maintenance of Campus Infrastructure</b>			
<b>4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year</b>			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
90,000	90,000	1,27,376	1,27,376
<b>4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)</b> The requirement for the maintenance of various facilities including infrastructure is through the grand-in-aid received from the government, management, PTA and contributions from staff, students and other wellwishers. The departmentwise requirements including procurement and maintenance of building, laboratory and equipment are required to be communicated to the principal by the respective heads of the departments.			
<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>			
<b>5.1 Student Support</b>			
<b>5.1.1 Scholarships and Financial Support</b>			
	Name /Title of the scheme	Number of students	Amount in Rupees

Financial support from institution	Various scholarships and endowments mentioned in the college calendar	58	35000/-
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**Financial support from other sources**

a) National	Higher education scholarship	101	
	Swarna jubilee merit scholarship	1	
	State merit scholarship	3	
	National scholarship	8	
	Lap top from panchayath to students	8	
	PWD scholarship	1	
	Snehapoorvam Endowment	18	
	C.H. Muhammed Koya Scholarship	1	
	Coir Workers Education Scholarship	6	
	Indira Gandhi Scholarship	7	
	Tribal Development ST Meritorious Scholarship	2	
	Anugraha Charitable Trust Kochi	1	
b) International			

**5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,**

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>Remedial Coaching</b>	June 2014 onwards	15 – Commerce 36- English 30- Botany 10- Mathematics	Activities are organised at the department level by all departments
<b>Personal Counselling</b>	June 2017	To the needy Students	Activities are organised at the department level by all departments
<b>Mentoring</b>	June 2018	29 students per Teacher – Commerce 30 students per Teacher - Botany	Activities are organised at the department level by all departments
<b>Peer Teaching</b>	October 2014 onwards	All students are beneficiaries of the programme in all	Activities are organised at the department level by all departments

		departments	
<b>Civil Service Orientation Programme</b>	2017	30- Economics	Activities are organised at the department level by all departments
<b>Spoken English Class</b>	20 September 2017	127	Department of English
<b>Orientation programme for students and parents</b>	5 September 2017	35	Department of English
<b>Yoga and Meditation</b>	June 2017 onwards	56	Yoga Club
Bridge courses	17 July 2017	45	Department of Mathematics

**5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year**

<b>Year</b>	<b>Name of the scheme</b>	<b>Number of benefited students by Guidance for Competitive examination</b>	<b>Number of benefited students by Career Counselling activities</b>	<b>Number of students who have passed in the competitive exam</b>	<b>Number of students placed</b>
2017 - 18	NET Coaching (Dept. of Commerce)	35			
2017 - 18	Career Counselling (Dept. of Commerce)		71		
2017	Career guidance and placement cell (Department of Economics)		57		5
2017-18	Department level guidance for higher education competitive exams including IIT JAM (Department of Physics)	06		01	
2017-18	PG Entrance Examination (Department of English)	3	0	3	3 (PG Admission)

**5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year**

<b>Total grievances received</b>	<b>No. of grievances redressed</b>	<b>Average number of days for grievance redressal</b>
<b>Nil</b>		

## 5.2 Student Progression

### 5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
ICICI	10	2		8	3
Kaikaloor Public School, Andra Pradesh	10	2	College of IT Kerala, Cherthala	2	2
			Kerala Police	1	1
			Excise Department	1	1
			ESI Alappuzha	1	1

### 5.2.2 Student progression to higher education in percentage during the year 2017-2018

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	4  2	B.A. History	History	SreeSankaracharya Sanskrit University, Thuravoor Off Campus Centre, Thuravoor  Sreekandeshwaram College of Teacher Training, Poochackal, Cherthala	M.A. History  B.Ed
2017-18	3	B. Sc- Botany	Botany	S N College, Cherthala  KVM College of Engineering and IT  S D College, Alappuzha	M. Sc, Botany  M. Sc, Biotechnology  M. Sc, Botany
2017-18	7	B.Sc ZOOLOGY	Zoology	Kerala University of Fisheries and Ocean Studies, Panangad.  School of Medical Education, Kottayam.	M.Sc -Food Science and Technology.  M.Sc -Medical Anatomy.

				<p>University of Kerala, Kariavattom. (2)</p> <p>Indira Gandhi Institute of Arts and Science, Nellikuzhi, Kothamangalam.</p> <p>Institute of Management and Technology, Punnapra.</p> <p>Kerala Veterinary and Animal Sciences University, Pookkode.</p>	<p>M.Sc - Aquatic Biology and Fisheries.</p> <p>M.Sc-Microbiology.</p> <p>MBA</p> <p>M.Sc in Wild Life Studies.</p>
2017-18	09	BSc Physics	Physics	<p>1. University of Madras</p> <p>2. Kerala University of Fisheries and Ocean Studies</p> <p>3. Central University, Jaipur</p> <p>4. KVM Institute of Management and Information studies</p> <p>5. Various affiliated Colleges under University of Kerala/MG</p>	<p>MSc Physics</p> <p>MSc Oceanography</p> <p>MSc. Atmospheric Science</p> <p>MCA</p> <p>MSc Physics</p>
2017-18	19	B. Sc- Mathematics	Mathematics	<p>NSS College, Cherthala</p> <p>SD College Alappuzha</p> <p>CUSAT, Kochi</p>	M. Sc Mathematics
2017-18	9	B. A - Economics	Economics	<p>NSS COLLEGE CHERTHALA</p> <p>St. Michael's college</p> <p>Account Service Society, Kadavanthra</p> <p>Government Tally Centre, Cherthala</p>	<p>MA ECONOMICS</p> <p>MA ECONOMICS</p> <p>SAT</p> <p>Accounting Course(GST)</p> <p>Tally Course</p>
2017-18	3	BA Malayalam	Malayalam	<p>School of Letters, MG Uty</p> <p>S N College (2)</p>	<p>MA</p> <p>B.Ed</p>
	21	BA English	English	<p>SD College, Alappuzha</p> <p>Sree Narayana BEd college,</p>	MA

		Language and Literature		Sreekandeswaram,  Sobha College of Teacher Education, Kanjikuzhi.  MSM College, Kayamkulam  Sree Sankaracharya University of Sanskrit, Kalady  School of Letters, Kottayam.  Naipunya, Cherthala	B. Ed  B.Ed  M A  M A  MBA  MBA
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5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Nil	
SET	2	
SLET	Nil	
GATE	Nil	
GMAT	Nil	
CAT	Nil	
GRE	Nil	
TOFEL	Nil	
Civil Services	Nil	
State Government Services	4	
Any Other	Nil	

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
College Sports Day	College Level	College Students from various departments of the college
Sports and Games	School Sub District Sports and Games	School Students
Arts Day	College Level	College Students from various departments

		of the college
Foot Ball Championship	University	Students from various colleges affiliated to Kerala University
Debate	State	Students from various colleges in Kerala State
Nadakolsavam	University	Students from various colleges affiliated to Kerala University

### 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	Kerala university REPRESENTATION	ALL INDIA INTER UNIVERSITY	CHESS		MASTER OF COMMERCE (DEPARTMENT OF COMMERCE)	ABHIJITH. M
2017-18	KERALA UNIVERSITY DRAMA FEST WINNER	INTER COLLEGIATE COMPETITION		DRAMA	TEAM EVENT	TEAM EVENT

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the guidelines from the university, election was held in the college in Parliamentary method and Students council representatives were formed. A College union effectively works in the college under the guidance of the Principal and College council. The students of each department actively participate in the activities initiated by the college union and hold official positions in the college union as well in the university union. Each department tries to encourage the students to actively participate in the activities of the union. Six elected representatives from each UG department and 10 representatives from PG departments are members of student Council. Under the leadership of the Students council the main programmes of the college like Arts Day, Sports day, College day etc are conducted.

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

**No, there is no registered Alumni Association:** Even though the college Alumni Association is not a registered body, it has an impact on our college and the student community by providing scholarships to outstanding performers every year. Contribution to enhance and improve existing facilities of the college like purchase of chairs to seminar hall etc.

5.3.2 No. of ~~registered~~ enrolled Alumni:

**Nil**

5.3.3 Alumni contribution during the year (in Rupees) :

**More than one Lakh**

5.3.4 Meetings/activities organized by Alumni Association :

3 meetings organized by Alumni Association

## CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Head of the Institution and academic council take keen interest in constituting different committees incorporating members from the teaching and non-teaching groups. These committees give due importance to the timely fulfilment of their duties. Common Staff meetings and meetings with the heads and tutors of the departments also help to discuss and deploy different responsibilities among the staff members of the institution. The head of the institution discusses various issues and problems with the representatives of the faculty members and suggestions are taken for the improvement of educational quality and infrastructure development. The decisions are forwarded to the college management for further necessary actions. Constructive suggestions of the students represented through College Union are also given due importance.

There are various Committees constituted to manage different institutional activities. The list of available Committees is as follows:

1. IQAC
2. RUSA
3. UGC cell
4. Purchase committee
5. Library committee
6. Admission committee
7. Computer club
8. Web-Site Committees
9. Calendar committee
10. Anti-ragging and de-addiction cell
11. CBCSS-college level monitoring committee- CLMC,
12. Tutorial and attendance committee
13. Career guidance and placement cell
14. Human rights and ethics committee
15. Canteen committee
16. Cell to combat sexual harassment
17. Discipline committee
18. Health Club and Yoga club
19. Cell for energy and environment conservation
20. Research cell



21. Literary club
22. Film and Media club
23. Music club
24. Science
25. Nature club
26. Bhoomithrasena club
27. Women's study unit
28. Fine arts, Performing arts and folklore
29. Quiz club
30. Sports club
31. Entrepreneurship development club
32. Grievances redress cell
33. College planning board
34. Grievances redress cell
35. College planning board

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial: No

**Management is planning to implement it in the next year with the aid of computer.**

## **6.2 Strategy Development and Deployment**

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

### ❖ Curriculum Development

The institution gives great prominence for curriculum development plans according to the guidelines given by the University of Kerala. The faculty members of the college attend various syllabi revision meetings conducted by the university without fail. The faculty also participates in different syllabi revision workshops and orientation classes organised by the university. The needed changes and revisions are effectively implemented in all the departments of the college.

### ❖ Teaching and Learning

The institution takes keen interest in the improvement of the teaching and learning processes. After recruiting a bunch of teachers from among the best of the qualified candidates, they are given appropriate training and orientation. The student centred teaching and learning method gives ample space for the students to develop and come up with innovative ideas. Seminars and assignments give them proper guidance to improve. The ICT enabled classrooms also cater to the progress of the student community. The tutorial meetings conducted in all months of the academic year help to develop a very warm relation between the teachers and the students. The teachers endeavour wholeheartedly for the betterment of the student community by providing them with all the available facilities of the institution.

### ❖ Examination and Evaluation

The institution conducts external as well as internal evaluations according to the guidelines of the

University of Kerala. Internal examination along with seminars and assignments at the end of each semester conducted according to the centralised continuous evaluation scheme help the pupils to improve their academic calibre. CA marks are uploaded in the University website as well as displayed on the notice boards of each of the departments for the students to verify their results. The tutors do an overall analysis of their respective classes and the performance of the students is informed to their parents. Slow learners are given special care through remedial classes and peer teaching programmes.

❖ Research and Development

The institution deems research as a very important step to strengthen the academic calibre of the teacher student community. The research committee of the college gives needed guidance to the faculty members and the students to develop a research oriented perspective. The institution endeavours to upgrade the various PG departments to Research departments. The faculty members are encouraged to take up research projects. The final year students of the under graduate and the post graduate levels need to submit research projects. The management supports the teachers by sanctioning necessary leaves to do research under FIP or for doing course work. The various departments take keen interest in organising seminars to encourage the research activities.

❖ Library, ICT and Physical Infrastructure / Instrumentation

The library of the college has a multi facility, user orientation and awareness system. The reference section consisting of numerous books related to various fields. The library is also equipped with reprography, Database and INFLIBNET, along with an inter library loan service. A complaint/Suggestion box is placed near to property counter. All departments are equipped with LCD Projectors and projector screens, internet facility and is connected via broadband. The management gives due importance to the infrastructure development of the college and the same is taken care with timely interference. The college has a power generator to tackle with electricity failures. All computers are equipped with adequate power back up system. The laboratories have voltage regulators to guard the highly sensitive lab equipments from voltage fluctuations.

❖ Human Resource Management

The teaching as well as the non-teaching staff are recruited by the management following the strict regulations of the affiliated university, the Government of Kerala and the UGC. The institution gives due importance to the progress of the staff members and prompts them to attend quality improvement programmes like Refresher and Orientation courses and other workshops. Several programmes like computer literacy and research orientation classes are also organised in the college with an eye to cater to the improvement of the teaching as well as the non-teaching staff.

❖ Industry Interaction / Collaboration

The student community of the college gets opportunity for the interaction and collaboration with various industries as part of the industry visits during the final semester of their undergraduate and post graduate programmes. The Career Guidance cell, the Entrepreneur Cell and the Placement Cell organise academic programmes in which officials of various industries interact and discuss with the students.

❖ Admission of Students

We follow the merit-based online procedure of the University of Kerala and Government of Kerala, and strictly adhere to the reservation rules of the government. Seats available in the college are mainly classified as Merit Seats, Community Seats, Management Seats and Reservation Seats.

- ❖ Merit Seats (50% of total seats) are filled by the University through online centralized allotment process purely on merit basis
- ❖ Reserved seats for SC/ST, Minority and Socially Backward communities, Sports quota and persons with disabilities (20%) are filled by University and college management.
- ❖ Community Seats (10%) are filled by the college management and university on the basis of merit among the community candidates.
- ❖ Management Seats (20%) are filled by the Management of the college.

#### 6.2.2 : Implementation of e-governance in areas of operations:

##### ❖ Planning and Development

The college office is partially automated, which enable smooth functioning of admission process, ID card printing, issuing of TC etc. The institution uses a software named E-Solutions for the purpose of attendance recording. The college has implemented the SPARK application software to manage the employee payroll and administrative service.

##### ❖ Administration

The college office is partially automated, which enable smooth functioning of admission process, ID card printing, issuing of TC etc. The institution uses a software named E-Solutions for the purpose of attendance recording. The college has implemented the SPARK application software to manage the employee payroll and administrative service.

##### ❖ Finance and Accounts

The college has implemented the SPARK application software to manage the employee payroll and administrative service like salary and other payments. Students scholarships are also through softwares for the same developed by various organizations.

##### ❖ Student Admission and Support

Admission of students is fully done and maintained through the university website.

##### ❖ Examination

Examination registration, internal mark entry etc are done through the university website for the same.

### 6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	<b>Nil</b>			

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

	teaching staff				
	Nil				
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Faculty Development Programme		1		1 <sup>st</sup> November 2016 to 31 <sup>st</sup> October 2018.	
Short term course AECC--- Environmental studies		3		05-03-2018 - 12-03-2018	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent-4		Fulltime-21	Permanent- nil		Fulltime/temporary-3
6.3.5 Welfare schemes for					
Teaching	<p>Many welfare schemes are available for teaching and non-teaching staff from state government and local society. Loans are available for them from their contribution to the Provident fund in case of need which they can pay back in instalments from their salary. Non refundable loans are also available for the P.F once they complete 15 years of service. Medical reimbursement facility is also available when the employee produces the relevant proof of his illness and expenses. Special casual leaves are available for the teaching and non-teaching staffs. The Principal, as the Head of the Institution, gives assurance to banking institutions for repayment of loans, the employee may avail, from his/her salary and make arrangement for the payment in case of any default on his/her part thus facilitating easy availability to loans. Loans are available from the employee's co-operative society, which is registered under the co-operative societies act. The main functions of the Society include giving short term and long-term loans to its members. The other benefits include Group Insurance, State Life Insurance, Festival Allowance/ Advance, etc. Under the non monetary benefits, Maternity Leave, Study Leave etc. A Post Office is working inside the campus in the college building which is beneficial for the non-teaching staff. Canteen facilities, recreational facilities etc are some of the other facilities available in the College. All these welfare measures affect and improve staff wellbeing, satisfaction and motivation. Almost all the staff enjoys the benefits of these varied schemes.</p>				
Non teaching	<p>Many welfare schemes are available for teaching and non-teaching staff from state government and local society. Loans are available for them from their contribution to the Provident fund in case of need which they can pay back in instalments from their salary. Non refundable loans are also available for the P.F once they complete 15 years of service. Medical reimbursement facility is also available when the employee produces the relevant proof of his illness and expenses. Special casual leaves are available for the teaching and non-teaching staffs. The Principal, as the Head of the Institution, gives assurance to</p>				

	banking institutions for repayment of loans, the employee may avail, from his/her salary and make arrangement for the payment in case of any default on his/her part thus facilitating easy availability to loans. Loans are available from the employee’s co-operative society, which is registered under the co-operative societies act. The main functions of the Society include giving short term and long-term loans to its members. The other benefits include Group Insurance, State Life Insurance, Festival Allowance/ Advance, etc. Under the non monetary benefits, Maternity Leave etc. A Post Office is working inside the campus in the college building which is beneficial for the non-teaching staff. Canteen facilities, recreational facilities etc are some of the other facilities available in the College. All these welfare measures affect and improve staff wellbeing, satisfaction and motivation. Almost all the staff enjoys the benefits of these varied schemes.	
Students	The welfare schemes of the college include academic, cultural, social and financial schemes. At the academic level the schemes prevalent are tutor mentorship, remedial teaching for slow learners, interdisciplinary discourse for students to enhance their knowledge level in subjects other than their area of study, computer aided learning facility, placement and counselling, special training for personality development and global competence. Culturally the institution organises cultural events to rejuvenate the talents of students and the PTA offers funds for supporting the talented students. College encourages the students who participate in the events at university and interuniversity level debates, sports etc. Financial aid is given to students for the economically weaker sections and academically brilliant students. Student support schemes like SSP and WWS and other endowments, along with fee concession schemes like KPCR, UGC funds etc. The college also ensures reservation for socially and economically backward students. Financial aid is also initiated for the homeless and destitute, others who require medical assistance for life extension. The following Committees are operating in the College for the welfare of the students: Career guidance and placement cell, Human rights ethics cell, Canteen committee, Cell to compact sexual harassment, Discipline committee, Health and Yoga club, Cell for energy and environment conservation, Research cell, Literary club, Film and Media club, Music club, Fine arts and Performing arts and folklore club, Quiz club, , Sports club, Entrepreneurship development club.	
<b>6.4 Financial Management and Resource Mobilization</b>		
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) Accounts of the Funds received other than management contributions are prepared in the College office and audited as per the norms of the UGC, the Government and the University. The external audit of the funds from the Government is done by a Government auditor appointed by the Department of Collegiate Education and Accountant General’s Office. The funds received from the UGC are properly utilized and utilization certificate along with the audited accounts prepared by a Chartered Accountant are sent to the UGC. The audit of funds contributed by the Management is audited internally and externally.		
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)		
Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose

PTA fund	Rs. 40,63,191.28 /-		To improve the academic and non academic facilities of the college	
Management fund	Rs. 22 ,00000 /-		NAAC accreditation ,Infra structural renewal purpose	
6.4.2 Total corpus fund generated Rs. 62,63,191.28 /-				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	N.S.S Management, Principal and HODs
Administrative	Yes	Accountant General	Yes	Deputy Director of Collegiate Education, N.S.S Management
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<ul style="list-style-type: none"><li>❖ Provides close interaction between parents and teachers</li><li>❖ Provides PTA fund for development activities</li><li>❖ Ad-hoc faculty remuneration funded by PTA</li></ul>				
There is an active Parent –Teacher Association in the college which actively participate in the academic as well as administrative activities of the college. There are class PTS which meet at once in each semester.				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none"><li>❖ Teaching staff participated in Refresher and orientation courses</li><li>❖ Courses by different agencies were conducted for non-teaching staffs</li><li>❖ Workshops conducted by various departments for staff</li></ul>				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ul style="list-style-type: none"><li>❖ Strengthened all the P.G. and U.G. departments of the college</li><li>❖ Encouraged the teachers to pursue their research interests</li><li>❖ Increased the use of modern technologies like power point presentation</li><li>❖ Students are encouraged to use computers &amp;internet for their projects.</li><li>❖ Regional Seminars have been conducted.</li></ul>				
6.5.5				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : No				
c. ISO Certification : No				
d. NBA or any other quality audit : No				

6.5.6 Number of Quality Initiatives undertaken during the year : 3				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017-18	Preparation of Academic Calender	01/08/2017	01 July 2017- 30 June 2018	1
2017-18	Preparation of Teaching Plan	01/08/2017	01 July 2017- 30 June 2018	All Teachers
2017-18	To collect Feedback from various stakeholder	01/08/2017	01 July 2017- 30 June 2018	All Students, Teachers, Parents

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Induction/ Orientation	12 Aug 2017; One day	338	129
Gender & Sexuality	24 Dec 2017; Single session of 3 hours	76	24
Cultural Program on Women's Day	8 Mar 2018; One day	856	-
Health for Women	15 Nov 2017; One day	286	-

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
Percentage of power requirement of the College met by the renewable energy sources

**70 percent**

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nil
Ramp/ Rails	Yes	3
Braille Software/facilities	No	Nil
Rest Rooms	Yes	For all students
Scribes for examination	Yes	4
Special skill development for differently abled students	No	Nil
Any other similar facility	No	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational	Number of initiatives taken to engage with and contribute	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
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	advantages and disadvantages	to local community				
2017-18	3	6	19 June, 2017	Malayalam Department donated Books to rural library	1. Lack of reading habit among students 2. Empowering rural population	65 students, 5 teachers
2017-18			Entire academic year	NSS Volunteers are engaged in Palliative Care along with Health Department of Pallipuram Panchayath	Reaching out to the genuinely distressed section of the society.	200 students, 2 teachers
2017-18			5 June 2017	Saplings procured from the Social Forestry Department by the NSS were distributed to 25 houses in the vicinity	Deforestation	100 students and 2 teachers
2017-18			12 Aug 2017 & 16 Dec 2017	Commerce and Zoology departments visited Old Age Home, Mayithara, Commerce students also organised a cultural program and gave a grand Onam feast-Onasadhya.	Caring for the old and underprivileged in our community	100 students, 12 teachers
2017-18			Aug 2017 to September 2017	Survey to identify qualifications of women and girls in vicinity of our college (50 houses) by the students of English department	Understanding the issue of low level of female education as a first step towards women empowerment	20 students, 8 teachers
2017-18			2 Aug 2017	Commerce department donated books to Anganwadi, Pallipuram	Providing learning resources to underprivileged children	70 students, 9 teachers

#### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders



Title	Date of Publication	Follow up (maximum 100 words each)
Hand Book for Students	Reprinted at the commencement of each academic year	With necessary updates, if any, this Handbook is given to all students every year. It includes the Rules and Regulations to be followed by students in college. Compliance with the same is ensured by the various committees of the college, especially the Discipline Committee at the college level and the Tutorial system at the department level

#### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Talk on Human Values organised by NSS	26 Dec 2017; 3 hours	100 students

#### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

One of the highlights of our college is the beautiful, green campus, with abundance of trees planted and maintained by the students from time to time. Class rooms are in close harmony with nature, with trees and plants in the inner court-yards and natural vegetation around the college building. A thick cluster of Australian pine trees on the southern side of the campus is frequently used by students for informal gatherings.

Student members of the Nature Club, Bhoomithra Sena Club, NSS, are actively engaged in enriching the greenery in the campus. The college inculcates in students concept of Environment protection, conservation and management of valuable and natural resources.

- The inner court-yards of the college are retained in their pristine and natural form without paving any tiles, so as to permit rain water, water from hand washing etc. to percolate under the ground and thus contribute to ground water resources
- Our college is a No Plastic Zone.
- Botany department -
  - Maintains a vibrant Botanical Garden including several rare species of plants.
  - In addition, a Medicinal Garden is also maintained with important medicinal plants like Sida, Adathoda, Clitoria, Tenospora, Neem etc. An interesting feature of medicinal garden is the maintenance of Dasapushpa, Thriphala, Thrigadu Thrigandha, Nalpamara etc.
  - The department trained its students to make paper bags, which are increasingly replacing plastic bags.
  - The department trained its students in Terrarium making.
  - Introduced Seed pens made of paper as an alternative to plastic pens.
- Several departments- Malayalam, Chemistry etc maintain gardens
- NSS has-
  - Planted a “Nakshatravanam” of 28 saplings in the college premises.

- Planted several saplings inside the college compound to celebrate World Environment Day on 5<sup>th</sup> June 2017.
- Successfully undertaken cultivation and harvesting of Spinach in the college premises.

## 7.2 Best Practices

Describe at least two institutional best practices  
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

Weblink : <http://nsscollegecherthala.ac.in/iqac/institutional-best-practices/>

## 7.3 Institutional Distinctiveness

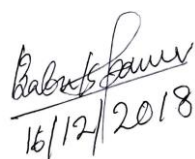
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the weblink of the institution in not more than 500 words

Weblink: <http://nsscollegecherthala.ac.in/institutional-distinctiveness-207-18/>

## 8. Future Plans of action for next academic year (500 words)

The college IQAC has decided to conduct more academic oriented programmes in the coming years. It is also planned to implement conduct more seminars and workshops in various subjects. Remedial Coaching and Peer teaching etc will be allotted more time. It is also planned to conduct more certificate programmes in the forth coming years in various subjects under the leadership of various departments. Steps were already taken in this connection. More programmes will be introduced in the coming years in each subject to improve the result of the college. The college is also planning to expand its current infrastructure. A request has been made to the management to sanction the expansion plan.

Name Prof Babu Paniker



Signature of the Coordinator, IQAC

Name Dr Jayasree P.



Signature of the Chairperson, IQAC

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