ANNUAL QUALITY ASSURANCE REPORT OF

SREE NARAYANA COLLEGE
CHEMPAZHANTHY
Thiruvananthapuram, Kerala, South India – 695 587
Affiliated to the University of Kerala.

FOR THE PERIOD 2012-2013

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

Contents

The Annual Quality Assurance Report (AQAR) of the IQAC for the Year 2012-2013

Part – A

1. Details of the Institution

1.1 **Name of the Institution**   **SREE NARAYANA COLLEGE**

1.2 Address Line 1   **CHEMPAZHANTHY**

    Address Line 2   CHEMPAZHANTHY P.O

    City/Town   **THIRUVANANTHAPURAM**

    State   **KERALA**

    Pin Code   695587

    Institution e-mail address   principal@sncollegechempazhanthy.org

    Contact Nos.   0471-2592077, 2596629

    Name of the Head of the Institution: **Dr.B.Suresh Kumar**

    Tel. No. with STD Code: 0471-2592077, 2596629

    Mobile: 9847789171

    Name of the IQAC Co-ordinator: **Dr.A.Shaji**

    Mobile: 9447324831

    IQAC e-mail address: sncaqar2014@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)   **KLCOGN 11324**

1.4 Website address: **www.sncollegechempazhanthy.org**

    Web-link of the AQAR: http://www.sncollegechempazhanthy.org/KLCOGN11324.doc
    http://www.sncollegechempazhanthy.org/KLCOGN11324.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	78.90	2004	5 years

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   02/07/2002

1.7 AQAR for the year

<div style="border:1px solid black; display:inline-block; padding:4px">2012-13</div>

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC
  i.   AQAR 2011-2012 submitted to NAAC on 29/12/2012
  ii. AQAR 2010-2011 submitted to NAAC on 29/12/2012
  iii. AQAR 2009-2010 submitted to NAAC on 29/12/2012

1.9 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 ☐

1.10 Type of Faculty/Programme

Arts ☑   Science ☑ Commerce ☑ Law ☐   PEI (Phys Edu) ☑

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

1.11 Name of the Affiliating University

<div style="border:1px solid black; display:inline-block; padding:4px">**University of Kerala**</div>

1.12 Special status conferred by Central/ State Government

Autonomy by State/Central Govt. / University   No

University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	Yes	DST-FIST	For the Department of Chemistry
UGC-Innovative PG programmes	No	Any other (*Specify*)	Nil
UGC-COP Programmes	No		

2. IQAC Composition and Activities

2.1 No. of Teachers	11
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	3
2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	2
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	5

2.11 No. of meetings with various stakeholders: No.   5   Faculty   3

Non-Teaching Staff Students ☐ **1** Alumni ☐ **1** Others ☐

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. ☐ **1** International ☐ **0** National ☐ **0** State ☐ **0** Institution Level ☐ **1**

(ii) Themes | Significance of assessment and accreditation in colleges.

2.14 Significant Activities and contributions made by IQAC

- Created learner-centric environment.
- Assisted to organize multidisciplinary seminars.
- Documented all activities leading to quality improvement.

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 *

No	Plan of action	Achievements
1.	To strive for quality sustenance and enhancement.	There is an increase in overall pass percentage. University ranks achieved in B.Sc Geology (I Rank) and B.A Psychology (II & III Rank).
2.	To provide assistance to students with personal and academic problems.	Tutors maintained data of all personal & academic activities of students. Weak students were identified and given proper counselling and assistance.
3.	To promote research in applied, inter-disciplinary and socially relevant problems.	Inter-disciplinary projects were given to UG & PG students. Few teachers applied for externally funded projects.
4.	To enhance participation of teachers in faculty improvement programmes/ seminars/workshops.	Teachers attended orientation/refresher programmes. Many teachers participated and presented papers in seminars.
5.	To conduct all internal examinations as per schedule.	All examinations were conducted as per schedule and results published in time.

6.	To empower the majority of women students.	Gender sensitization programmes were organised by Womens Study Cell.
7.	Mobilise activities of various clubs and forums.	Extension activities were effectively carried out by various club and report of activities documented.

* Academic calendar is attached as Annexure I. The college follows the academic calendar of CBCSS of the University of Kerala.

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☐   Syndicate ☐   Any other body   **College Council**

Provide the details of the action taken

- Remedial coaching for weak students.
- Upgrading infrastructure in general library and laboratories with the help from PTA/ management.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	nil	-	-
PG	2	nil	-	-
UG	13	nil	-	-
PG Diploma	0	nil	-	-
Advanced Diploma	0	nil	-	-
Diploma	0	nil	-	-
Certificate	0	nil	-	-
Others	0	nil	-	-
Total	17	nil	-	-

Interdisciplinary	13	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	15(UG-13; PG-2)
Trimester	nil
Annual	nil

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

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

*An analysis of the feedback is given as Annexure II

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

Introduction of Open course & Elective course in UG level.

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

No.

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
75	20	55	0	0

2.2 No. of permanent faculty with Ph.D.   39

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
6	0	0	0	0	0	0	0	6	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   2   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	23	4
Presented papers	3	15	
Resource Persons		1	4

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

- Seminar presentation of students using audio-visual aids.
- Teachers were encouraged to take up externally funded projects.
- Carrying out inter-disciplinary project works at UG and PG level.
- Based on internal assessment, weak students were indentified and given proper assistance in learning by teachers and by high performers among peers.

2.7 Total No. of actual teaching days during this academic year   180

2.8 Examination/ Evaluation Reforms initiated by the Institution   Grading system implemented in UG level

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

40

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	No. of students in each grade*				
		A	B	C	D	Pass %
B.Sc Mathematics	46	8	35	1	-	95.65
B.Sc Physics	32	7	25	0	-	100
B.Sc Chemistry	36	1	32	2	-	97.22
B.Sc Botany	31	4	23	2	-	93.55
B.Sc Zoology	30	2	22	5	-	96.67
B.Sc Geology	29	2	22	5	-	100
B.A English	51	0	4	2	-	11.76
B.A History	55	0	36	17	-	96.36
B.A Economics	54	0	23	26	-	90.74
B.A Politics	45	0	15	28	-	95.56
B.A Sociology	35	1	31	2	-	97.14
B.A Psychology	25	5	11	4	-	80.00
B.Com	38	16	21	0		97.37
M.A History	5	I class 1	II class 4	-	-	80
M.A Chemistry	15	I class 14	-	-	-	95

*The CBCS System of our university follows a five point grading system ranging from 0 to 4.
CGPA of 3.5 and above = A (Excellent); 2.5-3.49 = B (Very Good): 1.5-2.49 = C (Good);

0.5-1.49 = D (Satisfactory); below 0.5 = E (Failed).

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

- Ensuring the effective conduct of internal examinations and publication of results.
- Teacher evaluation by students.
- Conducting PTA meetings regularly.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	nil
HRD programmes	nil

Orientation programmes	1
Faculty exchange programme	nil
Staff training conducted by the university	nil
Staff training conducted by other institutions	nil
Summer / Winter schools, Workshops, etc.	nil
Others – External Seminars & conferences	35
Seminars in the college	75

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	17	3	nil	nil
Technical Staff	15	1	nil	nil

Criterion – III

3. Research, Consultancy and Extension

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

- A multidisciplinary research journal 'LOGOS' released.
- HISTORIA- Annual research journal of History (ISSN:2277-5400) released.
- Organized multi-disciplinary seminar series to create awareness about interdisciplinary research areas.
- Collaborated with external research institutes at PG level.
- Arranged invited lectures by eminent personalities to foster scientific temper.
- Guided research scholars & PG students to present their findings in seminars.
- Promoted inter-disciplinary research through project work at UG level.
- Facilitated teachers to take up externally funded research work.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	1	0
Outlay in Rs. Lakhs	0	14.67	6.32	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	3	5
Outlay in Rs. Lakhs	0	0.25 lakhs	3.6 lakhs	10 lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9		
Non-Peer Review Journals			8
e-Journals			
Conference proceedings	10	15	2

3.5 Details on Impact factor of publications:

Range [0.5 - 2.5] Average [1.233] 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	2012-2014	UGC	6.32	Nil
Minor Projects	2013-2015	UGC	3.60	Nil
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			9.92	

3.7 No. of books published   i) With ISBN No. [4]   Chapters in Edited Books [1]

ii) Without ISBN No. [8]

3.9 For colleges   The department of Chemistry of the college is DST-FIST supported.

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	1				18
Sponsoring agencies	Govt.of Kerala & KSCSTE				PTA

3.12 No. of faculty served as experts, chairpersons or resource persons 3

3.13 No. of collaborations International National 8 Any other 2

3.14 No. of linkages created during this year 1

3.15 Total budget for research for current year in lakhs :

From Funding agency 9.92 lakhs From Management of University/College nil

Total 9.92 lakhs

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
2	1	1	-	-	-	-

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

Guides -13

Research Scholars-29

3.19 No. of Ph.D. awarded by faculty from the Institution 1

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

JRF nil SRF nil Project Fellows 1 Any other nil

3.21 No. of students Participated in NSS events:

| University level | 200 | State level | nil |
| National level | nil | International level | nil |

3.22 No. of students participated in NCC events:

| University level | 200 | State level | nil |
| National level | 11 | International level | nil |

3.23 No. of Awards won in NSS:

| University level | nil | State level | nil |
| National level | nil | International level | nil |

3.24 No. of Awards won in NCC:

| University level | nil | State level | nil |
| National level | nil | International level | nil |

3.25 No. of Extension activities organized

| University forum | nil | College forum | 20 | | |
| NCC | 2 | NSS | 19 | Any other | nil |

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

- One day Training programme on Human rights.

- Awareness class on cyber crime and drug abuse.

- Class on personality development and positive thinking.

- Class on life style diseases.

- Class on Yoga and stress management.

- Blood donation awareness class and camps

- Awareness class on road safety and traffic control during the period of Sivagiri pilgrimage.

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	30 acres			30
Class rooms	42			42
Laboratories	13			13
Seminar Halls	2			2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	60	5		65
Value of the equipment purchased during the year (Rs. in Lakhs)		1.17	UGC Special assistance	
Others				

4.2 Computerization of administration and library

- Internet access made available in office.
- Admission procedure is completed online from office.
- Salary bill is prepared using computers.
- More computers installed in the browsing center of library.
- Bar coding of books in general library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value
Text Books	33980		405	1.3 lakhs	34385	
Reference Books	1043					
e-Books						
Journals	11	25000/-				
e-Journals						
Digital Database						
CD & Video	14					
Others (specify)	17	6097/-				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	45	2	2	1	1	1	17	
Added	2		3					
Total	47	2	5	1	1	1	17	

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

- Computer training to non-teaching staff for e-governance.
- Computer training to I UG and I PG students for using university website for online submissions and verifications.
- Training students for the usage of internet effectively.

4.6 Amount spent on maintenance in lakhs :

i) ICT
0.64 lakhs

ii) Campus Infrastructure and facilities
5.40 lakhs

iii) Equipments
1.17 lakhs

iv) Others
3.00 lakhs

Total :
10.21 lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Conducted award functions to honour outstanding students in all streams.
- Educational accessories made available through co-operative society.
- Monitored the maintenance of physical and mental health of students through various activities of NSS and health clubs.

5.2 Efforts made by the institution for tracking the progression

- Feedback collected from students regarding effectiveness of support services.
- PTA meetings are held regularly for exchanging views on students' progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1635	53	2	1690

(b) No. of students outside the state

nil

(c) No. of international students

nil

Men

No	%
539	31.89

Women

No	%
1151	68.10

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
302	213	2	1309	3	1829	635	259	8	788	3	1690

Demand ratio   1:10   Dropout %   5%

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

- NET coaching given to PG students.
- Career talks and career guidance given to all students.
- Books for competitive examinations are purchased in general library.
- Students are allowed to participate in job fairs outside the campus.
- Soft skill training given.

No. of students beneficiaries

110

5.5 No. of students qualified in these examinations

NET | 3 | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | 0 | State PSC | | UPSC | | Others | Data incomplete. |

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5.6 Details of student counselling and career guidance

  The needy students were given personalized counselling.
Psychological Assessment of students was carried out. Personalized personality profile,
I Q, memory test and aptitude profile were assessed.

No. of students benefitted $\quad$ | 335 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	200	26	15

5.8 Details of gender sensitization programmes

- Conducted a quiz competition on 'women & excellence'.
- Lecture class and campaigns arranged for creating awareness against Domestic violence.

5.9 Students Activities

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

State/ University level | 25 | National level | 20 | International level | nil |

No. of students participated in cultural events

State/ University level | 10 | National level | nil | International level | nil |

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

Sports : State/ University level | 13 | National level | 10 | International level | nil |

Cultural: State/ University level | nil | National level | nil | International level | nil |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	1049	10.49 lakhs
Financial support from other sources	160	3.13 lakhs
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [nil]   National level [nil]   International level [nil]

Exhibition: State/ University level [nil]   National level [nil]   International level [nil]

5.12 No. of social initiatives undertaken by the students   [6]

5.13 Major grievances of students (if any) redressed:
- Punctuality of college bus service.
- Maintenance of rest rooms/toilets.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

1. To empower the students with deep knowledge and awareness of current developments in their chosen subjects.
2. To create a centre of excellence through the formation of young people empowered to create a bright future for themselves, irrespective of cast, creed, religion or language through dissemination of knowledge, skills and noble values.
3. To create a sense of duty towards the community by upholding ethical and professional standards in education and realization of higher values of life, to make the students responsible citizens and thereby to contribute to the society and nation at large.
4. To equip the students with skills necessary to succeed at very high levels in a competitive world.
5. To develop creativity, innovation and habits of self study among the students.
6. To assist the students in developing a sense of personal worth, social consciousness, emotional maturity, loyal citizenship, respect for labour and proactive leadership.
7. To encourage students to apply the knowledge to contemporary issues.
8. To inculcate respect for all faith and foster religious community.
9. To encourage students for the effective use of information technology and media.
10. To promote harmonious interpersonal relationships.

6.2 Does the Institution have a management Information System?   No

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

6.3.1 Curriculum Development

- By pursuing impartial and transparent admission procedure to identify and select best students;
- By rewarding merit, novelty and inventions in teaching and learning;
- Adopting innovations in the classroom teaching.
- Conducting internal examinations as per schedule.

6.3.2 Teaching and Learning

- Providing quality higher education in humanities, arts and science subjects
  » Efforts are made to provide value education to the students.
  » Teachers are committed to the academic improvements and upliftment of the students. They follow tutorial ward system and have a closer contact with students.
  » Teachers update themselves by organizing and attending seminars, conferences and workshops and by presenting and publishing papers.
  » Teachers actively involve themselves in undertaking Major and Minor Research Projects, besides guiding Ph.D., scholars.
  » As part of the Choice based Semester Course offered at the graduate level, elective Courses, Complementary courses and Open Courses are offered to students to develop their potentialities in various levels.
  » Career Guidance and Placement Cell provides training to students on Personality Development and Soft-skill Development and prepare them with employable skills.
  » All programmes of academic and non academic nature are planned for an over- all growth of the student community.
  » Our College having an experienced team of highly qualified, motivated and dedicated staff supported by infrastructural facilities, is imparting meaningful and disciplined education to students. The main aim of the college is to create a group of knowledgeable and responsible citizens who would be an asset to the future society.

6.3.3 Examination and Evaluation

- Conducting all internal examinations as per schedule.
- Answering previous years question papers by students made compulsory.

6.3.4 Research and Development

- Chemistry and History depts. are functioning as research centers.
- Many other faculty members are also approved research guides actively engaged in research guidance.
- Multidisciplinary seminar series conducted.
- Interdisciplinary projects implemented at UG and PG levels.
- Teachers attended external seminars and presented papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- More books purchased in library.
- Bar coding progressing satisfactorily.
- Internet room renovated and facilities upgraded.
- Seating capacity increased in the reading room.

6.3.6 Human Resource Management

- Basic awareness given to new teachers and non-teachers regarding salary processing, availing various types of eligible leave and processing of applications for various purposes.
- Proper documentation of all service details so as to ensure promotion

6.3.7 Faculty and Staff recruitment

- Management recruits faculty & staff as per Government norms.

6.3.8 Industry Interaction / Collaboration

- PhD scholars collaborate with institutions across India.
- PG project works are carried out in collaboration with nearby research institutes.
- All science UG students have industrial or institute visits as part of their curriculum.

6.3.9 Admission of Students

- Admission process is fully computerised.
- Totally impartial and transparent admission procedure so as to get the best students.

6.4 Welfare schemes

Teaching	Faculty improving programmes, personal loans, house loans, medical reimbursement
Non teaching	Personal loans, house loans, medical reimbursement
Students	Fee concession, scholarships, merit awards, accident insurance coverage by university.

6.5 Total corpus fund generated

46.8 lakhs

6.6 Whether annual financial audit has been done   ✔ Yes   ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Management	Yes	IQAC
Administrative	Yes	AG's office	Yes	Principal

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes ☐   No ✔

For PG Programmes   Yes ☐   No ✔

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Efforts are being taken to publish results in 30 days.
- Syllabus & regulations are put on website.
- University examination schedule is published on website.
- Examination fee is submitted online.
- Hall tickets are issued online.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?   Our college has not secured 'A' grade which the University stipulates for promoting autonomy.

6.11 Activities and support from the Alumni Association

- Instituted scholarships.
- Distributed study materials to needy students.

6.12 Activities and support from the Parent – Teacher Association

- Facilitated the conduct of annual multidisciplinary seminar series.
- Conducted annual merit day to felicitate rank holders.
- Gave Cash award to arts and sports event achievers.
- Financed the pay of guest lecturers.
- Carried out maintenance work in the campus.
- Financed the participants of the university youth festival.

6.13 Development programmes for support staff

- Granting sick leave
- Salary advance from PTA in exegencies
- Festival allowance.

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

- Saplings were planted by Nature club.
- Rain water harvesting is carried out effectively.
- Awareness given to keep campus plastic free.
- Waste bins installed for collecting and proper disposal of waste.

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.

- Feedback from students collected on academic and administrative matters.
- Computerisation of all departments.
- Internet facility in PG departments.

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

- Tutorial system was effectively implemented for the total welfare of the students.
- Mutiple talents of students were encouraged and supported through seminars,debates, invited lectures, paper presentations, competitions, NCC, NSS, club, arts & sports activities.
- Academic and pedagogic competency of the faculty were enhanced through, workshops and awareness activities.
- Regular monitoring of students through internal examinations and viva voce was conducted as per schedule and results declared in time.
- Gender awareness program and extension activities were carried out through various student clubs functioning in the college.
- Enhancement of library and ICT facilities were also given attention.

7.3 Give two Best Practices of the institution *(*Details in AnnexureIII)*

- Extension activities for moulding a multifaceted and dynamic cadre of young men and women
- Tutorial system for guiding and motivating students

7.4 Contribution to environmental awareness / protection

- Rain water harvesting carried out effectively.
- Waste management is effective.
- Conservation of electricity by using CFLs wherever possible.
- Campus is maintained litter free.

7.5 Whether environmental audit was conducted?   No

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

- Location of the college in a rural area provides access to socially and economically backward students.
- High percentage of female students from financially handicapped families reflects the role enacted by the college in women empowerment.

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

- To initiate Scholar Support Programmes.
- To carry out SWOT analysis of the institution.
- To chart out a detailed plan of action based on the SWOT analysis

Name: Dr A.Shaji   *Name*:   Dr M.Devakumar

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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**CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM 2012 ADMISSIONS
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES**

FIRST SEMESTER

09-07-2012	COMMENCEMENT OF CLASSES
23-07-2012	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF
13-08-2012	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
16-08-2012	LAST DATE OF REGISTRATION FOR THE COURSES
16-08-2012 TO 23-08-2012	CONDUCT OF FIRST SET OF TEST PAPERS
24-08-2012 TO 02-09-2012	ONAM HOLIDAYS
03-09-2012	PUBLICATION OF RESULTS OF 1ST SET OF TEST PAPERS
03-09-2012	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
05-09-2012	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
12-09-2012 TO 19-09-2012	CONDUCT OF 2ND SET OF TEST PAPERS
17-09-2012	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
20-09-2012	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITH FINE
25-09-2012	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
28-09--2012	PUBLICATION OF RESULTS OF 2ND SET OF TEST PAPERS
03-10-2012	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
08-10-2012	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
15-10-2012	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
10-10-2012 TO 31-10-2012	END SEMESTER EVALUATION (ESE)
19-10-2012	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS.

CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM 2012 ADMISSIONS CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER

SECOND SEMESTER

30-01-2013	COMMENCEMENT OF CLASSES
06-02-2013	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF
15-02-2013	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
04-03-2013 To 13.03.2013	CONDUCT OF FIRST SET OF TEST PAPERS
15-03-2013	LAST DATE OF REGISTRATION OF THE COURSES
20-03-2013	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
27-03-2013	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO
03-06-2013 TO 12-06-2013	CONDUCT OF SECOND SET OF TEST PAPERS
05-06-2013	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATION(ESE)
12-06-2013	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
18-06-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS
19-06-2013	PUBLICATION OF RESULTS OFSECOND SETOF TEST PAPERS
24-06-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS
10-07-2013	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE)
15-07-2013	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
24-07-2013	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
17-07-2013 To 31-07-2013	END SEMESTER EVALUATION(ESE)
31-07-2013	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM 2011 ADMISSIONS

THIRD SEMESTER

05-07-2012	COMMENCEMENT OF CLASSES
25-07-2012	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
08-08-2012	LAST DATE OF REGISTRATION FOR THE COURSES
08-08-2012 To 17.08.2012	CONDUCT OF FIRST SET OF TEST PAPERS
22-08-2012	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
24-08-2012 TO 02-09-2012	ONAM HOLIDAYS
05-09-2012	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
05-09-2012	PUBLICATION OF RESULTS OF 1st SET OF TEST PAPERS
12-09-2012	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
12-09-2012 TO 19-09-2012	CONDUCT OF 2nd SET OF TEST PAPERS
26-09-2012	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
26-09-2012	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
01-10-2012	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
05-10--2012	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
15-10-2012	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
15-10-2012 TO 07-11-2012	END SEMESTER EVALUATION(ESE)
18-10-2012	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
22-10-2012	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)

07-11-2012	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS.

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CBCS SYSTEM -2011 ADMISSIONS

FOURTH SEMESTER

17-12-2012	COMMENCEMENT OF CLASSES
21-12-2012	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
22-12-2012 TO 31-12-2012	X'mas Holidays
04-01-2013	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
16-01-2013 TO 24-01-2013	CONDUCT OF FIRST SET OF TEST PAPERS
31-01-2013	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
01-02-2013	LAST DATE OF REGISTRATION OF THE COURSES
15-02-2013	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
20-02-2013 TO 28-02-2013	CONDUCT OF SECOND SET OF TEST PAPERS
01-03-2013	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
07-03-2013	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
08-03-2013	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
15-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
20-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
27-03-2013	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
03-06-2013	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
07-06-2013	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
14-06-2013	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

17-06-2013 **TO** **26-06-2013**	END SEMESTER EVALUATION (ESE)

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM 2010 ADMISSIONS

FIFTH SEMESTER

04-06-2012	COMMENCEMENT OF CLASSES
15-06-2012	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
20-06-2012	LAST DATE OF REGISTRATION FOR THE COURSES
13-07-2012	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
16-07-2012	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
19-07-2012 TO 27-07-2012	CONDUCT OF FIRST SET OF TEST PAPERS
10-08-2012	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
16-08-2012	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
24-08-2012 TO 02-09-2012	ONAM HOLIDAYS
03-09-2012	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS
05-09-2012 TO 12-09-2012	CONDUCT OF SECOND SET OF TEST PAPERS
10-09-2012	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
14-092012	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
20-09-2012	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS

25-09-2012	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
01-10-2012	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
01-10-2012 TO 17-10-2012	END SEMESTER EVALUATION(ESE)
05-10-2012	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
17-10-2012	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM 2010 ADMISSIONS

SIXTHSEMESTER

21-11-2012	COMMENCEMENT OF CLASSES
05-12-2012	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
22-12-2012 TO 31-12-2012	X'mas Holidays
01-01-2013	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
02-01-2013 TO 10-01-2013	CONDUCT OF FIRST SET OF TEST PAPERS
17-01-2013	LAST DATE OF REGISTRATION OF THE COURSES
21-01-2013	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
04-02-2013	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
06-02-2013 TO 15-02-2013	CONDUCT OF SECOND SET OF TEST PAPERS

20-02-2013	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
28-02-2013	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS
01-03-2013	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
05-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS
08-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS
08-03-2013	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE)
13-03-2013	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
18-03-2013	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
02-04-2013	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS
20-03-2013 TO 05-04-2013	END SEMESTER EVALUATION(ESE)

The college follows the academic calendar of CBCSS of the University of Kerala.

Analysis of Feedback from all stakeholders

1. PTA meetings of UG/PG classes are held regularly every semester/year.

2. Feedback is collected from both parents and students. Feedback forms are issued for this purpose.

3. Both parents (90-95%) and students (90%) are satisfied with the teaching standards of the college.

4. Majority of the parents ((85-95%) are of the opinion that the college strives for academic excellence of students and also in the inculcation of ethical values in the students.

5. Almost all (90-95%) parents agreed that the college helps in developing social consciousness among the students through its NSS.

6. More than 90% of students and parents are of the opinion that college promotes the student's interest in extra- curricular activities according to their aptitude.

7. All stakeholders agreed that the college atmosphere is helpful in developing spiritual and moral values among the students.

8. Though the college tries to exhibit a high standard in the maintenance of discipline, classes are sometimes disrupted due to student politics.

9. All stakeholders feel that the students are safe in the college campus and assess the overall activities of the college to be good.

Suggestions put forward for the improvement of the functioning of the college are

- Minimise the disruption of classes due to campus politics.

- Need of a hostel for boys.

- As there is an increase in the demand for hostel accommodation from girls, hostel area is to be increased.

- PG courses need to be started for other UG courses also as currently only two out of the 13 UG departments have PG programmes.

- More rest rooms & toilets need to be constructed along with proper maintenance of the existing ones.

- There is a demand for more smart class rooms.

BEST PRACTICES OF THE INSTITUTION

Best Practice-1

1. Title of the practice: Extension Activities for moulding a multifaceted and dynamic cadre of young men and women

2. Objectives of the practice: To mould a humane, socially awakened and intellectually accomplished society

3. The context: NCC and NSS camps help in developing patriotic values and organisational skills. Extension activities give awareness on various issues and train students to serve society better.

4.The practice: Camps and campaigns arranged for spreading the messages of cleanliness and waste management, energy conservation, need of blood donation, life style diseases, cyber crime and drug abuse to the rural population. Women studies centre of college takes special care to see that the women students develop self confidence and competence to face the day to day problems they confront in society. Programmes on positive thinking and personality development are arranged for this purpose. Campaigns against domestic violence are also taken up.

5. Evidence of Success: Positive feedback received from public is very encouraging.

6. Problems encountered and resources required: Reluntance of parents to send their daughters to camps. More funding required from govt. for arranging camps.

Best Practice-11

1. Title of the practice: Tutorial system for guiding and motivating students.

2. The objectives of the practice: Helping students to develop good study habits, guiding students to set academic targets for better performance, providing a platform for students to voice their grievances, if any.

3. The context: Students were of the general view that pursuing an undergraduate course will not give them a bright future. Enthusiasm for learning was on the decline and the number of boys bunking classes was on the increase. New comers especially girls from remote areas, took time to adjust to the new environment due to lack of support and guidance from teachers.

4. The practice: Each class in the UG and PG level will be under the control and guidance of a tutor. Tutors will be entrusted with the task of mentoring the students of his/her class. During the weekly tutorial class each student fills up a questionnaire, in a one-to-one session, with regard to their family background, parental education, income, study habits, hobbies, problems faced at home and campus and their goals in life. Students with problems at home and under stress are indentified and given help by counsellors. Academic help in the form of special classes, notes and reference books are provided by tutors. Details of various possibilities of higher education and their employability are discussed with students. Before the end of each semester the progress made by students in academic matters is monitored and discussed with parents in the PTA

meetings. A tutorial report is prepared by the tutors in the end of each semester based on which further actions will be taken.

5. The evidence of success: The students enjoy considerable closeness with their teachers and are able to share their personal and academic problems with teachers. This has resulted in a considerable positive change in the attitude of students in the campus. Students feel less stressed after the one-to-one discussion session with their tutors. Positive feedback received from students and parents is the evidence of success of this endeavour in guiding students in the right direction.

6. Problems encountered and resources required: Some students were reluctant to disclose their personal problems. The number of tutorial sessions in each semester is to be increased for better results.

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