

ST.STEPHEN'S COLLEGE

PATHANAPURAM, KERALA

Tel: +91 - 475-2352385/2354385/2351714 Fax: +91-475-2352385

Email: ststephenspathanapuram@gmail.com

Website www.ststephenspathanapuram.ac.in

The Annual Quality Assurance Report (AQAR) of the IQAC

2014-2015



Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL, UNIVERSITY GRANTS COMMISSION**

BANGALORE

Part - A

1. Details of the Institution

1.1 Name of the Institution

St.Stephen's College, Pathanapuram

1.2 Address Line 1

Maloor College P.O

Address Line 2

Maloor

City/Town

Pathanapuram

State

Kerala

Pin Code

689695

Institution e-mail address

ststephenspathanapuram@gmail.com

Contact Nos.

0475-2352385,2354385,2351714

Name of the Head of the Institution:

Dr. Varughese P. Daniel

Tel. No. with STD Code:

0475-2352385

Mobile:

9400220110, 9447220110

Name of the IQAC Co-ordinator:

Lt (Dr) Koshy P.M

Mobile:

9447087260

IQAC e-mail address:

ststephenspathanapuram@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN11538

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/06/RAR/102

1.5 Website address:

www.ststephenspathanapuram.ac.in

Web-link of the AQAR:

www.ststephenspathanapuram.ac.in/iqac/

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83	2004	2004-2009
2	2 nd Cycle	B	2.80	2015	2015-2020
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC

10-07-2006

1.8 AQAR for the year

2014-2015

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

Last visit of NAAC on 8th, 9th and 10th of April 2015

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu.)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University	<input type="text" value="Nil"/>		
University with Potential for Excellence	<input type="text" value="Nil"/>	UGC-CPE	<input type="text" value="Nil"/>
DST Star Scheme	<input type="text" value="Nil"/>	UGC-CE	<input type="text" value="Nil"/>
UGC-Special Assistance Programme	<input type="text" value="Nil"/>	DST-FIST	<input type="text" value="Nil"/>
UGC-Innovative PG programmes	<input type="text" value="Nil"/>	Any other (Specify)	<input type="text" value="Nil"/>
UGC-COP Programmes	<input type="text" value="Nil"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- One Day Orientation Programme for the parents of First Year Students.
- Proposal for planning the construction of a new block above the existing main block of the college. The decision to construct Golden Jubilee Block was also taken.
- Conduction of orientation programme for staff members for the systematic functioning of the college and also for preparing for the NAAC Re-accreditation.

2.14 Significant Activities and contributions made by IQAC

- 1 Encouraged teaching faculty to submit proposal for international/National Seminar/Workshop /Symposium etc.
- 2 Encouraged teachers to go on deputation for Research under FDP of UGC.
- 3 Assisted departments in conducting Bridge courses and Remedial Classes.
- 4 Provided infrastructure for celebrating World Environment Day.
- 5 Periodically evaluated the preparation of Self Study Report and also ensured to upload the report in the college website.
- 6 Overlooked the *Guruvandanam* programme(honouring the retired teachers of the college)
- 7 Gave proper guidance to raise the fund for Golden Jubilee Valedictory function.
- 8 Took a decision to invite UNAI Officials for seminar.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
<ul style="list-style-type: none"> • Develop the infrastructural facilities of the College • Orientation Programme for the parents of the First Year Students. • Submit proposal to UGC for National Seminar. • Golden Jubilee Celebrations. • Guru Vandanam Programme. 	<ul style="list-style-type: none"> • A new block above the existing main block of the college is under construction. • Foundation stone laid for New Golden Jubilee Block. • Mr. Sunil D Kuruvilla took Orientation classes . • UGC Sanctioned 5 National Seminars . • Honourable Chief Minister of Kerala Shri. Oommen Chandi inaugurated the Golden Jubilee Celebrations. • Guru Vandanam Programme conducted. • Installed security cameras and CCTV to wipe out the menace of Ragging. • Renovated the office and library .

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

IQAC

Provide the details of the action taken

The Management and the IQAC perused the AQAR Reports in detail, gave their approval and the same was send to the NAAC Headquarters, Bangalore.

Part - B
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	-	-	-	-
PG	4	-	-	--
UG	8	1	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	12	1	-	-

Interdisciplinary	7	-	--	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

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

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

The P.G and U. G syllabi were revised by the University of Kerala in accordance with the regulations of CBCSS from 2013 onwards.

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

- Started B. A. English Language and Literature programme.

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	49	28	21	Nil	Nil

PHYSICAL EDUCATION-1,
LIBRARIAN-1

2.2 No. of permanent faculty with Ph.D.

15

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
10	Nil	Nil	Nil	Nil	Nil	1	Nil	11	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

9

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	7	26	17
Presented papers	2	31	-
Resource Persons	-	-	-

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

- 1 Bridge course and induction programme.
- 2 Study tour, field study.
- 3 PowerPoint Presentation aided classes.
- 4 Peer teaching.
- 5 Celebrating important days.
- 6 ICT enabled teaching.
- 7 Placement opportunities through Additional Skill Acquisition Programme(ASAP).
- 8 Tutorial System practised in the institution has minimised the gap between teachers and students.
- 9 Special Classes arranged under different departments for the weaker students
- 10 Smart Board enabled classrooms.
- 11 Scholar Support Programme and Walk with a Scholar Programme implemented

2.7 Total No. of actual teaching days

193

during this academic year

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

Bar Coding , Double Valuation, Scrutiny of answer sheets.

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

7	-	-
---	---	---

2.10 Average percentage of attendance of students

95.2

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	27	7	33	30	4	74
B.A Economics	35	0.8	17.14	-	31.4	57.14
B.Sc Mathematics	35	25.7	31.3	14	-	71
Physics	26	8	50	42	-	58.33
Chemistry	27	-	37	-	-	37
Botany	23	-	44	-	-	44
Zoology	27	27	23	6	-	56
M.Sc Chemistry	11	18	82	-	-	100
M.sc Physics	13	-	100	-	-	100
M.Sc Zoology	13	38	47			85

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

1. Remedial coaching arranged in English. 2. Collected feedback from students and teachers and brought in the necessary changes. 3. Encouraged teachers to take part in Faculty Improvement Programmes. 4. Overlooked the smooth conduction of University and College level examinations. 5. Coordinated the College level evaluation.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC - Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-

Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	5
Others	-

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	12	-	4	-
Technical Staff	11	-	1	-

Criterion - III

3. Research, Consultancy and Extension

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

The IQAC

- Directed the departments to submit proposals to UGC for National Seminars.
- Keeps an abstract along with 'Call for Papers' for conferences and seminars, coming from time to time to the college and circulates them to the corresponding departments.
- Encourages teachers to present and publish papers in response to the 'Call for Papers'.
- Encourages and deputed teachers to undertake research leading to Ph.D. under FIP and on part-time basis.
- Facilitates the function of well equipped research laboratories in various departments that aids in the projects of U.G and P.G.

3.2 Details regarding Major Projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	1
Outlay in Rs. Lakhs	55000	-	-	500000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	29	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	6	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	1	UGC	55000	
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	1	-	55000	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Other (specify)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number	-	1	-	-	7
Sponsoring agencies	-	UGC	-	-	Management

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

3.13 No. of collaborations International National Interdepartmental

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil

International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

i ECO-FRIENDLY ACTIVITIES

Environment Day was celebrated on JUNE 5, 2015 by the various departments in association with NCC and NSS Units of the college.

ii MEMBERSHIP IN UNAI (*global initiative that aligns institutions of higher education with the United Nations*).

Our college is one among those listed in the United Nations Academic Impact. The U.N Official visited our college and presented us with the accreditation certificate on 01.01.2015. This membership opens various opportunities available in global arena to our students.

iii GURUVANDANAM

A programme conducted on 17.02.2015 in association with the Alumni to honor the retired teaching and non teaching staff of our college.

iv WOMEN EMPOWERMENT PROGRAMMES

Women Studies Unit of our college organised a number of programmes that encourages women empowerment.

- *A class on "Women and Child Protection "on 4.12.2014*
- *A class on Jewel Making on 05.12.2014*
- *A class on Public Health Awareness and adolescent Gynaecology on 5.01.2015.*

v *Blood Donation Camp 2014-15 Organized by Zoology Association and NCC Unit in Collaboration with Kerala State Aids Control Society & HLPPT on 03.03.2015.*

vi *Flag Day was celebrated by the NCC Unit of the college on 07.12.2014.*

vii *A class on Management of Family Budget was arranged by Department of Chemistry for the members of Kudumbasree Unit of Pattazhy Vadakkekara Panchayath on 24.10.2014.*

- viii *Training Programme on **Mushroom Cultivation** organized by the Department of Botany for teaching ,Non teaching staff and the local people on 14.02.2015*
- ix *An awareness class on Energy conservation for the public was conducted by the department of Physics on 10.03.2015.*
- x *The NSS Unit of the College observed the day of older persons on Oct.1 ,2014. A team of 30 volunteers along with faculty members of the institution visited Snehatheeram,home for destitute located at Vattakala (1km from the college), Kollam District and interacted with the old aged. Mr.Liju.T.Varghese(NSS Programme Officer), Fr.George Mathew, Mr.Ajith Kumar V.R, Mrs.Susamma Varghese, Dr.Neena Suzzan Joshua, Dr.Ragesh Chandran, Mr.Kuriakose Joseph, Fr.Roy John also accompanied the student volunteers.*
- xi *M.G.O.C.S M raised a fund of Rs.17000/- for the victim in the thunder storm on 10.11.2014.*
- xii *The Department of Zoology organised environmental day celebrations, Independence day activities, Teachers day, Biodiversity day, National Seminar on Marine Biodiversity and AIDS Day activities in the college.*
- xiii *The Department of Chemistry organised classes on “Impact of Food Adulteration” ,Science Awareness Class ,Inter collegiate Quiz and a medical check up for the school children during the year.*

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	41.08 acres	-	-	-
Class rooms	28	1	Management	29
Laboratories	14	1	Management	15
Seminar Halls	1	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Library and the office have already been computerized. The books were barcoded.
- Inflibnet facility has been incorporated.
- New Computerised reference section has been set up in the library .
- More computers were installed with internet facility.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26765	3129510	321	86044	27086	3215554
Reference Books	365	-	-	-	365	-
e-Books	-	-	94680	Via Inflibnet	94680	-
Journals		-	26	53520	26	53520
e-Journals	-	-	3828	Via Inflibnet	3828	-
Digital Database	-	-	21	Via Inflibnet	21	-
CD & Video	-	-	45	-	45	-
Newspapers	-	-	4	9000	4	9000
Periodicals	-	-	35	10726	35	10726

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Departmental Library
Existing	30	2	11	-	-	4	-	10
Added	4	-	-	-	-	-	-	-
Total	34	2	11	-	-	4	-	10

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

- Wi-Fi and internet facilities available.
- Bar-coding of library books.

4.6 Amount spent on maintenance in lakhs :

i) ICT

-

ii) Campus Infrastructure and facilities

25 lakhs

iii) Equipments

-

iv) Others

-

Total :

25 lakhs

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Anti - Ragging affidavits distributed and awareness on Ragging and its penal repercussions given to students at the onset of the semester. The Anti - Ragging Cell functions effectively to weed out the evil of ragging from amongst students.

Socially and economically backward students were identified and remedial coaching was arranged for them at departmental levels.

The Counselling Cell gave effective counselling to students to support them emotionally and to give them the needed guidance. The Career Guidance Cell provides placement services to meritorious students.

Actions taken on the basis of the feedback collected from students regularly, helped to turn the college more student friendly.

The activities of various departmental Associations helped to hone the talents of students.

ASAP, WWS, SSP and Remedial Coaching

5.2 Efforts made by the institution for tracking the progression

- Evaluation of internal examinations helped identify students weak in their studies. They were further given the needed support and counselling to perform well in the university exams.
- The college keeps in touch with the Alumni through the yearly departmental Stephani Meetings and the General Stephani Meetings. Also the alumni still form part of live discussions on issues related to the college through various Stephani groups in the social media.
- Feedbacks collected from the students in time and necessary steps are taken by the institution on its basis.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
821	107	2	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	200	21.56		732	78.8

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
518	110	Nil	208	4	836	532	138	1	257		928

Demand ratio

Dropout % - 3.4

Cannot be calculated since admissions are centralized by the University through single window online system.

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

- A Placement readiness workshop organized by the Career Guidance Unit of the college on 12.12.2014.
- A seminar on " Character Cultivation and Personality Development" on 23.01.2015 by HRD Cell.
- The placement cell provides the needed guidance and support to students aspiring for various competitive examinations.
- The individual tastes of the students are identified at classroom levels and the career related guidance is given accordingly.
- The placement cell has a good library for students to refer to books needed for such exams and also various magazines and weeklies like Thozilveedi, Thozilvartha, Competition Success Review are subscribed to by the cell for the students.
- The cell brings in resource persons from outside to college to talk on developing personal skills and also to motivate students on how to perform in group discussions and job interviews. Mock interviews and group discussions also are conducted prior to examinations.
- In discussions held during the two weeks prior to various PSC and UPSC examinations by the Cell, the students actively discuss the expected questions in the exams.
- The cell also puts up newspaper cuttings of various wanted ads coming up in the dailies on its notice board.
- Many students made use of the skill development programme under ASAP organized by the Government of Kerala in the College.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- The students can approach the Career Guidance and Placement Cell for Career related counselling. The cell takes pains to identify the individual tastes of the students in the first semester itself and directs students to the best career that most suits them.
- The Department of Mathematics conducted Counselling classes.

No. of students benefitted

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
ASAP	35	1	-
Catholic Syrian Bank	20	-	

5.8 Details of Gender sensitization programmes

- Women Studies Unit of our college organised a number of programmes that encourages women empowerment.
- A class on "Women and Child Protection "on 4.12.2014
 - A class on Jewel Making on 05.12.2014
 - A class on Public Health Awareness and adolescent Gynaecology on 05.01.2015.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	55	25000
Financial support from government	(KPCR+OBC)	-
Financial support from other sources	4	7500
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Remedial coaching for Mathematics, Physics and Chemistry arranged at the Department of Chemistry.
- The tutorial hours gave students ample time to relax, find expression to their creativity and to know their teachers better even in the midst of the busy schedule of CBCSS.
- The Two Wheeler parking space area shifted off-campus relieved the clutter within the campus.
- The Ladies' Rest Room was renovated.

Criterion - VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The motto of our college is *Sacrifice, Serve and Save*. The staff and authorities of the college strive hard to fulfil these noble ideals enshrined in our motto.

6.2 Does the Institution has a management Information System

Yes. The management arrives at decisions on the college through the combined meetings of the Teaching and the non teaching staff. The College Council, Planning Board and IQAC has representatives from the management.

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

6.3.1 Curriculum Development

- 1 Faculty members served as resource persons for various workshops arranged for curriculum development at the university level.
- 2 Faculty members served as the members of various Boards of Studies.
- 3 In order to supplement the curriculum prescribed by the university the teachers took pains to make students think outside the box by taking up innovative projects and seminars.

6.3.2 Teaching and Learning

- 1 The teachers regularly attend Orientation, Refresher courses and other training programmes organized by the UGC, State and the University.
- 2 Collected feedback from students and the same was conveyed to the teacher to bring in the necessary changes.
- 3 To catch and keep the attention of students teaching was made more interactive.

6.3.3 Examination and Evaluation

The college conducts two internal examinations before the Semester end University examination. An average of the scores scored in these two examinations is taken for university level evaluation.

A Re-test is conducted for those performing poorly in the term examinations and the needed guidance is given to perform better.

6.3.4 Research and Development

Encouraged teachers to present and publish papers in response to 'calls for papers' for various seminars and workshops.

Deputed teachers to undertake Ph.D. research under FIP and on part-time basis.

Overlooks the functioning of well equipped research labs functioning at various departments that aids in the projects of U.G AND P.G

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library has been renovated and offers more services

- Circulation of Books
- Reference Service.
- Online Public Access Catalogue
- Inflibnet Nlist (21 international databases)
- Internet browsing
- Digital library via library blog
- Photostat and Printing
- Library Orientation Programme
- Readers Forum

2. Every department purchases adequate apparatus.

6.3.6 Human Resource Management

- The teachers regularly attend Orientation, Refresher courses and other training programmes organized by the UGC, State and the University.
- The Counselling and Grievance cell: Students who need emotional counselling are directed to the cell by their respective class teachers or fellow students. Effective redressal of emotional issues of the students is done.
- The students can approach the Career Guidance and Placement Cell for Career related counselling. The cell takes pains to identify the individual tastes of the students in the first semester itself and directs students to the best career that most suits them.
- The placement cell has a good library for students to refer to books needed for such exams and also various magazines and weeklies like Thozilveedi, Thozilvartha, Competition Success Review are subscribed to by the cell for the students.
- The cell brings in resource persons from outside to college to talk on developing personal skills and also to motivate students on how to perform in group discussions and job interviews. □

6.3.7 Faculty and Staff recruitment

The faculty and staff are recruited as per the norms laid down by the UGC, University of Kerala and State Government.

6.3.8 Industry Interaction / Collaboration

- The Department of Zoology has a linkage with KSBB, NIO (Kochi), CMLRE (Kochi), KSBB (Thiruvananthapuram).
- Every department makes an industrial or laboratory visit every semester in connection with the project work of the students.

6.3.9 Admission of Students

The admission of students is done as per University norms. 50 and 20 percent of the total number of seats allotted for each course constitute the general and reserved seats. These are filled via the online admission by the university. Ten percent of the seats are reserved for meritorious students from the orthodox community. Twenty percent of the seats are reserved for management quota.

6.4 Welfare schemes for

Teaching	Management organizes Orientation Programme.
Non teaching	Management organizes Orientation Programme .
Students	Scholarships and Financial support to needy .

6.5 Total corpus fund generated

Nil

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	UGC & Government	Yes	Principal
Administrative	Yes	UGC & Government	Yes	Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Examinations are conducted by the University.

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

N.A.

6.11 Activities and support from the Alumni Association

Funds raised by the departmental and the general alumni associations were handed over to the departments for donating to the destitute and for infrastructural development.

The alumni actively participate in the live discussions on various issues in the college and give their suggestions. They still form part of the college discussions in the various alumni forum in social media.

6.12 Activities and support from the Parent - Teacher Association

A PTA is called for at the beginning of a semester to cement the bond between teachers and parents.

Regular meetings are held.

The PTA has instituted scholarships for meritorious students.

6.13 Development programmes for support staff

The Administrative and Technical Staff of our college take part in the various training programmes organized by the University on IT.

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

- Saplings of fruit bearing trees were planted in and around the campus on the environmental day on June 5.
- Department of Botany organised a seminar on Environmental issues in association with a state level agency.
- Department of Zoology and NCC Unit of the college celebrated the World Environment Day
- Department of Physics organised an exhibition in connection with environmental day celebrations.

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.

An ethics committee was constituted that announces a thought for the day following the prayer every morning to boost the morale of the students.

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

- A new block above the existing main block of the college is under construction.
- Foundation stone laid for Golden Jubilee Block.
- Mr. Sunil D Kuruvilla took Orientation classes .
- UGC Sanctioned four National Seminars and one state level seminar.
- Honourable Chief Minister of Kerala Shri. Oommnen Chandy inaugurated the Vaedictory session of Golden Jubilee Celebrations.
- Guru Vandanam Programme conducted.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- Social Extension Activities organised by the NSS and NCC that drew mass public support.
- Gender Empowerment programmes through the Women Cell Unit of the College.

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

7.4 Contribution to environmental awareness / protection

- Saplings of fruit bearing trees were planted in and around the campus on the environmental day on June 5.
- Department of Botany organised a seminar on Environmental issues in association with Kerala State Council for Science Technology and Development.
- Department of Zoology and NCC Unit of the college celebrated the World Environment Day on June 5th .
- Department of Physics organised an exhibition in connection with environmental day celebrations.

7.5 Whether environmental audit was conducted? Yes No

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

Strength: - 1. Competent and dedicated faculty
 2. Highly supportive management.
 3. Social Outreach
 4. Extension activities of NCC&NSS.
 5. Gender Empowerment programmes through the Women Cell .

Weakness:- 1. Inadequate commutation facilities.

Opportunities:- 1. Financially and socially backward students.
 2. Rural settings.

Threat:- 1. Family problems leading to rise in Drop out ratio.
 2. Lack of interest among students to pursue higher education

8. Plans of institution for next year

- a Construction of Jubilee Block building estimated worth Rs. 12 Crore.
- b More seminars/workshops/ conferences to be conducted as part of Jubilee celebrations.
- c Plan to establish research centre in Chemistry.
- d Steps to upgrade Department of commerce, Botany and Economics into P.G Departments.
- e Start more courses in the college.
- f Strengthen the activities of the college under the leadership of various teachers.
- f Encourage more Faculty members to initiate their research activities.
- g Each department envisage at least two programmes every month.

Name : Lt (Dr) Koshy P.M

Name : Dr. Varughese P. Daniel



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



Part B - 1.3 Annexure

Feedback Analysis

Analysis was made on the basis of 500 samples collected from various PG and UG departments of the college.

- **EDUCATION LEVEL OF PARENTS**

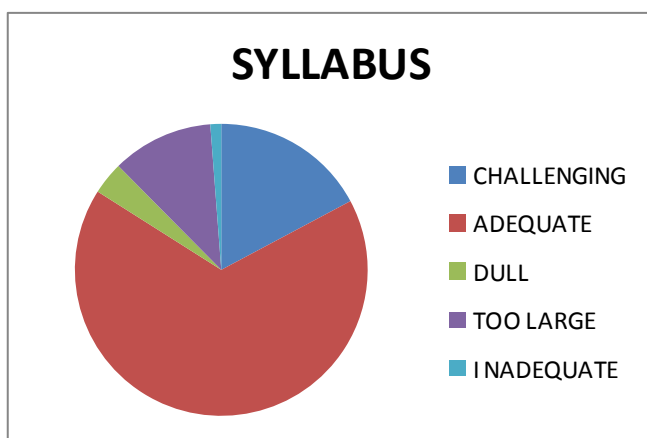
	Father	Mother
PRIMARY	356	317
SSLC	45	140
PDC	48	28
UG	30	8

- **Family Atmosphere**

Average monthly income of the family is Rs.1328. About 60 percent of the students come from rural village and live in concrete houses.

- **Syllabus & Course**

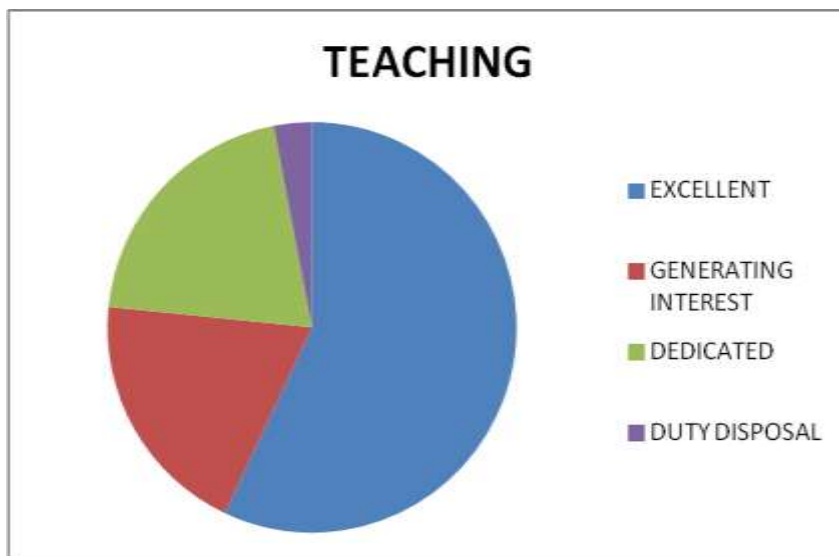
Majority of the students find their syllabus adequate.



- **Percent of Syllabus Taught**

482 Samples responded that above 90% of the syllabus was covered in the class.

- **Nature of Teaching in the Department**



- **Teacher- Student Relationship**

	Number	Percent
Very Good	400	80
Good	81	16
Satisfactory	19	4
Poor	-	-
Bad	-	-

- Miscellaneous

Sl.No.	Question	Yes*(in percent)	No* (in percent)
1	Do teachers allow students' participation in the class?	89	11
2	Are you in favour of students' participation in the class?	68	32
3	Do you participate in the study tour program?	62	38
4	Did you get teachers help in participating in extracurricular activities?	94	6
5	Do you think personal contact with the teacher improves the effectiveness of teaching?	97	3
6	Do you agree with the present system of electing a College Union from class representatives?	65	35
7	Do you regularly use the library facilities?	89	11
8	Are you satisfied with the present timings of the library?	93	7
9	Are you satisfied with the working of the college office?	75	25
10	Are you satisfied with the working of the physical education department?	78	22
11	Do you feel any difference in the method and content of teaching of teachers with research degree?	84	16
11	Are you satisfied and proud as a student of this institution?	89	11
12	Will you be happy to take part in the activities for the development of the college in the future as an alumnus if needed?	96	4

* figures rounded to the nearest whole number.

ANNEXURE

PART A 2.15

Ac.D /1/CAL/2014-'15

UNIVERSITY OF KERALA

Calendar showing the academic events for the year 2014-'15 for all the University Teaching and Research Departments and Arts and Science Colleges affiliated to the University

JUNE 2014

June 2 Monday	Colleges re-open after Mid Summer Vacation
June 10 Tuesday	Last date for receipt of application for exemption from production of attendance (shortage of attendance for junior students)
June 16 Monday	University Teaching and Research Departments Re-open
June 18 Wednesday	The Principals forward index cards of all teachers to the Controller of Examinations
June 30 Monday	Last date for receipt of applications for University Fellowship (SRF & PDF)

JULY 2014

July 2 Wednesday	Date for receipt of applications for recognition of Student's Hostels/Colleges.
July 15 Tuesday	Last date for receipt of applications for Ph.D Registration as Research Scholars.
July 23 Wednesday	Last date for settling of accounts of April/May Examinations by the Principals.
July 31 Thursday	<ol style="list-style-type: none">1. Last date for receipt of Half-Yearly Returns from Colleges as on 16.07.20142. Closure of admission to 1st Semester of First Degree Programmes (The last date for receipt of attendance and progress certificate will be notified in due course)

AUGUST 2014

August 6 Wednesday	<ol style="list-style-type: none">1. Last date for receipt of reports from the Colleges in Subjects and Courses for which classes have not been started for want of students.2. Last date for receipt of returns from the Colleges relating to New Admission to Junior and Senior Classes. (Subject wise strength)3. Notification for College Union Election
August 21 Thursday	College Union Election

SEPTEMBER 2014

September 3 Wednesday	Last date for receipt of applications for exemption from production of Attendance Certificate.
September 05 Friday	Colleges and University Teaching and Research Departments close for Onam Holidays on 05.09.2014 evening. (Onam Holidays from 06.09.2014 to 15.09.2014)
September 16 Tuesday	Colleges and University Departments Re-open after Onam Holidays

OCTOBER 2014

October 1 Wednesday	Last date for receipt of applications for Private Registration for Degree Courses (Annual Scheme) without fine.
October 8 Wednesday	Last date for receipt of application for revision or correction of Register of candidates.
October 31 Friday	<ol style="list-style-type: none"> 1. Last date for receipt of Return of Matriculates without fine (MFR). 2. Last date for receipt of application for Private Registration for Degree Course with fine (Annual Scheme).

NOVEMBER 2014

November 4 Tuesday	<ol style="list-style-type: none"> 1. Last date of receipt of Return of matriculates with fine (MFR) 2. Notification for grants for Research Journals.
November 28 Friday	Last date to intimate the Elective Subjects in respect of candidates appearing for CBCSS Examinations of March/April 2014, to the University

DECEMBER 2014

December 01 Monday To December 10 Wednesday	} College Youth Festival (Any two days between this schedule)
December 05 Friday	
December 20 Friday	Last date for submitting application for Grants to Research Journals published by affiliated colleges and Institutions recognized by the University
December 20 Friday	Colleges/University Teaching and Research Departments close for X'mas Holidays on 19.12.2014 evening. (Christmas Holidays from 20/12/2014 to 29/12/2014)
December 30 Monday	Colleges and University Teaching and Research Departments Re-open after Christmas Holidays

JANUARY 2015

- January 5
Monday Principals to send Annual Reports to the Registrar
- January 7
Wednesday Last date to intimate the Elective Subjects in respect of candidates appearing for University PG Examinations of March/April 2015, to the University
- January 7
Wednesday }
To
January 16
Friday } University Youth Festival.
- January 15
Thursday Last date for receipt of applications for Ph.D Registration of Research Scholars.
- January 21
Wednesday Last date for receipt of Half-Yearly Returns from Colleges as on 15.1.2015.

FEBRUARY 2015**MARCH 2015**

- March 31
Tuesday Last date for receipt of application for recognition of Examination of other Universities or Boards without fine.
- Colleges close for Mid-Summer Vacation on 31.03.2015 evening -
Vacation from 01.04.2015 to 01.06.2015
- April 14
Monday University Teaching and Research Departments close for Mid Summer Vacation on 13.04.2015 evening -
Vacation from 14.04.2015 to 15.06.2015

Calendar for P.G. Semester Courses and Degree Courses under CBCS in Affiliated Colleges will be issued separately.

Important:-

1. The Heads of the University Teaching Research Departments and Principals of affiliated colleges should ascertain minimum working days (80 and 90 days respectively) in each semester.
2. *The days spent for College Union Election, Union Inauguration, Arts and Sports Festivals and College Day Celebrations are to be treated as working days since the University Act and Statutes provide for the same. The days lost due to student strike, drought, flood and unforeseen holidays shall be compensated.*

University Building
Thiruvananthapuram,
29/05/2014

Sd/-
REGISTRAR

Part B 7.3 Annexure

1. Social Extension Activities

The following social extension activities were organized by the NSS in the College:

1. AWARENESS ON CHILD WELFARE- NSS unit of the college in association with KERALA STATE COUNCIL FOR CHILD WELFARE (KSCCW) and Govt. Of Kerala created an awareness on the need for child welfare through classroom campaigns and circulation of printed brochures regarding the same. The Unit also raised a sum of Rs.2000 which was passed on to KSCCW.

2. INTERNATIONAL DAY OF OLDER PERSONS :The NSS Unit of the College observed the day of older persons on Oct.1 ,2014. A team of 30 volunteers along with faculty members of the institution visited *Snehateeram, home for destitute* located at Vattakala (1km from the college), Kollam District and found time to interact with the old aged. Mr.Liju.T.Varghese(NSS Programme Officer), Fr.George Mathew, Mr.Ajith Kumar, Mrs.Susamma Varghese, Dr.Neena Suzzan Joshua, Dr.Ragesh Chandran, Mr.Kuriakose Joseph, Fr.Michael also accompanied the student volunteers. 225 kgs of rice, 50 kgs of Atta and Rs.4500 were handed over to the coordinator of *Snehateeram*.

3. As part of its regular activities, the NSS organized various cleaning activities at the KSRTC Bus Depot, Pathanapuram, locality, reconstructed neighbouring roads.

4. Saplings were distributed to students as well as the public as part of Environmental Day Celebrations of the college under the joint auspices of the NSS and the NCC Units of the College.

5. Blood donation Camp was arranged on 3.3.2015 by the NCC Unit of the college. Medical team from Government hospital Kottarakara led the camp in which 50 Students donated blood.

2. Gender sensitizing activities organized

- 1 As part of the Ayurvedic Medical Camp organized in the College under the joint auspices of the Women's Cell, NSS and the Department of Zoology, the doctors took class on women's health and diseases.
- 2 The Women's Cell organized programmes to sensitize the lady students on personal hygiene, self defence, legal protection for women etc.
- 3 Men students were also welcome to these programmes since effective gender harmony involves women as well as men.
- 4 A debate titled *Reserving the Other Half* was held on 10 July 2013 on behalf of the Department of English's gender awareness initiatives.
- 5 A seminar on *Gendered Silver Screen: Women Through Camera Eye* was held by the Department of English to draw students attention to the way women get portrayed on silver screen.
- 6 A Group Discussion on *Women in Charge: Problems and Perspectives* conducted by the Department of English focused on the problems faced and perspectives held on women in power.