

ST.STEPHEN'S COLLEGE

PATHANAPURAM, KERALA

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The Annual Quality Assurance Report

(AQAR) of the IQAC

2016-2017



Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

UNIVERSITY GRANTS COMMISSION

BANGALORE

2017

The Annual Quality Assurance Report (AQAR) of the IQAC

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, Kollam Dt.

State

Kerala

Pin Code

689695

Institution e-mail address

ststephenspathanapuram@gmail.com

Contact Nos.

0475-2351385, 2352385, 2354385

Name of the Head of the Institution:

Dr. Achamma George

Tel. No. with STD Code:

0475-2352385

Mobile:

9447388690

Name of the IQAC Co-ordinator:

Capt (Dr) Koshy P.M

Mobile:

9447087260

IQAC e-mail address

ssciqac1964@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

2016-2017

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

- I. AQAR 2014-2015 Submitted to NAAC on 09-10-2015
- II. AQAR 2015-2016 Submitted to NAAC on 29-07-2016

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)

University of Kerala,
Thiruvananthapuram

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="NA"/> | | |
| University with Potential for Excellence | <input type="text" value="NA"/> | 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="-"/> |
| UGC-COP Programmes | <input type="text" value="Nil"/> | | |

2. IQAC Composition and Activities

| | |
|--|----------------------------------|
| 2.1 No. of Teachers | <input type="text" value="13"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="01"/> |
| 2.3 No. of students | <input type="text" value="01"/> |
| 2.4 No. of Management representatives | <input type="text" value="03"/> |
| 2.5 No. of Alumni | <input type="text" value="01"/> |
| 2. 6 No. of any other stakeholder and community representatives | <input type="text" value="01"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="01"/> |
| 2.8 No. of other External Experts | <input type="text" value="Nil"/> |
| 2.9 Total No. of members | <input type="text" value="21"/> |
| 2.10 No. of IQAC meetings held | <input type="text" value="03"/> |

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

Non-Teaching Staff 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

- Seminar on NAAC accreditation and assessment procedure
- International Yoga Day.

2.14 Significant Activities and contributions made by IQAC

1. Encouraged each department to conduct extension activity for the benefit of the society.
2. Encouraged teachers to go on deputation for Research under FDP of UGC.
3. Assisted departments by preparing time schedule for conducting Bridge courses and Remedial Classes.
4. Directed departments to celebrate important days and events.
5. Facilitated Library automation, Purchase of books and journals, Library department to conduct extension activity.
6. As per the direction of University of Kerala and also by UGC, suggested the Introduction of **CCTV** in the examination halls.
7. Result analysis was done. Student teacher feedback from the department collected and analysed.
8. Conducted seminar on '**NAAC Accreditation and Assessment Procedures**' for teachers and issued certificates to the participants.
9. As per UGC and State Government direction '**International Day of Yoga**' was celebrated and certificates were issued to the participants.
10. Submitted proposal to the management to renovate the Chemistry laboratory
11. Submitted proposal maintenance of class rooms.
12. Suggested PTA to provide salary to Ad – hoc Lecturers from the PTA fund.
13. PTA fund also utilised to organise 'Hrydayapoorvam' a welcome function to the fresher's of the college.
14. Gave proposal to obtain **ISBN**
15. Periodically evaluated the preparation the activities of the department and also ensured to upload the report on the College website.

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

- Construction activities of Ladies Hostel to be completed.
- To take immediate steps to improve research activity.
- 2016-17 is the “**Year of publication**”.
- “**Rain water harvesting**”
- Encourage Sports activity and also conduct various sports tournaments in the College.
- Install CCTV in College
- Conducted seminar by IQAC

Achievements

- Due to the certain problems raised by the local public, the construction of hostel cannot be completed. Sports Hostel renovated with the support of the management.
- Increase in the number of Research guides and Research scholars.
- Publication number increased, **ISBN** received. International standard book published.**INFLIBNET** facility available in the library.
- Plan and budget for “**Rain water harvesting**” prepared. The project will be materialized soon.
- Sports and games conducted for the students. We have a Volleyball team that holds state level ranking. A sports hostel functions in the College assisted by a University coach.
- **CCTV** installed in the examination halls, in addition to the CCTV already installed in the College.
- Two seminars conducted by IQAC

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

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 | 01 | - | - | - |
| PG | 4 | - | - | -- |
| UG | 8 | - | - | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | - |
| Others | - | - | - | - |
| Total | 13 | - | - | - |

| | | | | |
|--------------------------|----------|---|----|---|
| Interdisciplinary | 8 | - | -- | - |
| 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 | 01 (Ph.D.) |

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 AnnexureII**

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.

Nil

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-----------|------------------|----------------------|------------|------------|
| 43 | 29 | 14 | Nil | Nil |

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 |
| Nil | 13 | Nil | Nil | Nil | Nil | Nil | Nil | Nil | 13 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

13

Nil

2

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|--------------------|---------------------|----------------|-------------|
| Attended Seminars/ | 14 | 11 | 08 |
| Presented papers | 04 | 07 | - |
| Resource Persons | - | - | 01 |

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

1. Peer teaching
2. ICT enabled teaching.
3. Tutorial System practised in the institution has minimised the gap between teachers and students.
4. Each department is conducting Study tour and field study as part of their programmes in syllabus
5. Power Point Presentation.
6. Interactive Board enabled classrooms.
7. Scholar Support Programme and Walk With a Scholar Programme implemented
8. Bridge course and induction programmes were conducted.
9. Remedial course for weak students
10. **IRIS**, journal is released by the Post graduate department **Chemistry** department every year.
11. **Quiz competition** conducted by various departments.
12. Important events were published in the special notice board placed in an open space and also in the college website.
13. Debate and group discussions conducted.

2.7 Total No. of actual teaching days

194

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)

1. Internal examinations,
2. P.G two internal examination
3. Class test

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

91

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---------------------------------------|--------------------------------|---------------|-------|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| BA/B.Sc./ B.Com Result 2016-17 | | | | | | |
| B.Com | 34 | 7.1 | 92.9 | - | - | 41.2 |
| B.A Economics | 36 | - | 10 | 20 | 70 | 27.8 |
| B.A English | 32 | - | 80 | 20 | - | 43.8 |
| B.Sc. Mathematics | 37 | 77.8 | 22.2 | - | - | 48.7 |
| Physics | 28 | 14.3 | 85.7 | - | - | 25 |
| Chemistry | 23 | - | 100 | - | - | 21.7 |
| Botany | 33 | 26.7 | 73.3 | - | - | 45.5 |
| Zoology | 33 | 33.3 | 66.7 | - | - | 33 |
| *M.Sc. Result 2015-16 | | | | | | |
| M.Sc. Physics | 13 | - | 90.09 | 9.1 | - | 85 |
| M.S. Chemistry | 14 | 60 | 40 | - | - | 64.3 |
| M.Sc. Zoology | 13 | 69.2 | 30.8 | | | 100 |
| M.Sc. Mathematics | 14 | - | 100 | | | 85.7 |

***M.Sc. 2016-17 Examination is going on**

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

1. Collected feedback from students and teachers and brought necessary changes.
2. Encouraged teachers to take part in Faculty Development Programmes.
3. Overlooked the smooth conduction of University and College level examinations.
4. Coordinated the College level evaluation.
5. Department level IQAC members were selected from teaching faculty to coordinate department level activity
6. Separate email IDs were created for each department for easy communication between IQAC and the departments in the college.
7. Presently **ten** faculty members are doing Ph.D. in Par-time basis.

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|--|-------------------------------------|
| Refresher courses | 04 |
| UGC - Faculty Improvement Programme | 02 |
| HRD programmes | 01 |
| Orientation programmes | 06 |
| Faculty exchange programme | - |
| Staff training conducted by the university | 02 |
| Staff training conducted by other institutions | 09 |
| Summer / Winter schools, Workshops, etc. | 15 |
| Others | 03 |

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 | 07 | 07 | - | - |
| Technical Staff | 09 | 07 | - | - |
| Physical Education | - | 01 | - | - |
| Librarian | 01 | - | - | - |

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.
- Submit proposal to **KSCSTE** for the conduct of one day seminar.
- Encourages teachers to present and publish papers in response to '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.
- Increase the number of Research guides and Research students.
- Proposal given for obtaining ISSN status for publications.
- Encouraged to utilize **INFLIBNET, NLIST** facility in the library
- Aided in the Orientation programmes conducted by library for students
- Facilitated Journal review programme through Library
- Library started a Blog

3.2 Details regarding Major Projects

| | Completed | On-going | Sanctioned | Submitted |
|---------------------|-----------|----------|------------|-----------|
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | - | 01 | - | - |
| Outlay in Rs. Lakhs | - | 0.45 | - | - |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|-----------|--------|
| Peer Review Journals | 13 | 02 | - |
| Non-Peer Review Journals | - | - | - |
| e-Journals | - | - | - |
| Conference proceedings | 04 | 02 | - |

3.5 Details on Impact factor of publications:

Range **0.3-7.92** Average **2.1** h-index **3.6** 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 | - | - | - | - |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects (other than compulsory by the University) | - | - | - | - |
| Any other(Physics, Chemistry , Botany & Zoology) | One | KSCSTE | 113,500 | 73,500 |
| Total | - | - | 113,500 | 73,500 |

3.7 No. of books published i) With ISBN No. **03** Chapters in Edited Books **09**

ii) Without ISBN No. **Nil**

3.8 No. of University Departments receiving funds from

| | | | | | |
|---------|----------------------------------|-----|----------------------------------|------------------|----------------------------------|
| UGC-SAP | <input type="text" value="Nil"/> | CAS | <input type="text" value="Nil"/> | DST-FIST | <input type="text" value="Nil"/> |
| DPE | <input type="text" value="Nil"/> | | | DBT Scheme/funds | <input type="text" value="Nil"/> |

3.9 For colleges

| | | | | | |
|----------|----------------------------------|-----|----------------------------------|-----------------|----------------------------------|
| Autonomy | <input type="text" value="Nil"/> | CPE | <input type="text" value="Nil"/> | DBT Star Scheme | <input type="text" value="Nil"/> |
| INSPIRE | <input type="text" value="Nil"/> | CE | <input type="text" value="Nil"/> | Other (specify) | <input type="text" value="Nil"/> |

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|---------------|------------|-------------------|
| Number | - | - | 06 | - | 03 |
| Sponsoring agencies | - | - | KSCSTE | - | Department |

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | 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 |
|-------|---------------|----------|-------|------------|------|---------|
| - | - | - | - | - | - | - |

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 | Nil | College forum | 8 | | |
| NCC | 3 | NSS | 3 | Any other | 4 |

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

- UGC sponsored one day training programme for women appearing in competitive examinations. The programme was organised by **Women's cell** of the College.
- Medical camp organised by department of **Economics**. The programme was sponsored by UGC.
- Post- graduate and Research Department of **Zoology** conducted apiculture training programme and Bee hives were provided to the volunteers, the programme was sponsored by UGC. Arranged seminar on Environment Day sponsored by **KSCSTE** and Science exhibition on National science day.
- Post- graduate department of **Chemistry** organised a mini exhibition on Science day open to nearby school students and public, an awareness class on Lifestyle diseases. Arranged seminar on Ozone Day sponsored by **KSCSTE**.
- Department of **Botany** organised one day seminar on Inter National day of Pulses, Wet land day and Environment day. The programme was sponsored by **KSCSTE**.
- Department of **English** organised one day training programme on Women Empowerment. The programme was sponsored by **UGC**.
- UGC sponsored energy audit was done by Post- graduate department of **Physics** in association with Energy Conservation Club. Locally arranged programme to acknowledge the consumers those who reduce the power consumption in their house. Arranged a seminar on Science Day sponsored by **KSCSTE**.
- **NSS** arranged Environmental day celebration, cleaning programme at KSRTC bus stand and market at Pathanapuram.
- **NSS** arranged a workshop on disaster management
- **NSS** organised special camp of one week duration at St.Paul's U.P.School, Methukummel.
- **NCC** involved in the campus cleaning programme, cleaning the Biodiversity Park and planted tree sapling on environmental day.
- **NCC** organised tendays Annual Training Camp for **500 cadets** from various institution.
- **NCC** conducted Yoga training programme on International Yoga Day, and Independent day was celebrated.
- **NCC** day was observed with a **Run for Fun** programme and also conducted charity visit to **Ashabhavan**.
- **Library** arranged various programmes including '**Kalikkoottam**', Internship for degree students, reader's forum, and Book exhibition.

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 | - | - | 41.08 acres |
| Class rooms | 35 | - | - | 35 |
| Laboratories | 15 | - | - | 15 |
| Seminar Halls | 1 | - | - | 1 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | - | 4 | UGC XII Plan | 4 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | - | - | - |
| Sports hostel renovated during the year (Rs in Lakh) | - | 14 | Management | - |
| Renovated Chemistry Lab (Rs in Lakh) | | 8 | Management | |
| UPS for 23 computers in Mathematics (Rs in Lakh) | | 2 | Management | |
| Walk way inside the college campus | | 1 | Management | |

4.2 Computerization of administration and library

- INFLIBNET facility has been incorporated.
- Office computerized and salary bill and pay particulars managed through SPARK

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|---------|-------------|--------|-----------|-----------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 27264 | 3294341 | 364 | 132815 | 27628 | 34,27,156 |
| Reference Books | 373 | 48859 | 10 | 4709 | 383 | 53,568 |
| e-Books | 1,35809 | NLIST | 29,99,191 | NLIST | 31,35,000 | NLIST |
| Journals | 28 | 144160 | - | - | 28 | 1,44,160 |
| e-Journals | 3500 | NLIST | 2737 | NLIST | 6237 | NLIST |
| Digital Database | 22 | NLIST | - | - | 22 | - NLIST |
| CD & Video | 45 | 10000 | 10 | 1500 | 55 | 11500 |
| Newspapers | 5 | 29790 | - | - | 5 | 29790 |
| Periodicals | 32 | 28652 | 05 | 2241 | 37 | 30893 |

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 up gradation (Networking, e-Governance etc.)

- Wi-Fi and internet facilities available.in the library and college
- Library department conducted orientation programme for students

4.6 Amount spent on maintenance in Rs :

i) ICT

70000

ii) Campus Infrastructure and facilities

200000

iii) Equipments

660000

iv) Others

39640

Total :

969640

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The induction course was conducted in order to equip the students to the new academic situation.
- Class teachers, teachers responsible for various clubs, NCC, NSS, Grievances and redressal cell, counselling cell and librarian interact with the student.
- Hand book of the college issued to the students and 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.
- Students are familiarised with departmental activity, ASAP, WWS, SSP and Remedial Coaching etc.

5.2 Efforts made by the institution for tracking the progression

- The college keeps in touch with the Alumni through the yearly departmental Stephani Meetings and the General Stephani Meetings.
- Alumni still form part of live discussions on issues related to the college through various Stephani groups in the social media.
- Social media group including alumni and teachers help us to track the progression of students.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------------|------------|-----------|--------|
| 895 | 108 | 08 | - |

(b) No. of students outside the state

| |
|-----|
| Nil |
|-----|

(c) No. of international students

| |
|-----|
| Nil |
|-----|

| Men | No | % | Women | No | % |
|-----|------------|-------------|-------|------------|-------------|
| | 283 | 27.9 | | 726 | 72.1 |

| Last Year 2015-16 | | | | | | This Year 2016-17 | | | | | |
|-------------------|------------|-----------|------------|-----------------------|------------|-------------------|------------|-----------|------------|-----------------------|-------------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 627 | 145 | 01 | 217 | 04 | 994 | 586 | 153 | 01 | 269 | 02 | 1011 |

Demand ratio

Dropout % - **4.5**

| |
|---|
| Demand ratio cannot be calculated since admission is centralized by the University through single window online |
|---|

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

- The College conducts **NET/SET** Coaching for P.G students with the support of UGC fund – Beneficiaries: **87** Nos.
- Civil service coaching conducted in the College- Beneficiaries: **50** Nos.
- Career guidance programme conducted in the college- Beneficiaries: **100**Nos.

No. of students beneficiaries

237

5.5 No. of students qualified in these examinations

NET **05**

SET/SLET **05**

GATE **-**

CAT **-**

IAS/IPS etc **-**

State PSC **03**

UPSC **--**

Others **--**

5.6 Details of student counselling and career guidance

- We have a counselling and career guidance cell in the college campus
- Department of commerce organised a career guidance programme
- Department of Mathematics has a counselling centre headed by Rev. Fr. Jacob Roy N.J

No. of students benefitted

51

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 |
| Nil | - | - | - |
| - | - | - | - |

5.8 Details of Gender sensitization programmes

- Women Studies Unit of our college organised various programmes that encourages women empowerment.
- A seminar on women's hygiene and empowerment was conducted
- A documentary '**VismayaJwala**' was screened to create awareness on waste management and nature preservation
- Cookery class was conducted
- Visited **Snehatheeram** which is a Charitable organizations for differently abled women
- A seminar on common gynaecological problem among adolescence was conducted.
- A debate was conducted in connection with International women's day '**Technology a Boon or Bane**' for women's security

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 | 23 | 41,150 |
| Financial support from government | 917 (KPCR,OBC,FC, SEBC,SC,ST & OEC) | 39,97,715 |
| Financial support from other sources | - | - |
| 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:

| Grievances | Redressed |
|---|--|
| • Shortage of teachers | Guest faculty was appointed utilizing grants from Government, PTA and Management fund. |
| • Attendance shortage due to Participation in NCC, NSS and various club activities | The problem resolved by Council |
| • Retest for students participating in competitions, cultural activities, sports, NCC & NSS | The problem resolved by the examination committee |
| • Water leakage in the class room during rainy season | Redressed by Management |
| • Scarcity of Drinking water | Water cooler repaired |
| • Third floor getting too warm during sunny days | Electric Fans fitted by Management |

Criterion – VI

8. 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 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

Faculty members served as resource persons for various workshops arranged for curriculum development at the University level.

Faculty members served as the members of various Boards of Studies.

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

- Academic calendar issued for effective teaching learning process
- Induction course conducted
- Bridge course arranged to familiarise the course
- Remedial coaching for weaker students
- Tutorial system functioning
- Assignments, seminars, peer teaching, invited talks, field study, linkage with other institutions etc.
- Departmental library functioning in PG departments
- College level monitoring committee, Department level monitoring committee, functioning in the College
- Feedback system functioning in the college.
- Use of smart boards, Departmental library, invited talks, ICT enabled teaching, etc.
- To catch and keep the attention of students teaching was made more interactive.

6.3.3 Examination and Evaluation

- Internal examination conducted by CBCSS unit of the college.UG has one internal and PG, two.
- Feedback from students, retest for poor students, End semester examination by University etc.
- 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 Model practical examination is conducted before university practical examination
- Retest conduct for students who cannot attend the internal examination due to their participation in various extracurricular activities.

6.3.4 Research and Development

- Encourage teachers to participate in seminar and publish paper in peer reviewed journal.
- 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 FDP 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 courses
- Encouraged PG students to carryout student project at various reputed institutions.
- Free internet made available to teachers and students
- Dr K.P.Laladas Post graduate department of Zoology published a book in Springer International 'Environmental Challenges and solutions'
- Dr Biju A Post graduate department of Zoology identified two new species of Crustaceans
- Dr Sreejai Post graduate department of Zoology identified two new record of **Migratory birds**

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Departmental library functions in all PG departments
- Certain departments maintain Book bank
- Department of Mathematics is supported by National Board of Higher Mathematics
- Library has been renovated and offers more services
- Free internet facility available in the library
- Reference Service.
- Photostat and Printing
- INFLIBNET NLIST facility
- Library Orientation Programme
- Readers' Forum

6.3.6 Human Resource Management

- Proper deployment of teachers in various club activities, orientation for teaching and non-teaching staff conducted by management. Encouraged staff in paper presentation, to attend national seminars. Encouraged FDP. Recruitment and deployment of permanent and temporary staff done.
- 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, .and 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. In very urgent situation guest faculty are recruited internally by University norms and the payment made by the PTA/ Management. Recruitment are purely merit basis.

6.3.8 Industry Interaction / Collaboration

- Post-graduate Department of Zoology has a linkage with **Kerala State Biodiversity Board, NIO (Kochi), CMLRE (Kochi)**.
- Post-graduate department of Chemistry have linkage with **KMML**

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 | University | Yes | Principal/ Management |
| Administrative | Yes | Government | Yes | Principal/ Management |

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

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

The alumni is known as 'Stephani'
The alumni actively participate in the live discussions on various issues in the college and give their suggestions.
It supports charity activity in the College.

6.12 Activities and support from the Parent - Teacher Association

PTA is called for at the beginning of a semester to cement the bond between teachers and parents.
Regular meetings are held.
PTA supports the appointment of guest faculty in the College.
The PTA has instituted scholarships for meritorious students.
PTA executive meetings are held to discuss various issues.

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

Environment day was celebrated by all departments, NSS and NCC by planting tree sapling in the College campus.
NCC involved in campus cleaning programme in association with Prime ministers **Swachh Bharat Mission**.
Department of Botany and Zoology organised a seminar on Environmental issues in association with a state level agency.

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

- An increase in the number of Research guides and Research scholars was achieved.
- Publication number increased, ISSN received. International standard book published. INFLIBNET facility made available in the library.
- Plan and budget for “Rain water harvesting” prepared. In the current year the project will be materialized.
- Sports and games conducted for the students. We have a Volleyball team that holds state level ranking. A sport hostel functions in the College assisted by a University coach.
- CCTV installed in the examination halls
- Two seminars conducted by IQAC
- Department of English conducted classes for equip students to attend competitive examinations.
- Post graduate department of Physics conducted “ENERGY AUDIT” as extension activity. The objective of the programme was reducing electric consumption in the adopted village.
- Post graduate department Zoology arranged ‘APICULTURE TRAINING ‘as extension activity and supplied Bee hive to selected families.
- Women cell unit organised various activity including seminar on Women hygiene and environment, a documentary ‘Vismayajwala’, Cookery class, Charity visit, Seminar on common Gynaecological problems and A debate on ‘ Technology a Boon or Bane’
- NSS celebrated World Environment Day, Refresher class- Navodhanam, Essay writing competition, NSS day celebration, One day workshop on disaster management, Community campus.

- NCC organised campus cleaning drive, Tree plantation, NCC day celebrated by the activity of ‘**Run for Fun**’, Independent day, Republic day celebration, Regular parades, Charity visit, Weapon training, Cadets participated in NIC, Trekking ATC, CATC, Army attachment. **Republic Day parade at Delhi, TSC at Delhi, Moulankar West Bangal**, Cadets also involved in stamp collection and coin box collection.

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

- Blood donation camp and blood donation forum
- Charity visit

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 environment day on June 5.
- Department of Botany organised a seminar on Environmental issues in association with Kerala State Council for Science Technology and Development.
- Post graduate department of Zoology conducted seminar and planted tree sapling on World Environment Day on June 5th.
- Post graduate department of Physics planted tree sapling and conducted awareness programme on World Environment Day on June 5th.
- Post graduate department of Chemistry planted tree sapling and conducted awareness programme on World Environment Day on June 5th.
- The institution observed World ozone day, Wet land day, National science day
- Maintain biodiversity park in the College by Post graduate department of Zoology
- Department of Botany and Post graduate department of Zoology conduct field trip and visit to environmentally significant places.

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: -

- Supportive Management.
- Competent and dedicated faculty
- Social Outreach
- Extension activities of NCC&NSS.
- Gender Empowerment programmes through the Women Cell.

Weakness:-

- Inadequate communication facilities.

Opportunities:-

- Cater the needs of Financially and Socially backward students from Rural area.

Threat:-

- Financially and socially backward area
- Poor public transportation facilities

8. Plans of institution for next year

- Conduct orientation/ seminar for teachers
- Organise seminars and celebrate national important days
- To conduct invited lectures
- Upgrade Department of Physics as a Research centre
- IQAC introduce broadband internet connection by the support of JioWiFi
- Rain water harvesting unit will be installed in the College with the support of Alumni association.
- A model examination will be introduced to Ist semester students in addition to regular internal examination
- Curriculum feed back
- Peer teaching shall be more effective.

- A **newsletter** shall be released from the College with immediate effect.
- Renovation of Zoology Research lab and research centre.
- A research portal will be developed to release the advancements in the area of research.

Name: Capt (Dr) Koshy P.M



Signature of the Coordinator, IQAC

Name: Dr.Achamma George



Signature of the Chairperson, IQAC



Annexure I

IQAC ACTION PLAN

| Date | Action | Remarks |
|-----------------------------|---|---------|
| 01-06-2016 | Guidance to HoD to prepare action plan | |
| 01-06-2016 | Issue teachers Diary | |
| 05-06-2017 | World Environmental day celebration | |
| 08-06-16to 21-06-16 | IV Sem Internal examination | |
| 15-06-2016 | Issued AQAR Performa to the departments | |
| 21-06-2016 | IQAC Meeting | |
| 29-06-2016 | Circulate IQAC decisions to departments | |
| 12-07-2016 to 19-07-2016 | II Sem Internal examination | |
| 27-07-2016 | Issue Feedback form | |
| 24-09-2016 | NSS Day celebration | |
| 25-11-2016 | NCC Day celebration | |
| 06-12-2016 | Women cell Inauguration | |
| 13-12-2016 to21-12-216 | I & IIISem Internal examination | |
| 23-12-2016 | NSS camp 23-12-2016 to 29-12-2016 | |
| 01-03-2017 | Issued list of files to departments | |
| 02-05-2017 | AQAR performa issued to department | |
| 05-05-2017 | IQAC working committee | |
| | Internal examination -BA/ BSc | |
| 07-05-2017 | IQAC Meeting | |
| | Internal examination -MSc | |
| | orientation programme for teachers | |
| 20-06-2017 | IQAC Meeting | |
| 29-07-2017 | Submission of AQAR | |

UNIVERSITY OF KERALA

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES
UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM - 2016 ADMISSIONS

FIRST SEMESTER

| | |
|--------------------------------|--|
| 04-07-2016 | COMMENCEMENT OF CLASSES |
| 18-07-2016 | LAST DATE OF REGISTRATION FOR THE COURSES |
| 16-08-2016 | LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY |
| 25-08-2016 | LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 31-08-2016 | LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 10-09-2016 to 19-09-2016 | ONAM HOLIDAYS |
| 28-09-2016 to 05-10-2016 | CONDUCT OF TEST PAPERS |
| 05-10-2016 | PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE) |
| 15-10-2016 | LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE |
| 14-10-2016 | PUBLICATION OF RESULTS OF TEST PAPERS |
| 19-10-2016 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE |
| 21-10-2016 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE |
| 31-10-2016 | LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS |

| | |
|--------------------------------|--|
| 04-11-2016 | DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE) |
| 08-11-2016 | LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE) |
| 09-11-2016 to 23-11-2016 | END SEMESTER EVALUATION(ESE) |
| 30-12-2016 | LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS |

Note:-

- In each semester, classes are to be engaged for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours shall be completed.
- If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for the academic event noted against it.

University buildings

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REGISTRAR

UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CBCS
SYSTEM -2016 ADMISSIONS
SECOND SEMESTER

| | |
|--------------------------------|--|
| 10-01-2017 | COMMENCEMENT OF CLASSES |
| 16-02-2017 | LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY |
| 16-03-2017 | LAST DATE OF REGISTRATION OF THE COURSES |
| 29-03-2017 | LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 01-06-2017 TO 06-06-2017 | CONDUCT OF TEST PAPERS |
| 09-06-2017 | LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 19-06-2017 | PUBLICATION OF RESULTS OF TEST PAPERS |
| 19-06-2017 | PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE) |
| 23-06-2017 | LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE |
| 28-06-2017 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE |
| 03-07-2017 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE |
| 10-07-2017 | LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS |
| 14-07-2017 | DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE) |
| 18-07-2017 | LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE) |
| 03-07-2017 TO 14-07-2017 | END SEMESTER EVALUATION(ESE) |
| 16-08-2017 | LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS. |

Note:-

- In each semester, classes are to be engaged for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours shall be completed.
- If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for the academic event noted against it.

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University buildings

REGISTRAR

| | |
|--------------------------------|--|
| 28-11-2016 | LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS |
| 03-12-2016 | DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE) |
| 06-12-2016 | LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE) |
| 07-12-2016 to 23-12-2016 | END SEMESTER EVALUATION(ESE) |
| 30-12-2016 | LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS |

Note:-

- In each semester, classes are to be engaged for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours shall be completed.
- If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for the academic event noted against it.

University buildings

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REGISTRAR

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UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CBCS
SYSTEM -2014 ADMISSIONS

FOURTH SEMESTER

| | |
|--------------------------------|--|
| 01-01-2016 | COMMENCEMENT OF CLASSES |
| 15-01-2016 | LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY |
| 01-02-2016 | LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 10-02-2016 | LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 18-02-2016 | LAST DATE OF REGISTRATION OF THE COURSES |
| 01-06-2016 to 08-06-2016 | CONDUCT OF TEST PAPERS |
| 01-06-2016 | PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE) |
| 6-06-2016 | LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE |
| 10-06-2016 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE |
| 13-06-2016 | PUBLICATION OF RESULTS TEST PAPERS |
| 15-06-2016 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE |
| 24-06-2016 | LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS |
| 30-06-2016 | DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE) |
| 04-07-2016 | LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE) |
| 22-06-2016 to 8-07-2016 | END SEMESTER EVALUATION(ESE) |
| 15-07-2016 | LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS. |

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- If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for the academic event noted against it.

University buildings

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REGISTRAR

UNIVERSITY OF KERALA

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES
UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM - 2014 ADMISSIONS

FIFTH SEMESTER

| | |
|--------------------------------|--|
| 11-07-2016 | COMMENCEMENT OF CLASSES |
| 25-07-2016 | LAST DATE OF REGISTRATION FOR THE COURSES |
| 01-08-2016 | LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 08-08-2016 | LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 24-08-2016 | LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY |
| 01-09-2016 to 09-09-2016 | CONDUCT OF TEST PAPERS |
| 10-09-2016 to 19-09-2016 | ONAM HOLIDAYS |
| 21-09-2016 | PUBLICATION OF RESULTS OF TEST PAPERS |
| 14-10-2016 | PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE) |
| 22-10-2016 | LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE |
| 26-10-2016 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE |
| 28-10-2016 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE |

| | |
|--------------------------------|--|
| 07-11-2016 | LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS |
| 10-11-2016 | DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE) |
| 14-11-2016 | LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE) |
| 17-11-2016 to 30-11-2016 | END SEMESTER EVALUATION(ESE) |
| 14-12-2016 | LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS |

Note:-

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University buildings

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REGISTRAR

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UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CBCS
SYSTEM -2014 ADMISSIONS
SIXTH SEMESTER

| | |
|------------|--|
| 21-12-2016 | COMMENCEMENT OF CLASSES |
| 24-12-2016 | CHRISTMAS HOLIDAYS |
| TO | |
| 02-01-2017 | |
| 05-01-2017 | LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY |
| 06-02-2017 | LAST DATE OF REGISTRATION OF THE COURSES |
| 18-02-2017 | LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 20-02-2017 | LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS |
| 01-03-2017 | CONDUCT OF TEST PAPERS |
| TO | |
| 08-03-2017 | |
| 05-03-2017 | PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE) |
| 10-03-2017 | LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE |
| 16-03-2017 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE |
| 20-03-2017 | PUBLICATION OF RESULTS OF TEST PAPERS |
| 22-03-2017 | LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE |
| 22-03-2017 | LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS |
| 29-03-2017 | DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE) |
| 03-04-2017 | LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE) |
| 17-04-2017 | END SEMESTER EVALUATION(ESK) |
| TO | |
| 28-04-2017 | |
| 28-04-2017 | LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS. |

Note:-

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- If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for the academic event noted against it.

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University buildings

REGISTRAR



UNIVERSITY OF KERALA

ACADEMIC CALENDER

Programme : M.A/M.Sc./M.Com/MTA/MSW/MPA DEGREE COURSES
Year of Admission : 2016
Semester : FIRST SEMESTER

FIRST SEMESTER

SEPTEMBER 2016

08.09.2016
(Thursday) Commencement of First Semester Classes

OCTOBER 2016

13.10.2016
(Thursday) Last date for allotment of topic of Assignments/
conduct of Seminars

NOVEMBER / DECEMBER 2016

14.11.2016
(Monday) }
to
18.11.2016
(Friday) } Conduct of 1st set of Test papers

21.11.2016
(Monday) Publication of results of 1st set of Test papers

22.11.2016
(Tuesday) Last date for submission of 1st set of Assignments/
conduct of Seminars.

06.12.2016
(Tuesday) Date of publication of notification for
University Examinations (ESA)

09.12.2016
(Friday) Last date for receipt of applications for University
Examinations (ESA) without fine

15.12.2016
(Thursday) Last date for receipt of applications for University
Examinations (ESA) with fine

20.12.2016
(Tuesday) Last date for receipt of application for University
Exam (ESA) with super fine

16.12.2016
(Friday) }
to
22.12.2016
(Thursday) } Conduct of 2nd set of Test papers

23.12.2016
(Friday) College closes for Christmas Holidays

JANUARY/FEBRUARY 2017

03.01.2017
(Tuesday) College reopens after Christmas Holidays

04.01.2017
(Wednesday)

Publication of results of 2nd set of Test papers

06.01.2017
(Friday)

Last date for submission of 2nd set of Assignments/
Conduct of Seminars

24.01.2017
(Tuesday)

Last date for submission of CA marks by the Teachers to the
Heads of the Departments (Enabling Online Submission of CA
Marks)

27.01.2017
(Friday)

Display of CA marks

30.01.2017
(Monday)

Last date for submission of complaints, if any by students to Head
of the Department, regarding CA (Principal should obtain signature from
the students that there is no complaint regarding CA marks)

27.01.2017
(Friday)

30.01.2017
(Monday)

01.02.2017
(Wednesday)

03.02.2017
(Friday)

06.02.2017
(Monday)

University Examinations (ESA) - I Semester.

06.02.2017
(Monday)

Last date for submission of CA marks with the signature of the
candidates (hard copy/ scanned copy) to the Controller of Examinations

07.02.2017
(Tuesday)

Commencement of II Semester Classes

- Note: 1) In each Semester, classes are to be engaged at least for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours (450hours) shall be completed.
- 2) If any of the dates, prescribed in the calendar, happens to be a holiday, the next working day shall be the prescribed date for the academic event notified.
- 3) The Academic calendar shall be strictly followed, and the internal assessment made accordingly for the timely submission of CA marks to the University.
- 4) The colleges shall ensure that the Online registration of examinations are made complete by verification of the student registration at the required levels (Teacher Level, HoD Level, Principal Level).
- 5) The Principals shall ensure that the students have the minimum attendance required for the previous semesters while registering them for University examinations and also ensure the minimum attendance required for the semester for which registrations were made while issuing the hall tickets.

University Buildings,
Date:01.10.2016

Sd/-
Director
College Development Council

24.02.17

Mr. Jacobson



UNIVERSITY OF KERALA

ACADEMIC CALENDAR

Programme : M.A./M.Sc./M.Com/MTA/MSW/MPA DEGREE COURSES

Year of Admission : 2016

Semester : . SECOND SEMESTER

SECOND SEMESTER

| | |
|--|---|
| 20.02.2017 (Monday) | Commencement of Second Semester |
| 02.03.2017 (Thursday) | Last date for allotment of topic of Assignments/ conduct of Seminars |
| 20.03.2017 (Monday) to 24.03.2017 (Friday) | Conduct of 1 st set of Test papers |
| 27.03.2017 (Monday) | Publication of results of 1 st set of Test papers. |
| 27.03.2017 (Monday) | Last date for submission of 1st set of Assignments/ conduct of Seminars. |
| 03.07.2017 (Monday) | Date of publication of notification for University Examinations (ESA) |
| 17.07.2017 (Monday) to 21.07.2017 (Friday) | Conduct of 2 nd set of Test papers |
| 24.07.2017 (Monday) | Publication of results of 2 nd set of Test papers. |
| 27.07.2017 (Thursday) | Last date for submission of 2 nd set of Assignments/ Conduct of Seminars |
| 09.08.2017 (Wednesday) | Date for submission of attendance statement by the Principal to the CE |
| 11.08.2017 (Friday) | Last date for submission of CA marks by the Teachers to the Heads of the Departments (Enabling Online Submission of CA marks) |

16.08.2017
(Wednesday)

Display of CA marks

18.08.2017
(Friday)

Last date for submission of complaints, if any by students to Head of the Department, regarding CA (Principal should obtain signature from the students that there is no complaint regarding CA marks)

16.08.2017
(Wednesday)

18.08.2017
(Friday)

21.08.2017
(Monday)

23.08.2017
(Wednesday)

25.08.2017
(Friday)

University Examination (ESA)-Second Semester

29.08.2017
(Tuesday)

Last date for submission of CA marks (hard copy/ scanned copy) and Online submission of the same to the Controller of Examinations

29.08.2017
(Tuesday)

Commencement of Third Semester

- Note:**
- 1) In each Semester, classes are to be engaged at least for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours (450hours) shall be completed.
 - 2) If any of the dates, prescribed in the calendar, happens to be a holiday, the next working day shall be the prescribed date for the academic event notified.
 - 3) The Academic calendar shall be strictly followed, and the internal assessment made accordingly for the timely submission of CA marks to the University.
 - 4) The Principals shall ensure that the students have the minimum attendance required for the previous semesters while registering them for University examinations and also ensure the minimum attendance required for the semester for which registrations were made while issuing the hall tickets.
 - 5) The colleges shall ensure that the Online registration of examinations are made complete by verification of the student registration at the required levels (Teacher Level, HoD Level, Principal Level).
 - 6) The attendance of students during the period of 80 days be taken for calculating the percentage of attendance for the Semester.

University Buildings,
Date:15.02.2017

Sd/-
Director
College Development Council



UNIVERSITY OF KERALA

ACADEMIC CALENDAR

Programme : M.A./M.Sc./M.Com/MTA/MSW/MPA DEGREE COURSES

Year of Admission : 2016

Semester : **THIRD SEMESTER**

THIRD SEMESTER

| | |
|---------------------------------------|--|
| 29.08.2017 (Tuesday) | Commencement of Third Semester |
| 18.09.2017 (Monday) | Last date for allotment of topic of Assignments (I&II) conduct of Seminars (I&II) |
| 11.10.2017 (Wednesday) | Last date for submission of 1st set of Assignments/ conduct of Seminars. |
| 13.10.2017 (Friday) | Last date for allotment of topics for dissertation |
| 23.10.2017 (Monday) | Conduct of 1 st set of Test papers |
| to 27.10.2017 (Friday) | |
| 30.10.2017 (Monday) | Publication of results of 1 st set of Test papers. |
| 20.11.2017 (Monday) | Date of publication of notification for University Examinations (ESA) |
| 30.11.2017 (Thursday) | Last date for submission of 2 nd set of Assignments/Conduct of Seminars |
| 04.12.2017 (Monday) | Dates for the conduct of 2 nd set of Test Papers |
| to 08.12.2017 (Friday) | |
| 11.12.2017 (Monday) | Publication of results of 2 nd set of Test papers. |
| 08.01.2018 (Monday) | Date for submission of attendance by the Principal to the CE |
| 12.01.2018 (Friday) | Last date for submission of marks of CA by Teachers to the Heads of the Departments (Enabling Online submission of CA marks) |

16.01.2018
(Tuesday)

18.01.2018
(Thursday)

12.01.2018
(Friday)

16.01.2018
(Tuesday)

18.01.2018
(Thursday)

23.01.2018
(Tuesday)

25.01.2018
(Thursday)

Display of results of CA marks

Last date for submission of complaints if any, regarding CA, by students to the HoD's (Principal should obtain signature from the students that there is no complaint regarding CA marks)

University Examination (ESA)-Third Semester

29.01.2018
(Monday)

Last date for submission of CA marks (hard copy / Scanned copy) and Online submission of the same to the CE

29.01.2018
(Monday)

Commencement of IV Semester

- Note:**
- 1) In each Semester, classes are to be engaged at least for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours (450hours) shall be completed.
 - 2) If any of the dates, prescribed in the calendar, happens to be a holiday, the next working day shall be the prescribed date for the academic event notified.
 - 3) The Academic calendar shall be strictly followed, and the internal assessment made accordingly for the timely submission of CA marks to the University.
 - 4) The Principals shall ensure that the students have the minimum attendance required for the previous semesters while registering them for University examinations and also ensure the minimum attendance required for the semester for which registrations were made while issuing the hall tickets.
 - 5) The colleges shall ensure that the Online registration of examinations are made complete by verification of the student registration at the required levels (Teacher Level, HoD Level, Principal Level).
 - 6) The attendance of students during the period of 80 days be taken for calculating the percentage of attendance for the Semester.

University Buildings.
Date:15.02.2017

Sd/-
Director
College Development Council



UNIVERSITY OF KERALA

ACADEMIC CALENDAR

Programme : M.A/M.Sc/M.Com/MTA/MSW/MPA DEGREE COURSES
Year of Admission : 2016
Semester : FOURTH SEMESTER

FOURTH SEMESTER

| Commencement of IV Semester | |
|--------------------------------------|---|
| 29.01.2018 (Monday) | |
| 07.02.2018 (Wednesday) | Last date for allotting topics of Assignments /Conduct of Seminars |
| 15.02.2018 (Thursday) | Assessment report of dissertation work in the College. |
| 12.03.2018 (Monday) | Dates for conduct of 1 st set of Test papers |
| 16.03.2018 (Friday) | |
| 19.03.2018 (Monday) | Publication of result of 1 st set of Test papers |
| 20.03.2018 (Tuesday) | Last date for submission of 1st set of Assignments/Conduct of Seminars |
| 23.03.2018 (Friday) | Last date for allotting topics of 2 nd set of Assignments/Conduct of Seminars. |
| 18.06.2018 (Monday) | Publication of Notification for University Examinations (ESA) |
| 25.06.2018 (Monday) | Last date for submission of 2 nd set of assignments /Conduct of seminars |
| 28.06.2018 (Thursday) | Last date of submission of Title of Dissertation to the University |
| 02.07.2018 (Monday) | Dates for conduct of II set of Test papers |
| 06.07.2018 (Friday) | |
| 09.07.2018 (Monday) | Publication of results of II set of Test papers |
| 23.07.2018 (Monday) | Last date for submission of Project/Dissertation in the colleges |
| 23.07.2018 (Monday) | Date for submission of attendance statement by the Principal to the CE |
| 26.07.2018 (Thursday) | Last date for submission of results of CA by Teachers to the Heads of Departments (Enabling Online submission of CA |

30.07.2018
(Monday) Display of results of CA

31.07.2018
(Tuesday) Last date for submission of Dissertation to the University

01.08.2018
(Wednesday) Last date for submission of complaints if any, regarding CA by students to the HoD's (Principal should obtain signature from the students that there is no complaint regarding CA marks)

30.07.2018
(Monday)

01.08.2018
(Wednesday)

03.08.2018
(Friday)

06.08.2018
(Monday)

08.08.2018
(Wednesday)

University examination (ESA) IV Semester

09.08.2018
(Thursday)

Last date for submission of CA marks with the signature of the candidate (Hard copy/ scanned copy) to the CE

- Note:**
- 1) In each Semester, classes are to be engaged at least for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours (450 hours) shall be completed.
 - 2) If any of the dates, prescribed in the calendar, happens to be a holiday, the next working day shall be the prescribed date for the academic event notified.
 - 3) The Academic calendar shall be strictly followed, and the internal assessment made accordingly for the timely submission of CA marks to the University.
 - 4) The Principals shall ensure that the students have the minimum attendance required for the previous semesters while registering them for University examinations and also ensure the minimum attendance required for the semester for which registrations were made while issuing the hall tickets.
 - 5) The colleges shall ensure that the Online registration of examinations are made complete by verification of the student registration at the required levels (Teacher Level, HoD Level, Principal Level).
 - 6) The attendance of students during the period of 80 days be taken for calculating the percentage of attendance for the Semester.

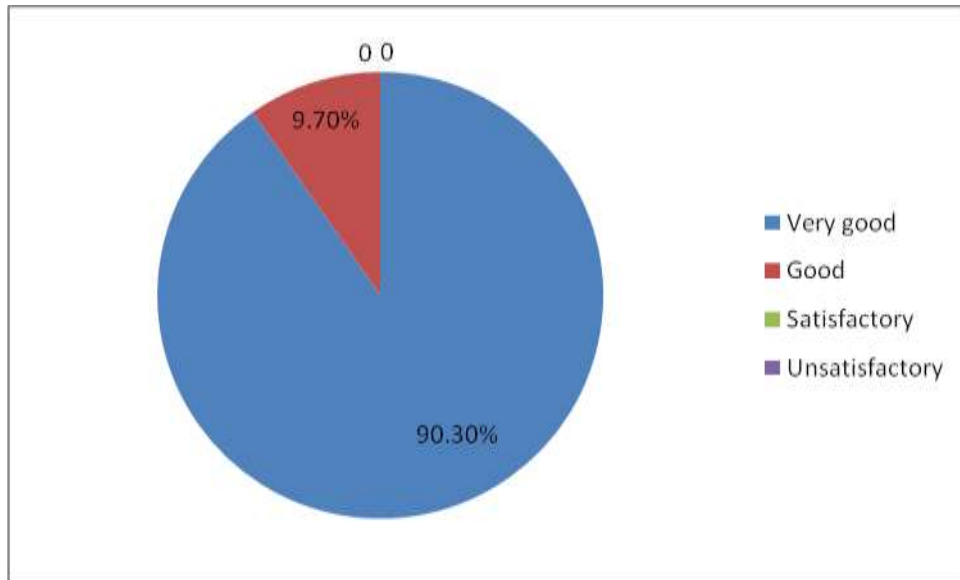
University Buildings,
Date: 15.02.2017

**Sd/-
Director
College Development Council**

Annexure III

FEEDBACK ANALYSIS

Feedback forms are distributed among the Students, Parents and Alumni. Feedback forms from the students are collected at the end of each semester. IQAC collects the filled forms and critically analyse the data and the following conclusions are drawn.



Teacher evaluation by students, 2016-17



ST.STEPHEN'S COLLEGE, PATHANAPURAM

(Accredited By NAAC at 'B' Grade with CGPA 2.80)

Web site: www.ststephenspathanapuram.ac.in

Email: ststephenspathanapuram@gmail.com

Student Feedback on Teachers

(Filled feedback form, submit to IQAC)

Name of the Teacher:

Course code:

Class:

Course title :

Sem : I/ II/ III/ IV/ V/ VI

Department:

Students are required to rate the courses on the following attributes using the 4 -point scale shown.



[Tick (✓) in the relevant cell]

| Parameters | A Very Good | B Good | C Satisfactory | D Unsatisfactory |
|---|----------------|-----------|-------------------|---------------------|
| 1. Knowledge base of the teacher | | | | |
| 2. The teacher come fully prepared for the class | | | | |
| 3. Ability to integrate content with other courses | | | | |
| 4. Communication Skill | | | | |
| 5. Regularity in taking classes | | | | |
| 6. Sincerity / Commitment of the teacher | | | | |
| 7. Interest generated by the teacher | | | | |
| 8. Interaction with students | | | | |
| 9. Maintenance of discipline in the class | | | | |
| 10. Timely completion of allotted syllabus | | | | |
| 11. Teacher's attitude towards students was friendly and helpful | | | | |
| 12. The teacher encourages participation and discussion in class | | | | |
| 13. The teacher pays attention to academically weaker students as well | | | | |
| 14. The teacher encourages participation in extra and co- curricular activities | | | | |
| 15. Overall rating of the teacher (In professional competence and role model) | | | | |

Internal Quality Assurance

Annexure III

BEST PRACTICES OF THE INSTITUTION

I. BLOOD DONATION FORUM AND BLOOD DONATION CAMP NCC

Blood Donation Forum

The College has a very active **Blood Donation forum** functioning under the NCC. The forum identifies the blood group of students. A directory is maintained in the college that keeps a record of blood group and the contact details of the donors. Genuine needy patients could approach the forum and students with the compatible blood groups are deputed with the permission from their parents for donating blood. A register on the names of the thus deputed students are kept by the forum.

Blood Donation Camp

The Post graduate and research Department of Zoology organized a **Blood Donation Camp** in association with the Kerala State Aids Control Society and Government hospital Kottarakkara. This year the camp was held on 24/03/2017. The Medical officer Dr.Prem George, from the Taluk Hospital, Kottarakara inaugurated the Blood Donation Camp. Mr.Santhosh from AIDS control society and a medical team were also present. A team of technicians also helped in the camp. A total of forty one students from various departments donated blood. The students who donated blood were distributed certificates issued by AIDS Control Society.

II. CHARITY VISIT

Charity visits were organised by various departments of our college. Women Cell arranged a visit to SnehatheeramVillakuddy, Kollam and interacted with the inmates on 23-02-2017. Post graduate department of Chemistry visitedSanthitheeram, Maloor with around thirty students and faculty. In connection with NCC Day Celebration, NCC unit visited Ashabhavan on 25-11-2016. In all these visits cultural programmes were held and donations were made.Whenever a needy approach the college and present his case before the Ethics Committee, the committee verifies the genuinity of the case and reports the same to the Principal. The Principal directs the staff to raise a charity fund which in turn is handed over to the person.



NATIONAL CADET CORPS
St.Stephen's College, Pathanapuram
Blood Donation Forum



Consent

I.....Son/Daughter of.....studying
in class.....Admn. No.....Willing to donate my blood at my own free will.
All pros and consequence regarding to blood donation has been explained to me.

Details

Ph.No.....Address.....
weight.....Blood group.....date of last donation.....
Date.....
Place..... *Signature of donor*