

# **ST.STEPHEN'S COLLEGE**

## **PATHANAPURAM, KERALA**

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## **The Annual Quality Assurance Report (AQAR) of the IQAC 2015-2016**



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

689 695

Institution e-mail address

ststephenspathanapuram@gmail.com

Contact Nos.

0475-2352385, 2354385

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:

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 <sup>st</sup> Cycle	B++	83	2004	2004-2009
2	2 <sup>nd</sup> Cycle	B	2.80	2015	2015-2020
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC

10-07-2006

1.8 AQAR for the year

2015-2016

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)

AQAR 2014-2015 Submitted to NAAC on 09-10-2015

1.10 Institutional Status

University State C  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)

Nil

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	Nil		
University with Potential for Excellence	Nil	UGC-CPE	Nil
DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil (Specify)		Nil
UGC-COP Programmes	Nil		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	12
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	2
2.4 No. of Management representatives	3
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	3
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	Nil
2.9 Total No. of members	23
2.10 No. of IQAC meetings held	3
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="-"/> Faculty <input type="text" value="3"/>

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

- Conduct orientation programme for staff members for the systematic functioning of the college and also for preparing for
- Seminar conduct on legal literacy and Road safety

2.14 Significant Activities and contributions made by IQAC

- 1 Encouraged teaching faculty to submit proposal for international/National Seminar/Workshop /Symposium etc.- Received 1 international, 4 national,3 State level and 7 college level seminars during the year
- 2 Encouraged teachers to go on deputation for Research leading to Ph.D. under **FDP** of UGC
- 3 Assisted departments in conducting **Bridge courses** and Remedial Classes.
- 4 Provided infrastructure for celebrating **World Environment Day**
- 5 Periodically upload the report of the college in the college website.
- 6 Encouraged departments to celebrate important days and organise department level activities.
- 7 Library automation

## 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"> <li>• Develop the infrastructural facilities of the College</li> <li>• Orientation Programme for the parents of First Year Students.</li> <li>• Submit proposal to UGC for National Seminar.</li> <li>• Library up gradation</li> <li>• Motivate teachers to avail FDP</li> <li>• Extension activities</li> <li>• Eco-friendly campus</li> <li>• Research activity</li> </ul>	<ul style="list-style-type: none"> <li>• A total of six class rooms built</li> <li>• Renovation of HRD room</li> <li>• Provided infrastructure for canteen in the College</li> <li>• Mr.P.T.Yohanan (KSEB Board member took orientation class)</li> <li>• One international, 4 National,3 State level and 7 College level seminars conducted during the year</li> <li>• Library books has been barcoded, Inflibnet facility incorporated, New Computerised reference section set up in the library, Online Public Access Catalogue initiated and Library Blog and Webpage created.</li> <li>• Two faculty members were selected for FDP</li> <li>• UG and PG departments arranged various extension activities using UGC grant.</li> <li>• Plant tree saplings in the Biodiversity park, 'Nakshatravanam'(Planting birth - star plants), Project butterfly park.</li> <li>• Number of Ph.D. scholars registered increased to 6</li> </ul>

\* Attach the Academic Calendar of the year as Annexure. **Annexure-2**

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     by other body     IQAC

Provide the details of the action taken

The Management representatives and the IQAC members introspected the AQAR in detail, gave their suggestions and final 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	1	-	-	-
PG	4	-	-	--
UG	8	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	13	-	-	-

Interdisciplinary	8	-	--	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCSS

(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.

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
	45	30	15	Nil	Nil

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
2	13	Nil	2	Nil	Nil	Nil	Nil	2	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	8	37	7
Presented papers	3	46	2
Resource Persons	-	1	-

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

1. ICT enabled teaching.
2. Bridge course and induction programme.
3. PowerPoint Presentation aided classes.
4. Peer teaching.

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

191

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

Examination reforms implemented by the University of Kerala, Thiruvananthapuram

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

6      0      3

2.10 Average percentage of attendance of students

88.28

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	38	15.79	34.21	-	-	50
B.A Economics	44	-	4.5	15.9	9.1	29.5
B.Sc Mathematics	35	5.71	11.42	-	-	17.14
Physics	21	4.76	52.38	-	-	57.1
Chemistry	27	14.81	26.62	-	-	44.44
Botany	27	-	22	-	-	22
<b>Zoology</b>	36	5.55	16.66	-	-	22.2
M.Sc Chemistry	12	-	91.66	-	-	91.66
M.sc Physics	13	-	69.23	15.38	-	84.6
M.Sc Zoology	13	50	50	-	-	100

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

1. Monitor the collected feedback from students, parents and Alumni and make suggestions accordingly.
2. Encourage teachers to take part in Faculty Improvement Programmes.
3. Overlook the smooth conduction of University and College level examinations.
4. Coordinate the College level evaluation.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC - Faculty Improvement Programme	1
HRD programmes	2
Orientation programmes	8
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	6
Others	3

## 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	10	01	-	-
Technical Staff	10	05	4	-
Physical Education	1	-	-	-
Librarian	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 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 deposes teachers to undertake research leading to Ph.D. under FDP and on part-time basis.

#### 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	2	-	1	-
Outlay in Rs. Lakhs	2,50,000	-	45,000	-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	4	-
Non-Peer Review Journals	9	-	-
e-Journals	-	-	-
Conference proceedings	1	18	3

### 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	2 years	UGC	45,000	22500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	45000	22500

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

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	4	3	-	7
Sponsoring agencies	Department of Zoology & Mathematics	UGC, KSCSTE	UGC KSCS TE	-	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
	-	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

1. Apiculture training for women in association with self-help group pattazhy
2. Blood donation camp & Blood donation forum
3. Charity towards medical treatment (Rs.25300/-) P.G. & Research department of Zoology
4. Charity provided by the Staff Club
5. The 'Nakshatra Vanam', set up by P.G. & Research department of Zoology
6. 'Project Butterfly Park' set up by P.G. & Research department of Zoology
7. Seminar on women empowerment conducted by P.G. department of Mathematics
8. Class on Mushroom cultivation organized by Department of Botany
9. Class on Organic Vegetable Gardening organized by the Department of Commerce
10. An Exhibition on National Science Day and a Health Awareness Class by Dr. Jeena Ramesh (Assistant Professor, T.D. Medical College, Alapetty) was organized by the Department of Chemistry.
11. Empower through job, an extension programme for Women Empowerment organized by the Department of English.
12. The Department of Physics organized an Awareness Programme in collaboration with KSEB for the General Public on Energy Conservation.



## NCC

1. Blood Donation forum
2. International Yoga Day celebration,
3. NCC Cadet participated in National games at Delhi.
4. NCC day celebrated.
5. Cadets involved in campus cleaning programme.

## NSS

1. Carried out a socio- economic and medical survey in Maloor locality. The survey gave an idea on the problems faced by the local people residing near the college. The report was handed over for further action.
2. A Medical Camp was organised in the college in association with Ayurveda Medical Association of India, Adoor region.
3. Students cleaned the college campus in association with Gandhi Jayanthi Celebrations of the college.
4. Students initiated the preparation of a vegetable garden near the college .
5. NSS volunteers visited Gandhi Bhavan , a home for the destitute as part of extension activities of the NSS.
6. Training programmes on how to face examinations and Career development was initiated.

## 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	29	6	Management	35
Laboratories	15	-	-	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)	-	-	-	-

#### 4.2 Computerization of administration and library

#### ADMINISTRATION

1. College Office have been computerised.
2. Special software was installed for calculating attendance of the students.

#### LIBRARY

- Library 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.
- Online Public Access Catalogue has been initiated
- Library Blog and Webpage has been created

#### 4.3 Library service

	Existing		Newly Added		Total	
	Number	Value	Number	Value	Number	Value
Books	27086	32,15,554	178	78,787	27264	3294341
Reference books	365	44,339	8	4520	373	48859
E Books	94680	Via inflibnet-N-list	41129	Via inflibnet-N-list	1,35809	Via inflibnet-N-list
Journals	26	53520	2	45320	28	98840
Periodicals	35	10726	32	9566	32	20292
News Paper	4	9000	5	9990	5	18990
E Journals	3828	Via inflibnet-N-list	2409	Via inflibnet-N-list	6237	Via inflibnet-N-list
Databases	20	Via inflibnet-N-list	Nil	Via inflibnet-N-list	20	Via inflibnet-N-list
CDROM	45	10000	Nil	Nil	45	10000

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Departmental Library
Existing	34	2	11	3	-	4	-	10
Added	3	-	-	2	-	1	-	-
Total	37	2	11	5	-	5	-	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 are available.
- Orientation to the students on the use of Inflibnet, digital library was given by the college librarian.

4.6 Amount spent on maintenance in lakhs :

i) ICT

1,16,450

ii) Campus Infrastructure and facilities

48,43,200

iii) Equipments

-

iv) Others

-

Total :

49,59,650

## 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 and parents 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 were instituted for selected students.

Encouraged various departments to organise state level, national level and international seminars to encourage student participation.

Extension activities were carried out through NCC, NSS, various clubs and Departments that encouraged student involvement in social activities.

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

- Result Analysis conducted in every department and needful actions weretaken to bring all departments on a par.
- The college keeps in touch with the Alumni through the yearly departmental Stephani Meetings and the General Stephani Meetings.
- Periodical PTA meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
879	109	06	994

(b) No. of students outside the state

Nil
-----

(c) No. of international students

Nil
-----

Men	Women	No	%
		272	27.4

No	%
722	72.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
532	138	1	257	-	928	627	145	01	217	04	994

Demand ratio :Dropout % - 3.2

Cannot be calculated since admissions are centralized by the University through single window online system.
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5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The College conducts **NET** Coaching for P.G students with the support of UGC fund
- **Through ASAP, WWS, SSP and HRD** Units of the college initiatives were taken to bring skilled and experienced persons from different areas of expertise to prepare the students to face competitive examinations.
- Through the activities of ASAP, students get opportunity to develop their professional skills.
- The placement cell provides the needed guidance and support to students aspiring for various competitive examinations.
- 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.

No. of students beneficiaries

87

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

NET  SET/SLET     
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.
- Rev.Fr.Jacob Roy N.J, Associate Professor arranges counselling for the needy students.
- The following are some of the experts who visited the college to provide Career Guidance to the students
  - 1.Dr.Roshmon Thomas Mathew(Assistant Professor, King Faizal University, Dammam, Saudi Arabia)
  - 2.Mr.Kuriakose Joseph(Former HoD, Department of Physics, St. Stephen's College, Pathanapuram)

No. of students benefitted

153

#### 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
-	-	-	13

#### 5.8 Details of Gender sensitization programmes

- The college follows **co-education** system.
- An effectively functioning **women cell** unit operates in the college.
- Women Cell organises programmes against ragging, drugs,self-defence and Women empowerment.

## 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

Funding	Number of students	Amount
Financial support from institution	56	45330/-
Financial support from government	(KPCR+OBC)	-
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:

- Remedial coaching and tutorial hours helped to give more attention to academically weak students.
- Financial aid given to the students.

## 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

Faculty members of this colleges are members of various Boards of Studies which frames the Curriculum for the colleges under the University.

6.3.2 Teaching and Learning

- 1 The teachers regularly attend Orientation, Refresher courses and other training programmes organized by the UGC, State and various Universities.
- 2 Collected feedback from students and the same was conveyed to the concerned teachers to bring in the necessary changes in teaching and learning process.
- 3 To catch and keep the attention of students teaching was made more interactive.
- 4 Collected feedback from parents and the functioning of the Departments modulated accordingly.



### 6.3.3 Examination and Evaluation

The college constituted an internal examination wing to conduct the internal examinations for U.G and P.G courses. The body also monitor the evaluation and publishing of the result in time.

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

### 6.3.4 Research and Development

A research committee has been constituted with the aim to support and encourage the faculty members to concentrate on research activities. Two of our faculty members have started their research programme under FDP.

IQAC has taken initiatives to encourage teachers to attend various seminars and workshops on recent trends in research field.

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

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

1. Library has been renovated and offers more services now

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

2. Every department purchases adequate equipment for the smooth functioning of the department and their laboratories.

### 6.3.6 Human Resource Management

- HRD Cell functions in the college which provides ample opportunities to the students.
- ASAP Unit of the college organises classes and placement opportunities for the students.
- The teachers regularly attend Orientation, Refresher courses and other training programmes organized by the UGC, State and the University.
- 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.

### 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 P.G. department of Chemistry has linkage with **KMML** Chavara, Kollam, Department of **Environmental Sciences, M.G University, Kottayam.**

P.G.& Research department of Zoology has linkage with Kerala State biodiversity Board, Thiruvananthapuram and Cashew export and promotion council(CEPC) Kollam

### 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 process 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	No	-	Yes	Principal
Administrative	No	-	Yes	Principal

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

For UG Programmes    Yes    No       

For PG Programmes    Yes    No       

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

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 actively participate in the live discussions on various issues in the college and give their suggestions. During the last year two general body meetings were held. The Alumni Association handed over a sum of Rs.10000/- for charity purposes.

#### 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.

PTA executive meetings are held to discuss various issues.

Departmental level PTA meeting also conducted

The PTA has instituted scholarships for meritorious students.

#### 6.13 Development programmes for support staff

An active Staff Club is functioning in the college. Regular meetings are arranged to collect the different opinions to develop the staff community.

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

- **‘Project Butterfly Park’** Butterfly Park initiated in the college under the auspicious of Zoology Department.
- Biodiversity Park **‘SanthiSthal’** exists maintained by the P.G. & Research department of Zoology.
- Saplings of trees were planted in and around the campus on the environmental day, June 5 to keep the campus green.
- Department of Botany organised a seminar on Environmental issues in association with a Kerala State Council for Science, Technology and Environment.
- P.G. department of Physics organised an **exhibition** in connection with environmental day celebrations.
- **‘Nakshatra Vanam’** (planting star trees) a forest for birth-star trees was set up by the P.G. & Research department of Zoology.

### 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.

Library Blog and Webpage has been created which provides an open forum for discussion and book review. A Unique student ID has been created for P.G students which provides them an opportunity to access to e-journals from anywhere.

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

- The institution organised 1 international, 4 national, 3 State level and 7 college level seminars during the year. .
- More number of faculty members have joined research programme on part time basis.
- More students joined the college for research leading to Ph.D.
- UGC Sponsored extension programme has been undertaken in different departments.

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

1. Blood Donation Forum and Blood donation Camp
2. Extension Activities carried out in the college

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

7.4 Contribution to environmental awareness / protection

- **‘Biodiversity Ratham’** –an exhibition was conducted in the college to give awareness to protect nature.
- Giving awareness to students to reduce the use of plastic.
- 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, Thiruvananthapuram.**
- Power point presentations in connection with environmental day celebrations were organised by various departments.

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. Dedicated faculty and supportive Management.

2. Extension activities of NCC& NSS, Women Cell  
and various departments.

3. Gender Empowerment programmes and environment awareness programmes.

Weakness:- Inadequate commutation facilities.

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

Threat:- Financially backward area

## 8.Plans of institution for next year

- Construction activities of Ladies Hostel to be completed.
- To take immediate steps to Improve research activity, Project submission, Paper publication, intercollegiate and industrial collaborations.
- 2016-17 is the “**Year of publication**”. At least a minimum of two papers shall be published from each department for the current academic year 2016-17.
- A **newsletter** shall be released from the College with immediate effect.
- NSS shall take immediate steps to start community extension activity (help the poor or adopt a ward).
- The executive committee seriously discussed the construction of “**Rain water harvesting**” unit in the college.
- Department shall take immediate step to improve the University exam results.
- Encourage Sports activity and also conduct various sports tournaments in the College.

Name : Lt (Dr) Koshy P.M

Name : Dr.Varughese P. Daniel



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

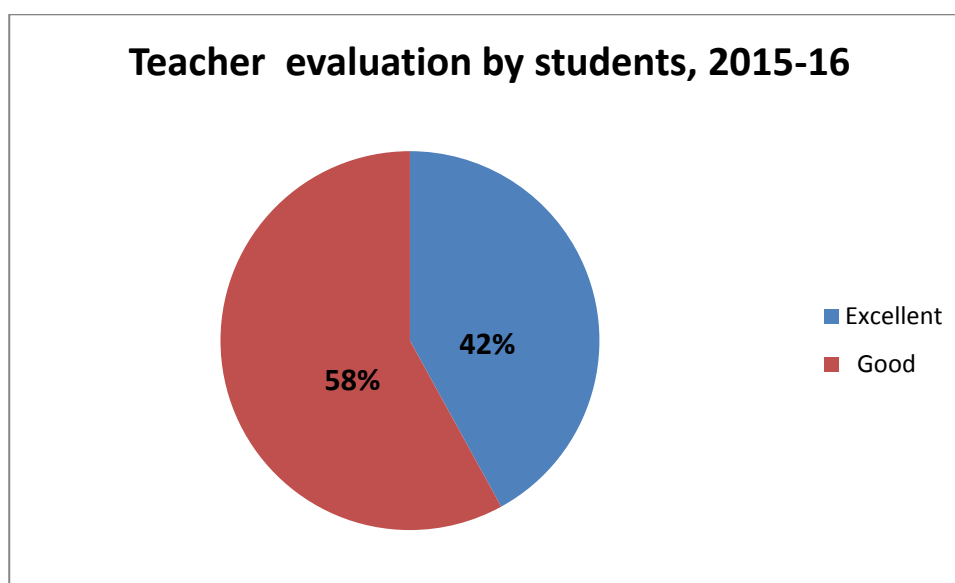


## Annexure 1

### 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 and feedback from the rest are collected annually. IQAC collects the filled forms and critically analyse the data and the following conclusions are drawn.

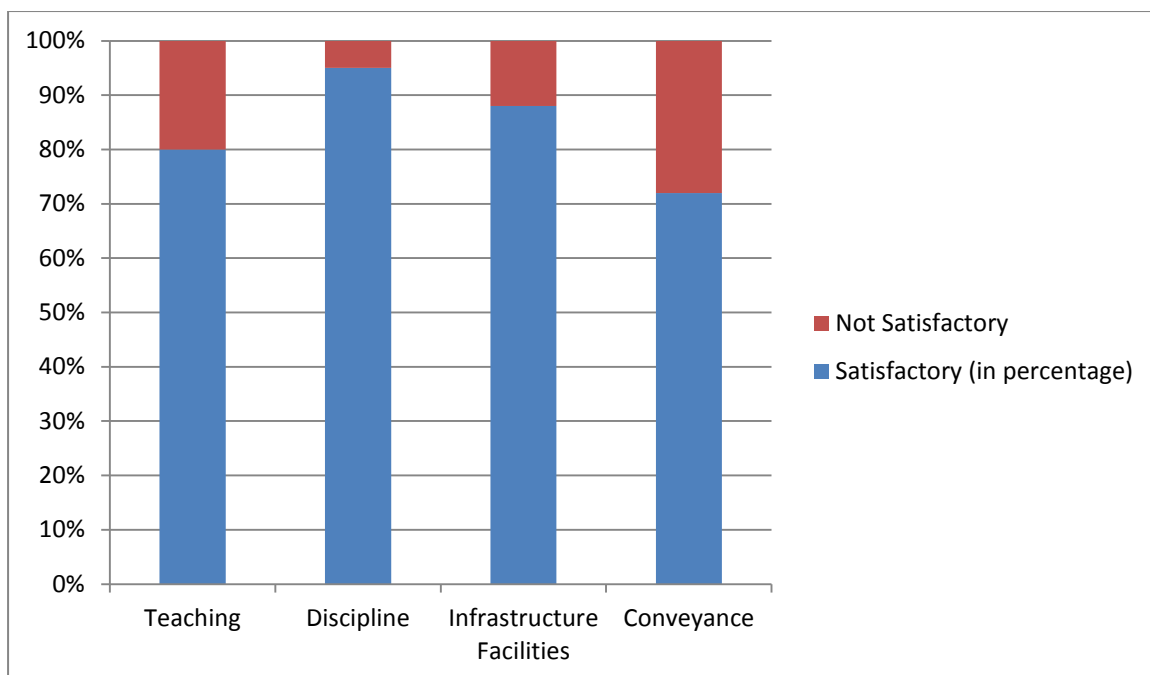
#### Feedback from students:



Note: This is based on a 4 point scale

#### Feedback collected from parents:

Criteria	Satisfactory (in percentage)	Not Satisfactory (in percent)
Teaching	80	20
Discipline	95	5
Infrastructure Facilities	88	12
Conveyance	72	28




**Feedback collected from Alumni:**

Criteria	YES(percent)	NO(percent)
<b>1.Has the college contributed to your progression in life</b>	98	2
<b>2.Are you a regular participant of Alumni meetings</b>	65	35
<b>3.Are you keeping a good relationship with the college</b>	90	10
<b>4.Do you contribute to the welfare of the institution</b>	80	20



**Annexure 2:**

**ACADEMIC CALENDER**

  
**UNIVERSITY OF KERALA**  
Thiruvananthapuram, Kerala, India – 695 034.  
(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)  
*(Re-accredited by NAAC with 'A' Grade)*

No. Ac. A II/3/Ac. Cal/2015 Dated: 16 /10/2015

From  
**THE REGISTRAR**

To  
The Principals of Colleges  
Affiliated to the University of Kerala

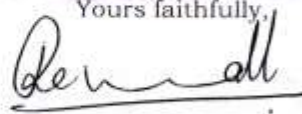
Sir/Madam,

Sub:- The Calendar showing the Academic events for the year 2015 Relating to First Semester (2015 admissions) of M.A/M.Sc/M.Com/MTA/MSW/MPA Degree courses— forwarding of – reg.

Ref :- Minutes of the meeting of PG Monitoring Committee held on 08.09.2015

I am forwarding herewith the Calendar showing the Academic events for the year 2015 relating to First Semester (2015 admissions) of M.A/ M.Sc/M.Com/MTA/MSW/MPA Degree Courses.

Kindly bring this to the notice of all concerned.

Yours faithfully,  
  
**DEPUTY REGISTRAR (Acad. II)**  
For REGISTRAR

Ac.D /I/CAL/2015-'16

**UNIVERSITY OF KERALA**

Calendar showing the academic events for the year 2015-'16 for all the University Teaching and Research Departments and Arts and Science Colleges affiliated to the University.

**JUNE 2015**

Date/Day	Events
June 1 Monday	Colleges re-open after Mid Summer Vacation.
June 10 Wednesday	Last date for receipt of application for condonation of attendance (10 days before semester or annual exams).
June 15 Monday	Submission of application for Ph.D registration for July session begins.
June 16 Tuesday	University Teaching and Research Departments Re-open.
June 18 Thursday	The Principals to forward <b>index cards</b> of all teachers to the Controller of Examinations.
June 24 Wednesday	Commencement of classes for FDP after 3 <sup>rd</sup> allotment.

**JULY 2015**

Date/Day	Events
July 15 Wednesday	1. Last date for receipt of applications for Ph.D Registration as Research Scholars. 2. Notification of College Union Election.
July 23 Thursday	Last date for settling of accounts of April/May Examinations by the Principals.
July 30 Thursday	College Union Election.
July 31 Friday	1. Last date of receipt of returns from Colleges as on 16.07.2015. 2. Last date for receipt of returns from the Colleges relating to New Admission to Junior and Senior Classes. (Subject wise strength). 2. Closure of admission to 1 <sup>st</sup> Semester of First Degree Programmes (The last date for receipt of attendance and progress certificate will be notified in due course)

### AUGUST 2015

Date/Day	Events
August 5 <sup>th</sup> Wednesday	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.
August 21 Friday	Colleges and University Teaching and Research Departments close for Onam Holidays on 21.08.2015 evening. (Onam Holidays from 22.08.2015 to 31.08.2015)
August 28 Friday	Closure of admission of FDP for the academic year 2015-16.
August 31 Monday	1. Last date for applying for Research Grant from Approved Research Centres. 2. Last date for submission of application for affiliation of new colleges /new courses/ permanent enhancement of seats/ additional batches during the succeeding academic year (2016-17).

### SEPTEMBER 2015

Date/Day	Events
September 1 Tuesday	Colleges and University Departments Re-open after Onam Holidays
September 3 Thursday	Last date for receipt of applications for exemption from production of Attendance Certificate.

### OCTOBER 2015

Date/Day	Events
October 1 Thursday	Last date for receipt of applications for Private Registration for Degree Courses (Annual Scheme) without fine.
October 8 Thursday	Last date for receipt of application for revision or correction of Register of candidates.
October 30 Friday	1. Last date for receipt of Return of Matriculates without fine (MFR)-3 months from last date of admission of a course. 2. Last date for receipt of application for Private Registration for Degree Course with fine (Annual Scheme).

### NOVEMBER 2015

Date/Day	Events
November 4 Wednesday	1. Last date of receipt of Return of matriculates with fine (MFR). 2. Notification for grants for Research Journals.



November 27 Friday	Last date to intimate the Elective Subjects (6 <sup>th</sup> Semester) in respect of candidates appearing for CBCSS Examinations to the University before commencement of 6 <sup>th</sup> semester.
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#### DECEMBER 2015

Date/Day	Events
December 01 Tuesday to December 10 Thursday	College Youth Festival (Any two days between this schedule)
December 04 Friday	
December 15 Tuesday	Last date for submitting application for Grants to Research Journals published by affiliated colleges and Institutions recognized by the University.
December 21 Monday	Submission of application for Ph.D registration for the January session begins.
December 31 Thursday	Colleges/University Teaching and Research Departments close for X'mas Holidays on 21.12.2015 evening. ( Christmas Holidays from 22/12/2015 to 31/12/2015)
	1. Last date for consideration of the application for affiliation by the Syndicate preceding the Academic year during which the college or courses are proposed to be started. 2. Notification for Best Thesis Award.

#### JANUARY 2016

Date/Day	Events
January 1 Friday	Colleges and University Teaching and Research Departments Re-open after Christmas Holidays
January 5 Tuesday	Principals to send Annual Reports to the Registrar
January 7 Thursday	Last date to intimate the Elective Subjects in respect of candidates appearing for University PG Examinations of March/April 2016, to the University before commencement of Respective Semesters.
January 6 Wednesday To January 15 Friday	University Youth Festival
January 15 Friday	
January 21 Thursday	1. Last date for receipt of applications for Ph.D Registration of Research Scholars. 2. Last date for receiving application for Best Research Publication Award.
January 21 Thursday	Last date for receipt of half yearly returns from Colleges as on 15/01/2016.

January 31 Sunday	Last date for receiving application for Best Thesis Award.
<b>FEBRUARY 2016</b> No Specific Academic Event.	

### MARCH 2016

Date/Day	Events
March 31 Thursday	<ol style="list-style-type: none"> <li>1. Last date for receipt of application for recognition of Examination of other Universities or Boards without fine.</li> <li>2. Last date to intimate the Elective Subjects (3<sup>rd</sup> Semester) in respect of candidates appearing for CBCSS Examinations to the University (before commencement of 3<sup>rd</sup> Semester).</li> <li>3. Colleges close for Mid-Summer Vacation on 31.03.2016 (Vacation from 01.04.2016 to 01.06.2016).</li> </ol>

### APRIL 2016

Date/Day	Events
April 14 Thursday	University Teaching and Research Departments close for Mid Summer Vacation on 13.04.2016 evening (Vacation from 14.04.2016 to 15.06.2016.)

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 Buildings,  
Thiruvananthapuram,  
01.06.2015

**REGISTRAR**

### Annexure 3

#### BEST PRACTICES OF THE INSTITUTION

##### 1. ACTIVITIES REFLECTING SOCIAL RESPONSIBILITY OF THE COLLEGE

- **Apiculture training** for Women organised by P.G. & Research Department of Zoology in association with Self-Help Group ,Pattazhy
- **Exhibition** on National Science day for the public and Health Awareness Class by Dr.Jeena Ramesh(Assistant Professor,T.D. Medical College,Alappeyorganized by P.G. department of Chemistry drew public involvement.
- P.G. department of Mathematics and Department of English organised **Women Empowerment** programmes that highlighted the importance of gender equality.
- The College provides **charity** to the needy. The Staff of the college has contributed a sum of Rs 67,050/-and the Department of Zoology a sum of Rs.25300/- towards medical treatment of the poor.
- A general awareness among the public was created on **reducing electricity consumption** was conducted bythe P.G department of Physics in association with Kerala State Electricity Board.
- Department of Commerce organised a class on **Organic Vegetable Gardening** for the Public.
- **Mushroom cultivation** training for the public was organised by Department of Botany.
- College Library organised a **vacation Reading forum** for the public especially for children residing near the college
- NSS Unit
  1. Carried out a socio- economic and medical survey in the Maloor locality. The survey gave an idea on the problems faced by the local people residing near the college.
  2. A Medical Camp was organised in the college in association with Ayurveda Medical Association of India, Adoor region.
  - 3.Students cleaned the college campus in association with Gandhi Jayanthi Celebrations of the college.

4. NSS volunteers visited Gandhi Bhavan, a home for the destitute as part of extension activities of the NSS.

#### BLOOD DONATION FORUM AND BLOOD DONATION CAMP

##### NCC

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.

In addition, the Department of Zoology organized a **Blood donation camp** in association with the Kerala State Aids Control Society. This year the camp was held on 21/03/2016. The Medical officer Dr. Anu, 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. Forty three students from various departments donated blood. The students who donated blood were distributed certificates issued by AIDS Control Society.

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