

Annual Quality Assurance Report (AQAR)

of

T. K. Madhava Memorial College, Nangiarkulangara, Kerala, S. India

Established in 1964

Affiliated to the University of Kerala

(Website: www.tkmmcollege.org)

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

T. K. MADHAVA MEMORIAL COLLEGE

1.2 Address Line 1

NANGIARKULANGARA

Address Line 2

NANGIARKULANGARA P.O.

City/Town

ALAPPUZHA DISTRICT

State

KERALA

Pin Code

690513

Institution e-mail address

info@tkmmcollege.org

Contact Nos.

0479-2412659, 2412008

Name of the Head of the Institution:

Dr. P. C. SALIM

Tel. No. with STD Code:

0479-2412008

Mobile:

9447064080

Name of the IQAC Co-ordinator:

Dr.GAYATHRIDEVI N.

Mobile:

9995312573

IQAC e-mail address:

iqac@tkmmcollege.org

1.3 NAAC Track ID:

KLCOGN11374

1.4 Website address: www.tkmmcollege.org

Web-link of the AQAR:

aqar.tkmmcollege.org

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.45	2004	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

01/07/2004

1.7 AQAR for the year (*for example 2010-11*)

2012-13

1.8 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*)

- i. First AQAR report (2012-2013) submitted to NAAC on 18-06-2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Kerala University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme	<input type="text" value="Yes"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="19"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="3"/>
Non-Teaching Staff	<input type="text" value="2"/> Students <input type="text" value="2"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

2.13 Seminars and Conferences (only quality related)

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

<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="1"/>
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Total Nos. International National State Institution Level

(ii) Themes

- Significance of NAAC accreditation in colleges.

2.14 Significant Activities and contributions made by IQAC

- Creative suggestions made to departments on conduct of seminars.
- Suggestions received on course or teacher evaluation and improvement were discussed.
- IQAC emphasized the need to encourage students to actively participate in extra-curricular activities as part of the overall personality development.
- Confined to internal meetings on overall quality maintenance.
- Steps towards academic /research activities and its implementation effectively promoted.
- Documented all activities leading to quality improvement.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To strive for quality sustenance and enhancement.	Increase in overall pass percentage. Increase students' participation in extracurricular activities.
To provide assistance to students with personal and academic problems.	Tutors maintained data of all personal & academic activities of students. Weak students were identified and remedial classes were conducted for them.
To promote research in applied inter-disciplinary and socially relevant problems.	Inter-disciplinary projects were given to UG & PG students.
To enhance participation of teachers in faculty improvement programmes/	Teachers attended orientation/refresher programmes. Many teachers participated and

seminars/workshops.	presented papers in seminars.
To conduct all internal examinations as per schedule.	All examinations were conducted as per schedule and results published in time.
To empower the majority of women students.	Gender sensitization programmes were organised by Women's Study Cell.
Mobilise activities of various clubs and forums.	Extension activities were effectively carried out by various clubs.

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

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body College Council

Provide the details of the action taken

- | |
|---|
| <ul style="list-style-type: none"> • Remedial coaching for weak students. • Infrastructure in general library and laboratories improved with the help of PTA/ Management/UGC. • Opportunities provided to students for participation in University level and other competitions. |
|---|

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			
UG	8			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	9			
Interdisciplinary	1			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	NA
Annual	NA

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

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

**An analysis of the feedback is given as Annexure III*

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

Introduction of Open course & Elective course in UG level.

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

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	21	24	0	1

2.2 No. of permanent faculty with Ph.D.

6

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
12	1	0	0	0	0	0	0	12	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

1	0	0
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	25	5
Presented papers	3	10	3
Resource Persons		2	3

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

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

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

195

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

Grading evaluation under CBCSS System implemented in UG level

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

20		
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2.10 Average percentage of attendance of students

92

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	No. of students in each grade*				
		A	B	C	D	Pass %
B.Sc Mathematics	34	3	18	6	-	79.41
B.Sc Physics	33	2	22	4	-	84.85
B.Sc Chemistry	42	4	21	4	-	69.05
B.Sc Industrial Chemistry	22	0	7	4	-	50
B.Sc Zoology	35	0	22	10	-	91.43
B.A English	28	1	20	7	-	100
B.A Economics	44	7	7	28	-	95.45
B.Com	70	2	52	14		97.14
M.Sc Physics	12	I class = 4	II class = 1	-	-	41.67

*The CBCSS of our university follows a five point grading system.

3.5 and above= A; 2.5-3.49= B; 1.5-2.49= C; 0.5-1.49=D; below 0.5=E

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

- Enhances the awareness on quality of education, evaluation and relative parameters.
- Monitors student progression, remedial/innovative teaching to improve exam results.
- Established special cell for reservation categories and also for women's safety.
- Ensures the effective conduct of internal examinations and result publications.
- Undertakes analysis of students' feedback experiences and uses the same to re-orient teaching-learning process.
- Conducts PTA meetings regularly.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	

Others	
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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	7	Nil	Nil	Nil
Technical Staff	26	2	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Created a research based teaching culture, outcome based extension and follow up activities by departments on specified issues in different areas.
- Conducted multidisciplinary seminar series to create awareness about interdisciplinary research areas.
- Collaborated with external research institutes at PG level.
- Arranged invited lectures by eminent personalities to foster scientific temper.
- Encouraged the PG students to present their findings in seminars to enhance research aptitude.
- Promoted inter-disciplinary research through project work at UG level.
- Facilitated teachers to take up externally funded research work.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	1	2	1
Outlay in Rs. Lakhs	2.5		2.5	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			7

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	2012-2014	UGC	2.5	2.5
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2012-2013	Dept. of disaster management	0.15	0.15
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	2012-2013	M Sc Project physics		
Total			2.65	2.65

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 Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					5
Sponsoring agencies					PTA & alumni

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	2.65 lakhs	From Management of University/College	Nil
Total	2.65 lakhs		

3.16 No. of patents received this year

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

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

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

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

1
Nil

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

Nil

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

JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
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3.21 No. of students Participated in NSS events:

University level	200	State level	Nil
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events:

University level	Nil	State level	22
National level	2	International level	Nil

3.23 No. of Awards won in NSS:

nil

University level	Nil	State level	
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	15	
NCC	6	NSS	14	Any other Nil

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

- One day Training programme on Human rights.
- Awareness class on cyber crime and drug abuse.
- Class on personality development and positive thinking.
- Class on life style diseases.
- Class on Yoga and stress management.
- Blood donation awareness class and camps
- Awareness class on road safety and traffic control.

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	25acres			25
Class rooms	31			31
Laboratories	10			10
Seminar Halls	3			3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	70			70
Value of the equipment purchased during the year (Rs. in Lakhs)		13.2	UGC Special assistance	
Others				

4.2 Computerization of administration and library

- Internet access made available in all departments and office.
- Admission procedure is completed online from office.
- Salary bill is prepared using computers.
- Examinations registration and CA marks entry are done by online.
- More computers installed in the browsing centre of library.
- Bar coding of books in general library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value	No.	Value
Text Books	23194		509	86004	23703	
Reference Books	500		50			
e-Books						
Journals	7	20000	3	2500	10	22500
e-Journals						
Digital Database						
CD & Video	14	1700	2	210	16	1910
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	10	2	Nil	Nil	5	5	Nil
Added	15	Nil	10	Nil	Nil	1	14	Nil
Total	35	10	12	Nil	Nil	6	19	Nil

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

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.54 lakhs
ii) Campus Infrastructure and facilities	1.09 lakhs
iii) Equipments	0.56 lakhs
iv) Others	1.00 lakhs
Total :	3.19 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Tutors of each class were entrusted to give awareness regarding student support services.
- Career talks and career guidance given to UG and PG students.
- Awards given to motivate outstanding students in all streams.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a)

UG	PG	Ph. D.	Others
992	26	0	0

Total Number of students

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	425	41.75		593	58.25

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
443	108	1	488	2	1042	242	98	-	674	3	1018

Demand ratio 1:10

Dropout % 3%

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

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Personalized counselling to needy students.
- Psychological assessment of students. Assessment includes personalized personality profile, IQ, Memory test and Aptitude Profile.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	200	26	10

5.8 Details of gender sensitization programmes

- Conducted a quiz competition on 'Women & Excellence'.
- Lecture class and campaigns arranged for creating awareness against domestic violence.

5.9 Students Activities

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

State/ University level 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

Nil

National level

Nil

International level

Nil

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	100	100000
Financial support from government	615	14.78lakhs
Financial support from other sources	25	27000
Number of students who received International/ National recognitions	1	20000

5.11 Student organised / initiatives

Fairs : State/ University level

1

National level

Nil

International level

Nil

Exhibition: State/ University level

1

National level

Nil

International level

Nil

5.12 No. of social initiatives undertaken by the students

6

5.13 Major grievances of students (if any) redressed:

- Maintenance of rest rooms/toilets.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

6.2 Does the Institution have a Management Information System

Yes

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

6.3.1 Curriculum Development

- Pursues impartial and transparent admission procedure to identify and select best students.
- Rewards merit, novelty and inventions in teaching and learning.
- Adopts innovations in the classroom teaching.
- Conducts internal examinations as per schedule.

6.3.2 Teaching and Learning

Providing quality higher education in humanities, arts and science subjects

» Efforts are made to provide value education to the students.

» Teachers are committed to the academic improvement and upliftment of the students.

They follow tutorial ward system and have a closer contact with students.

» Teachers update their knowledge level by organizing and attending seminars, conferences and workshops and by presenting and publishing papers.

» Teachers actively involve themselves in undertaking Major and Minor Research Projects.

» As part of the Choice based Semester Course offered at the graduate level, elective Courses, Complementary courses and Open Courses are offered to students to develop their potentials in various levels.

» Career Guidance and Placement Cell provides training to students on Personality Development and Soft-skill Development and prepare them with employable skills.

» All programmes of academic and non academic nature are planned for an overall growth of the student community.

» Equipped with an experienced team of highly qualified, motivated and dedicated staff supported by infrastructural facilities, our college is imparting meaningful and disciplined education to students. The main aim of the college is to create a group of knowledgeable and responsible citizens who would be an asset to the future society.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- Multidisciplinary seminar series conducted.
- One member of the faculty is an approved research guide and many other faculty members are pursuing their research.
- Interdisciplinary projects implemented at UG and PG levels.
- Teachers attended external seminars and presented papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Books and journals on relevant topics purchased in the library.
- Bar coding progressing satisfactorily.
- Internet room renovated and facilities upgraded.
- Seating capacity increased in the reading room.

6.3.6 Human Resource Management

- Basic awareness given to new faculty and non-teaching staff regarding salary processing, availing various types of eligible leave and dealing with applications for various purposes.
- Proper documentation of all service details so as to ensure promotion benefits at the right time.
- Informs the teachers of various faculty improvement programmes and welfare schemes.
- Informs the students about their welfare schemes.

6.3.7 Faculty and Staff recruitment

- Management recruits faculty & staff as per Government norms.

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

6.4 Welfare schemes

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

6.5 Total corpus fund generated

25.4 lakhs

6.6 Whether annual financial audit has been done

Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

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

University stipulates a NAAC Accreditation with A Grade so as to promote autonomy.

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

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

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

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

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

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

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

- Mould a multifaceted and dynamic cadre of young women.
- Enlightening and empowering socially and economically backward classes through education.

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

7.4 Contribution to environmental awareness / protection

- Rain water harvesting carried out effectively.
- Effective waste management programme.
- Conservation of electricity by using CFLs wherever possible.
- Maintenance of litter free campus.

7.5 Whether environmental audit was conducted? Yes No

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

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

8. Plans of institution for next year

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

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Two best practices of the institution

The policies and practices of the institution are in consonance with the ideals and philosophies initiated by the great seer and social reformer Sree Narayana Guru.

1. It gives special care to see that the women students develop self confidence and competence to face the day to day problems which they confront in society. The women study centre along with the counselling centre and other clubs of this college function effectively to mould a multifaceted and dynamic cadre of young women.
2. As a general policy the college aims at enlightening and empowering the subaltern masses through education. It envisages a society based on socio economic equality and intellectual excellence. Although its practices are governed by the rules of the University and state government, it improvises and utilizes the rules of the university for optimizing excellence and for creating a future society. This would help in moulding a humane, socially awakened and intellectually accomplished society.

Annexure III

Analysis of Feedback from all stakeholders

1. PTA meeting of UG classes and PG classes are held regularly every semester.
2. Feedback is collected from both parents and students. A feedback form is issued for this purpose.
3. Both parents (90-95%) and students (90-98%) are satisfied with the teaching standards of the college.
4. Majority of the parents ((85-95%) are of the opinion that the college strives for academic excellence of students and also takes an interest in the inculcation of ethical values in the students.
5. Almost all (90-95%) parents agreed that the college helps in developing social consciousness among the students through its NSS Unit.
6. More than 90% of students and parents are of the opinion that college promotes the student's interest in extra- curricular activities according to their aptitude.
7. All stakeholders agreed that the college atmosphere is helpful in developing spiritual and moral values among the students.
8. Though the college tries to exhibit a high standard in the maintenance of discipline, classes are sometimes disrupted due to student politics.
9. All stakeholders feel that the students are safe in the college campus and assess the overall activities of the college as good.

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

- Minimise the disruption of classes due to campus politics.
- Need of a hostel for boys.
- Improve the infrastructural facilities in ladies hostel.
- More PG courses.
- Construct more rest rooms/toilets with proper maintenance of existing ones.
- More IT enabled interactive class rooms.

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

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

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

30-01-2013	Commencement of Classes
06-02-2013	Last Date for Allotting Topics of Assignments/Conduct of Seminars
15-02-2013	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
04-03-2013 To 13.03.2013	CONDUCT OF FIRST SET OF TEST PAPERS
15-03-2013	LAST DATE OF REGISTRATION OF THE COURSES
20-03-2013	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
27-03-2013	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE
03-06-2013 TO 12-06-2013	CONDUCT OF SECOND SET OF TEST PAPERS
05-06-2013	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATION(ESE)
12-06-2013	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
18-06-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS
19-06-2013	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
24-06-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS
10-07-2013	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE)
15-07-2013	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
24-07-2013	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE
17-07-2013 To 31-07-2013	END SEMESTER EVALUATION(ESE)
31-07-2013	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

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

THIRD SEMESTER

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

07-11-2012	Last Date of Receipt of Continuous Evaluation (CE) Results By The Controller Of Examinations.
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**CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES UNDER CBCS SYSTEM -2011 ADMISSIONS
FOURTH SEMESTER**

17-12-2012	COMMENCEMENT OF CLASSES
21-12-2012	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
22-12-2012 TO 31-12-2012	X'mas Holidays
04-01-2013	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
16-01-2013 TO 24-01-2013	CONDUCT OF FIRST SET OF TEST PAPERS
31-01-2013	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
01-02-2013	LAST DATE OF REGISTRATION OF THE COURSES
15-02-2013	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
20-02-2013 TO 28-02-2013	CONDUCT OF SECOND SET OF TEST PAPERS
01-03-2013	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
07-03-2013	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
08-03-2013	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
15-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
20-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
27-03-2013	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
03-06-2013	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
07-06-2013	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
14-06-2013	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS
17-06-2013 TO 26-06-2013	END SEMESTER EVALUATION(ESE)

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

FIFTH SEMESTER

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

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

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

SIXTH SEMESTER

21-11-2012	COMMENCEMENT OF CLASSES
05-12-2012	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
22-12-2012 TO 31-12-2012	X'mas Holidays
01-01-2013	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
02-01-2013 TO 10-01-2013	CONDUCT OF FIRST SET OF TEST PAPERS
17-01-2013	LAST DATE OF REGISTRATION OF THE COURSES
21-01-2013	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
04-02-2013	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE
06-02-2013 TO 15-02-2013	CONDUCT OF SECOND SET OF TEST PAPERS
20-02-2013	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
28-02-2013	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS
01-03-2013	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
05-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS
08-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS
08-03-2013	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE)
13-03-2013	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
18-03-2013	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
02-04-2013	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS
20-03-2013 TO 05-04-2013	END SEMESTER EVALUATION(ESE)

The college follows the academic calendar of the University of Kerala for CBCS.

Sd/-

Principal