

M E S COLLEGE NEDUMKANDAM

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2017-2018

Submitted by IQAC

M E S COLLEGE NEDUMKANDAM

(www.mesnedumkandam.in)

Submitted to

NAAC

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BENGALURU

December 2018

The Annual Quality Assurance Report (AQAR)

Here we are submitting the annual self-reviewed progress report of the institution through IQAC to the NAAC. The tangible results achieved by the institution in various fields, identified by the institutional IQAC for the academic year 2016-17 are presented here.

Part – A

AQAR for the year

2017-18

I. Details of the Institution

1.1 Name of the Institution

M E S COLLEGE NEDUMKANDAM

1.2 Address Line 1

CHEMBALAM P O

Address Line 2

NEDUMKANDAM

City/Town

NEDUMKANDAM

State

KERALA

Pin Code

685553

Institution e-mail address

mesndkm@gmail.com

Contact Nos.

04868 232043 / 233060

Name of the Head of the Institution:

A M RASHEED

Tel. No. with STD Code:

04868 233060

Mobile:

9446409795

Name of the IQAC Co-ordinator:

DR. D.REJIKUMAR

Mobile:

8893424207

IQAC e-mail address:

iqacmesndkm@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)/18/A&A/127.2

1.5 Website address:

www.mesnedumkandam.in

Web-link of the AQAR:

www.mesnedumkandam.in/downloads/aqar17-18.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2004	5 years
2	2 nd Cycle	B	2.38	2016	5 years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

05/06/2002

1.8 AQAR for the year (for example 2010-11)

2017-2018

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))

- i. AQAR 2008-2009 submitted to NAAC on 04/3/2013
- ii. AQAR 2009-2010 submitted to NAAC on 04/3/2013
- iii. AQAR 2010-2011 submitted to NAAC on 04/3/2013
- iv. AQAR 2011-2012 submitted to NAAC on 10/12/2013
- v. AQAR 2012-2013 submitted to NAAC on 08/6/2015
- vi. AQAR 2013-2014 submitted to NAAC on 08/06/2015
- vii. AQAR 2014-2015 submitted to NAAC on 14/12/2015
- viii. AQAR 2015-2016 submitted to NAAC on 14/12/2015
- ix. AQAR 2016-2017 Submitted to NAAC on 27/06/2018

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*)

MAHATMA GANDHI UNIVERSITY
KOTTAYAM

1.13 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

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

12

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

4

Non-Teaching Staff Students

1

Alumni

1

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

✓

No

If yes, mention the amount

300000

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

2

International

National

State

Institution Level

3

(ii) Themes

a. Research Methodology

b. Nature – Culture Relations in Idukki.

c. Seminar Against Drug Abuse among students

2.14 Significant Activities and contributions made by IQAC

- Membership obtained in United Nations Academic Impact [UNAI]
- Promotion of the use of technology in teaching - learning. Process.
- Promoting teachers to participate in Faculty Development Programmes
- Motivating teachers to participate in research and extension activities and enhance the quality of teaching –learning process. They are also encouraged to carry out major and minor projects.
- Organizing coaching classes for competitive exams - UGC -NET, CSIR -NET, Civil Service, Bank Test and PSC exams.
- Opportunities are provided to students for attending seminars and workshops to inspire them with research aptitude.
- Nourishes eco-aesthetic concerns through the activities of NSS, NCC, Nature club etc.
- Fosters innovation and creativity in students through exhibitions, group discussions, poster presentations, photography competitions, short film contests, study tours etc
- Fitness oriented activities are provided in the gymnasium.

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 and Achievements

A. Enrichment of the quality of education

Achievements:

- Strict monitoring of completion of topics as per the syllabus.
- Evaluation of teaching-learning process is done by the Centralized Internal examination Management system of the college in accordance with University examination model.
- Remedial teaching is conducted for SC/ST, other socially and economically backward students.
- ICT enabled teaching
- Surprise tests are conducted
- Career guidance, personality development and counselling classes have been conducted.
- Students friendly class room
- Systematic teaching in strict adherence to the well prepared lesson plan
- Induction classes to UG & P.G students
- Many of our teachers are part of the curriculum restructuring committees in the University.
- Teachers have participated in UGC-sponsored Orientation Programme /Refreshers courses organized by Academic Staff College.
- Students were sent to attend and present papers in Seminars in different institutions.
- Many Teachers have published their research papers in UGC approved /referred journals.
- M o U with other colleges for exchanging resources including students.

1. To upgrade infrastructure:

- Construction of new Academic block initiated.
- Wi-Fi accessibility in the campus
- New building of the women's hostel is finished.

2. Co-curricular activities to enhance talents of the students

- Conducted Additional Skill Acquisition Programme[ASAP]

- Field trips and industrial visits
- Planting paddy plants in the paddy field, Kattappana.
- A day has been identified to conduct various cultural activities
- A survey on waste disposal
- Small scale industrial product exhibition by E.D. Club.
- Cyber crime and cyber security- awareness program to 9th & 10th Students
- Entrepreneurial workshop for Kudumbasree members
- Mathematics Teachers' Training Programme for School Teachers by the Department of Mathematics.

3. Celebration and observance of nationally and internationally important days

- World Environmental Day
- International Yoga Day
- Bio-diversity Day
- International Day of Girl Child
- Hiroshima Observance Day
- National Science Day
- Swatch Bharath
- World I T Literacy day
- Independence day
- Gandhi Jayanthi Day

4. To enhance job skills and ensure placement

- Coaching for Civil Service examination, UGC-NET, CSIR-NET, SET and Bank Coaching and many students have achieved UGC – NET, JRF etc.
- Students' bank scheme by the department of commerce.
- Career orientation and mentoring programmes
- Students are sent for placement drives and some of them have achieved better placements in various IT companies.

- Exposure of students in different types of sports and games activities provide opportunity for jobs
- Organising campus recruitment fairs
- Training in soft skills
- Training in jewellery making, bouquets and lotion making under the leadership of E D club
- Seminar on GST

* Attached the Academic Calendar of the year as Annexure.

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The Management (Local Governing Board, Central Governing Board and Educational Agency) approved the plan of action and gave consent to implement them.

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	6		5	
UG	8		1	
PG Diploma				
Advanced Diploma				2
Diploma				2
Certificate				2
Others				
Total	14		6	6
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14 (All programmes)
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.

Initiated the U G level Syllabi updation at the University 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
24	18	06		

2.2 No. of permanent faculty with Ph.D.

5

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								2	

2.4 No. of Guest and Visiting faculty and Temporary faculty

37

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	9	2
Presented papers	6	9	2
Resource Persons	1		1

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

- Implementation of the Bridge Course
- Remedial teaching and tutorial system.
- Screening of Films and other art forms while taking classes in UG
- Group discussions, Peer- team teaching, Demonstration classes
- ICT enabled teaching methods using Wi-Fi broadband internet
- Interactive learning through field work, study tours; industrial visits, group discussions, quizzes, workshops, and academic seminars.
- Access to large number of e-books and journals via 'INFLIBNET' facility.

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

178

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

Mid semester evaluation

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

3

5

2.10 Average percentage of attendance of students

86.5

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 A History	55					18
B A Economics	45					47
B Sc Mathematics	35					54
B Sc Physics	24					54
B Sc Chemistry	22					36
B C A	35					63
B C A (S F)	8					64
B Com	26					77
M Sc OR & CA	3					33.3
M Sc Mathematics	13					53.8
M Com	27					30

M Sc Physics	14					64
M Sc Comp. Sc	2					100
M A History	8					37.5

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

- Organizes Seminars and workshops to enrich the academic climate and enhance the learning process.
- Orientation classes for the teaching faculty to scale up with newer and advanced methods of imparting higher education.
- Pays special attention in monitoring and evaluating the performance of the faculty by way of regular departmental visits both at the college level as well as at the Management level.
- Extends necessary infrastructure and timely encouragement to materialise and implement new methods of teaching.
- Ensures that the quality of both the academic & non academic activities.
- Assesses the learning output via continuous evaluation and student's feedback.
- Maintains a very healthy and a cordial rapport with the Alumni.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	5
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	3
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	3		9
Technical Staff	4	3		3

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages teachers to participate in International, National and State level seminars.
- Motivates the faculty to pursue research and also to avail the benefits of FDP.
- Provides research facilities like free Internet, INFLIBNET, Research journals, Equipment for Inter-departmental research etc.
- Invites eminent resource persons to conduct lectures/ workshops/ seminars on relevant topics.
- Conducts various academic programmes to cultivate research culture and scientific temperament among the student community.
- Students of various departments attend and benefit workshops and seminars in other institutions.
- Every student in PG and UG programmes undertakes a project individually or in group and submit a dissertation in the final semester.

3.2 Details regarding major projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3			1
Outlay in Rs. Lakhs	310000			275000

3.4 Details on research publications

	International	National	Others
Peer Review Journals		6	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		1	

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	2015 - 2017	UGC	7,05,000	5,85,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			7,05,000	5,85,000

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			3		2
Sponsoring agencies			Management		Management

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	<input type="text"/>	From Management of University/College	<input type="text" value="65000"/>
Total	<input type="text" value="65000"/>		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	SRF	<input type="text"/>	Project Fellows	<input type="text"/>	Any other	<input type="text"/>
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3.21 No. of students Participated in NSS events:

University level	<input type="text" value="4"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="11"/>	State level	<input type="text" value="11"/>
National level	<input type="text" value="1"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="2"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="7"/>
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="7"/>
		Any other	<input type="text"/>

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

Pain and Palliative Care Unit members in campus is actively serves the destitute in their area.

For many years, the Department of Commerce has been collecting noon meal packets from the students of all departments and distributing them to the inhabitants of *Akasaparava*, the orphanage at Nedumkandam every Thursday without fail.

The E.D. club organized an entrepreneurial workshop for Kudumbasree members.

Department of English conducted a communicative skill development programme at Govt. High School Pambadumpara, Idukki on 22nd January 2018.

The department of Malayalam distributed books for reading in the name *Aksharadeepthi 2018* to two schools nearby as a part of observing the Reading Day.

The N.C.C. cadets participated in the Road cleaning campaign as a part of Swatch Bharath programme; Collected and distributed funds for a Cancer Patient

The N.S.S. Unit participated in planting the paddy plants at Valiakandam Paddy field at Kattappana, Idukki.

The Women's Forum organized a one- day workshop on Domestic violence and dowry harassment in collaboration with the department of Social Justice.

Department of Computer Science organized a national level IT fest named ASTHRA and IT Quiz for High School and Higher Secondary students.

Head of the Department of Statistics Prof. Rahmathulla guided a project of excess usage of Lambda Cyhalothrine in Cardamom plantations at Pambadumpara Panchayat, Idukki with the help of P.G. Students.

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	15 acre			15acre

Class rooms	36			36
Laboratories	5			5
Seminar Halls	1	1		2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Fully Computerized Library with Free Internet facility

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13399	3349750	528	167400	13927	3,383,743
Reference Books	812	203000	30	9000	842	212000
e-Books	97000			5000/ year		
Journals	25	10000			28	11200
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	138	67	118	9	42	9	10	1
Added	4					1		1
Total	142	67	118	9	42	10	10	2

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

- Students are allowed to use computers for their project works and for other academic purposes.
- Training programme on ICT enabled teaching was arranged for the teachers in the beginning of the academic year.
- We have a number of technology assisted quality improvement strategies. Modern teaching methods using Wi-Fi broadband internet, LCD projectors etc are implemented.

4.6 Amount spent on maintenance in lakhs :

i) ICT	52000
ii) Campus Infrastructure and facilities	550000
iii) Equipments	240000
iv) Others	76000
Total :	918000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Civil Service training classes for students, free of cost
- Additional Skill Acquisition Programme [ASAP]
- Add – on courses for communicative English
- Support for slow learners
- Orientation programme for students
- S T P Meetings
- Awareness class for various topics
- Scholarships are provided in various schemes
- Financial assistance is given to economically backward students
- Identifies students in need of counseling and extends the support of counseling centre

5.2 Efforts made by the institution for tracking the progression

- Continuous Evaluation
- Tutors' meetings
- Alumni meetings
- PTA meetings
- Monthly test papers
- Giving guidance to the PG students in classrooms for NET/SLET/SET etc.
- Providing awareness for progression of higher studies and training for career opportunity

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
826	155	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	382	46.2		444	53.7

Last Year					This Year					
General	SC ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
372	114	456	4	946	532	98	17	334	Nil	981

Demand ratio

Dropout 2%

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

Civil service Aspirants' Forum for Training in Civil Service Examinations.
UGC/CSIR Coaching

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- An effective counselling cell is working in all departments and gives guidance, support to those students with behavioural problems and who need moral support. In ordinary cases the class tutors give them counselling and those who need additional support were directed to the professional counsellors. Departmental counselling centre is instrumental in identifying and redressing the grievance of needy students. Interaction with parents is also maintained if required.
- All first year UG and PG students are given Orientation class which focuses on personality development, attitude and aptitude refinement, goal setting.

- Class tutors and other teachers provide extra academic and emotional support for slow and advanced learners

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
2	50	6	64

5.8 Details of gender sensitization programmes

Women's forum of the college conducts various programmes on gender equality throughout the academic year. Every Friday there is a gathering of all women students and once in a month, there will be invited talk on gender issues.

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	50	200000
Financial support from government	907	20,18,976
Financial support from other sources	12	65000
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: 1

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Empower the students to be intellectually superb, morally upright, emotionally mature, environmentally alert and socially concerned through information, knowledge and wisdom.

Mission:

Provide education to all irrespective of all manmade barriers. Be a leading centre of higher education nurturing all-round development of the students. Foster communal amity among the diverse segments of the society

6.2 Does the Institution has a management Information System

YES

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

6.3.1 Curriculum Development

- Association programmes
- Tutorial classes
- Use of ICT in teaching and learning
- Bridge course

6.3.2 Teaching and Learning

- Remedial coaching classes
- Quiz, debate and Discussions
- Peer Tutor Teaching
- ICT oriented teaching.

6.3.3 Examination and Evaluation

- Internal examinations twice a semester and strict evaluation methods.
- Pre-final examinations, model Viva voce and practical exams.
- Assignment and project
- Regular monthly test papers for continuous evaluation

6.3.4 Research and Development

Minor research project and Research leading to PhD by the faculty members

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Students' friendly kiosk has been installed.
Online research resources are available through INFLIBNET
- Effective implementation of ICT

6.3.6 Human Resource Management

- Annual orientation programmes for teachers are conducted by the College management.
- Human resources are effectively and efficiently utilized for the development of departmental activities and community extension activities

6.3.7 Faculty and Staff recruitment

- Well qualified faculty and staff recruited as per requirement.
- All recruitments are done as per the norms of M.G University, U.G.C and Government of Kerala

6.3.8 Industry Interaction / Collaboration

- Students are encouraged to visit industries and research institutions as part of their projects

6.3.9 Admission of Students

- Admission is through M.G University Single Window System-CAP

- Selection of candidates to Management Quota is decided by a committee and is based on merit
- Due consideration is given to poor and marginalised

6.4 Welfare schemes for

Teaching	Cooperative store Functioning in the campus. Besides PF, SLI, GIS, GPAIS and accommodation are provided.
Non teaching	PF, SLI, GIS, GPAIS and accommodation along with loan facility is provided.
Students	College canteen , Parking bay for Students' vehicles. K P C R fee concession, Scholarships

6.5 Total corpus fund generated

8,00,000

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	IQAC
Administrative	Yes	Govt. of Kerala	Yes	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?

N A

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

- Provide educational assistance to financially backward students
- Yearly alumni meeting provide the students, a golden opportunity of interaction.

6.12 Activities and support from the Parent – Teacher Association

- PTA meeting is periodically conducted by all departments for each class at least every semester for discussing academic performance of students and also collect feedback for further improvement.

6.13 Development programmes for support staff

- Get together and training programmes are conducted every year by the management.
- Participation of faculty in syllabus oriented workshops, Refresher Courses and Orientation Programmes conducted by Academic Staff Colleges.
- Staff tour
- Motivation for research oriented as well as personality development programme.

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

- Resolve to ban flex boards in seminars and other programs and use of clothe banners are encouraged.
- Steel glasses alone are used for serving tea, coffee etc. Inside the campus
- Extensive efforts have been taken to plant trees and make campus green.
- With the support of Kerala Forest Department, a programme of planting and nurturing trees was conducted.
- Ozone day celebration was conducted to make an awareness in the youngsters to protect the atmosphere from their part.
- Waste bins are placed in all department premises to keep the area clean.

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.

- Morning Prayer to inculcate spiritual values and inspire the students
- Avoiding plastic flexes and use of steel glasses instead of use and throw type.
- Use of renewable energy – solar lights
- Analysis of socially relevant documentaries like environmental issues.
- Department wise associations, clubs and forums' activities viz, regular meetings, innovative talks, debates, quiz competitions, cultural programmes.

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

- More social outreach programmes have been organized and executed by the N.C.C., N.S.S. units and various clubs and forums.
- IQAC evaluates the systematic and timely implementation of various activities according to the plan of action chalked out by the departments in the beginning of the year.
- ICT enabled teaching – learning process, field trips, industrial visits for better and effective learning.
- Special training sessions for students like motivational talks, leadership trainings etc., towards their overall developments.
- Periodic evaluation of time table, monitoring, verification of coverage of portions at department, college council and Principal levels.
- Inter-departmental, inter collegiate competitions to enhance creativity among students and impart awareness about various social issues.
- The Health Club with modern equipments is well functioning in the college.
- Counselling facility is available for the needy students at any time.

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

- Effective Palliative Care Unit in Campus
- Training programme for Kudumbasree members
- Project on the study of excess use of pesticides in cardamom plantations in Idukki.
- Strict Green protocol is followed and awareness programmes concerned.

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

7.4 Contribution to environmental awareness / protection

- Use of Steel glasses/ bottles alone is permitted inside the campus.
- N.S.S. Unit plant tree saplings as part of observing Environmental Day celebrations.
- Department wise eco – friendly initiatives for minimising paper wastage.
- Ozone Day celebrations and awareness programmes concerned.
- Seminars and discussions on current environmental issues
- Biobin usage towards plastic- free campaign.

7.5

Whether environmental audit was conducted?

Yes

☒

No

☐

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

Strengths:

- Good Academic ambience
- Well qualified and dedicated faculty
- Effective support from the Management, P.T.A. and Alumni
- Education at comparatively low cost
- Add- on and Certificate and skill oriented courses
- Coaching classes for various competitive examinations like Civil Service
- Enthusiastic students
- Remedial Coaching for academically weak students
- Community extension programmes

Weakness:

- Lack of adequate transport facilities to the area.
- Loss of working days due to unexpected hartals

Opportunities:

- The college is situated in the High Ranges of Kerala with great potential for tourism. Hence Travel and Tourism Courses have better opportunities.
- The college is situated amidst the cardamom plantations with tea and coffee plantations nearby. Hence Plant Science Courses also have good scope.
- The high ranges of Idukki district involve a number of tribal settlements. A centre for tribal studies by the social science department will help to uplift of the tribes nearby.
- Being the only aided college in the area, new job oriented courses will be beneficial for low income group.

Threats:

- Being the only aided college in the area, it becomes unable to meet the demand for admission as the number of courses are much less in number comparing with the number of applicants. The Govt. only can solve the issue by sanctioning the new courses already applied for by the college.
- The people of the area belong mainly to low or middle class on income basis. Hence the lack of interest in studies by many students belong to such families create challenges to achieve better results.
- The low socio-economic profile of the people causes admission of students to the college with low marks. Making them interested in studies forms a great challenge.

8. Plans of institution for next year

- Result improvement
- Seminars, Lectures, Workshops, exhibitions on varied areas
- Construction of New Administrative Block
- More achievements in sports and games
- Strict Green Protocol continuation
- More Placement drives and participation of more students.
- New Syllabus implementation at UG level
- Buying college buses for improving transport facilities.

Name DR. D.REJIKUMAR _____

Name PROF. A.M. RASHEED _____

_____ *Sd/-* _____

_____ *Sd/-* _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

Annexure I

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
