# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

# Part – A

## 1. Details of the Institution

1.1 Name of the Institution

> St. Joseph's College, Moolamattom

1.2 Address Line 1

> Arakulam (P.O)

Address Line 2

>

City/Town

> Idukki

State

> Kerala

Pin Code

> 685591

Institution e-mail address

> sjcmoolamattom@gmail.com

Contact Nos.

> 04862-252043, 321323, 253258

Name of the Head of the Institution:

> Rev. Dr. Gilson John

Tel. No. with STD Code:

> 04862 252766

Mobile:

> 9447576211

Name of the IQAC Co-ordinator:

Dr. Siby Joseph

Mobile:

9447066802

IQAC e-mail address:

iqacsjcm@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 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/61/RAR/46 dated 15-09-2012

1.5 Website address:

www.stjosephscollegemoolamattom.org

Web-link of the AQAR:

http://www.stjosephscollegemoolamattom.org/aqar.aspx

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 | 1st Cycle | B+ | 78% | 2005 | 2010 |
| 2 | 2nd Cycle | B | 2.82 | 2012 | 2017 |

1.7 Date of Establishment of IQAC :DD/MM/YYYY

06-07-2009

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

2013-14

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

i.AQAR 2012-2013 submitted on 26/11/2013

1.10 Institutional Status

University          State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College      Yes [X]   No ☐

Constituent College      Yes ☐   No [X]

Autonomous college of UGC      Yes ☐   No [X]

Regulatory Agency approved Institution      Yes ☐     No [X]

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

Type of Institution     Co-education [X]    Men ☐   Women ☐

           Urban ☐    Rural [X]   Tribal ☐

Financial Status    Grant-in-aid ☐   UGC 2(f) [X]   UGC 12B [X]

        Grant-in-aid + Self Financing [X]     Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts [X]    Science [X]     Commerce [X]    Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐    Health Science ☐ Management [X]

Others   (Specify) [Nil]

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 [Nil]

University with Potential for Excellence [Nil]     UGC-CPE [No]

DST Star Scheme [Nil]     UGC-CE [No]

UGC-Special Assistance Programme [Nil]     DST-FIST [Yes]

UGC-Innovative PG programmes [Nil]     Any other *(Specify)* [Nil]

UGC-COP Programmes [Nil]

3

## 2. IQAC Composition and Activities

2.1 No. of Teachers

| 7 |
|---|

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

| Nil |
|---|

2. 6  No. of any other stakeholder and

    community representatives

| 1 |
|---|

2.7 No. of Employers/ Industrialists

| Nil |
|---|

2.8  No. of other External Experts

| Nil |
|---|

2.9 Total No. of members

| 10 |
|---|

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:   No. [  ]   Faculty [ 3 ]

Non-Teaching Staff [ 1 ]   Students [  ]   Alumni [  ]   Others [  ]

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

    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 [ 5 ]

| (ii) Themes | (i)  Best Practices in Colleges (ii) "What is IQAC"  (iii) Preparation of MRP proposals (iv) Preparation of Proposals for Seminars     (v) ICT based teaching |
|---|---|

2.14 Significant Activities and contributions made by IQAC

| Reformed Internal Examinations, Emphasis on ICT based Teaching, Funding to conduct seminars & workshops, Organization of seminars, Promotion of extension activities, Promotion of publishing articles, manuscript magazines, books etc. |
|---|

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 |
| --- | --- |
| At least two seminars by each Department | More than two seminars by most of the Departments |
| Functioning of Departmental associations | Every Department has its own association |
| At least one Departmental meeting in a semester | All the Departments conducted staff meeting as directed |
| Cultural programmes associated with festivals like Onam, Chrismas etc. | Various cultural events are conducted by the associations |
| One value added Class in a month, if possible | Conducted value added classes on the first Friday of every month |
| Maximum participation of students in co-curricular activities | Ensure maximum participation through College Students Union, association activities etc. |
| Participation in programmes conducted by other institutions | Most of the invitations are accepted and won many prizes in intercollegiate competitions |
| Socially relevant activities through NSS, NCC etc | Blood donation, Organ donation campaign, Remembrance of international Days through proper activities |
| Promotion of extension activities | DRC testing, Classes and training programmes on Meliponiculture are the main extension activities |
| Beginning of new courses | One PG and one UG course have been started |

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

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

Management  X      Syndicate  ☐      Any other body  ☐

Provide the details of the action taken     Considered favourably by the Management

# 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 | Nil | Nil | Nil |
| PG | 2 | 1 | 2 | Nil |
| UG | 6 | 1 | 2 | Nil |
| PG Diploma | Nil | Nil | Nil | Nil |
| Advanced Diploma | Nil | Nil | Nil | Nil |
| Diploma | Nil | Nil | Nil | Nil |
| Certificate | 3 | Nil | Nil | 3 |
| Others | Nil | Nil | Nil | Nil |
| **Total** | 12 | 2 | 4 | 3 |

| Interdisciplinary | Nil | Nil | Nil | Nil |
|---|---|---|---|---|
| Innovative | Nil | Nil | Nil | Nil |

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

| Pattern | Number of programmes |
|---|---|
| Semester | 10 |
| Trimester | Nil |
| Annual | Nil |

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

　　　Mode of feedback　:　Online [　] Manual [ X ] 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.

Nil

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 |
|-------|------------------|----------------------|------------|--------|
| 31 | 13 | 18 | Nil | Nil |

2.2 No. of permanent faculty with Ph.D.

| 14 |
|----|

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

| Assistant Professors | | Associate Professors | | Professors | | Others | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| R | V | R | V | R | V | R | V | R | V |
| 3 | 2 | Nil | Nil | 0 | 0 | 0 | 0 | 3 | 2 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| 19 | | Nil | | Nil |
|----|-|-----|-|-----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|----------------|--------------------|----------------|-------------|
| Attended | 1 | 4 | 5 |
| Presented papers | 1 | | 4 |
| Resource Persons | 1 | Nil | 3 |

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

> ICT enabled teaching was introduced.
> Add-On courses were continued to enhance the employability of the students.
> Introduction of Tutorial system
> Remedial classes for weak students

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

| 193 |
|-----|

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

> Uniform internal examination
> twice in a semester

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

| 2 | | |
|---|-|-|

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 | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A English (v) | 21 | | 47.6 | 23.8 | 28.5 | 100 |
| B.Sc Physics | 20 | | 70 | 5 | 5 | 80 |
| B.Sc Chemistry | 27 | | 66.6 | 11 | 3.7 | 81.4 |
| B.A Economics | 38 | | 36.8 | 21 | 10.5 | 68.4 |
| B.Com | 63 | | 61.9 | 36.5 | 1.5 | 100 |
| BBM | 31 | | 54.8 | 12.9 | 19.3 | 87 |
| MSW | 21 | 1 (III rank) | | | | 28.5 |
| M.Sc Chemistry | 12 | | 83.3 | | | 83.3 |

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

IQAC put forward a uniform internal examination system and a unified pattern for the exam.

Teacher feedback forms by the students were collected and evaluated

Necessary corrections were recommended to the teachers.

Week students were placed under the mentors to monitor and guide their performance.

Display of marks immediately after each examination

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 4 |
| UGC – Faculty Improvement Programme | Nil |
| HRD programmes | Nil |
| Orientation programmes | 2 |
| Faculty exchange programme | Nil |
| Staff training conducted by the university | Nil |
| Staff training conducted by other institutions | 1 |
| Summer / Winter schools, Workshops, etc. | 1 |
| Others | Nil |

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 | 19 | 1 | 0 | 1 |
| Technical Staff | Nil | Nil | Nil | Nil |

# Criterion – III
## 3. Research, Consultancy and Extension
3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Installation of a Central Instrumentation facility with four sophisticated Instruments

Centralized Computer lab with internet facility

Subscription to INFLIBNET

Promotion of Minor Research Projects in the Departments

Take initiative to add new books and Journals to the library

3.2   Details regarding major projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | Nil | Nil | 1 | Nil |
| Outlay in Rs. Lakhs | Nil | Nil | 350000 | Nil |

3.3   Details regarding minor projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 3 | Nil | 5 | 6 |
| Outlay in Rs. Lakhs |  |  | 543000 |  |

3.4   Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals |  |  |  |
| Non-Peer Review Journals |  | 1 |  |
| e-Journals |  |  |  |
| Conference proceedings |  | 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 |  | Kerala state council for science and Technology | 350000 | 280000 |
| Minor Projects | 2013-15 | UGC | 543000 | 388000 |
| Interdisciplinary Projects | Nil | Nil | Nil | Nil |
| Industry sponsored | Nil | Nil | Nil | Nil |
| Projects sponsored by the University/ College | Nil | Nil | Nil | Nil |
| Students research projects *(other than compulsory by the University)* | Nil | Nil | Nil | Nil |
| Any other(Specify) | Nil | Nil | Nil | Nil |
| Total | Nil | Nil | 893000 | 668000 |

3.7 No. of books published     i) With ISBN No.   3    Chapters in Edited Books

             ii) Without ISBN No.   1

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    1,800

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | Nil | 1 | Nil | Nil | 6 |
| Sponsoring agencies | Nil | UGC | Nil | Nil | Management |

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

3.13 No. of collaborations    International   Nil    National   5    Any other   Nil

3.14 No. of linkages created during this year    Nil

3.15 Total budget for research for current year in lakhs :

   From Funding agency   Nil     From Management of University/College   75,000

   Total     75,000

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution
who are Ph. D. Guides

4

and students registered under them

10

3.19 No. of Ph.D. awarded by faculty from the Institution    2

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

JRF [ ]    SRF [ ]    Project Fellows    Nil    Any other    Nil

3.21 No. of students Participated in NSS events:

University level    12    State level    2

National level    2    International level    Nil

3.22 No. of students participated in NCC events:

University level    Nil    State level    3

National level    5    International level    Nil

3.23 No. of Awards won in NSS:

University level    Nil    State level    Nil

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    3

NCC    8    NSS    7    Any other    Nil

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

- Awareness classes on vegetable cultivation and seed distribution.
- Helping the needy families to build houses and toilets.
- Road repairing and renovation of school ground.
- Financially supporting the inmates of a rehabilitation centre.
- Conducted blood donation campaign.
- Planting the saplings on the sides of road.
- Maintaining plastic free campus
- Organising medical camps
- Extending food and needs to the nearby orphanage

# 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 | 25 Acres | | | |
| Class rooms | 25 | 2 | | |
| Laboratories | 6 | | | |
| Seminar Halls | 2 | | | |
| No. of important equipments purchased (≥ 1-0 lakh)  during the current year. | 2 | 2 | DST | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 27.5 Lakhs | | |
| Others | | 4.5 Lakhs | DST | |

4.2 Computerization of administration and library

> The office and the library are well furnished with adequate number of computers.
> Bar coding for books is introduced

4.3  Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 17114 | - | 668 | 198225 | 17782 | |
| Reference Books | 85 | - | 20 | | 105 | |
| e-Books | - | | | | | |
| Journals | 16 | | | | | |
| e-Journals | - | | | | | |
| Digital Database | - | | | | | |
| CD & Video | 25 | | | | | |
| Others (specify) | | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others (Class rooms) |
|---|---|---|---|---|---|---|---|---|
| Existing | 86 | 5 | 85 | 2 | 1 | 4 | 8 | 0 |
| Added | 16 | 1 | 0 | 0 | 1 | 0 | 0 | 2 |
| Total | 102 | 6 | 85 | 2 | 2 | 4 | 8 | 2 |

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

Every student is given computer literacy as part of their course.

Teachers are encouraged to update their knowledge in the use of computer and in the preparation of Power point slides utilising the computer lab in the college.

4.6 Amount spent on maintenance in lakhs :

i)   ICT                                              | 1.5 Lakh

ii)  Campus Infrastructure and facilities | 2.5 lakhs

iii) Equipments                              | 0.75 Lakhs

iv) Others (Class rooms)                    | 5Lakhs

**Total :**   9.75 Lakhs

# Criterion – V
# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Display of placement news on the notice board

Provide adequate information about various scholarships

Display of notices regarding Higher education programmes

Remedial coaching for weak students

Coaching for entry into services

Coaching for NET/CSIR

Coaching for civil services examination

Awareness programmes for entrepreneurship

5.2 Efforts made by the institution for tracking the progression

Two internal exams were conducted for every semester in an academic year.

Evaluation of the result of the internal examination is conducted in every department.

Semester wise PTA meetings were held by each Department.

Weekly test papers are conducted for the final year students by most of the departments

Evaluation of Assignments based research papers are done in the Department

Seminars on relevant topics are promoted

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|---|---|---|---|
| 681 | 69 | 10 | Nil |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

| No | % |
|---|---|
| 350 | 46.6 |

Women

| No | % |
|---|---|
| 400 | 53.3 |

| Last Year | | | | | | This Year | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 488 | 43 | 35 | 133 | 2 | 701 | 592 | 54 | 38 | 74 | 2 | 760 |

Demand ratio – Not available since admission is done by University under a centralised   system
Dropout %     - 1

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

The college is credited with having a competent Career Planning Cell.
Every interested student can be a member of this Cell.
On every possible Saturdays this cell conducts career guidance classes on various topics.
This cell conducts coaching for entry into services.
Civil services Forum conducts classes for Civil service Examinations
Coaching for NET/CSIR

No. of students beneficiaries

184

5.5 No. of students qualified in these examinations

NET     1     SET/SLET     GATE     CAT

IAS/IPS etc     State PSC     UPSC     Others

5.6 Details of student counselling and career guidance

Students are given counselling and their aptitude is sought.

Based on their aptitude, they are given guidance.

No. of students benefitted     132

5.7 Details of campus placement

| On campus | | | Off Campus |
|---|---|---|---|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| Nil | Nil | Nil | Record not available |

5.8 Details of gender sensitization programmes

Women Cell, a club solely for women, was operative in the institution.
This club organised various programmes to sensitise the women about their rights.
There were joint sessions for both boys and girls under the auspices of Women Cell for gender sensitisation.

5.9 Students Activities

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

State/ University level    12    National level    1    International level    Nil

No. of students participated in cultural events

State/ University level    17    National level    Nil    International level    Nil

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

Sports : State/ University level    1    National level    Nil    International level    Nil

Cultural: State/ University level    1    National level    Nil    International level    Nil

5.10 Scholarships and Financial Support

| | Number of Students | Amount |
|---|---|---|
| Financial support from institution | 22 | 33000 |
| Financial support from government | 15 | 194000 |
| Financial support from other sources | Data not available | |
| Number of students who received International/ National recognitions | Nil | Nil |

5.11    Student organised / initiatives

Fairs        : State/ University level [ Nil ]    National level [ Nil ]    International level [ Nil ]

Exhibition: State/ University level [ Nil ]    National level [ Nil ]    International level [ Nil ]

5.12    No. of social initiatives undertaken by the students [ 3 ]

5.13 Major grievances of students (if any) redressed: Nil

# Criterion – VI

## 6.  Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision** : we endeavour to produce intellectually competent, morally upright, socially commited and spiritually inspired men and women with a genuine love of godand man and an abiding pride in one's own culture and heritage.

**Mission** :

- Grow as an institution of sound higher learning in the backward district of Idukki.
- Be a centre of light and life in this land and blessing to many.
- Enable teachers and students to grow in the true love of knowledge.
- Be an institution for moulding its students as responsible citizens, integrating themselves into the community without prejudice or complexes and for enabling them to be critics and conscience of society.
- To prepare the youth of the 21$^{st}$ century by promoting international brotherhood, environmental conscience, gender justice and sense of harmony and
- To create a just and humane society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of ahimsa, religious harmony and national integration are upheld and where the poor and the marginalised are specially taken care of.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

> Curriculum development is done by the University and Colleges have no freedom to design their own strategies

6.3.2 Teaching and Learning

> ICT enabled teaching method was promoted.
> Students were encouraged to use ICT in their seminar presentations and learning.
> Assignments are given to each student
> Seminars by students based on Journals encouraged
> A Common activity board is provided to display their own contributions
> Publishing of manuscript magazine containing articles of under 'Sahithyavedi' promoted
> Quiz competitions based on their subject is conducted by the Departments
> Seminars/Workshops of relevant topics are arranged by Departments

6.3.3 Examination and Evaluation

> Internal exams were conducted periodically by the Institution.
> Valued the answer papers and included the parents for evaluating the scores in PTA meeting.
> Progress in study is monitored by the Teacher-in charge of the class
> Remedial classes are arranged for the needy students

6.3.4 Research and Development

> Incorporation of sophisticated instruments in the laboratory
> Addition of new books and journals
> Participation and Presentation of papers in conferences/workshops/seminars
> Computers with internet facility are provided

6.3.5 Library, ICT and physical infrastructure / instrumentation

> **Library**
> The college has a well furnished library with adequate number of books for all the programmed offered in the college. Apart from that, the library contains reference books, magazines, competitive magazines, news papers, etc. In addition all the departments have departmental libraries.
> **ICT**
> One of the class rooms of every department is fixed with a projector and screen.
> The college has a well furnished language lab to train the students in good communication practices.
> **Physical infrastructure**
> The college has well furnished class rooms, library and labs. It has two play grounds and the necessary equipments to practice sports and games. The institution has ample number of toilets for both girls and boys. Girls are provided with a retiring room.

6.3.6  Human Resource Management

Career guidance cell provides the information about various opportunities time to time by display

6.3.7  Faculty and Staff recruitment

Faculty and staff recruitment is conducted strictly following the guidelines stipulated by the Government of Kerala, Mahatma Gandhi University, Kottayam  and UGC.

6.3.8  Industry Interaction / Collaboration

Some of the departments have collaboration with industries. Departments conducted periodical Industrial visit and invite faculties from the industries for interaction.

6.3.9  Admission of Students

Students are admitted through the common admission portal by the University, except for the management seats and community quota.

6.4 Welfare schemes for

| Teaching | Deposit and Loan facility  from Cooperative society |
|---|---|
| Non teaching | Deposit and Loan facility  from Cooperative society |
| Students | Women Cell keeps a First Aid Box to meet emergency situations. Needy articles  are available from the  Cooperative society Merit cum means Scholarship for  students Canteen for providing food |

6.5 Total corpus fund generated

1,02,000

6.6 Whether annual financial audit has been done       Yes  X     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 | DD office and AG | Yes | Management |

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

For UG Programmes       Yes  ☐     No  X

For PG Programmes       Yes  ☐     No  X

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

Grades and Grade points are given on a7-point Scale based on the percentage of total marks.

A separate minimum of 30% marks each for internal and external (for both theory and practical) and aggregate minimum of 40% are required for a pass for a course.

Candidates having a grade E or above will be eligible for higher studies.

The earlier pattern of internal and external examinations was given up and a new pattern was introduced whereby students were to submit only one assignment and had to attempt only one internal exam in a semester.

Assignments are to be given from 1 to 4 semesters, a seminar in the 5 semester and Viva voce in the 6 semester.

Decided to conduct the practical examinations only at the end of even semesters.

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

The University promote autonomy in the affiliated colleges.

6.11 Activities and support from the Alumni Association

Every year on 26th December, there is a gathering of Alumni and they  share their experiences
It is known that some support activities to needy students have been done by the Alumni

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association constituted a number of scholarships for meritorious students.
The PTA assisted the management in scheming the rules and regulations in the college.
It also aided the college in conducting extension activities
Extend a key role in maintaining discipline in the campus

6.13 Development programmes for support staff

Orientation programme for at the beginning of every year.
Reschedule of jobs
Encourage and extend coaching for department tests

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

In association with the NCC and NSS units of the college, the institution planted about 500 saplings in and around the campus.
The campus was declared as 'Plastic free' campus.
Clean Campus campaign by placing dust bins at various spots in the campus by Bhoomitra Sena

# 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.

Awards for Best Outgoing Students

Principal's Special Awards for students secured A Grade in all papers of the Degree and PG courses in the University Level

Uniform Internal exam – this innovative format of conducting internal exam for all the students in the college spanning a few days could solve the redundancy in conducting the exam and use the resources effectively.

Value added talks on the first Friday of every month.

Freedom to organize fests like Food fest in the campus.

Freedom to arrange exhibition cum sale for products from local small scale industries.

Freedom to celebrate/remember various International Days according to their choice.

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

Presentation of the academic calendar at beginning of the year.

Every Department is requested to submit the report at end of each programme.

Every Department is requested to convene a staff meeting at least once in a semester

Head of the Departments are requested to follow the plan of teaching and try to implement as proposed.

Evaluation meeting at the end of the year

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

ICT based Teaching method

Tutorial classes for all the UG and PG students

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

7.4 Contribution to environmental awareness / protection

With the help of NSS and NCC the college conducted awareness programmes on environmental protection.

Every Departments observed World Environment Day with new perspective where by students were sensitised the relationship between environment and their area of study.

Award for maintaining cleanliness in the classroom.

Maintenance of plastic free campus

Adequate number of dust bins in the premises

7.5 Whether environmental audit was conducted? | | No

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

- A college situated in the backward District of Idukki
- A team of young dedicated teachers
- Adequate infrastructure

## 8. **Plans of institution for next year**

- Starting of a UG course in mathematics  and PG course in English Literature
- Renovation of IQAC room
- Introduction of bar coding for library books
- Sending more faculty under FDP
- Construction of a new building having class rooms
- More classrooms with LCD projector
- Establishment of another computer lab with internet facility
- More toilet facility for students
- Renovation of existing ladies retiring room
- Enhancement of reprographic facility

*Name Dr. SIBY JOSEPH*                                    *Name Rev. Dr. GILSON JOHN*

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

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