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 परिषद 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

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2016-2017

Part – A

1. 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. S. B. SREEJAYA

Tel. No. with STD Code:

> 0479-2412008

Mobile:

> 9495310010

Name of the IQAC Co-ordinator:

> Dr. T. SREEJA

Mobile: | 946697066

IQAC e-mail address: | iqactkmmc@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | **KLCOGN11374**

1.4 **NAAC Executive Committee No. & Date:** | EC(SC)/16/A&A/5.2

1.5 Website address: | www.tkmmcollege.org

Web-link of the AQAR: | aqar.tkmmcollege.org

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	70.45	2004	5 years
2	2nd Cycle	B	2.63	2016	5 years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : | DD/MM/YYYY | 01/07/2004

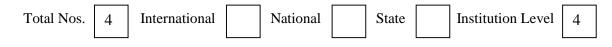1.8 **AQAR for the year** | **2016-17**

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 18/06/2014
   ii.   AQAR 2013-2014 submitted on 13/08/2014
  iii.   AQAR 2011-2012 submitted on 03/09/2014
  iv.   AQAR 2010-2011submitted on 02/01/2015
   v.   AQAR 2009-2010 submitted on 07/01/2015
  vi.   AQAR 2014-2015 submitted on 15/08/2015

1.10 Institutional Status

University   State [✓] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✓] No [ ]

Constituent College   Yes [ ] No [✓]

Autonomous college of UGC   Yes [ ] No [✓]

Regulatory Agency approved Institution   Yes [ ] No [✓]

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

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

                   Urban [ ]   Rural [✓] Tribal [ ]

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

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

1.11 Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [✓]

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

Others   (Specify)   [.]

1.12 Name of the Affiliating University *(for the Colleges)*   University of Kerala

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   11

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

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   0

2.8 No. of other External Experts   0

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No.   4   Faculty   4

    Non-Teaching Staff   3   Students   1   Alumni   1   Others

2.12 Has IQAC received any funding from UGC during the year?   No

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 4 | International | | National | | State | | Institution Level | 4

(ii) Themes

> - Counselling based orientation for first year students.
> - Promotion of Basic Sciences.
> - Counselling programme for mothers.
> - Motivation and career advancement classes for teaching faculty.

2.14 Significant Activities and contributions made by IQAC

> - Mock visits to the departments
> - Introduction to Clubs and Extension activities for I and III Semester students
> - Quarterly department reports, copies of proposals submitted to various statutory bodies and all other college activity reports are maintained by IQAC.
> - Sensitization on ecological issues
> - Seminars on various Themes

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 *
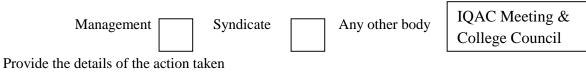
Plan of Action	Achievements
Effective Communication of Curriculum Design and faculty Development	Several faculty members from the various departments attended pre-board/workshops conducted by the different Board of studies under the University of Kerala. The changes made were effectively communicated to the other faculty members by arranging special DLMC meetings.
Monitoring of Teaching-learning Process	A counselling/motivational class was conducted for the first year students, immediately after the admission. Following this program, the students were intimated about the details of CBCSS. The students were evaluated on the basis of their basic learning styles

	and group tutors prepared strategies to meet different needs of the learners and to bring them on common platform.
Attendance regularity of students	Attendance of student for each lecture is maintained and University norms are strictly followed. The students remaining absent for more than 25% of lectures are identified, their parents intimated about the irregularity and necessary action taken against them according to rules.
Recognition of Merits	Academic performance of students and achievements of faculty are recognized by organizing felicitation ceremony.
Extensive Use of ICT in Teaching	Intensive use of innovative teaching and learning resources like LCD Projectors for power point presentations, models, internet connections, Interactive Language Laboratory, Virtual Laboratory, etc for ICT enabled teaching-learning were ensured.
Organising orientation programmes, seminars and training programmes for quality enhancement	• Workshop on career advancement scheme for college teachers under UGC regulations. • Computer training programme for non-teaching staff.
Strengthening of Innovations in Teachers' Quality	Deputation of faculty to Seminars/ Workshops/Faculty Development Programmes.
Encouraging teachers to acquire higher academic degrees	One of the faculty members (Smitha T. R.; Department of Chemistry) has utilized sabbatical leave provision under the Faculty Development Programme of UGC for completing their Ph.D. work.
Motivating teachers to present and publish their	Number of paper presentations in seminars and

research works	conferences:
	• International seminars- 4
	• National conferences- 8
	Scientific papers published:
	• Peer Reviewed International Journals- 1
	• Non-Peer Reviewed Journals- 2
	Number of books published
Optimum utilization of available infrastructure and learning resources	The College is successfully utilizing the computer and language lab set up in the previous year.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes

Management ☐   Syndicate ☐   Any other body | IQAC Meeting & College Council |

Provide the details of the action taken

This AQAR was placed in the IQAC meeting and college council before submission. The report was thoroughly analysed by the members. Suggestions and comments for improvement were incorporated. The next council meeting approved the corrected report.

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				
PG	2			
UG	9			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	11			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	11
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) [ ]

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.

No

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
32	23	8		01 (Part time)

2.2 No. of permanent faculty with Ph.D.

8

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						12		24

2.4 No. of Guest and Visiting faculty and Temporary faculty

22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	7	0
Presented papers	4	8	2
Resource Persons	0	1	14

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

- ICT based classes
- Important day observance
- Walk with scholar programme
- Student support programme
- Invited talks
- Use of internet
- Peer group teaching
- Debate, discussion sessions, article reviews, etc.
- Periodic test papers to evaluate the learning level of students

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

194

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

--

Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
       restructuring/revision/syllabus development

		3

as member of Board of Study/Faculty/Curriculum Development Workshop

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise
      distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division			
			I %	II %	III %	Pass %
Under Graduate Programmes						
BA English	30	10	13.00	20.33	-	33.33
BA Economics	49	6	8.00	4.24	-	12.24
BSc Maths	30	11	36.67	-	-	36.67
BSc Physics	32	6	3.12	15.00	-	18.75
BSc Chemistry	38	11	28.94	-	-	28.94
Bsc Zoology	24	9	12.5	25.00	-	37.50
Bsc IC	20	8	40.00	-	-	40.00
BCom TT	58	21	29.31	6.89		36.20
Post Graduate Programmes						
Msc Physics	13	9	61.54	7.69	-	69.23
MCom.	18	Result awaiting				

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

- Department visits by IQAC team to monitor.
- Monthly meeting with teachers, where activity reports for the period are presented.
- Feedback on student performance is collected from departments.
- Conducted seminars, workshops, invited talks, exhibitions, etc. which contributed to efficient curriculum transaction.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
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.	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	18	8	0	2
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- Faculty members were encouraged to attend seminars and conferences and engage in research.
- All the departments were instructed to encourage the faculty members to take up major and minor projects and research guidance and to avail of Faculty Development Programmes. One faculty member availed FIP and faculty member applied for research guideship.
- Research committee, with the support of the IQAC, informs the staff members regarding the notifications regarding research projects of various agencies and FDP facility.
- Research oriented projects given to students.
- Eminent speakers including Fulbright Scholars, professors and Heads of research Institutions are invited for motivational talk.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1		
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings	3	5	

3.5 Details on Impact factor of publications:

Range 0-47.928   Average 47.928   h-index 7   Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects				

(other than compulsory by the University)				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. | 1 | Chapters in Edited Books | |

ii) Without ISBN No. | 2 |

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			2		4
Sponsoring agencies			KSCSTE		PTA

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 | 40000 | From Management of University/College | Nil |

Total | 40000 |

3.16 No. of patents received this year

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

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

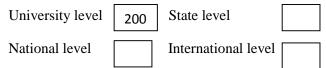| Total	International	National	State	University	Dist	College
4				2		2

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

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

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

JRF ☐   SRF ☐   Project Fellows ☐   Any other ☐

3.21 No. of students Participated in NSS events:

University level 200   State level ☐

National level ☐   International level ☐
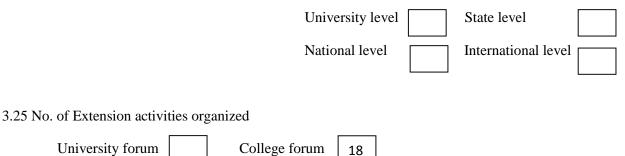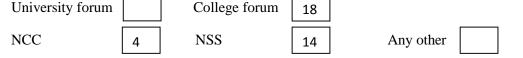
3.22 No. of students participated in NCC events:

University level 52   State level 10

National level 2   International level ☐

3.23 No. of Awards won in NSS:

University level ☐   State level ☐

National level ☐   International level ☐

3.24 No. of Awards won in NCC:

University level	☐	State level ☐
National level	☐	International level ☐

3.25 No. of Extension activities organized

University forum	☐	College forum	18	
NCC	4	NSS	14	Any other ☐

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

1. Three Day nature camp was conducted to Thekkady' from 26.9.2016 to 28.102016 to **Periyar Tiger reserve (PTR), Thekkady**.
2. Initiated **'My Tree Programme'** on Sep-5, Teachers Day under the auspices of 'Nila' Eco-club and NSS.
3. Formed a **'Plastic Brigade'** from among NSS Volunteers.
4. Observed **'Gandhi Jayanthy'** Day by Campus cleaning programme of NSS Volunteers on 2nd Oct-2016.
5. Organized '**Children's day**' Fest on Nov-14 with Magic show by Ms. Anju- NSS Volunteer, Pencil Drawing Competition for school students and coconut leaf artifact class by Sri John Baby.
6. Organized '**AIDS' day** rally and seminar on 'Future of AIDS Programmes' on 1.12.2016. Classes by led by Dr. Reshmi V, Asst Prof. of Zoology, SN College Cherthala.
7. Organized '*Orientation Programme* for First year NSS Volunteers on 3.12.16 by Sri. Retheesh, NSS Programme Officer of SN College Cherthala and his NSS team.
8. Organized '*Blood Donation*' Programme on 8.11.2016 in collaboration with HDFC bank and NSS, TKMMC.
9. The seven-day NSS special camp was organized at *Sree Narayana Guru College of advanced studies*', Nangiarkulangara as per schedule, from 23.12 to 29.12.2016. One hundred and five students participated.
10. Organized *poster competition* on multiple aspects of AIDS by NSS volunteers on 12.1.2017.
11. Observed '*Republic Day*' by Campus cleaning programme of NSS Volunteers on 26- Jan-2017.
12. Observed '*Cancer Day*' as part of Campus by awareness programmes of NSS Volunteers on 4rth- Feb-2017.
13. Conducted '*World Wild Life Day*' by Campus by awareness events on Flora and Fauna by NSS Volunteers on 3rd- Mar-2017.
14. Organized seminar on '**Water Resources**' with *Sri Jayakrishnan*' of ANHS as the chief resource person on 9.3.2017 which is observed as '**World Kidney Day'**.

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			25
Class rooms	31			31
Laboratories	10			10
Seminar Halls	3			3
No. of important equipments purchased (1-0 lakh) during the current year.	25			25
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- Computerised admission procedure
- Examination registration and CA marks entry are done online
- Internet facility made available in office, library and all departments
- CCTV surveillance in the college

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23703	227207	45	35000	23748	262207
Reference Books	550		12		562	
e-Books						
Journals	17	25000			17	25000
e-Journals						
Digital Database						
CD & Video	10	1700			10	1700
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others

Existing	68	4	59	1	1	3	12	5
Added			9					
Total	68	4	68	1	1	3	12	5

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

- Campus Wi-Fi access facilities
- Internet access to staff and students in Departments

4.6 Amount spent on maintenance in lakhs :

i) ICT

1.25

ii) Campus Infrastructure and facilities

5.56

iii) Equipments

0.92

iv) Others

2.2

Total :

9.93

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation to first year students along with their parents on the day of commencement of classes. General idea about discipline, facilities, scholarships, student support programmes like Tutorial System, Remedial Classes, and Government programmes like Additional Skill Acquisition Programme (ASAP), Scholar Support Programme (SSP) and Walk With a Scholar (WWS) were imparted.
- Distribution of College-Handbook containing academic calendar and details of all student support services.
- Orientation/Counseling classes for mothers of first year students.
- Language lab.

5.2 Efforts made by the institution for tracking the progression

- Test Papers, Assignments , Result Analysis
- All the first year students are enrolled in the various clubs and committees
- Strong student mentoring system is adapted.
- Conducting regular PTA meetings to monitor and analyze the progress of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1069	63	0	0

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
351	31

Women

No	%
781	69

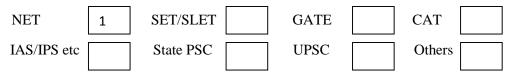| Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
202	173	0	735	3	1113	223	124	0	785	6	1132

Demand ratio   1:10   Dropout %   3%

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

- Books in general and department library.
- Bank coaching classes.
- Question paper discussions.

No. of students beneficiaries   322

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

- Department wise career guidance classes were conducted.
- Class on higher education opportunities and career options.
- Tutorials
- WWS, SSP, ASAP, Subject Seminar

No. of students benefitted   180

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
	ASAP 12		

5.8 Details of gender sensitization programmes

- Seminar on multifarious expansion of women's identity in the society.
- Skit focusing on women's issues in the society.
- Classes on self defence were conducted by police personnel of Haripad and Mannar police stations.

5.9 Students Activities

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

   State/ University level `40`   National level ☐   International level ☐

   No. of students participated in cultural events

   State/ University level `27`   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	35	70000
Financial support from government	869	1406860
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level ☐   National level ☐   International level ☐

Exhibition: State/ University level ☐   National level ☐   International level ☐

5.12   No. of social initiatives undertaken by the students `12`

5.13 Major grievances of students (if any) redressed:

- Regarding the speedy transaction of student transport concessions.
- Missing cases of mobile phones

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> 1. To attain the noble notion of equality based on human dignity and thus practice the ideal "Enlightenment through Education" of the great sage, seer and philosopher, Sree Narayana Guru.
>
> 2. To continuously involve in the process of removing the disparities based on race, religion and caste through greater participation of the minorities and the backward communities in the main stream of formal education as propounded by Sree Narayana Guru.
>
> 3. To remove the social inequalities among people and to uplift the economically and socially downtrodden by providing them the facility of higher education.
>
> 4. To transform the students into knowledgeable, competent, socially committed and honest citizens of the motherland by inculcating the spirit of scientific temper and analytical thinking which will enable them to take up the challenges of life.
>
> 5. To provide competitive and quality education and to inspire scholastic and aesthetic talents of the students for empowering them to seek gainful employment.
>
> 6. To realize and honour human values, justice and universal brotherhood and thus provide value based education for the mental advancement of the students.
>
> 7. To provide a healthy and peaceful atmosphere for achieving maximum output in the fields of learning, teaching, research and extension.

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

> - Faculty participation in syllabus restructuring workshops of UG and PG programmes.
> - Timely recommendations are forwarded to the Board of Studies.
> - Prepared and submitted syllabus for different subjects.

6.3.2 Teaching and Learning

> - ICT based teaching is followed
> - Motivational talks, invited lectures, career guidance seminars, and workshops.
> - Offering open courses to promote interdisciplinary knowledge sharing among the students
> - Department heads meetings are held when necessary to make the teaching –learning process effective and qualitative

6.3.3 Examination and Evaluation

- Faculty participated in the Board of Studies Meeting to plan about the Theory as well as the Practical Examinations.
- Faculty participation for the Centralised Paper Valuation Camp as Chairpersons, Chief Examiners and Additional Examination for various semesters.
- Question papers and schemes are prepared for Autonomous colleges and Universities.
- Display the attendance and internal marks on the notice board for verification.

6.3.4 Research and Development

- The research committee motivates the faculty and students to undertake research activities either as academic programme or project works.
- The committee provides all information about the research areas leading research institutes available financial assistance and funding bodies, supportive institutions, etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Wi-Fi connection is made available in the departments and library.
- New books are added to the library stock.
- Smart classrooms, Smart boards and LCD projectors.
- Well equipped Audio-Visual room, Seminar Hall and Conference Hall.
- Rain water harvesting and drinking water facilities.

6.3.6 Human Resource Management

- College initiates the teachers to undergo orientation and refresher courses for improving the quality of teaching-learning process.
- Interdisciplinary activities like Seminars and Panel Discussions.
- Teachers undertake additional charge of extra and co-curricular activities and they get an opportunity to develop leadership qualities.
- Clubs and committees of the college help to explore the potential of the students

6.3.7 Faculty and Staff recruitment

- Staff and faculty recruitment are done in accordance with the State Governments' and University norms.

6.3.8   Industry Interaction / Collaboration

- ED Club collaborates with Kerala District Industries Centre.
- In collaboration with Kerala State Electricity Board organised Power Quiz.
- Conducted the 'Nirbhaya Program' in association with Kerala Police Department.

6.3.9   Admission of Students

- Online admission process is followed as per the rules and regulation of the University.
- Community and Management Quota Admission is done by the college in compliance with the University norms.
- Admission procedures are transparent and accounted.
- Vacant seats filled through spot admission under the supervision of the officer assigned by the University.

6.4 Welfare schemes for

Teaching	Medical reimbursement, Group insurance scheme, State life insurance, Loan facility from Co-operative Society, Maternity leave, Festival allowance, Provident fund etc.
Non teaching	Medical reimbursement, Group insurance scheme, State life insurance, Loan facility from Co-operative Society, Maternity leave, Festival allowance, Provident fund etc.
Students	Financial support to the economically weaker students by P.T.A., Alumni and Teaching Staff Association.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative	Yes	AG & Dy. DC	Yes	Principal

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?

- Online submission of Statement of Attendance.
- Online admission of internal marks.
- Public examinations are conducted based on the predetermined time table.
- Question papers and valuation schemes are made available by the University.
- Semester results are published on the University website.
- Information Centre answers to the queries related to conducting examination.
- Flying Squad - a team of faculty members assigned by the University make a surprise visit to the colleges during the examination hours.
- Installation of CCTV is insisted in the examination halls

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

- Invite application for securing Autonomous Status and has conferred autonomy to colleges.

6.11 Activities and support from the Alumni Association

- Alumni Meetings.
- Contribution to building Fund
- Representatives in Governing Body of the College, IQAC and PTA.
- Active participation in college endeavours.
- Make concrete suggestion for the betterment of the academic activities.

6.12 Activities and support from the Parent – Teacher Association

ACTIVITY REPORT OF THE PTA 2016-17

The PTA executive committee for the academic year 2016-17 was constituted in the general body meeting held on 08/07/2016. (cf. PTA minutes; page no.20, 21 & 22). The following are the details of the executive committee.

President   :   Dr.S.B.Sreejaya   (Principal-in-charge)

Vice-President   :   Sri. S. Harikumar   (Parents representative)

Secretary   :   Dr. Venu. S (Head, Department of chemistry)

Executive Members   :   1. Prof. Bindhu. B   (Teachers representative)

2. Dr. T.P. Vijumon   (Teachers representative)

3. Dr. S. Sheela   (Teachers representative)

4. Smt. Annamma Babu   (Parents representative)

5. Smt. Haritha R   (Parents representative)

6. Sri. K.M. Manoharan   (Parents representative)

7. Sri. A.R. Unnikrishnan(Parents representative)

The following are the activities of the PTA during the academic year 2016-17.

- Installed CCTV camera in the campus and classrooms, especially for monitoring examination halls so as to ensure transparency and smooth conduct of the university examinations.
- Installed a solar paneling with the aim of mitigating the consumption of electric power and thereby to reduce the burden of the electricity bills, which have regularly been paid out to KSEB by PTA.
- Met the expense for painting the Hostel building, renovated by the college alumni.
- The computers of the college and the accessories (including softwares) are maintained and updated by the PTA.
- Contributed to the association inaugurations of all the departments.
- Contributed to the inaugurations of various clubs of the college.
- Repair and maintenances of water pipelines as well as motor system have been profitably done by the PTA.
- Electric maintenances of various departments were done under the supervision of PTA.
- Contributed to the counseling programme 'ammayariyuvan', specially intended for the first year students.
- Funds were released from PTA to various College-Union related programmes (viz. Youth festival, Womens day, Arts day etc).
- PTA has reimbursed TA to students for their participation in various programmes at District/University levels.
- The PTA has dispensed funds to all departments for conducting model examination.
- The campus cleaning, prior to any programme in the college is funded and supervised by the PTA.
- The vermi-compost of the college is maintained by the PTA.
- PTA has arranged sent-off fête in connection with the retirement of Prof. Rema Devi (former HOD, Department of physics) and other ministerial staff members (Superintendent, Head Accountant and Chemistry Lab assistant) of the college.

The PTA Secretary has presented the details of income and expenditure; along with the audited statement (internal audit) along the activity report, before the PTA executive members and the same was approved in the executive meeting. The approved audited statement and the report of the activities of the PTA were presented by the secretary, in the general body meeting. The same was approved in the general body followed by the organization of PTA for the academic year 2017-18.

6.13 Development programmes for support staff

- Hands-on Training on GAIN-PF to Administrative Staff.
- Meetings are conducted to motivate them.

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

- Solar energy is used in college office and labs.
- Rain water harvesting.
- Plastic free campus.
- Biogas plant.
- Material Waste Management.
- Planting of Saplings.
- LED lights.
- Uninterrupted supply of Drinking Water Facility.
- Incinerators.
- Ladies friendly toilets.

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.

> • Awareness classes for students on eco-friendly techniques like vermicomposting, waste water treatment, organic farming.
> • Women empowerment programmes.
> • Manuscript magazines.

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

> • The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly (Elaborated in Section 2.15) .

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

• Presentation of quarterly reports by Departments to IQAC.

Each department presents its activity report at the end of every four months anda copy is handed over to the IQAC along with a soft copy. This serves as an encouragement and inspiration to others to perform better. It also ensures that the IQAC and the entire staff is able to keep track of the events of the College and respond without delay.

• "Nammude Keralam; Nammude Pariraksha" which aims to create environmental awareness and conservation by joining hands with 194 High Schools and Higher Secondary Schools across Alappuzha district.

We have initiated project "Nammude Keralam; Nammude Pariraksha" which aims to create environmental awareness and conservation by joining hands with 194 High Schools and Higher Secondary Schools across Alappuzha district; and enlisting their support in making the entire population of the district a part of this green initiative. The project is a harmonious blend of knowledge data base and human resource from Science, Humanities and Social Science departments. Commencing with assignments based on the rousing words of literary titans like Kumaran Asan and O.N.V. Kurup, the project includes large scale questionnaire surveys conducted locally, awareness classes and seminar series, academic projects by students on environmental issues, distribution of pamphlets and handbooks, cash awards and citations to six best schools excelling in environmental conservation activities and a whole hearted resolution to make Haripad Muncipality, a plastic free area. An environmental study report of the entire district based on the survey results and academic project outcomes will be prepared and handed over to the government for further action.

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

7.4 Contribution to environmental awareness / protection

- Solar energy is used in college office and labs.
- Rain water harvesting.
- Plastic free campus.
- Biogas plant.
- Material Waste Management.
- Planting of Saplings.
- LED lights.
- Uninterrupted supply of Drinking Water Facility.
- Incinerators in ladies friendly toilets.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

Strength

- Strong student-teacher relationships through efficient tutorial system.
- Location of the college and its easy accessibility.

Weakness

- Limited PG courses.
- Lack of financial resources.
- Poor educational background of parents.
- No other state students & students from outside in the country.

Opportunities
- Possibility for research and new PG programmes
- Multidisciplinary approach to studies
- Increase in number of research projects

Threats
- Pending appointment of teaching &nonteaching staff
- Poor communicative skill of students
-

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

- Effective use of Alumnae resources.
- Introduction of certificate courses in all departments
- Moodle classes for staff

Name   :   Dr. T. Sreeja   *Name   :   Dr. S. B. Sreejaya*

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

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