

**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](http://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 2017-2018

## 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. SHERLY P. ANAND

Tel. No. with STD Code:

0479-2412008

Mobile:

9495120695

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:

<http://www.tkmmcollege.org/actiqac.php>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/07/2004

1.8 AQAR for the year

2017-18

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 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 2010-2011 submitted on 02/01/2015
- v. AQAR 2009-2010 submitted on 07/01/2015
- vi. AQAR 2014-2015 submitted on 15/08/2015

vii. AQAR 2016-2017 submitted on 13/03/2018

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*)

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

3

2.11 No. of meetings with various stakeholders:

No.

3

Faculty

3

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.  International  National  State  Institution Level

(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.
- Supplementary encouragement is given to Students to participate in different event like Sports / NSS / CSR activities.
- 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
<b>Effective Communication of Curriculum Design and faculty Development</b>	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.

<b>Monitoring of Teaching-learning Process</b>	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.
<b>Attendance regularity of students</b>	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.
<b>Communicative English Program.</b>	To develop fluency in English and get good placement.
<b>Extensive Use of ICT in Teaching</b>	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.
<b>Organising orientation programmes, seminars and training programmes for quality enhancement</b>	<ul style="list-style-type: none"> <li>• Workshop on career advancement scheme for college teachers under UGC regulations.</li> <li>• Computer training programme for non-teaching staff.</li> </ul>
<b>Strengthening of Innovations in Teachers' Quality</b>	Deputation of faculty to Seminars/Workshops/Faculty Development Programmes.
<b>Encouraging teachers to acquire higher academic degrees</b>	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.
<b>Motivating teachers to present and publish their research works</b>	Number of paper presentations in seminars and conferences: <ul style="list-style-type: none"> <li>• International seminars- 4</li> <li>• National conferences- 12</li> </ul> Scientific papers published: <ul style="list-style-type: none"> <li>• Peer Reviewed International Journals- 3</li> <li>• Non-Peer Reviewed Journals- 0</li> </ul> Number of books published-1
<b>Optimum utilization of available infrastructure and learning resources</b>	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
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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				
<b>Total</b>	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
	27	19	7		01 (Part time)

2.2 No. of permanent faculty with Ph.D.

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
		17						12		29

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	3	0
Presented papers	0	9	2
Resource Persons	0	3	5

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

- ICT based classes
- Audio Visual Aids
- FDP, Guest lectures, Seminars & work shop
- Field Trips
- Industrial visits& In-plant training
- 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

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

		3
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2.10 Average percentage of attendance of students 

86
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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 %
<b>Under Graduate Programmes</b>						
BA English	39	21	30.50	19.00	-	54
BA Economics	47	14	10.00	20.00	-	30
BSc Maths	31	8	36.67	-	-	26
BSc Physics	31	20	40.25	24.55	-	65
BSc Chemistry	39	26	60.00	7.00	-	67
Bsc Zoology	36	22	50.00	14.00	-	64
Bsc IC	22	9	36.00	-	-	36
BCom TT & CA	97	55	50.00	7.00		57
<b>Post Graduate Programmes</b>						
Msc Physics	13	Result awaiting				
MCom.	18	Result awaiting				

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

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Department visits by IQAC team to monitor.</li> <li>• Monthly meeting with teachers, where activity reports for the period are presented.</li> <li>• Feedback on student performance is collected from departments.</li> <li>• Conducted seminars, workshops, invited talks, exhibitions, etc. which contributed to efficient curriculum transaction.</li> </ul> |
|---|

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	

Orientation programmes	7
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	23	3	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.
- Research committee, with the support of the IQAC, informs the staff members regarding the notifications regarding research projects of various agencies and FDP facility.
- Institution facilitates faculty as well as students in action research with appropriate institutional support and flexibility is provided in time schedule.
- Teacher educators are encouraged to register for M.Phil & Ph.D.
- Research Guides-3

#### 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	3		
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings		9	

#### 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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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			2		5
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  From Management of University/College

Total

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
1			1			

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

2

2

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

1. Performed Social oriented Drama entitled 'MAYAKKUTHIRAKAL' which emphasized problems related to drug abuse. This was in association with 'DYUTHY 2017'
2. Collaborations with Agriculture department of Haripad Municipality to set up organic farming and irrigation under their special scheme.
3. Rashtriya Ekta Din' was observed. Talk by Prof. C.M. Lohithan, Principal SreeNarayana Guru College of Advanced Studies. Pledge was taken by the Volunteers. Principal administered the Oath.
4. As part of NSS day, Haripad KSRTC junction and Premises of Municipal building complex were cleaned up and planted fifty flowering shrubs on the medians.
5. The Magazine "Pukaykkalle Pakalukal" prepared by NSS Volunteers bagged second prize for the Manuscript writing Competition organized by Alappuzha district Excise Department and 'VIMUKTHI'.
6. Awareness Class and Free test of Blood Sugar as well as Blood Pressure for the Public.
7. As a part of **Swatch Bharath Abhiyan**, an Essay writing competition for NCC cadets was conducted on the subject; "What can I do for a clean India".
8. A short film was made by NCC cadets. Subject: "My contribution towards making India cleans".
9. A poster making competition was done on the subject; Swachatha Hi Sewa.
10. A massive awareness rally was undertaken on the subject: Clean India. Cleaning of college Campus, public place and statue was done on Gandhi Jayanthi.
11. All departments were engaged in extension activities of their own in order to encourage social awareness and responsibility among 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	25 acres			25
Class rooms	31			31
Laboratories	10			10
Seminar Halls	3			3
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	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
- ICT and other tools are deployed to provide maximum access to the library resources. Digital library is functioning with internet facility for e-access

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23748	262207	57	54000	23748	316207
Reference Books	562		12		574	
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	Departments	Others
Existing	68	4	68	1	1	3	12	5
Added								
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	1.00
ii) Campus Infrastructure and facilities	7.84
iii) Equipments	0.80
iv) Others	2.5
<b>Total :</b>	<b>12.14</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Internet facility with Wi-Fi connectivity is made available throughout the campus to support the students in enhancing their knowledge with easy digital access.
- Induction day for the fresher's, where in all the coordinators & conveners of different committees briefed the students about curricular & extracurricular activities.
- Entrepreneurship Development Cell organizes periodical meetings with industrialists, entrepreneurs and chief executives of various concerns to enhance the entrepreneurship skills among the students.
- Library is equipped with various books, references, journals and e-journals to supplement the thrust of students and to enrich their self-learning ability.
- Student association in each department organizes various programmes to widen their exposure in their respective field.
- National Service Scheme [NSS], Health club, & other clubs encourage the students to take part in community development activities.

#### 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
1157	63	0	0

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	454	38		723	62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
223	124	0	785	6	1132	233	194	0	725	5	1157

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.
- Spoken English classes

No. of students beneficiaries

436

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- 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

160

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
	ASAP 20		

## 5.8 Details of gender sensitization programmes

- Women Development Cell organizes several programmes to enhance the confidence level of girl students for their empowerment in the society.
- International Women's Day was celebrated which is an opportunity to appreciate the remarkable contribution of women to our society.

## 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	25	70000
Financial support from government	878	1533348
Financial support from other sources		
Number of students who received International/ National recognitions		

## 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## 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 bio-farming programme in the campus in collaboration with State Department of Agriculture.

### 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.
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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

- 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.

#### 6.13 Development programmes for support staff

- Hands-on Computer Training 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*)

- **Bio-farming**

#### **Best Practice- II**

**Title of the Practice:** Standardized procedures for effective Teaching – Learning

**Objectives of the Practice:**

- To assist in curriculum planning.
- To ensure effective delivery of teaching across all the courses.
- To improve student's learning experiences and outcomes.
- To provide staff with information in regard to professional development needs

#### **The Context**

Quality teaching is defined in terms of effective pedagogical techniques to produce learning outcomes for students. Under the system of standardized procedures the pedagogical tools adopted by most creative teachers get to be systematically documented and this can work as frame of reference for teachers who are not spontaneously creative. Senior faculty or sometimes even the youngest faculty coming from diverse backgrounds like industry etc., explore alternative pedagogies or adapt student support to varied student profiles and pedagogical competencies. Their alternative teaching methodologies can serve as training models to other teachers. The individual performance of each faculty member is a crucial factor in quality teaching. The unit plan designed by the faculty becomes the frame of reference to make the teacher accountable for the status of syllabus completion. Through constant checks of teacher's documents which include their unit planners, academic records, teaching dairies, monthly

appraisal etc., the institution finds scope to identify areas of deficiencies and also take up appropriate FDP programmes for the betterment of their professional effectiveness and also for the quality enhancement of the academic programme.

### **The Practice**

The procedures which constitute the implementation of the practice are as follows:

- The institution has a meticulously organized and clearly planned teaching, learning and evaluation schedule, well integrated into the total institutional scheme.
- The course outlines and the course schedules are drawn well ahead of the course commencement. Each faculty of the department has an individually drafted unit planner, which reflects how each unit is taught by indicating the time frame along with a mention of methodologies/ references used and modes of evaluation practiced. The course outlines are spelt out given orally to the students by the course teacher in the orientation session.
- Self – appraisals and Monthly appraisals, submitted by the individual teachers gives a clear indication of the teachers’ contributions in various categories - academic, administrative and extension activities. Teaching dairies which have lesson plans of the topics handled that week are meticulously maintained by the individual teachers.
- The HOD ensures the effectiveness of the process by weekly checks of the teaching diaries, academic records, monthly appraisals and syllabus completion statements submitted by the faculty. The effectiveness is further ensured through cross verification by the head of the institution.
- The teaching- learning process is continuously reviewed by the Principal, by taking into account the feedback given by the students.
- Departmental meetings are conducted once a month and whenever needed. The minutes are documented and signed by Principal.
- The result analysis of each department is submitted to the principal after each semester.
- Syllabus completion statements are also periodically submitted by the individual teachers in order to ensure timely completion of the syllabus.
- Feedback is taken from the students at the end of every semester for teacher evaluation.

Thus the regulatory mechanism of timely checks on teacher quality has the double advantage of improving not only teacher but also student performances.

### **Evidence of Success**

The evidence of success is also seen in achieving the targets/benchmarks/distinctions mentioned below:

- Word of mouth publicity through successful Alumni.
- Enhanced reputation among academicians with regular conduct of seminars/guest lectures.
- University ranks

### **Problems Encountered and Resources Required**

- Inadequate time, human resources, funding and facilities to ensure that quality

improvement initiatives meet the needs of teachers.

- Develop appropriate tools to monitor teaching quality (e.g. through surveys) and ensure that these are well-designed to provide useful, constructive and timely feedback to teachers.
- A well-designed professional development programme needs to be developed. This requires time, conviction, motivation and openness.

*\*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

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Name : Dr. Sherly P. Anand

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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**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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