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

AQAR for the year 2014-15

1. Details of the Institution

1.1 Name of the Institution	**DEVASWOM BOARD COLLEGE, THALAYOLAPARAMBU**
1.2 Address Line 1	THALAYOLAPARAMBU P O
Address Line 2	
City/Town	KOTTAYAM
State	KERALA
Pin Code	6686605
Institution e-mail address	dbprincipal@gmail.com
Contact Nos.	04829236136, 04829237136
Name of the Head of the Institution:	Dr.M.N.Radhakrishnan Nair

Tel. No. with STD Code:

04829236136, 04829237136

Mobile:

9447147377

Name of the IQAC Co-ordinator:

Dr.R.Anitha

Mobile:

9447038016

IQAC e-mail address:

dbprincipal@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/54/A&A/65 DATED 08-01-2011

1.5 Website address:

www.dbcollegethal.org

Web-link of the AQAR:

http://www.dbcollegethalayolapar
ambu.edu.in/AQAR2014-15.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.75	2010	5

2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

01-06-2010

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

2014-15

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

    i.   AQAR _____2013-14___submitted on __31-03-2015____ (DD/MM/YYYY)4
   ii.   AQAR_____ _____ (DD/MM/YYYY)
  iii.   AQAR_____ _____ (DD/MM/YYYY)
  iv.   AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

    University   State [√] Central [ ] emed   [ ] ate √   [ ]

    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 (PhysEdu) [√]

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

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 | NA |

University with Potential for Excellence | NA | UGC-CPE | NA |

DST Star Scheme | NA | UGC-CE | NA |

UGC-Special Assistance Programme | NA | DST-FIST | NA |

UGC-Innovative PG programmes | NA | *pecify)* | NA |

UGC-COP Programmes | NA |

2. IQAC Composition and Activities

2.1 No. of Teachers | 6 |

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

| NIL |

2.8 No. of other External Experts

| 2 |

2.9 Total No. of members

| 13 |

| 2 |

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | | Faculty | 3 |

Non-Teaching Staff | 3 | Students | 1 | Alumni | 2 | Others | PTA 3 |

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

If yes, mention the amount | NA |

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   International | 1 | National | | S| | Institution Level | 1 |

(ii) Themes | On sources of funds for teachers |

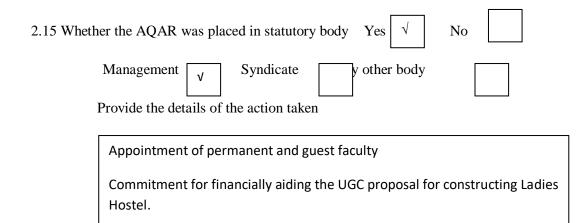2.14 Significant Activities and contributions made by IQAC

Encouraged departments to submit research projects and seminars

Promoted extension activities

Released a newsletter detailing the year's activities

Prompted intensive activities of clubs by instituting trophies

Monitored remedial coaching for weak students

Monitored WWS for bright students

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
1.Organize classes for creating start ups	1. initiated Entrepreneurial Development Hub
2.Strengthen career cell	2. tied up with Insight Mission and organised classes.
3.More participation by students' inscholastic, sports&extra curricularactitivites	3.immense participation as well as winning of trophies and awards by students.
4 Skills development for women	4. received sewing machine from PTA
5. Jubilee celebrations and alumni strengthening acitivities	5. received clock and coolers and collected jubilee fund for activities.
6. infrastructure development	6. readied a state of the art gymnasium.
7. environmental activities	7. cleaned the polluted banks of river

* Attach the Academic Calendar of the year as Annexure.

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

Management √   Syndicate ☐   y other body ☐

Provide the details of the action taken

> Appointment of permanent and guest faculty
>
> Commitment for financially aiding the UGC proposal for constructing Ladies Hostel.

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	0	0	0	0
PG	4	0	0	0
UG	9	1	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	13	1	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	8
Trimester	0
Annual	0

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   ents [√]
   (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.

> NA

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

> English Department with Core Course in English Literature and Language

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	15	31	Nil	Nil

2.2 No. of permanent faculty with Ph.D.   21

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
Nil	Nil	Nil	Nil	Nil	Nil	14	Nil	14	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty   14   Nil   Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	3	
Presented papers		6	4
Resource Persons			6

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

Intensive remedial coachingand revision

Continuous and cumulative evaluation

ICT enabled teaching

Inclusion of SSP and WWS programmes for maximizing output

Imparting of first- hand knowledge through site visits and interaction with personalities

Promoting self learning techniques through supervision.

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

195

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

NA

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

		3

2.10 Average percentage of attendance of students

83%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Hindi	33	9	15	21	24	70
Malayalam UG	34	3	6	0	15	24
Malayalam PG	14	0	71	0	0	71
Political Science	50	0	4	20	4	28
Chemistry UG	30	10	7	5	0	73
Chemistry PG	12	2	2	0	0	33
Physics UG	36	6	7	4	0	47
Physics PG	10	3	2	0	0	50
Maths UG	32	3	12	46	0	63
Maths PG	17	12	53	6	0	71
Botany	29	28	24	17	0.03	72
Commerce	41	34	23	5	2	64

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

1. remedial coaching

2. monitor feedback of students and parents

3. conduct test papers

4. self improvementprogrammes

5. initiate appointment of guest lecturers

6. interaction with specialists in various fields.

7. ready reckoner question banks

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	2
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	0

Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

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	25	Nil	Nil	1
Technical Staff	1	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

IQAC itself applied for a seminar

One more research guideship accepted by University

Monitor application and submission dates of teachers

Circulates dates of application of research agencies and fund

Combine research with social service

Students given library work as to learn research methodology

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			2
Outlay in Rs. Lakhs	8			30

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	4	4	4
Outlay in Rs. Lakhs	18	2	16	15

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2012-14	UGC	8 lakhs	8 lakhs

Minor Projects	2013-15	UGC	2 lakhs	1.5 lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)		KSCSTE UGC	2 Lakh 7.6 lakh	9.6 lakh
Total				

3.7 No. of books published   i) With ISBN No.   [1]   Chapters in Edited Books   [Nil]

ii) Without ISBN No.   [Nil]

3.8 No. of University Departments receiving funds from   [NA]

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   [NIL]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number				1	9
Sponsoring agencies				UGC	PTA

3.12 No. of faculty served as experts, chairpersons or resource persons   [6]

3.13 No. of collaborations   International [ ]   National [ ]   Any other [3]

3.14 No. of linkages created during this year   [NIL]

3.15 Total budget for research for current year in lakhs :

From Funding agency   [18]   From Management of University/College   [ ]
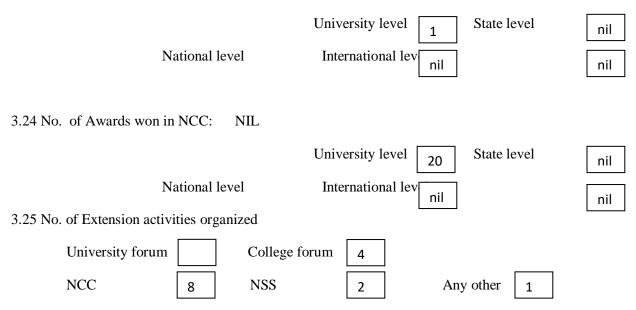
Total   18

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
		1		1		

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

4

and students registered under them

7

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

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

JRF 4   SRF   Project Fellows   Any other   1

3.21 No. of students Participated in NSS events:

University level 6   State level   2

National level   International lev nil   nil

3.22 No. of students participated in NCC events:

University level 7   State level   1

National level   International lev 3   nil

3.23 No. of Awards won in NSS: NIL

University level | 1 | State level | nil |

National level   International lev | nil | | nil |

3.24 No. of Awards won in NCC: NIL

University level | 20 | State level | nil |

National level   International lev | nil | | nil |

3.25 No. of Extension activities organized

University forum | | College forum | 4 |

NCC | 8 | NSS | 2 | Any other | 1 |

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

Bhoomitrasena cleaned the polluted Moovattuppuzha river banks.
Raised charity fund by departments for the poor and needy
Photo exhibition on wild life for public and college
Road awareness to public
Cancer awareness and donation of hair to the needy
Promotion of orgnic farming in the local neighbor hood
Spreading awareness of kitcher garden to avoid pesticide doused vegetables

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 (in acres)	20	nil	nil	nil
Class rooms	26	2	manager	28
Laboratories	3	1	nil	4
Seminar Halls	3	nil	manager	3

No. of important equipments purchased (≥ 1-0 lakh) during the current year.	112	35	UGC & management	147
Value of the equipment purchased during the year (Rs. in Lakhs)	6	20 lakhs	UGC & management	26
Others				

4.2 Computerization of administration and library

> The current work in the administration is totally digital.
>
> All the previous records are being digitalized.
>
> It is computerized with net access.
>
> The library is digitalized and the new books are being entered in the computer as part of automation.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32044	3 lakhs	1611	1.5 lakhs	33655	4.5 lakhs
Reference Books	949	1.7 lakh	170	11,900	1119	1.9lakhs
e-Books	nil					
Journals	16	3200	2	300	18	3500
e-Journals						
Digital Database						
CD & Video	22	5712	50	10000	72	15712
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	60	3	11	1	nil	1	14	3
Added	4	nil	nil	nil	nil	nil	1	1
Total	64	3	11	1	nil	1	15	4

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

> Two admin staff participated in GAIN PF training class
>
> They attended special training on Spark and another training class on salary processing by H.E
>
> The students are given training in computer while working on their projects.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| 75,000 |

ii) Campus Infrastructure and facilities

| 10 lakh |

iii) Equipments

| 25,000 |

iv) Others

| 10 lakh |

Total :

| 21 lakh |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Counselling given to students with regard to personal and otherwise needs
>
> Feedback gathered from students and suggestions considered and implemented
>
> Grievance redressal forum active
>
> Career guidance cell active, coaching and placement activities done regularly.
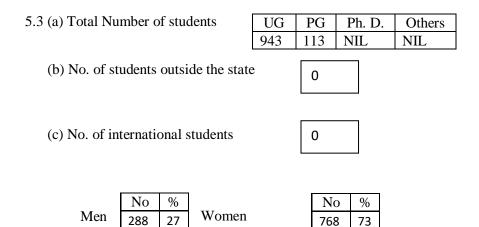>
> Remedial coaching given on a regular basis

5.2 Efforts made by the institution for tracking the progression

> Follow an academic calendar
>
> Result analysis and follow up on weak areas
>
> Remedial coaching for regular and improvement students
>
> Revision tests and model exams conducted

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
943	113	NIL	NIL

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
288	27

Women

No	%
768	73

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
342	180	2	492	0	1016	686	176	3	191	1	1056

Demand ratio   13:1   Dropout   2%

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

One day career motivation workshop for degree students with consultant from insight mission

consultancy classes for highly motivated students in General knowledge, time management and stress
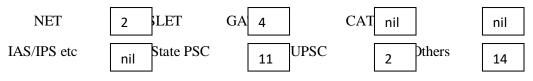
Language proficiency classes for a team of selected students oriented towards placement

Walk With the Scholar programme under mentors for bright students

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

NET | 2 | SLET   GA | 4 | CAT | nil | | nil |

IAS/IPS etc | nil | State PSC | 11 | UPSC | 2 | Others | 14 |

5.6 Details of student counselling and career guidance

Entrepreneurial club under the ED Hub inculcates entrepreneurial spirit for running new ventures.

The quiz club and debate club acts as a foundation for acquiring general awareness and speaking skills

The Student Support Programme arranges class for weak students under designated mentors
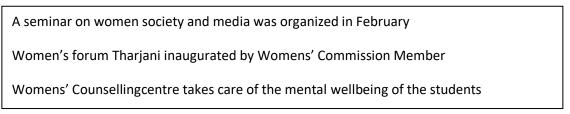
No. of students benefitted   120

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	4

5.8 Details of gender sensitization programmes

A seminar on women society and media was organized in February

Women's forum Tharjani inaugurated by Womens' Commission Member

Womens' Counsellingcentre takes care of the mental wellbeing of the students

5.9 Students Activities

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

State/ University level   15   National level   8   International level   0

No. of students participated in cultural events

State/ University level   0   National level   0   International level   0

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

Sports : State/ University level [5] National level [0] International level [0]

Cultural: State/ University level [5] National level [0] International level [0]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	42	75,000
Financial support from government	150	4.5 lakh
Financial support from other sources	20	15,000
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 [1] National level [nil] International level [nil]

5.12   No. of social initiatives undertaken by the students [20]

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

> Impart education facilities to younger generation of the locality
>
> Uplift the economically and socially weaker sections of the society through knowledge development
>
> To give back to the community in terms of knowledge and information through extension activities
>
> Undertake quality research projects by students and teachers
>
> To lead in educational reformation through intervention in academic governing bodies
>
> To enhance the quality of teaching-learning process
>
> To provide better infrastructure and library facilities to improve learning condition
>
> To empower the gendered and marginalized sections and provide for intellectual, health and emotional needs.
>
> To equip and nurture young minds with essential skills to undertake future responsibilities

6.2 Does the Institution has a management Information System

> Yes – council meeting, staff meeting, issue of circulars, social media, e-mail

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

    6.3.1 Curriculum Development

> Prepared by the University through syllabus restructuring
>
> Curriculum developed for spoken English class for 20 classes

6.3.2 Teaching and Learning

ICT enabled teaching

Audio-visual presentation

Remedial coaching

Micro teaching

Walk with the Scholar and Scholar Support Programmes

Additional skills development like spoken English and speaking

Special classes for supplementary students

6.3.3 Examination and Evaluation

Continuous tests, evaluation and assessment

Working out of previous question papers from question paper bank

Tutorial system for individual attention

Special classes

Exam reforms of university implemented accordingly

6.3.4

Major research project completed.

Minor research projects sanctioned and applied for

Seminars and workshops sanctioned and applied for

6.3.5 Library, ICT and physical infrastructure / instrumentation

Latest books purchased

Web enabled library with LAN connection and students browsing facility

Updating the stock and labeling the new arrivals

Lectures on fiction and media arranged

Reading club is active.

A new gym with state of the art facilities installed

Purchase of computers, printer, LCD, mike podium, 3 in one printer etc.

Language cum computer lab

Purchase of instruments and chemical in the science departments

6.3.6 Human Resource Management

Activities of the guidance and counseling centre

Walk with the Scholar

Scholar support porgramme

Teachers as resource persons

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is by the Management

Permanent teachers

Guest faculty

6.3.8 Industry Interaction / Collaboration

As part of projects for PG students

Collaboration with Breakthrough Science Society and Physics department for conducting seminar

Collaboration with School of Pure and Applied Physics for conduct of project

Collaboration with CUSAT for conduct of lecture series

Collaboration of Chemistry department with Spices Board, FACT, HNL for conduct of projects.

6.3.9 Admission of Students

As per university directions

6.4 Welfare schemes for

Teaching	Yes,
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

55,08,400

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	no		yes	IQAC
Administrative	no		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?

NA

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

NA

6.11 Activities and support from the Alumni Association

Provides scholarship and aid to poor and needy students

K ASasikumar endowment prize to best quizzer

A gala event of alumni meet with guruvandanam

A formal meeting of old students and teachers

Fundraiser for jubilee celebrations conducted

Ever rolling trophy by the first batch of Botany department for winners of quiz conducted by botany department

Trophy and prize for winners by alumni of Maths department for quiz competition

Donation of clock and water cooler by first batch of chemistry students in the chemistry department

6.12 Activities and support from the Parent – Teacher Association

During the general body meeting of the PTA, cash awards and endowments were given to students who scored highest marks in the University exams.

PTA fund was used to maintain the campus clean, repair the chairs and desks, maintenance work of computers

It took initiative in preparing aUGC proposal for constructing a ladies hostel.

It gave monetary support for the inauguration of new course in the English Department, union inauguration and for the drama presented by the college at Universsity level.

It prepared the sports ground work for the conduct of University games.

It felicitated the teachers and students who made remarkable achievements in andoutside the campus.

It addresses all issues of discipline and academic matters of the students when such issues are raised by the students

6.13 Development programmes for support staff

The administrative Staff participated in a training class for GAIN PF conducted by DCE.

Staff attended training class on SPARK conducted by Higher Education Council

The junior Staff were taught by the seniors to handle automated entering of office matters.

The College society offers financial support for the staff.

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

Bhoomitrasena conducted awareness class on nature conservation and cleaning the campus

The Biodiversity Club organized a seminar on the topic 'Biodiversity and Nature Conservation'

A quiz programme was conducted on the same topic and ever rolling trophy given away

A lecture on 'Responsible Tourism for Sustainable Environment' gave awareness to students as to keep their environment clean and secure.

Medicinal and rare plants are kept in pots as well as in the marked out area in the campus which give a beautiful appearance to the campus.

Plans are on for the creation of a butterfly park.

NCC planted saplings around the campus and cleaned the campus

NSS cleaned the campus on Gandhi Jayanthi.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> The morale of the students and the institution was boosted when they won handful of prizes and accolades in the various competitions. This success materialized by equipping them academically and training them and offering them platform in the college and outside.
>
> Abundant social service practices initiated like hair, organ and blood donation which was an eye opener for students and they came out in great numbers for the donations
>
> A new organic farming initiative that encompass the campus as well as the community and accounting for the production and free supply of seeds and manure
>
> Bio diversity auditing of plants and herbarium.

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

> Satisfactorily completed the set agenda for the year 2014-15
>
> The funds received mobilized the activities both academic and non academic
>
> The results were creditable as students gained recognition in competitions
>
> Social commitments were fulfilled as fund was provided for the very project

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

> Research proposals submitted and sanctioned giving a boost to research activities.
>
> Experiential and innovative learning techniques adopted.

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

7.4 Contribution to environmental awareness / protection

> Activities of the Bio-diversity, NSS promoting organic farming
>
> organizing quiz and seminars touching upon sustainable environment and responsible tourism.
>
> Conduct of exhibition on medicinal plants outside college

7.5 Whether environmental audit was conducted?   Yes [√]   No [   ]

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

> The staff members of the college and students have been honoured for their efforts and hard work. One of the teacher was nominated as Syndicate by the University, another won the title one among the five best women of the year and yet another received guideship. Some of them hold influential positions in teachers unions. Students won ranks in UG and PG exams and got through UGC NETand found placements in prominent institutions.

8. Plans of institution for next year

> More activities are to be included that would improve the skills of students.
>
> Activities are to be included to improve the quality of teachers.
>
> Plans to conduct more seminars, exhibitions and quizzes for both college and school students.
>
> Take necessary action to start the work of Ladies' hostel.
>
> Community centered activities are to be included.

Name _____Dr.R.Anitha_____   *Name __Dr.B.PadmanabhaPillai_____*

_____   _____

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

_____***_____

Annexure I

Abbreviations:

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

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