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 2016-17

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.R. Jayapal

Tel. No. with STD Code:

04829236136, 04829237136

Mobile:

9495685391

Name of the IQAC Co-ordinator:

Dr.R.Anitha

Mobile:

9447038016

IQAC e-mail address:

iqacdbthal@gmail.com

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

KLCOGN14225

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.dbcollegethal.org/AQAR2016-17.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)* | 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 2013-14 submitted on 31-03-2014
   ii. AQAR 2014-15 submitted on 31-03-2015
  iii. AQAR 2015-16 submitted on 31-03-2016

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) 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 Any other *(Specify)* 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

4

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty 8

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

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. 2   International [   ]   National [   ]   State [   ]   Institution Level 2

(ii) Themes

On self employment through agriculture – Aquaponics

On self employment by making bags out of waste clothes and LED making

2.14 Significant Activities and Contributions made by IQAC

Encouraged departments to submit research projects and seminars and discussed issues on marking API scores of Assistant Professors.

Sent three non teaching staff for training in file keeping organized by Principal's Council

Organised two seminars on skill development for Kudumbasree workers and students of the college on Aquaponics, and bag making and LED bulb making.

Released Insignia newsletter 16-17 recording the year's activities

Monitored Tutorial/Remedial coaching for weak students

Monitored WWS/SSP/FLAIR/ASAP activities of students and teachers

Initiated NAAC related activities and preparation of SSR

Records each programme in a book thereby collecting details of activities in the college

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.Conduct Academic Audit	1. Inspected departments and Audited
2. Initiate activities on SSR preparation	2. Submitted SSR.
3.Skill development for students and locals	3. conducted two classes for them one on aquaponics and another on LED making
4 teach new online teaching methods	4. two classes on research funding, and online classes like mooc and moodle
5. Alumni strengthening activities	5. alumni registered
6. Infrastructure development	6. new seminar table and chairs, fans and cooler
7. Library facilities upgrading	7. computer and inflibnet facility installed

Attach the Academic Calendar of the year as Annexure.

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

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

Appointment of guest faculty

Fund for renovating chemistry and Physics laboratories

Library infrastructure, software facilities provided

Fund for SSR submission

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	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	2
Others	0	0	0	0
Total	13	0	0	1

Interdisciplinary	0	0	0	0
Innovative	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	9
Trimester	0
Annual	0

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.

NA

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	24	18	Nil	Nil

2.2 No. of permanent faculty with Ph.D. [24]

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	22	Nil	Nil	Nil	Nil		Nil	nil	22

2.4 No. of Guest and Visiting faculty and Temporary faculty [22] [Nil] [Nil]

2.5 Faculty participation in conferences and symposia:

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

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

Practical sessions and hands on / experiential training on contents taught

Intensive remedial coaching and supplementary revision classes

Continuous assessment and evaluation

ICT enabled teaching

Inclusion of SSP/WWS/ASAP programmes for maximizing output

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

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,   NA
      Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
      restructuring/revision/syllabus development   8
      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	Division				
		Distinction %	I %	II %	III %	Pass %
Hindi	32	9	15	21	24	70
Malayalam UG	37	8	16	0	41	24
Malayalam PG	14	0	71	0	0	71
Political Science	51	0	20	0	8	27
Chemistry UG	36	28	20	14	0	73
Chemistry PG	12	17	17	0	0	33
Physics UG	28	18	11	7	0	36
Physics PG	9	0	89	0	0	89
Maths UG	41	24	15	10	0	50
Maths PG	19	47	18	0	0	65
Botany	34	28	24	17	0.03	72
Commerce	37	33	38	5	2	78
English	11	18	37	9	18	81

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

1. Academic audit

2. Teaching Learning experience sharing by staff

3. remedial coaching and one on one tutorial sessions for individual needs

4. monitor feedback of students and parents and inform stakeholders- to take stock

5. conduct model exams before exams

6. monitor result analysis and put in place check measures

5. initiate appointment of guest lecturers

6. makes use of FLAIR trained asst.prof to take classes on new methods of teaching

7. ready reckoner question banks and student file provided by WWS/SSP.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	nil
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	1
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	17	4	Nil	3
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 took class on available sources of research fund

Applied for granting of research centre in Chemistry dept

informs on timely application and submission dates of projects by teachers -submitted proposals and seminars 2 workshops, 1 national conference, 4 minor projects to UGC (1 approved)

one more research guide recognized by university

Create a research atmosphere through discussions on research topics of research students of the guides of the college as part of progress report

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	nil	nil	Nil
Outlay in Rs. Lakhs	8	nil	nil	nil

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	9	4	nil	nil
Outlay in Rs. Lakhs	18	3	nil	nil

3.4   Details on research publications

	International	National	Others
Peer Review Journals	nil	nil	4
Non-Peer Review Journals	nil	nil	1
e-Journals	nil	nil	
Conference proceedings	nil	nil	2

3.5 Details on Impact factor of publications:

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

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	nil	nil	nil	nil
Minor Projects	nil	nil	nil	nil
Interdisciplinary Projects	nil	nil	nil	nil
Industry sponsored	nil	nil	nil	nil
Projects sponsored by the University/ College	nil	nil	nil	nil
Students research projects *(other than compulsory by the University)*	nil	nil	nil	nil
Any other(Specify)	nil	nil	nil	nil
Total				

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

ii) Without ISBN No.   `1`

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			2
Sponsoring agencies		Dept fund			Dept fund, p

3.12 No. of faculty served as experts, chairpersons or resource persons   `8`

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

3.14 No. of linkages created during this year   `NIL`

3.15 Total budget for research for current year in lakhs :

From Funding agency | nil | From Management of University/College | nil |

Total | nil |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
			-	-		

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

| 5 |

     and students registered under them

| 18 |

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 | 2 |

3.21 No. of students Participated in NSS events:

University level | 30 | State level | nil |

National level | nil | International level | nil |

3.22 No. of students participated in NCC events:

University level | nil | State level | 5

National level | 2 | International level | nil

3.23 No. of Awards won in NSS:

University level | nil | State level | nil

National level | nil | International level | nil

3.24 No. of Awards won in NCC:

University level | 6 | State level | 1

National level | nil | International level | nil

3.25 No. of Extension activities organized

University forum | | College forum | 7

NCC | 5 | NSS | 2 | Any other |

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

Taught aquaponics and LED making to the local community
Conducted a dental camp for the sake of students and staff
Conducted art classes for 40 school students and tution for students in orphanage
Raised charity fund by departments for the poor and needy
exhibition on mathamagic, films of 2016, paintings, medical plants, were conducted
Coordinated *Vijnanotsavam 2016-17* for UP and High school students.
Blood donation camp by both NSS and NCC.

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	28	nil	nil	28
Laboratories	4	nil	nil	4
Seminar Halls	3	nil	nil	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	147	7	Management	154
Value of the equipment purchased during the year (Rs. in Lakhs)	26	1 L	management	27
Others				

4.2 Computerization of administration and library

> The current work in the administration is totally digital.
>
> A new software inflibnet installed and functioning taught to staff.
>
> The exam office is computerized and equipped for online question downloading action.
>
> Systematic and punctual uploading of facts and figures to institutional agencies (Govn/Univ)
>
> the new books in library updated in the newly updated software.
>
> Proper maintenance of office and library records and registers

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33838	5.5lakhs	148	3 lakhs	33986	8.5 lakhs
Reference Books	1163	2.17 lakh	45	5,000	1208	2. 22lakhs
e-Books	nil	nil				
Journals	20	3800	5	200	25	4000
e-Journals	nil	nil	nil	nil	nil	nil
Digital Database	nil	nil	nil	nil	nil	nil

CD & Video	72	15712	nil	nil	72	15712
Others (specify)	nil	nil	nil	nil	nil	nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	65	3	12	1	nil	2	15	4
Added	1	nil	nil	1	nil	nil	nil	nil
Total	66	3	12	2	nil	2	15	4

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

Training given to non teaching staff for learning online question paper downloading system and for e-payment of fees.

The students and teachers are given training in use of inflibnet and user search facility in the library.

4.6 Amount spent on maintenance in lakhs :

i) ICT 28,000

ii) Campus Infrastructure and facilities 11.5 lakh

iii) Equipments 1 lakh

iv) Others 3 lakh

Total : 15.78 lakh

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Awareness of below mentioned students services made known through orientation programmes and meeting students in class

WWS & SSP & ASAP actively pursued by students

Grievance redressal forum and Internal Complaint Commitee active

Career guidance cell active, coaching and placement activities planned.

Remedial coaching compulsorily undertaken

nurturing of extracurricular activities through various clubs, NCC, NSS

5.2 Efforts made by the institution for tracking the progression

- Providing information and guidance on admissions to centers of higher learning like central universities and EFLU.
- Coaching for the UGC-NET/ JRF examinations.
- participate in the research paper presentations in National and International seminars and workshops.
- Organizing visits to nationally acclaimed centers of higher learning.
- Opportunities for interaction with experts
- The Additional Skill Acquisition Programme; initiated by the government of Kerala increases the employability of students.
- The institution conducts workshops and seminars on a regular basis.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
959	91	NIL	NIL

(b) No. of students outside the state

| 2 |

(c) No. of international students

	No	%
Men	383	36

	No	%
Women	667	64

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
250	165	6	629	0	1050	237	199	5	688	nil	1129

Demand ratio   15:1   Dropout   1 %

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

Spoken English classes for a team of selected students oriented towards placement.

Walk with the Scholar programme mentors for bright students.

Scholar support programme coaches weak students in those subjects they need help.

Remedial books were purchased for English and a few core subjects

PG Science departments took NET coaching classes for their students

No. of students beneficiaries

180

5.5 No. of students qualified in these examinations

NET   2   SET/SLET   6   GATE   nil   CAT   nil

IAS/IPS etc   nil   State PSC   16   UPSC   2   Others   20

5.6 Details of student counselling and career guidance

The career and guidance club organised Career guidance classes. Selected one hundred and eleven students participated in the programme.

Off centre recruitment drive to recruit fresh graduate holders for MNC jobs and training.

Provide awareness among students about All India Asian Education Foundation training programme for skill development.

Jointly with Employment centre of Kottayam conduct an informative section

Enrollment of students in National Digital Literacy Mission (NDLM) or Digital Saksharata Abhiyan-Aclass on in depth information about short term computer courses that can be pursued was conducted

Career guidance club also supported the EDUEXPO organised by Microtech

No. of students benefitted | 121

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	Nil

5.8 Details of gender sensitization programmes

A talk followed by debate by social activist, poet and transgender Vijayarajamallika on gender justice in campus; An exhibition on transgenders was conducted

Cancer awareness for women by Oncologist Renuka of Lissie hospital

Skill development for self employment for women through bagmaking and LED bulb making

5.9 Students Activities

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

State/ University level | 45 | National level | 0 | International level | 0 |

No. of students participated in cultural events

State/ University level | 34 | 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 | 35 | National level | 0 | International level | 0 |

Cultural: State/ University level | 14 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	68	4.40 L
Financial support from government	194	5.32 L
Financial support from other sources	25	25,000
Number of students who received International/ National recognitions	2	20,000

5.11   Student organised / initiatives

Fairs   : State/ University level | nil | National level | nil | International level | nil |

Exhibition: State/ University level | 2 | National level | nil | International level | nil |

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

5.13 Major grievances of students (if any) redressed: _____2_____

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

Remedial coaching for individual attention

Special classes

Exam reforms of university implemented accordingly

6.3.4 Research and Development

No fund was released by UGC though several projects and seminar proposals were sent to UGC.

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 and Inflibnet installed.

Web enabled library with LAN connection and students' user search facility

Updating stock and labeling the new arrivals

Digital proficiency and installation new attendance software

Exhibition of books in the library by Book Media

Purchase of instruments and chemical in the science departments

6.3.6   Human Resource Management

Activities of the guidance and counseling centre

As mentors in Walk with the Scholar and Scholar support porgramme

Students as propagators of organic farming practices in the locality

Teachers as resource persons for spoken English classes and remedial classes

Students taking tuition in the neighbouring orphanage

Teachers as resource persons outside the campus

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 G tech for the conduct of a course in Tally

Collaboration with ICM computers for conduct of kaushal course of central government.

Collaboration with online spoken English course coaching personality

Collaboration with club for training in badminton.

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 excluding salary revenue

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 declare 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 A Sasikumar endowment prize to best quizzer

Commerce alumni instituted charity fund for the needy

Formal meeting of old students and teachers of various branches during summer holidays

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

Alumni of commerce instituted award in memory of their deceased friend Arun

Dept of Malayalam was registered.

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 electrical and plumbing items, maintenance work of computers and built door for Malayalam Department

An orientation class for freshers' was arranged

It felicitated the students who made remarkable achievements in and outside the campus and gave funds for students to participate in competitions in Youth Festivals.

It addressed all issues of discipline of the students when such issues were raised by the students

Provided funds for departmental activities like seminars and exhibitions

It gave money to a student who was critically hurt and hospitalized.

6.13 Development programmes for support staff

Three non-teaching staff were sent to attend two day course in office work conducted by the Principal's Council at Muvattupuzha.

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

The Department of Physics organized an energy audit.

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.

Water pits were dug to replenish land with water.

banana cultivation successfully conducted.

Plans envisaged for campus beautification and competition for proper maintenance

NCC planted saplings around the campus and cleaned the campus

NSS implemented Swacch bharath cleaniness drive, e-waste disposal drive, and waste management.

Crite

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.

The Chemistry Department celebrated Environmental day. As a part of the celebration, department organized a poster making competition. The topic was "The environment and the challenges". B.Sc. students and the faculty members of the department gave onasadya for the orphan children of Sevagram, Pothy, Thalayaolaparambu. The department of Chemistry conducted a dental camp, in association with Mar Baselios Dental College, Kothamangalam for students and staff of the college

The Department of English organized 8 lecture series of 'Sameeksha'. 'Kanthari- Season 2 was organized

with a cause to collect money for the medical treatment of Ambily S Rangan , who met an accident.

In collaboration with the Kerala Excise Department, Quiz Competition and Poster Designing on 'Anti

Drug Abuse' were organized. They also conducted an Exhibition of paintings, a workshop on art and a

seminar of paintings. A Manuscript Canopy was also released.

The Department of Mathematics organized a one day Career enrichment programme for school teachers and B.Ed Students. A Mathematics Manuscript "A step to the world of Mathematics" was released.

The Department of Zoology jointly with the Biodiversity club conducted a programme in the auditorium by displaying medicinal plants and distributing karkidaka kanji. A freshwater Aquarium has been set up with ornamental fishes in the Department. To give awareness to the students and staff of the college on 'wild life conservation', a demonstration class was organized & conducted. The class was engaged by a famous herpatologist, Sri.Vava Suresh.

The Department of Politics conducted an exhibition cum sale of our locally available medicinal plants and seedlings. Midday meals to cancer patients and orphans, human rights day celebration , poster designing on 'human rights violation' and an invited talk on human rights, poster exibition on Malayalam cinema, and 'santhwanam' – one day meal programme to the orphanage people was organised.
In collaboration with Breakthrough Science Society of India, Department of Physics and Physics Association 2015-2016, jointly organized a Photo poster exhibition and a documentary show on" the life and work Marie Curie. EJECTA, the house magazine of physics Association was also released. Department conducted a training session for the B Sc students in LED bulb making.

In collaboration with Kerala Sastra Sahitya Parishad, Dept of Botany was able to Co Ordinate *Vijnanotsavam 2016-17* on the 14th of January 2017 for UP and High school students. The Lab was open to the students familiarizing all the innovative experiments and equipments used in the UG lab. An

exhibition on Medicinal Plants was also arranged by the students of the Dept. A talk on *'Ayurveda and life style diseases'* was conducted by the department. They established a vegetable garden in the plot allocated for the same. The first harvest of crop was done and they released a wall magazine called 'GEOPHILA'.

The Department of Malaylam enacted drama during Basheer Anusmaranam. They conducted an exhibition of ancient cultural items during folklore day and organized performance of ancient art form Theyyam. They released manuscripts and a book on fiction as farewell to retiring teachers.

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

> 1. Submitted SSR and set the documentation ready for NAAC visit.
>
> 2. Campus beautification in the process of completion
>
> 3. The new block ready for occupation
>
> 4. Teachers and students incorporated new actions in the light of classes on NACC visit.
>
> 5. Internal Academic audit conducted and administrative audit done by DD and Management
>
> 6. Management initiated processing the requests
>
> 7. Introduced   INFLIBNET in the library

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

> The institution encouraged water harvesting and propagated importance of saving water. Water holes were dug at various points in the campus.
>
> The institution created awareness of transgender and their problems. An exhibition, a seminar and a class on transgender were conducted. A transgender who is a social activist gave a lecture and first hand information on her life experience

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

7.4 Contribution to environmental awareness / protection

> The Biodiversity Club organized a green audit in its park Shantisthal.
>
> 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.
>
> A Butterfly Garden maintained.
>
> Students involved in banana cultivation and money earned through its auction.
>
> Plans envisaged for campus beautification and competition for proper maintenance
>
> NCC took part in haritha keralam drive and took action to make the campus green
>
> NSS implemented Swacch bharath clealiness drive, e-waste disposal drive, and waste management. They initiated organic farming in the locality
>
> A department constructed a star garden in the campus.

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

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

> Strengths: teaching staff serving as syndicate, BoS members, subject experts, Ph.D holder.Strong participation by staff in University syllabus restructuring.Students won top prizes in youth festival.
>
> Weaknesses: delayed maintenance work of the college building and electric wiring. Generator needs repair frequently. Inability to construct a compound wall in the western block.
>
> Opportunities: Students eager to learn new add on courses and join clubs and very proactive. Teachers are oriented and refreshed in their topics and on the verge of promotion.
>
> Challenges: mobilization of fund from management and through consultancy. Training of students for arts and drama festivals.

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

1. to do intense follow up on upgrading chemistry department as research centre.

2. Campus beautification prior to NAAC visit

3. to construct a ladies hostel

4. to cut down the acacia trees and launch a medicinal and herbal garden

5. to construct a new car parking space

6. follow up of request for Management

7. to improve infrastructure of the library with more racks and a counter.

8. to do maintenance work of wiring and generators

9. to introduce health card for all students

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

_____   _____

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

_____***_____

<div align="right">**Annexure I**</div>

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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