

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF THE IQAC**

2013-2014

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL**

By

**KNM GOVERNMENT ARTS &
SCIENCE COLLEGE
KANJIRAMKULAM
THIRUVANANTHAPURAM**

Part – A

1. Details of the Institution

1.1 Name of the Institution

KNM Govt Arts & Science college Kanjiramkulam

1.2 Address Line 1

Kanjiramkulam P O

Address Line 2

Thiruvananthapuram

City/Town

Thiruvananthapuram

State

Kerala

Pin Code

695524

Institution e-mail address

knmcollege@yahoo.co.in

Contact Nos.

0471-2260092

Name of the Head of the Institution:

Mr Jayakumar

Tel. No. with STD Code:

0471-2260092

Mobile:

9447300115

Name of the IQAC Co-ordinator:

Dr. Rejula P K

Mobile:

07736022330

IQAC e-mail address:

naacknm@gmail.co

1.3 NAAC Track ID (For ex. MHC0GN 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/PCA/46/76 dated sep 16 2008

1.5 Website address:

www.kanjiramkulamcollege.in

Web-link of the AQAR:

<http://www.kanjiramkulamcollege.in/AQAR2013-14.pdf>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	1 st Cycle	B	63.50	2008	5years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

03.10.2008

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

2013-14

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

- i. AQAR 2012-13 submitted to NAAC on 13.08.2012
- ii. AQAR 2011-12 submitted to NAAC on 13.08.2012
- iii. AQAR 2010-11 submitted to NAAC on 13.08.2012
- iv. AQAR 2009-10 submitted to NAAC on 26.08.13

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*)

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. IOAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="3"/>	Faculty	<input type="text" value="2"/>
Non-Teaching Staff	<input type="text" value="2"/>	Alumni	<input type="text" value="2"/>
Students		Others	<input type="text"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Centralized mechanism for assessment of teachers by students .
2. Promoting and facilitating good teaching-learning practices.
3. Modernizing class room facilities
4. Empowering the students for obtaining employment
5. Encouraging faculty members to apply for projects.
6. Emphasizing the need of quality research in colleges.

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. Centralized mechanism for assessment of teachers by students.	1. centralized way of taking assessment of teachers by students .
2. Promoting and facilitating good teaching-learning practices	2. Power point presentations, EDUSAT online classes, video clips of famous lectures etc. were widely used in class rooms.
3. Modernizing class room facilities	3 modernization of class rooms were continued in this year also
4. Empowering students for obtaining employment	4. The placement cell arranged various aptitude tests, on campus and off campus placement drives
5. IQAC encouraged faculty members to apply for projects	5. 2 minor projects were sanctioned to the college
6. IQAC propagated the guidelines for obtaining funding for the conduct of seminars in National and State levels	6. 2 National Seminars and 5 state level seminars were conducted with funding from different agencies
7. IQAC emphasised the need for quality research in the College	7. (b) 15 National /International papers were published by faculty members of the college (c) 7 research scholars are working under 2 research guides of the college.

	<p>(e) One faculty member from Dept. of Sociology was selected for a one month training programme in England under the Fostering Linkages in Academic Innovation and Research (FLAIR) programme sponsored by Govt. of Kerala</p>
--	--

(* Attach the Academic Calendar of the year as Annexure.)- Please see Annexure I

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was placed in the College Council. The Council entrusted all HODs to verify the report and point out corrections if any. They were also requested to put forward suggestions for quality improvement in the next year. The council on another sitting approved the corrected report.

Part – B

Criterion – I

1. Curricular Aspects

1.3 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	1			
UG	5			
PG Diploma				
Advanced Diploma				
Diploma	2			
Certificate	1	1	2	2
Others				
Total	9	1	2	2
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	
Annual	

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)-Please see Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

All courses in the college are conducted as per the curriculum and syllabus designed by the University of Kerala. All the Post graduate syllabi were revised by the University in the year 2013-14 incorporating the latest trends.

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
	25	22	3	0	0

2.2 No. of permanent faculty with Ph.D.

7

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
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

		6
--	--	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	18	23
Presented papers		18	16
Resource Persons		6	07

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

1. Interactive learning through EDUSAT online class rooms and smart class rooms
2. Learning through experts interaction.
3. Walk with Scholar (WWS) Programme to support scholarly students
4. Scholar support programme (SSP) to support weak students
5. Additional Skills Acquisition Programme (ASAP) for job orientation.
6. Fostering Linkages in Academic Innovation and Research (FLAIR) programme

Please see Annexure III for details

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

181

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

Students are evaluated both by continuous and end semester assessments. The end semester examinations are conducted by the affiliating University and the examination system is fairly good with double valuation in the PG level, Intermittent internal examinations and model examinations are conducted in the college as per a common schedule. A College Level Monitoring Committee (CLMC) is functioning to supervise all evaluation processes in the credit and semester system. Frequent seminars, assignments, projects, etc. are also assigned as part of continuous evaluation.

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

4	2	8
---	---	---

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 %
BA English	33	12	24	32	8	
BA Economics	44	8	18	38	14	
BA Sociology	43	8	18	42	23	
B Com	33	18	24	23	31	
BSc Maths	21	20	34	20	17	
M A	19	4	22	33	23	

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

1. IQAC conducts frequent meetings to review the continuous evaluation of students.
2. The tabulated student's assessments are checked and the reason for low grades if any is sought from the tutor concerned.
3. Remedial methods for improvements are suggested.
4. Collects students feedback and informs to the teacher concerned
5. Hardships and difficulties, if any, experienced by the teachers and reported to IQAC are addressed. Proper solving mechanisms are facilitated.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	3
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	1
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	3
Others	1

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	27	0	1	3
Technical Staff	2			

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC in association with the research committee serves as the nodal agency for research related activities of the college.
2. All relevant rules regarding Ph. D. registration, Faculty Improvement programmes, Guideship, Application for research projects of various agencies, Travel grant scheme for presenting paper in national/international seminars, FLAIR, conduct of seminars, etc. are provided by the IQAC to the concerned. IQAC keeps track off all such applications made. One faculty member has been selected in the year for Faculty improvement programme.
3. IQAC maintains close contact with the College and department libraries to ascertain the need and availability of various research journals and other books. Efforts are made to resolve Deficiencies if any.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		3
Outlay in Rs. Lakhs		2 Lakhs		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		4
Outlay in Rs. Lakhs		2.75	4.00	

3.4 Details on research publications

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

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		5			
Sponsoring agencies		DCE			

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level 1
 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
 NCC College forum
 NSS Any other

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

- Annual camp of NSS in adopted village
- Vio mithra – programme for the welfare of the old age
- Tribal visit –cheerapara colony
- Regular visit to old age homes
- Blood donation camps
- Blood donors directory
- Classes for mental health

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	1.6 acres			1.6 acres
Class rooms	16			16
Laboratories	3			3
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		2	UGC and GOK	
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

The administrative office is partially computerized. The library is computerized in the previous years. Library has access to NLIST, INFLIBNET, etc. The books are all bar coded

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11256		560	2,50,00		
Reference Books	250					
e-Books						
Journals	26					
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments (Major)	Others
Existing	45	1	yes	2	1	1	5	
Added	6					2		
Total	51							

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

All departments are having internet access. The library is having a browsing centre too.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.76
ii) Campus Infrastructure and facilities	15.65
iii) Equipments	9.55
iv) Others	8.57
Total :	35.53

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC of the college acts as the nodal agency that renders student support services and incorporates the activities of the various clubs and forums functioning in the college. The main functions of the IQAC include

- Making meaningful and active interference in infrastructure development.
- Co-ordinating the activities of all the clubs and forums
- Reviewing internal assessments and continuous evaluation..
- Facilitating communications with University, UGC, etc.

Frequent meetings of the IQAC are convened to chart out the action plans. The members who represent the various departments can bring to notice their grievances and seek the help and co-operation of other departments to get them redressed. Assistance of the PTA is also made available in the process.

In order to enhance the awareness about the various student support services,

- Notices of various programmes, competitions and opportunities, especially those of the career guidance cell are
 - Circulated in all class rooms
 - Displayed in the college notice board, and c. Uploaded in the college website.
- The IQAC members of each department takes part in all the class PTAs convened during a semester. This helps the IQAC to gauge the real difficulties encountered by the students and also to disseminate information about all its programmes.

5.2 Efforts made by the institution for tracking the progression

The college has its own system of tracking the progress made by the student support services.

1. Student's feedback is collected with regard to curricular and co-curricular activities.
2. Frequent review meetings of the IQAC are conducted.
3. At least one staff meeting is convened every month, where the group tutors and the heads of the department's report the progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
576	46	0	50

(b) No. of students outside the state

(c) No. of international students

Men	No	%
	250	42.1

Women

No	%
402	57.9

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio: (Admissions conducted by the University)

Dropout % 0.81

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

- Coaching classes through career guidance cell
- Special PSC exam classes
- ASAP and WWS classes
- UGC NET classes for PG students

No. of students beneficiaries

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 counseling and career guidance

- The college has a well functioning student counselling and career guidance cell.
- Each department has a student counselor, who addresses all concerns of the students in the very basic level.
- Different personality development and career guidance classes are arranged.
- A placement cell is also functioning to facilitate employment opportunities of the students. With programmes like Scholar support programmes, Walk with scholar programme and Additional skills acquisition programme, they are well equipped

No. of students benefitted

52

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
0	0		0

5.8 Details of gender sensitization programmes

The women's Study unit the college organised a group discussion on gender related problems and solutions. Participants from both the genders participated (including teachers and students)

5.9 Students Activities

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

State/ University level

25

National level

15

International level

0

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

A few achievements by the students are

- a. The College team has won the Inter Collegiate Kabadi championship
- b. Students from the College represented Kerala University in many event s
- c. university first in body building

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution		
Financial support from government	483	1878543.00
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

(College students Union has organised two blood donation camps

5.13 Major grievances of students (if any) redressed:

1. The demand for special coaching camp for cricket and foot ball was redressed

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The vision of the college is to impart value based quality education that makes the students intellectually fit and socially committed in every realm of life. The students will be encouraged in identifying their talents and in developing their talents for the betterment of the self and the society at large.

Mission

We try to bring up a centre of academic excellence imparting a new sprit of development oriented education suited to the social needs

We ensure quality education through curricular, co-curricular and extra curricular activities assuring a peaceful learner friendly, progressive and democratic ambience

We strive in linking what is learned in classroom to the world at large enabling students to take right attitude and spirit.

6.2 Does the Institution has a management Information System

- a. The UG and PG admissions are online in which the college and the University share the responsibility of managing the process
- b. Even though not computerised, a proper mechanism do exist in the college for feed backs, reviewing and corrections. This is carried out in all the three areas namely academic, administrative and financial.

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

6.3.1 Curriculum Development

Faculty members from the college are actively participating in the curriculum development and syllabus revision activities of the University. Three faculty from sociology department, one faculty each from statistics , History and Commerce are members of UG/ PG board of studies . along with them 5 other teachers were also actively participated in the syllabus revision workshops

6.3.2 Teaching and Learning

Regular classes both theory and practical's are conducted effectively as part of curriculum.. Teaching aids like visual media, power point presentations, charts, models, specimen, etc. are utilized effectively. Students attend EDUSAT online classes too. Internet facilities are available in all departments as well as in the library. PG departments and a few UG departments are equipped with their own computer labs which facilitates individual access to all students. There is a Language lab in the Department of English which contributes to improving the accent and fluency of communication among the students. Group discussions and seminars are conducted with the effective participation of students.

6.3.3 Examination and Evaluation

The college conducts examinations regularly as a part of curriculum. Besides university examinations, class tests are conducted on regular basis for every subject by the concerned teacher. Model examinations are conducted by all the departments at the college level, before the University exams so as to familiarise the students with the latter. The results with feedback of all the examinations are properly and timely communicated to the students. Practical model exams are also conducted to familiarise the students with the techniques. The college level monitoring committee ensures that the model examinations are conducted properly without fail.

6.3.4 Research and Development

1. PG students are encouraged to do research oriented projects in the college itself.
2. Research scholars are instructed to present their status and progress of research on a bimonthly basis.
3. The college research committee meets every 3 months to review the research activities.
4. The IQAC has identified two teachers of the college for participation in the FLAIR programme of the State Government. One of them was selected for a one month internship in various research institutes in UK.

6.3.5 Library, ICT and physical infrastructure / instrumentation.

1. The General library is automated and is subscribed to NLIST, INFLIBNET, etc.
2. The library has organized one orientation programme to readers and one state level seminar on library science.
3. IQAC has established a website and important documents are uploaded to the site so that students and faculty members get easy access to the same.
4. Department of Statistics has setup a statistical data processing lab
5. Department of English has established a Language Lab with 12 Computers.

6.3.6 Human Resource Management

1. The students are trained in various platforms like College Union, NSS,, Career guidance cell, Women cell, etc.
2. Teachers take part in various orientation programmes and IQAC meetings and seminars.
3. Training programmes, organised by Directorate of Collegiate Educations, IMG, etc are attended by the members of the administrative staff in a regular manner.

6.3.7 Faculty and Staff recruitment

All permanent faculty members and administrative staff are selected through processes of Kerala Public Service Commission. Adhoc Class IV employees are recruited from the State Employment Exchange. Guest Lecturers are chosen through interviews with properly constituted Interview board.

6.3.8 Industry Interaction / Collaboration

1. Industrial visit by commerce department

6.3.9 Admission of Students

Admissions to all PG and UG classes are conducted through online allotments by the University. The College level admission committee monitors and supervises all admission processes. Admissions are based purely on merit. Communal and other reservations as per Government rules are maintained in all admissions.

6.4 Welfare schemes for

Teaching	Medical reimbursement, group insurance scheme, state life insurance, staff club , personal accident insurance.
Non teaching	Medical reimbursement, group insurance scheme, state life insurance, staff club, personal accident insurance.
Students	Students' group personal accident insurance scheme (SGPAIS)

6.5 Total corpus fund generated

(The college is a Government owned institution)

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

University declares results within 60-90 days

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

Being an affiliated college, the examination reforms are implemented by the affiliating University

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

The college is an affiliated Government College and functions as per the rules of The Government and the University.

6.11 Activities and support from the Alumni Association

All departments have separate alumni associations. The alumni of the college who are presently experts in different fields give talks to the students. They also associate with the career guidance and placement cell to lead the students in finding out employments.

6.12 Activities and support from the Parent – Teacher Association

Parent Teachers Association (PTA) of the College is actively involved in maintaining the smooth functioning of the college. The PTA General body meets once in a year and its Executive committee meets frequently. The grievances if any of the parents, teachers and students are addressed in these meetings. Different class PTA meetings were also organized with an aim to discuss the academic progress of students with parents.

PTA provided financial assistance to almost all departments in the college for promoting academic and administrative activities.

The following are a list of detailed activities of the PTA

1. Attendance slip, attendance register, etc. were printed and distributed to all departments.
2. PTA also gives incentive to meritorious students in the form of cash prize.
3. Under the assistance of PTA a photocopy machine is functioning in the college from where both students and staff can take photocopies at a nominal rate.
4. PTA has provided funds to repair and maintain benches, desks, almirahs and other furniture of the college. Computers of the office and different departments were also got serviced by PTA.
5. It also provides advance to pay the electricity and water charges of the college.
6. Assistance to students for participating in state as well national sports tournaments were provided by PTA in association with physical education department.
7. PTA has appointed a security staff for the proper discipline of the college .

8. It also provided financial assistance for the smooth functioning of NSS in the college.
9. PTA gave financial advance for the conduct of walk with scholar programme.
10. Periodic plumbing works and repairs in the college were undertaken by the PTA.
11. Assistance was provided for the purchase of fans, tube lights, emergency lighting system, calculators, etc..
12. It also provided assistance for the NAAC activities in the college.
13. PTA paid the honorarium for the subject expert in conducting the FDP substitute and guest lecturer interviews.

6.13 Development programmes for support staff

1. Support staff were given sufficient computer training by experts
2. Support staffs were deputed for training programmes organised by IMG and Directorate of Collegiate Educations.

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

- Plastic free campus
- Tress in the campus are well maintained
- Placing of dustbins

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.

1. Teachers and students were encouraged to access INFLIBNET and NLIST introduced in the General library and many are presently using the facility to a larger extent. This helped a lot in creating research interest in the concerned.
2. The state government sponsored FLAIR (Fostering Linkages in Academic Innovation and Research) is well implemented in the college and one faculty member got selected for one month internship in UK. This again helped in nurturing research interest
4. Streamlining the continuous assessment with common time table made the internal examination system more efficient

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

- Streamlined the internal examinations
- ICT enabled teaching initiated
- Use of INFLIBNET
- Placement cell strengthened
- More courses were started by continuing education unit
- 3 national seminars were conducted

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

1. Fostering Linkages in Academic Innovation and Research (FLAIR)
2. Additional skill acquisition programme (ASAP)

7.4 Contribution to environmental awareness / protection

Efforts are made to make the campus eco-friendly with the help of NSS, and college union. The campus is a plastic-free zone and is proposed to make it litter free. Dust bins are set up at strategic locations throughout the college campus for the segregation and collection of biodegradable and non-biodegradable waste.

7.5 Whether environmental audit was conducted? Yes No

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

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

1. To expand IQAC with dedicated infrastructure.
2. To establish a public address system in all class rooms and departments.
3. To apply for a new PG course and UG courses
4. To enhance infrastructure facilities

Name: Dr Rejula P K

Name: Prof . Jayakumar

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

**Annexure I ACADEMIC
CALENDAR 2013-14
UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CBCS
SYSTEM -2012 ADMISSIONS
FOURTH SEMESTER**

01.01.2014	COMMENCEMENT OF CLASSES
13.01.2014	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
15.01.2014	LAST DATE OF REGISTRATION OF THE COURSES
27.01.2014	2014 LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
03.02.2014 TO 10.02.2014	CONDUCT OF FIRST SET OF TEST PAPERS
15.02.2014	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
17.02.2014	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
24.03.2014 TO 28.03.2014	CONDUCT OF SECOND SET OF TEST PAPERS
02.06.2014	PUBLICATION OF RESULTS OF SECOND SET O TEST PAPERS
03.06.2014	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
07.06.2014	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
10.06.2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
12.06.2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
13.06.2014	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
15.06.2014	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
20.06.2014	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
18.06.2014 TO 30.06.2014	END SEMESTER EVALUATION(ESE)
30.06.2014	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS.

**UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES UNDER CBCS SYSTEM -2013 ADMISSIONS
SECOND SEMESTER**

27.01.2014	COMMENCEMENT OF CLASSES
14.02.2014	LAST DATE OF REGISTRATION OF THE COURSES
28.02.2014	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
31.03.2014	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
02.06.2014	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
02.06.2014	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATION(ESE)
04.06.2014 TO 11.06.2014	CONDUCT OF TEST PAPERS
13.06.2014	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE

20.06.2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
25.06.2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
18.06.2014	PUBLICATION OF RESULTS OF TEST PAPERS
23.06.2014	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
25.06.2014	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
30.06.2014	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
01.07.2014 TO 15.07.2014	END SEMESTER EVALUATION(ESE)
15.07.2014	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

UNIVERSITY OF KERALA
THE CALENDAR SHOWING ACADEMIC EVENTS FOR THE YEAR 2013 RELATING
TO M.A/M.Sc/M.Com/MTA/MSW/MPA DEGREE COURSES (THIRD SEMESTER- 2012
ADMISSION) IN AFFILIATED COLLEGES
THIRD SEMESTER
AUGUST 2013

08.08.2013	Commencement of Third Semester
16.08.2013	Last date for allotment of topic of Assignments (I&II) conduct of Seminars (I&II)
26.08.2013	Last date for submission of 1st set of Assignments/conduct of Seminars.
23.09.2013 TO 26.09.2013	Conduct of 1 st set of Test papers
03.10.2013	Publication of results of 1st set of Test papers
04.10.2013	Last date for allotment of topics for dissertation
15.10.2013 TO 21.10.2013	Dates for the conduct of 2nd set of Test Papers
30.10.2013	Last date for submission of 2nd set of Assignments/Conduct of Seminars
04.11.2013	Publication of results of 2nd set of Test papers.
18.11.2013	Date of Notification for University Exams
26.11.2013	Last date for submission of results of CA by Teachers to the Heads of the Departments
26.11.2013	Last date for receipt of application for University Exam (ESA) without fine
29.11.2013	Display of results of CA marks
29.11.2013	Last date for receipt of application for University Exam (ESA) with fine
05.12.2013	Last date for submission of complaints if any, regarding CA, by students to the Heads of the Departments
05.12.2013	Last date for receipt of application for University Exam (ESA) with Superfine
10.12.2013	Last date of receipt of results of CA by the Controller of Examinations
16.12.2013 TO 18.12.2013	University Examinations (ESA)-III Semester.
01.01.2014	Commencement of IV Semester

