

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of Institution: **KNM Govt. Arts & Science College,
Kanjiramkulam,
Thiruvananthapuram,
Kerala-695524**

Year of Report **2012-13**

Part A

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.

The IQAC met right at the commencement of the academic year and charted out the plan of action for 2012-13. The primary aim was to chalk out programmes geared towards the all round development of the students. The students were to be given all scaffolding possible to excel in studies and extra curricular activities. Hence the IQAC called for arranging as many coaching and remedial classes, counselling sessions, sports and games coaching camps, and workshops as possible. To meet this end, an appeal was made to the various clubs in the college, the NSS units, and all the departments in general to aid in this endeavour.

To reap the full benefit of technology the teachers were to be encouraged to engage as many ICT enabled classes as possible. It was also decided to expand and strengthen the Community Extension Programme during the academic year. A SWOT analysis of the college was to be conducted to identify the strengths, weaknesses, opportunities, and threats.

Part B

1. Activities Reflecting the Goals and Objectives of the Institution:

There was a rise in the quality and number of activities undertaken during the academic year 2012-13. Many talks, awareness programmes, counselling sessions, seminars and the like were conducted to reinforce the support system provided to the students. They were encouraged to participate in intra and intercollegiate competitions. The NSS units of the college and Committee to Coordinate Community Extension Programme inspired the students to reach out to the society with their varied community service initiatives.

The college joined hands with the Government of Kerala and signed up as a Training Partner Institute (TPI) for the TSS 21 Day Training Programme of the Additional Skill Acquisition Programme (ASAP).

The Scholar Support Programme intended to scaffold the students from socially backward communities was taken up with unparalleled zest and implemented with great success. The students found the classes and the notes supplied extremely useful.

The Walk with a Scholar Programme, another new initiative of the Higher Education Department to identify and hone gifted students towards achieving their ambition, was also executed meticulously well with utmost dedication. Both internal and external mentors guided their respective wards exceptionally well.

2. New Academic Programmes Initiated:

A new PG programme in Sociology was sanctioned in 2012-13. Two courses of BA Sociology – *Social Psychology* and *Life Skill Education* – were revised by the University of Kerala into a Choice Based Credit and Semester System (CBCSS).

A foundation Course in Human Rights Education organized by the Department of Sociology and funded by the UGC, was also conducted during the academic year.

3. Innovations in Curriculum Design and Transaction:

The Principal, Dr. S Rajoo Krishnan (15 October 2011 – 27 August 2012) was appointed as Officer on Special Duty (New Initiative) to oversee the 7 new programmes announced by the government during the financial year 2012-13.

Dr. Rejula P K, Associate Professor of Sociology, is a member of the Academic Council, and Dr. Sunil John and Dr. Abraham Vijayan, Associate Professors of Sociology are members of the Board of Studies (Pass) in Sociology; the former being the Chairman. Ms. Meera Baby R, Assistant Professor of English is a member of the Syllabus Drafting sub-committee of the Board of Studies (Pass) in English, University of Kerala.

4. Examination Reforms Implemented:

End Semester and Continuous Evaluations ran smoothly in the college. This academic year saw the introduction of Dissertation for the Sixth Semester UG (FDP under CBCSS) students. Both the Dissertation work and the subsequent Viva-voce examination were conducted without a hitch. The College Level Monitoring Committee (CLMC) functioned impeccably well throughout the academic year.

5. Initiative towards Faculty Development Programme:

Dr. Vani K, Assistant Professor of English, and Dr. Subhash T, Associate Professor of Commerce, were awarded Ph. D. by Kerala and Mahatma Gandhi Universities respectively during 2012-13.

Four faculty members of various departments were deputed/ have continued on deputation for completing research leading to PhD and another faculty member was chosen to undergo FDP under UGC XI Plan.

Two faculty members attended an Orientation Course during this period. several members of the faculty presented scholarly papers in national and international seminars.

Quite a few articles were published by the faculty members in addition to books like *Kambisseri* (a biography by Sri. Sabu H, Assistant Professor of Malayalam), *Introduction to Life Skill Education* (co-authored by Dr. Abraham Vijayan of Sociology) and *Free Trade Agreement and Indian Economy* (Eds. Dr. Sunil John of Sociology, and Dr. Subhash T and Mr. Biju S K of Commerce). Also the Departments of Hindi and Communicative English brought out Proceedings of their respective National Seminars organized during 2012-13.

Dr. Abraham Vijayan, Head of the Department of Sociology, is an approved Research Guide and two new research scholars have joined to pursue PhD under his guideship this academic year. Dr. Rejula P K acts as a guide to Sociology M. Phil. Students of Madurai Kamaraj University. Dr. V Anil, Associate Professor of Statistics is a member of the expert committee for the standardization of marks in the Kerala Public Service Commission examinations.

6. Seminars/Workshops Conducted

Department	Seminar/Workshop	Date
Commerce	National Seminar on “Ethics in Social Science Research”	11 & 12 Feb. 2013
Communicative English	National Seminar on “Following the Gypsy’s Foot: The Language and Literature of Travel”	27 & 28 Nov. 2012
Economics	National Seminar on “Kerala Economy: Issues, Challenges, and Prospects”	5 & 6 Feb. 2013
Hindi	National Seminar on “Naari Vimarsh mein Lekhikaon ke Yogdan”	13 & 14 Dec. 2012
Malayalam	National Seminar on “Navamadhyamangalum Malayaliyude Samskarika Jeevithavum”	15 & 16 Nov. 2012

Mathematics	National Workshop on “Computer Aided Mathematics & Teaching “	3 & 4 Jan. 2013
Mathematics	National Seminar on “Fuzzy Sets and Fuzzy Logic with its Applications”	14 & 15 Feb. 2013
Sociology	National Seminar on “NGO Management “	19 & 20 Feb. 2013

7. Research Projects

There were 4 ongoing Minor Research Projects funded by the UGC and two Major Research Projects (one funded by the UGC and the other by ICSSR) undertaken by the faculty during the academic year.

8. Research Grants Received from Various Agencies

An amount of Rs. 3,50,000/- was received as Research/Contingency fund during 2012-13.

9. Internal Resources Generated:

During 2012-13, the PTA raised an amount of Rs. 3,02,520/- and the College Development Committee funds came upto Rs. 2,25,000/- for which a matching grant of the same amount was received.

10. Extension Activities:

The Committee to coordinate the Community Extension Programme of the IQAC, helmed by Dr. Jyothi S Nair, Assistant Professor of Sociology, laboured tirelessly throughout the academic year. The Committee came up with and implemented many impressive initiatives like *Vayomitra* (caring for the aged, whom the Convenor and the students visited regularly and supplied medicines and clothes), *Santhwana* (attending to the critically ill and bed-ridden patients; supplying for their care medicines and medical supplies like surgical gloves and antiseptic lotions, and facilitating medical care as and when situation demanded),

Vayanakkoottam (for promoting the reading habit in youngsters the Committee collected books from the teachers and students and donated to the Kakkalakkanam Reading Room), *Guru-Shishya* (assigning student volunteers to engage career oriented classes for homemakers and Plus 2 students at the Satyan Library, Chani, on all Saturdays), and *Jaivasree* (initiating organic farming of vegetables at a nearby Anganwadi).

11. National Service Scheme

There are two NSS Units functioning in the college under the Programme officers Dr. S Haripriya, Assistant Professor of Hindi, and Ms. Leena T L, Assistant Professor of English. The Units coordinated a ‘Nammude Maram Programme;’ planting saplings in the campus, an Anti-Ragging Awareness Campaign, and multiple Blood donation camps. The Units observed World Environment Day, ‘Vayanadinam,’ Aids-Day, International Women’s Day, World Water Day, etc. they also conducted many rallies including a peace rally on 2nd October, Aids Day rally on Dec 1st, and a silent rally on the Delhi gang rape issue.

A new initiative termed ‘Pratheeksha’ focussing on adolescents and the youth was flagged off on 9 February 2013 and a Teen Club was formed. The units also spearheaded campaign to spread the word about the Additional Skill Acquisition Programme’s Skill Development Executive Campus Recruitment. Accordingly, a ‘swagatha sangham’ was formed, soon followed by a ‘vilambara jatha’ including class-wise campaign and mock interviews.

In addition, classes on medical and traffic awareness were conducted along with a cancer-day awareness programme and a magic show to promote awareness about blood donation.

12. Teachers and Officers Newly Recruited:

The College recruits only Guest Lecturers and FIP Substitutes directly as per the requirements, following the Guidelines issued by the Government. The regular

faculty is recruited through the State Public Service Commission and are posted to the College by the Directorate of Collegiate Education.

13. Improvements in Library Services and New Books Purchased

744 books were purchased for an amount of Rs. 2,20,603/-. The books were purchased based on the criteria of utility to the students and transaction of the curriculum. The college library offers e-cataloguing service to the students and teachers. Furthermore, it continues the automation process and barcodes books as and when they are purchased.

14. Student Assessment of Teachers

A comprehensive assessment of teachers by students was done. The responses were consolidated and teachers were informed of their strengths and weaknesses. Necessary measures were taken to assure the follow-up based on the assessment.

15. Old Students' Association:

The Old Students' Association of the Departments of Sociology, Mathematics, and Communicative English were active during the academic year. The OSA of the Department of Communicative English conducted drawing and literary competitions and gave away mementos to those who championed in the events.

16. Increase in Infrastructural Facilities:

The new Science Block is under construction and is expected to be completed soon. The college received 10 computers from the MP fund of Cabinet Minister Dr. Shashi Tharoor. Also, many an item of furniture including Jefferson chairs for smart class rooms, almirahs, etc. were purchased utilizing Plan/CDC funds.

17. Technology Upgradation:

Most of the classes are now being engaged as ICT enabled sessions. A second classroom each of the 5 major Departments was upgraded into smart classrooms during the academic year. The college was accorded the status of an EDUSAT centre. The work of setting up a studio for the same is in progress.

18. Financial Aid to Students:

53 students were in receipt of various scholarships during 2012-13. These include Higher Education Council Scholarship, Suvarna Jubilee Scholarship, Post-Metric Scholarship, and Muslim-Nadar Merit Scholarship. In addition, a good majority of the students were assisted to avail fee concession amounting to an amount of Rs. 13, 59,848/- during the academic year.

19. Support from the Parent-Teacher Association and its Activities:

The PTA has been quite active during 2012-13. A few of the major efforts of the PTA include the financial and moral support provided to the students who participated in the Kerala University Youth Festival; especially the young talents of the critically acclaimed Drama group. Further, The PTA donated an amount of Rs. One Lakh to the CDC. The college cricket and football teams, Miss Neethu Francis (a champion in the Kerala University Athletic Meet), and the University rank holders in Communicative English were given cash prizes. The PTA also aided in carrying out the annual student evaluation of teachers. Further, the PTA as always has attended to all the miscellaneous maintenance works and purchases as and when the needs arose.

20. Health Services

Under the initiative of the NSS Units of the college a Teen Club was formed and the Body Mass Index (BMI) of all students was calculated. The students were also given awareness on the necessity of healthy diet, hygiene, and the dangers of obesity.

21. Performance in Sports Activities:

Miss Neethu Francis of III BA Sociology secured second position in the 5000m race walk in the Kerala University Inter Collegiate Athletic Championship 2012-13. The Department of Physical conducted both cricket and football coaching camps. Consequently, the college cricket team won the 14th Inter Collegiate Cricket Tournament organized by Christian College, Kattakkada. The football tem

reached the Semi-Finals and the Volley Ball team (Men) reached the Quarter Finals of the South Zone Kerala University Inter Collegiate Championship Oct-Nov 2012.

22. Student Achievements

Miss Uma B L and Miss Nayana S P of BA Communicative English secured the second and third ranks respectively in the Kerala University Examinations.

Five final year BA students got selected for the Skill Development Executive Training of the Additional Skill Acquisition Programme.

Our students participated in the University Union Drama Festival in March 2013 and secured the Jury's Special Mention for presenting a theme of contemporary relevance.

23. Activities of the Career Guidance and Counselling Cell:

The Career Guidance Cell conducted Civil Service and PSC coaching classes during April-May 2012. It also organized an awareness programme on skill development for job opportunities in the private sector, a seminar on higher education 'Prospects & Challenges,' and a management training programme for professional skill.

24. Placement Services Provided to Students:

The Career Guidance and Counselling Cell facilitated a campus recruitment during the academic year. Eureka Forbes conducted a campus interview and a few of our bright students were recruited on 13 December 2012.

25. Clubs

A number of clubs like the Environment Club, Science Club, Literary Club, Debate Club, Theatre Club, Media Club, Sports Club, Human Right's Club, etc. actively function in the college. The students have taken active participation in all the activities of the clubs during the academic year. The Clubs met regularly every week and a good majority of them maintained wall magazines and conducted

talks, debates, and discussions thereby providing a platform for the students to express their views and talents.

26. Ethics and Cell against Sexual Harassment

The Cell was very active throughout the academic year. A survey was conducted among the students to identify the issues related to sexual harassment. The feedback aided the Cell to avoid instances of sexual harassment in the campus.

27. Equal Opportunity Centre

The programmes organized by the Centre mainly focused on uplifting the students belonging to the minority and backward communities, bringing them to the mainstream, building in them the confidence to face the challenges of life, and also to ensure their placement after the completion of the course. The programmes were aimed at motivating students, developing their individuality, fostering good qualities in them, enabling them to realize their hidden potentials and building up technical awareness. The main initiative of the Centre was a course on Communication Skills. The course dealt on areas such as facing interviews and developing intrapersonal skills in actual life situations. The course succeeded in stimulating interest in students and also in developing their individual capabilities.

28. Women's Study Unit

The Women's Study Unit plays a key role in the college as 62 % of its students are women. The major initiatives of the Unit during 2012-13 included awareness programmes on women's health, road safety, and breast cancer. The Unit also organized sessions on tips to face the Public Service Commission examinations better. A question bank was prepared and a quiz competition was conducted. In connection with the Women's Day, each member of the Unit was given an opportunity to learn a cost-effective handicraft.

29. SWOT Analysis

A SWOT analysis was done by a team headed by Mr. Sinish K V, Assistant Professor of Economics. The issue chosen was to raise the status of KNM Govt.

Arts & Science College to a Potential Centre of Excellence in Higher Studies. The 'Strengths' identified include factors like highly qualified teachers, good infrastructure for curricular activities, and high enrolment. Among 'Weaknesses' were listed things like outdated syllabus, delay in university results, and the students' absolute dependency on the public transport system. The proposed increase in infrastructural facilities with the new Science Block under construction which could in turn lead to the introduction of new Graduate and Post-Graduate programmes, comparative merit in providing good opportunities for the students, and peaceful location facilitating higher studies were a few items pointed out as 'Opportunities'. Finally, under 'Threats' came concerns like conventional courses, saturated market, and other resources replacing the teacher.

30. Best Practices of the Institution:

An induction programme was organized for the freshmen at the commencement of the academic year. Apart from the annual PTA meeting, individual departments conducted class PTA meetings every semester. In addition, parents were encouraged to meet with teachers and glean a review on their child's performance.

The campus remained ragging-free this academic year as well.

To polish the dramatic talents of the students, the Theatre Club hosted a 'Nataka Kalari' in January 2013.

The students of the Department of Communicative English conducted a Poster Exhibition depicting the major periods in English literature and the major English, American, and Indian authors, on 22 February 2013.

The Science Club organized an exhibition on 11 March 2013. The members of the club also prepared a general knowledge question bank and scientific picture albums.

31. Any Other Relevant Information:

The continuing education unit of this college conducts two Certificate Courses: Certificate Course in Library and Information Science and Diploma in Computer

Applications. The courses are self-financing in nature and are approved by the University of Kerala.

The Department of Communicative English organized an Interaction Session with Prof. Kevin Balchin, of the Canterbury Christ Church University, UK on 30 January 2013.

The Department of Sociology implemented a National Environment Awareness Campaign and planted fruit trees in the campus. The Department also conducted a Tribal Visit and NGO visit in Wayanad, and an industrial visit in Ootty.

Part C

Detailed plans of the institution for the next year:

The IQAC's plans for the academic year 2013-14 include ensuring bringing out the best in the students in curricular, co-curricular, and extra curricular activities. The teachers will be encouraged to pursue learning and research further. The conversion of all class rooms into Smart class rooms is also on the table. Above all, as a socially committed institution, the college plans to undertake more initiatives that contribute to the community in general.

Name and Signature of the
Coordinator, IQAC

Miss Meera Baby R
Department of Communicative English

Name and Signature
of the Chairperson, IQAC

Sri. Salim N
Principal