

**Al-Ameen**

**COLLEGE**



**Annual Quality Assurance Report (AQAR)  
2016-2017**

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**Part – A**

<b>I</b>	<b>Details of the Institution</b>	
1.1	Name of the Institution:	<b>AL-AMEEN COLLEGE</b>
1.2	Address Line 1	<b>EDATHALA</b>
	Address Line 2	<b>ALUVA</b>
	City/Town	<b>ERNAKULAM DISTRICT</b>
	State	<b>KERALA</b>
	Pin code	<b>683561</b>
	Institution e-mail address	<b>alameencollege@gmail.com</b>
	Contact Nos	<b>91-0484-2837561, 2836221</b>
	Name of the Head of Institution	<b>Dr. ANITA NAIR</b>
	Tel No. with STD Code	<b>91-0484-2837561</b>
	Mobile Number	<b>9446211041</b>
	Name of the IQAC Co-coordinator	<b>Dr. CINI KURIAN</b>
	Mobile Number	<b>9847734920</b>
	IQAC e-mail address	<b>iqac @alameencollege.org</b>

1.3	<b>NAAC TRACK ID</b> (For ex. <i>MHCOGN 18879</i> )	<b>KLCOG N17362</b>
1.4	<b>NAAC Executive Committee No &amp; Date:</b> (For example EC/32/A&A/143 dated 3-5-2004. This EC no is available in the right corner-bottom of your institution Accredited certificate)	<b>Date: 3-03-2015</b>
1.5	Website Address:	<b><a href="http://www.alameencollege.org/">http://www.alameencollege.org/-</a></b>
	Web-link of the AQAR:	<b><a href="http://www.alameencollege.org/downloads/aqar_2016-117.pdf">http://www.alameencollege.org/downloads/aqar_2016-117.pdf</a></b>

1.6	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
<b>1.</b>	<b>1<sup>st</sup> Cycle</b>	<b>B</b>	<b>2.81</b>	<b>03-03-2015</b>	<b>02-03-2020</b>

1.7	Date of Establishment of IQAC	<b>06<sup>th</sup> JUNE 2012</b>
1.8	<b>AQAR for the year</b> (for example 2010-11)	<b>2016-17</b>
1.9	Details of the previous Year's AQAR submitted after the latest Assessment and Accreditation by NAAC	

<b>i</b>	<b>AQAR-2013-14</b>	<b>Submitted on</b>	<b>30.10.2014</b>
	<b>AQAR-2014-15</b>	<b>Submitted on</b>	<b>30.03.2016</b>
	<b>AQAR-2015-16</b>	<b>Submitted on</b>	<b>10.03.2016</b>
<b>1.10</b>	<b>Institution Status</b>		
	<b>University</b>		<b>State</b>
	<b>Affiliated College</b>		<b>Yes</b>
	<b>Constituent College</b>		<b>No</b>
	<b>Autonomous College of UGC</b>		<b>No</b>
	<b>Regulatory Agency Approved Institution</b>		<b>No</b>
	<b>Type of Institution</b>		
	<b>Co-education</b>		<b>Yes</b>
	<b>Rural</b>		<b>Yes</b>
	<b>Financial Status</b>		
	<b>Grand in Aid</b>		<b>Yes</b>
	<b>Grand in Aid + Self Financing</b>		<b>Yes</b>
	<b>UGC 2(f)</b>		<b>Yes</b>
	<b>UGC 12 B</b>		<b>Yes</b>

<b>1.11</b>	<b>Type of Faculty/ Programme</b>		
	<b>Arts</b>		<b>Yes</b>
	<b>Science</b>		<b>Yes</b>
	<b>Commerce</b>		<b>Yes</b>
	<b>Law</b>		<b>No</b>
	<b>PEI( phys Edu)</b>		<b>No</b>
	<b>TEI (Edu)</b>		<b>No</b>
	<b>Engineering</b>		<b>No</b>
	<b>Management</b>		
<b>1.12</b>	<b>Name of the Affiliating University (for the colleges)</b>	<b>Mahatma Gandhi University, Kottayam</b>	
	<b>Special status Conferred by central/State Government...</b>		
	<b>UGC/CSIR/DST/DBT/ICMR etc...</b>		
	<b>Autonomous by State/central Govt/ University</b>	<b>N.A</b>	
	<b>University with Potential for Excellence</b>	<b>N.A</b>	
	<b>UGC-CPE</b>	<b>N.A</b>	
	<b>DST Star Scheme</b>	<b>N.A</b>	
	<b>UGC-CE</b>	<b>N.A</b>	
	<b>UGC- Special Assistance Programme</b>	<b>N.A</b>	
	<b>DST-FIST</b>	<b>N.A</b>	
	<b>UGC-Innovative Programmes</b>	<b>N.A</b>	
	<b>UGC-COP Programmes</b>	<b>N.A</b>	
	<b>Any Other (Specify)</b>	<b>N.A</b>	

<b>2.</b>	<b>IQAC Composition and Activities</b>				
<b>2.1</b>	<b>No. of Teachers</b>				<b>8</b>
<b>2.2</b>	<b>No. of Administrative/ Technical staff</b>				<b>1</b>
<b>2.3</b>	<b>No. of Students</b>				<b>2</b>
<b>2.4</b>	<b>No. of management Representatives</b>				<b>1</b>
<b>2.5</b>	<b>No. of Alumni</b>				<b>1</b>
<b>2.6</b>	<b>No. of any other stake holder and community representatives</b>				<b>1</b>
<b>2.7</b>	<b>No. of Employers/ Industrialists</b>				<b>0</b>
<b>2.8</b>	<b>No. of other External Experts</b>				<b>1</b>
<b>2.9</b>	<b>Total No. of Members</b>				<b>15</b>
<b>2.10</b>	<b>No. of IQAC meeting held</b>				<b>6</b>
<b>2.11</b>	<b>No. of meetings with Stakeholders</b>				
	<b>No of Students</b>	<b>Faculty</b>	<b>Non –Teaching Staff</b>	<b>Alumni</b>	<b>Others</b>
	<b>0</b>	<b>05</b>	<b>01</b>	<b>0</b>	<b>0</b>
<b>2.12</b>	<b>Has IQAC received any funding from UGC during the year (2015-16)</b>			<b>No</b>	
<b>2.13</b>	<b>Seminars /Conferences( Only Quality Related)</b>				
<b>i</b>	<b>No. of Seminars/ Conferences/ Workshops / Symposia organized by the IQAC</b>				
	<b>Total Nos</b>	<b>International</b>	<b>National</b>	<b>State</b>	<b>Institution Level</b>
	<b>02</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>02</b>
<b>ii</b>	<b>Themes</b>				
	<ul style="list-style-type: none"> <li><b>i) Quality Enhancement</b></li> <li><b>ii) ICT for Teaching and Learning</b></li> </ul>				

<b>2.14</b>	<b>Significant Activities and contributions made by IQAC</b>
	<ul style="list-style-type: none"> <li>• <b>Implementation of MOODLE academic software</b></li> <li>• <b>Institution of Best researcher award, Best Department award</b></li> <li>• <b>Academic Auditing</b></li> <li>• <b>ICT training for faculty</b></li> <li>• <b>Automated feedback system</b></li> </ul>

2.15	Plan of Action by IQAC/ Outcome	
	<b>Plan of Action</b>	<b>Achievements</b>
	<ul style="list-style-type: none"> <li>▪ <b>Implementation of the MOODLE academic software</b></li> <li>▪ <b>'Monthly Cancer Ward visit' as one of the best practices</b></li> <li>▪ <b>Registration of folklore club with folklore academy</b></li> <li>▪ <b>Institution of the Best researcher award</b></li> <li>▪ <b>Institution of the best department award</b></li> <li>▪ <b>Automated Student feedback</b></li> <li>▪ <b>Projectors in all class rooms</b></li>   <li>▪ <b>Promotion of Interdisciplinary research</b></li> </ul>	<p><b>Done</b></p> <p><b>Implemented</b></p> <p><b>Received registration from the academy</b></p> <p><b>Done</b></p> <p><b>Done</b></p> <p><b>Done</b></p> <p><b>Projectors installed in all final year class rooms</b></p> <p><b>Interdisciplinary committee has been formed</b></p>

2.16	Whether the AQAR Placed in Statutory Body	Yes
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Management:  Syndicate  Any other body  **Academic council**

Provide the details of the action taken

**Approved by the council**

## PART-B

### CRITERION- I

<b>1</b>	<b>Curricular Aspects (2015-16)</b>				
<b>1.1</b>	<b>Details about Academic programmes</b>				
	<b>Level of the programme</b>	<b>Number of existing Programmes</b>	<b>Number of Programmes added during the year</b>	<b>Number of self Financing programmes</b>	<b>Number of value added/Career Oriented Programmes</b>
	Ph.D	0	0	0	0
	PG	03	0	0	0
	UG	10	01	0	0
	PG Diploma	0	0	0	0
	Advanced Diploma	0	0	0	0
	Diploma	0	0	0	0
	Certificate	0	0	0	0
	Others ( Add on Courses)	02	0	0	0
	<b>Total</b>	<b>15</b>	<b>01</b>	<b>0</b>	<b>0</b>

	<b>Interdisciplinary</b>	0	0	0	0
	<b>Innovative</b>	0	0	0	0

<b>1.2 (i)</b>	<b>Flexibility of the curriculum: CBCS/Core/Elective Option/ Open Options</b>							
<b>(ii)</b>	<b>Pattern of programmes</b>							
	<b>Pattern</b>				<b>Name of the programmes</b>			
	Semester				13			
	Trimester				0			
	Annual				0			
<b>1.3</b>	<b>Feedback from stake holders* (on all aspects)</b>							
	<b>Alumni</b>	<b>Yes</b>	<b>Parents</b>	<b>Yes</b>	<b>Employers</b>	<b>No</b>	<b>Students</b>	<b>Yes</b>
	<b>Mode of feedback</b>							
	<b>Online</b>	<b>Yes</b>	<b>Manual</b>		<b>Co-operating schools ( for</b>			

<b>1.4</b>	<b>Whether there is any revision/update of regulation or syllabi if yes, mention their</b>							
	Nil							
<b>1.5</b>	<b>Any new Department/ centre introduced during the year, if yes, give details</b>							
	No							

## CRITERION-II

<b>2</b>	<b>Teaching ,Learning and Evaluation</b>					
<b>2.1</b>	<b>Total No. of permanent Faculty</b>	<b>Total</b>	<b>Asst. Professors</b>	<b>Associate Professors</b>	<b>Professors</b>	<b>Others</b>
		25	18	7	0	0

<b>2.2</b>	<b>No. of P ermanent faculty with Ph.D</b>	<b>06</b>
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<b>2.3</b>	<b>No. of Faculty Positions Recruited and Vacant(V) during the year</b>									
	<b>Asst. Professors</b>		<b>Associate Professors</b>		<b>Professors</b>		<b>Others</b>		<b>Total</b>	
	<b>R</b>	<b>V</b>	<b>R</b>	<b>V</b>	<b>R</b>	<b>V</b>	<b>R</b>	<b>V</b>	<b>R</b>	<b>V</b>
	0	0	0	0	0	0	0	0	0	0

<b>2.4</b>	<b>No of Guest</b>	<b>0</b>	<b>Visiting Faculty</b>	<b>01</b>	<b>Temporary Faculty</b>	<b>49</b>
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<b>2.5</b>	<b>Faculty Participation in Conferences and Symposia</b>				
	<b>No. of Faculty</b>		<b>Internationa</b>	<b>National Level</b>	<b>State Level</b>
			1		
	<b>Attended</b>		2	8	10
	<b>Presented</b>		1	2	
	<b>Resource Persons</b>				1

<b>2.6</b>	<b>Innovative Process adopted by the Institution in Teaching and Learning</b>	
	<ul style="list-style-type: none"> <li>• Participatory learning</li> <li>• On line teaching Tools</li> <li>• ICT tools</li> <li>• Field Trips</li> </ul>	

<b>2.7</b>	<b>Total No of actual teaching days during this academic year</b>	<b>183</b>
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2.8	Examination/ Evaluation Reforms initiated by the institution (for example : Open Book Examination, Bar Coding, Double Valuation.	--
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2.9	No of faculty members involved in curriculum restructuring /revision /syllabus development as member of Board of Study/ faculty/	10
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2.10	Average Percentage of Attendance of Students	84.5
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2.11	Course/ Programme wise distribution of pass percentage <u>2014-17 BATCH</u>
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Sl.No	NAME OF THE DEPARTMENT	OVERALL PASS PERCENTAGE %
1.	B.Sc Physics	20
2.	B.Com Computer	34
3.	Biotechnology	75
4.	B.Sc Petrochemicals	34.5
6	B.Sc Computer Science	67
7	BCA	43
8	B.Com Taxation	61.7
9	BA Economics	44
10	BA English	46
11	Bachelor of Tourism (BTS)	18
12	M.Sc Physics	21
13	M.Com	66.67
14	M.Sc Maths	20%

2.12	How does IQAC Contribute/Monitor/ Evaluate the Teaching & Learning Process.
	<ul style="list-style-type: none"> <li>• IQAC conducts periodic review and make suggestions for improvement</li> </ul>



<b>2.13</b>	<b>Initiatives undertaken towards faculty development (2016-17)</b>	
	<b>Faculty/Staff Development programmes</b>	<b>Number of faculty benefitted</b>
	<b>Refresher Courses</b>	<b>02</b>
	<b>UGC – Faculty Improvement programme</b>	<b>04</b>
	<b>HRD Programmes</b>	<b>1</b>
	<b>Orientation Programmes</b>	<b>02</b>
	<b>Faculty exchange Programme</b>	
	<b>Staff Training Conducted by the University</b>	<b>5</b>
	<b>Staff Training Conducted by other</b>	<b>2</b>
	<b>Summer/Winter schools, Workshops etc</b>	
	<b>FDP organized by the college</b>	<b>71</b>

<b>2.14</b>	<b>Details of Administrative and Technical Staff (2016-17)</b>				
	<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of vacant Positions</b>	<b>Number of permanent positions filled during the</b>	<b>Number of positions filled temporarily</b>
	<b>Administrative Staff</b>	<b>4</b>	<b>3</b>	<b>Nil</b>	<b>Nil</b>
	<b>Technical Staff</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

### **CRITERION –III**

<b>3.</b>	<b>Research, Consultancy and Extension</b>
<b>3.1</b>	<b>Initiatives of the IQAC in Sensitizing/ Promoting Research Climate in the Institution</b>

	<ul style="list-style-type: none"> <li>➤ A research committee is functioning in the college</li> <li>➤ The Committee gives guidance to faculty for research</li> <li>➤ Gives motivation to faculty for applying for MRP</li> <li>➤ Research methodology and emerging research areas in various disciplines are familiarized through workshops and seminars</li> <li>➤ The infrastructure of the institution is made conveniently available for the research activity</li> </ul>
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<b>3.2</b>	<b>Details regarding Major Projects</b>	<b>Nil</b>			
		<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
	<b>Number</b>				
	<b>Outlay in Rs.Lakhs</b>				

<b>3.3</b>	<b>Details regarding Minor Projects (2016-17)</b>				
		<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
	<b>Number</b>	<b>06</b>	<b>06</b>	<b>12</b>	<b>06</b>
	<b>Outlay in Rs.Lakhs</b>	<b>7,50,000/-</b>	<b>6,56,000/-</b>	<b>1406000</b>	<b>7,50,000/-</b>

<b>3.4</b>	<b>Details on Research Publications</b>			
		<b>International</b>	<b>National</b>	<b>Others</b>
	<b>Peer Review Journals</b>		<b>05</b>	<b>-</b>
	<b>Non – Peer Review Journals</b>			
	<b>e- Journals</b>			
	<b>Conference Proceedings</b>	<b>02</b>	<b>02</b>	

<b>3.5</b>	<b>Details on Impact factor of publications</b>	
	<b>Range</b>	
	<b>Average</b>	

<b>h-index</b>	<b>5</b>
<b>Nos. in SCOPUS</b>	<b>6</b>

<b>3.6</b>	<b>Research fund sanctioned and received from various funding agencies ,industry and other organisations (2016-17) -Nil</b>				
	<b>Nature of the project</b>	<b>Duration Year</b>	<b>Name of the fundi</b>	<b>Total Grant Sanctioned</b>	<b>Received</b>
	<b>Major projects</b>				
	<b>Minor projects</b>				
	<b>In disciplinary</b>				
	<b>Industry Sponsored</b>				
	<b>Projects sponsored by</b>				
	<b>the University/College</b>				
	<b>Students research projects</b>				
	<b>(Other than Compulsory by the</b>				
	<b>Any other ( Specify)</b>				
	<b>Total</b>				

<b>3.7</b>	<b>No. of books Published (2016-17)</b>	
	<b>i With ISBN No</b>	<b>1</b>
	<b>ii Chapters in Edited Books</b>	
	<b>iii Without ISBN No</b>	

<b>3.8</b>	<b>No. of University Departments receiving funds from (2016-17)</b>	
	<b>i UGC-SAP</b>	<b>Nil</b>
	<b>ii CAS</b>	<b>Nil</b>
	<b>iii DST-FIST</b>	<b>Nil</b>
	<b>iv DPE</b>	<b>Nil</b>
	<b>v DBT Scheme/funds</b>	<b>Nil</b>
<b>3.9</b>	<b>For Colleges</b>	
	<b>i Autonomy</b>	<b>Nil</b>
	<b>ii CPE</b>	<b>Nil</b>
	<b>iii DBT Star Scheme</b>	<b>Nil</b>
	<b>iv Inspire</b>	<b>Nil</b>
	<b>v Any Other ( Specify)</b>	<b>Nil</b>

<b>3.10</b>	<b>Revenue generated through Consultancy</b>	<b>Nil</b>
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<b>3.11</b>	<b>No. of conferences organized by the institution (2016-17)</b>					
	<b>Level</b>	<b>International</b>	<b>National</b>	<b>State</b>	<b>University</b>	<b>College</b>
	<b>Number</b>					<b>03</b>
	<b>Sponsoring agencies</b>					<b>STEC</b>

<b>3.12</b>	<b>No. of faculty served as experts</b>	<b>Nil</b>	<b>Chairpersons</b>	<b>0</b>	<b>Resource Persons</b>	<b>3</b>
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<b>3.13</b>	<b>No. of Collaborations</b>					
	<b>International</b>	<b>National</b>		<b>Any</b>		
	<b>2</b>	<b>Nil</b>		<b>Nil</b>		

<b>3.14</b>	<b>No. of linkages created during the year</b>	<b>No</b>
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<b>3.15</b>	<b>Total budget research for current year in lakhs:</b>		
	<b>From Funding Agency</b>	<b>From Management of</b>	<b>Total</b>

<b>3.16</b>	<b>Type of patent</b>		<b>Number</b>
	<b>National</b>	<b>Applied</b>	<b>Nil</b>
		<b>Granted</b>	
	<b>International</b>	<b>Applied</b>	<b>Nil</b>
		<b>Granted</b>	
	<b>Commercialised</b>	<b>Applied</b>	<b>Nil</b>
		<b>Granted</b>	

<b>3.17</b>	<b>No. of research awards/recognitions received by faculty and research fellows of the institute of the year</b>						
	<b>Total</b>	<b>International</b>	<b>National</b>	<b>State</b>	<b>University</b>	<b>Dist</b>	<b>College</b>
	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>1</b>

<b>3.18</b>	No. of faculty from the institution who are Ph.D. Guides and students registered under them	<b>Nil</b>	<b>Nil</b>
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<b>3.19</b>	No. of Ph.D Guides awarded by faculty from the institution	<b>Nil</b>
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<b>3.20</b>	<b>No. of Research Scholars receiving the Fellowships (Newly enrolled + existing ones)</b>							
	<b>JRF</b>	<b>Nil</b>	<b>SRF</b>	<b>Nil</b>	<b>Project Fellows</b>	<b>Nil</b>	<b>Any other</b>	<b>Nil</b>

<b>3.21</b>	<b>No. of students participated in NSS events (2016-17)</b>							
	<b>University Level</b>	<b>13</b>	<b>State Level</b>	<b>Nil</b>	<b>National Level</b>	<b>Nil</b>	<b>International Level</b>	<b>Nil</b>

<b>3.22</b>	<b>No. of students participated in NCC events (2016-17)</b>							
	<b>University Level</b>	<b>Nil</b>	<b>State Level</b>	<b>Nil</b>	<b>National Level</b>	<b>07 (Army Attach)</b>	<b>International Level</b>	<b>Nil</b>

<b>3.23</b>	<b>No. of Awards won in NSS (2016-17)</b>							
	<b>University Level</b>	<b>Nil</b>	<b>State Level</b>	<b>Nil</b>	<b>National Level</b>	<b>Nil</b>	<b>International Level</b>	<b>Nil</b>

<b>3.24</b>	<b>No. of Awards won in NCC (2016-17)</b>							
	<b>University Level</b>	<b>Nil</b>	<b>State Level</b>	<b>Nil</b>	<b>National Level</b>	<b>Nil</b>	<b>International Level</b>	<b>Nil</b>

<b>3.25</b>	<b>No. of Extension activities organized (2016-17)</b>							
	<b>University Forum</b>	<b>Nil</b>	<b>College Forum</b>	<b>Nil</b>	<b>NCC</b>	<b>Nil</b>	<b>NSS</b>	<b>Nil</b>
	<b>Any other</b>				<b>02</b>		<b>17</b>	

<b>3.26</b>	<b>Major activities during the year in the sphere of extension activities and Institutional Social Responsibility</b>
	<ul style="list-style-type: none"> <li>▪ Pain and Palliative club conducted visit and programmes in many senior citizen Homes</li> <li>▪ In Association with Edathala Panchayat, a get-together for physically challenged persons have been organized</li> <li>▪ Monthly cancer ward visit</li> <li>▪ Blood donation camps conducted</li> <li>▪ Medical camp for public conducted</li> <li>▪ Free tuition classes for SOS students</li> <li>▪ Students participated in 'pond cleaning' initiated by District Collector</li> <li>▪ Financial support to needy students, parents, neighboring college students and general public from the weekly charity collection</li> <li>▪ Monthly pension scheme</li> </ul>

### **CRITERION –IV**

<b>4.</b>	<b>Infrastructure and Learning Resources (2016-17)</b>				
<b>4.1</b>	<b>Details of increase in infrastructure facilities</b>				
	<b>Facilities</b>	<b>Existing</b>	<b>Newly Created</b>	<b>Source of fund</b>	<b>Total</b>
	<b>Campus area</b>	<b>25 acres</b>	<b>Nil</b>		<b>25 acres</b>
	<b>Class rooms</b>	<b>41</b>	<b>3</b>		<b>44</b>
	<b>Laboratories</b>	<b>9</b>	<b>Nil</b>		
	<b>Seminar Halls</b>	<b>4</b>	<b>Nil</b>		<b>4</b>
	<b>No of important equipments purchased (&gt;-1-0 Lakh) during</b>				

Value of the equipment purchased		26,29,610	Management PD account	
Others		1,32,180		

4.2	Computerization of administration and library	We have fully computerized library
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4.3	Library Services (2016-17)						
		Existing		Newly added		Total	
		No	Value	No	Value	No	Value
	Text Books	15838	3535092	260	30281	15838	3535092
	Reference Books	401	372625	69	110382	470	483007
	e-books	INFLIBNET					
	Journals	23	38126			22	39672
	e-Journals	INFLIBNET-NLIST					
	Digital Database						
	CD & Video						-
	Others						
	Project Reports - 218						
	Back Volumes of Journals - 50						

4.4	Technology Upgradation (Over all)								
		Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Library
	Existing	139	89	In all Departments, Office, Language Lab & Library	24	-	7	15	4
	Added	37	Physics computer lab-6 Computer main lan -	Exam room	-	-		4 1	-

			30						
<b>Total</b>	<b>276</b>	<b>125</b>		<b>24</b>	<b>-</b>	<b>7</b>	<b>20</b>	<b>4</b>	

<b>4.5</b>	<b>Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc)</b>
	<ul style="list-style-type: none"> <li>▪ Training in Moodle academic software for teachers</li> <li>▪ Training for 'Digital India' project of Govt. of India for teachers, students and staff</li> </ul>

<b>4.6</b>	<b>Amount spent on maintenance in lakhs: (2016-17)</b>	
<b>i</b>	<b>ICT</b>	<b>2,45,445/-</b>
<b>ii</b>	<b>Campus Infrastructure and facilities (Repairing &amp; Maintanance)</b>	<b>1,29,452/-</b>
<b>iii</b>	<b>Equipments</b>	<b>1,83,745/-</b>
<b>iv</b>	<b>Others</b>	
	<b>Total</b>	<b>5,58,642</b>

### **CRITERION –V**

<b>5.</b>	<b>Students Support and Progression</b>
<b>5.1</b>	<b>Contribution of IQAC in enhancing awareness about student support services</b>
	<ul style="list-style-type: none"> <li>• Orientation Classes</li> <li>• Notices circulated in the classes</li> <li>• Student support services programmes are discussed in the student council and representatives been elected for the smooth conduct of the programme.</li> <li>• Published details about student support services in website</li> <li>• Provided information about support services through handbook, college website, notice board, tutorial system etc.</li> <li>• Orientation session at the beginning of each programme on support services, certificate courses and clubs</li> </ul>





Drop Out %	UG(%)	PG(%)
	11.29%	0

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

<p><b>Coaching for Competitive Exams</b>  <b>Courses like ASAP and WWS help the student to face different competition exams , interviews etc</b></p> <p><b>.Coaching for CA coaching</b></p>
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<b>5.5</b>	<b>No of Student beneficiaries</b>	<b>50+</b>
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<b>5.6</b>	<b>Details of student counselling and career guidance</b>
	<ul style="list-style-type: none"> <li>▪ Various Career Guidance sessions for final year undergraduates and postgraduates, representing multifarious industries, were conducted in the college</li> <li>▪ Personal and Psycho-social Counselling: Our counselling programme is so designed as to support and assist students who have personal issues. Departments have faculty prepared to counsel students to resolve simple personal problems. If the faculty find the problem deep and complicated, the student is directed to counselling centre manned by professionals.</li> </ul>

	<b>No of Students Benefitted</b>	<b>60% of the students</b>
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<b>5.7</b>	<b>Details of Campus Placement (2016-17)</b>		
	<i>On campus</i>		<i>Off Campus</i>
	<b>Number of Organizations</b>	<b>Number of Students Participated</b>	<b>Number of Students Placed</b>
	Nil	Nil	8

<b>5.8</b>	<b>Details of gender sensitization Programmes</b>
	A cookery competition for the boys has been conducted by the women cell

<b>5.9</b>	<b>Student Activities (2016-17)</b>	
<b>5.9.1</b>	<b>No. of students participated in Sports, Games and other events</b>	
	<b>1</b>	<b>State/ University Level</b>
	<b>2</b>	<b>National Level</b>
	<b>3</b>	<b>International Level</b>
		<b>Nil</b>
	<b>No. of students participated in Cultural events</b>	
	<b>1</b>	<b>State/ University Level</b>
	<b>2</b>	<b>National Level</b>
	<b>3</b>	<b>International Level</b>
		<b>60</b>
		<b>Nil</b>
		<b>Nil</b>

<b>5.9.2</b>	<b>No. of medals/awards won by students in Sports, games and other events</b>	
	<b>SPORTS</b>	
	<b>1</b>	<b>State/ University Level</b>
	<b>2</b>	<b>National Level</b>
	<b>3</b>	<b>International Level</b>
		<b>Nil</b>
	<b>CULTURAL</b>	
	<b>1</b>	<b>State/ University Level</b>
	<b>2</b>	<b>National Level</b>
	<b>3</b>	<b>International Level</b>
		<b>Nil</b>
		<b>Nil</b>

<b>5.10</b>	<b>Scholarships and Financial Support (2016-17)</b>		
		<b>Number of Students</b>	<b>Amount</b>
	<b>Financial support from institution</b>	<b>10</b>	<b>57125</b>
	<b>Financial support from government</b>	<b>362</b>	<b>1833025</b>
	<b>Financial support from other sources</b>	<b>Nil</b>	
	<b>Number of students who received International/ National recognitions</b>	<b>Nil</b>	

<b>5.11</b>	<b>Students organised/ initiatives (2016-17)</b>		
	<b>Exhibitions have been organized at the level of the institution</b>		
	<b>FAIRS</b>		
<b>1</b>	<b>State/ University Level</b>		<b>Nil</b>
<b>2</b>	<b>National Level</b>		<b>Nil</b>
<b>3</b>	<b>International Level</b>		<b>Nil</b>
	<b>EXHIBITIONS</b>		
<b>1</b>	<b>State/ University Level</b>		<b>N</b>
<b>2</b>	<b>National Level</b>		<b>Nil</b>
<b>3</b>	<b>International Level</b>		<b>Nil</b>

<b>5.12</b>	<b>No. of Social initiatives undertaken by the students</b>	<b>8</b>
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<b>5.13</b>	<b>Major grievances of students (if any) redressed</b>
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- **Extension of the vehicle parking area**
- **Renovation of the canteen**
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## **CRITERION –VI**

<b>6.</b>	<b>Governance, Leadership and Management</b>
<b>6.1</b>	<b>State the vision and Mission of the Institution</b>
	<b>VISION</b>

<p>The institutional vision is the creation of a space for comprehensive education with a strong emphasis on secularism, culture, tradition, character formation and service to society</p>
<p><b>MISSION</b></p>
<p>The college strives to be an educational centre imparting novel and pioneering branches of studies and thus promoting the standard of students coming from this rural community. It aims to cultivate a spirit of community serve through the inculcation of civic sense and social responsibility, thus enabling the development of good citizens.</p>

6.2	Does the Institution has a Management Information System	No
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6.3	Quality improvement strategies adopted by the institution for each of the following
6.3.1	Curriculum Development
	Generally the syllabi were revised by the concerned board of studies of the affiliating university, in which four teachers from the college were members.

6.3.2	Teaching and Learning
	<ul style="list-style-type: none"> <li>▪ All efforts are made by the faculty to include as many innovations in the teaching methodology as is possible.</li> <li>▪ The Scholar Support Programme which is a remedial coaching programme initiated by the State Government is taken up in the College in a big way, and many students have benefited from the programme.</li> <li>▪ The syllabi of the different subjects too are handled by the teachers in such a way that a close evaluation is made with regard to the marks of each student in the internal tests as well as the end-semester exams, along with the performance in the various classroom activities like debates discussion sand seminar presentations</li> <li>▪ The Academic diaries maintained by the faculty ensure compliance of the academic plans by them and the diaries are assessed by Heads of Department every week</li> <li>▪ At the beginning of the academic year the Principal convenes a faculty meeting.</li> </ul>

to draw an annual blue-print of the college events and activities and this is positively implemented by the concerned committees entrusted with such responsibilities

### **6.3.3 Examination and Evaluation**

- The evaluation reforms adopted by the e University are fully implemented on time to time
- College follows the CBCSS grading system adopted by the university
- Two Internal examinations are conducted at the college level for both U.G and P.G programmes
- Model examinations is conducted in centralized mode
- A separate Committee functions for the smooth and timely conduct of the internal tests to be conducted within the College.

### **6.3.4 Research and Development**

- The Institution makes all efforts to promote research and research-related activities for its faculty members
- Teachers doing part time research are granted two academic leaves per semester to visit their research centers.
- Teachers completing Ph.D are rewarded by the management
- A Research Monitoring Committee is constituted.
- The Management lends all possible support for the conduct of seminars and conferences to all the departments. It also provides financial assistance for the same.

6.3.5	Library, ICT and Physical infrastructure/implementation
	<ul style="list-style-type: none"> <li>• We have a library with 17,214 books 40-journals/periodicals, 5 -newspapers and over 2100-e-journals under NLIST/INFLIBNET.</li> <li>• Issue-return and search facilities are automated.</li> <li>• Total area of the library-3620 sqft</li> <li>• Total seating capacity-110</li> <li>• Separate reading room and reference section are available</li> <li>• Online Public Access Catalogue (OPAC) facility is available in the library with public IP.</li> <li>• The students themselves can search the books.</li> <li>• One classroom in each department is equipped with LCD Projector</li> <li>• Green boards /White boards are introduced in all classes. •</li> <li>• All final year class rooms are well furnished and has projectors</li> <li>• Computers with internet connectivity are made available in the computer lab and in all departments. and all class rooms•</li> <li>• . One auditorium , one seminar hall, One mini seminar hall , one conference room , and one smart class</li> <li>• Room with smart board ; one round table conference room all well furnished , with projects , internet connection,</li> </ul>

<b>6.3.6</b>	<b>Human Resource Development</b>
	<p>Effective and efficient human resource management is achieved through a decentralised and participatory administration. Various committees work under the Principal to ensure smooth conduct of the institution. IQAC and College Council take initiative in organizing various activities and programmes and ensure maximum participation and promote leadership and coordination among the faculty and administrative staff. Students' feedback on faculty and faculty self appraisal ensures the provision of the best.</p>

<b>6.3.7</b>	<b>Faculty and staff recruitment</b>
	<p>The College being an aided one, plans and recruits staff as per the Kerala Government Service norms. The management is vested with the authority to recruit staff in strict adherence to the norms stipulated by the university and the government. Vacancies of Assistant Professors on Contract for Self-financing Programmes and Guest Lecturers are published in the leading dailies and appointment is based on merit and performance in personal interview by the interview Committee with a subject expert. Management appoints guest and ministerial and technical staff to overcome the shortages in regular appointments and for smooth working of the institution.</p>

<b>6.3.8</b>	<b>Industry Interaction/ collaboration</b>
	<ul style="list-style-type: none"> <li>▪ Industrial visits are arranged for firsthand experience</li> <li>• Expert classes by the industry experts</li> <li>• MOUs with industries/institutions for academic initiatives</li> <li>• Linkages and Collaborations for national Seminars, Expert classes and practical sessions, Projects, placement and so on</li> </ul>
<b>6.3.9</b>	<b>Admission of Students</b>
	<p>All universities in the state have adopted the Centralised Single Window System of Admissions since 2010. Therefore only a very limited number of seats can be allotted by the Management in the prescribed quota, from the merit list. A great degree of transparency is therefore maintained in the matter of student admissions.</p>



<b>6.4</b>	<b>Welfare Schemes for</b>	
	<b>Teaching</b>	<b>Employees Cooperative Credit Society- banking Monthly deposit and credit scheme ESI, PF and EPF for self financing faculty</b>
	<b>Non Teaching</b>	<b>Cooperative Credit Society- banking ESI, PF and EPF for self financing faculty</b>
	<b>Students</b>	<b>Students avail several central/state scholarships Endowment Book Bank facility in the college library Free ship from management Students avail several central/state scholarships Needy student and their parents get donations from the monthly charity collection for treatment, other needs</b>

<b>6.5</b>	<b>Total Corpus generated</b>	<b>40,47,185</b>
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<b>6.6</b>	<b>Whether annual financial audit has been done</b>	<b>yes</b>
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<b>6.7</b>	<b>Whether Academic and Administrative Audit (AAA) has been done</b>				
	<b>Audit Type</b>	<b>External</b>		<b>Internal</b>	
		<b>Yes/No</b>	<b>Agency</b>	<b>Yes/No</b>	<b>Agency</b>
	<b>Academic</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>IQAC</b>
	<b>Administrative</b>	<b>Yes</b>	<b>Government</b>	<b>Yes</b>	<b>Management</b>

<b>6.8</b>	<b>Does the University/Autonomous College declare results within 30 days?</b>		
	For UG Programmes		<b>No</b>
	For PG Programmes		<b>No</b>

<b>6.9</b>	<b>What efforts are made by the University/ Autonomous College for Examination</b>		
	N.A		

<b>6.10</b>	<b>What efforts are made by the University to promote autonomy in affiliated/ Constituent Colleges</b>		
	N.A		

<b>6.11</b>	<b>Activities and support from Alumni Association</b>		
	<ul style="list-style-type: none"> <li>▪ Alumni Association instituted 'Endowment award'</li> <li>▪ Many members were resource persons for seminars and workshops.</li> <li>▪ They were part of many statutory bodies and committees of the institution</li> </ul>		

<b>6.12</b>	<b>Activities and support from Parent –Teacher Association</b>
	<ul style="list-style-type: none"> <li>▪ <b>The PTA plays a pivotal role in planning, organizing and executing the various creative endeavors that are in tune with the vision and mission of the College.</b></li> <li>▪ <b>The topper in each department is rewarded by PTA</b></li> <li>▪ <b>Parents Teachers association has been instrumental in the funding for the conduct of the internal examinations</b></li> <li>▪ <b>PTA has contributed for the construction of , vehicle parking shed for the students</b></li> </ul>

<b>6.13</b>	<b>Development Programmes for support staff</b>
	<ul style="list-style-type: none"> <li>▪ <b>Training programs were conducted for the support staffs to improve their efficiency and effectiveness</b></li> <li>▪ <b>PF, ESI, Annual increment in salary</b></li> </ul>

<b>6.14</b>	<b>Initiatives taken by the institution to make campus eco-friendly</b>
	<ul style="list-style-type: none"> <li>▪ <b>Vegetable Cultivation in the Campus</b></li> <li>▪ <b>Traditional trees are preserved with labeling and special caring</b></li> <li>▪ <b>Paddy cultivation in the campus</b></li> </ul>

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## CRITERION –II

7.	<b>Innovations and Best Practices</b>
7.1	<b>Innovations introduced during this academic year which have created a positive impact on functioning of the Institution. Give details.</b>
	<ul style="list-style-type: none"> <li>▪ More computers and ICT equipments purchased</li> <li>▪ Implementation of the MOODLE academic software</li> <li>▪ 'Monthly Cancer Ward visit' as one of the best practices</li> <li>▪ Registration of folklore club with folklore academy</li> <li>▪ Institution of the Best researcher award</li> <li>▪ Institution of the best department award</li> <li>▪ Automated Student feedback</li> <li>▪ Projectors in all class rooms</li> <li>▪ Intensified Environment consciousness activities like 'Paristitikam' , Word wetland celebration</li> </ul>
7.2	<b>Provide the Action Taken Report (ATR) based on the plan of action decided upon the beginning of the year</b>
	<ul style="list-style-type: none"> <li>▪ Registration with the 'folk lore academy' academy</li> <li>▪ Implementation of the MOODLE academic software</li> <li>▪ 'Monthly Cancer Ward visit' as one of the best practices</li> <li>▪ Registration of folklore club with folklore academy</li> <li>▪ Institution of the Best researcher award</li> <li>▪ Institution of the best department award</li> <li>▪ Automated Student feedback</li> <li>▪ Projectors in all class rooms</li> <li>▪ Intensified Environment consciousness activity</li> </ul>
7.3	<b>Give two Best Practices of the <i>institution</i> (<i>please see the format in the NAAC self study Manuals</i>)</b>
	<ul style="list-style-type: none"> <li>▪ Monthly cancer ward visit</li> <li>▪ Monthly pension scheme</li> <li>▪ ' Al-Ameen' the helping hand for the needy'</li> </ul>
7.4	<b>Contribution to environmental awareness / protection</b>

	<ul style="list-style-type: none"> <li>▪ As part of 'PARITTISKAM' projects sanctioned from the Department of Kerala Environment and climate change conducted several environmental awareness activities including cloth bag making and awareness rally to the neighborhood colleges</li> <li>▪ Wetland day celebrated with the financial support from 'Kerala State Council for Science Technology and Environment</li> <li>▪ Environment day celebrated with the financial support from 'Kerala State Council for Science Technology and Environment</li> <li>▪ Paddy Cultivation in the campus</li> <li>▪ An area of 60 cents in the campus have been used for organic vegetable cultivation.</li> <li>▪ Students attended nature club organized by 'Kerala forest Department'</li> </ul>
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7.5	Whether environmental audit was conducted	No.
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7.6	Any other relevant information the institution wishes to add (for example SWOT
	No.

8.	Plans of the institution for next year
	<ul style="list-style-type: none"> <li>▪ Soft skill Training for the first year Degree students</li> <li>▪ Intensive training for the final year Degree students</li> <li>▪ Placement drive at college including students from other institutions</li> <li>▪ A work shop on MOODLE for the teaching staff</li> <li>▪ More Staff empowerment programmes</li> <li>▪ Renovation of hostel</li> <li>▪ Renovation of conference hall</li> <li>▪ To start interdisciplinary research using management fund</li> <li>▪ To conduct a research methodology workshop</li> </ul>



**Name : Dr Cini Kurian**

**Signature of the Co-ordinator**



**Name : Dr Anita Nair**

**Signature of the Chairperson, IQAC**

