KUNJUKRISHNAN NADAR MEMORIAL

GOVERNMENT ARTS & SCIENCE COLLEGE

KANJIRAMKULAM

THIRUVANANTHAPURAM, KERALA, 695524

SELF STUDY REPORT

FOR

2ND CYCLE OF RE-ACCREDITATION

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

JANUARY 2016

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PREFACE

K.N.M. Government Arts & Science College is located at Kanjiramkulam, the southernmost region in Kerala state, near the coastal area of Neyyattinkara Taluk in Thiruvananthapuram district, the capital of Kerala. It is a thickly populated village with a major section of the inhabitants finding their livelihood in agriculture and fishing. The village is very close to the Arabian Sea. It takes a triangular shape with one edge the internationally reputed tourist place **Kovalam** and the international trans-shipment container terminal **Vizhinjam;** the second edge the coastal village of **Poovar** and the Tamilnadu border district of **Kanyakumari;** with the third side being **Neyattinkara**, a place on the bank of the river Neyyar, which is the centre place of social reform movements.

In the early days of the twentieth century South Kerala was a region of socially, economically and educationally backward people. But a galaxy of selfless workers, far sighted men, social activists, social cultural and religious organizations under the banner of *Kanjiramkulam Pradesika Sabha* (Kanjiramkulam Regional Assembly) lead by Shri. M Kunjukrishnan Nadar brought about an all round development of the village. Later Kanjiramkulam was the centre of the village upliftment committee headed by Sri. P K Sathyamoorthy, who was honored by granting the national award for the Best Teacher. The first high school in south Kerala was established in Kanjiramkulam by Sri. P K Sathyanesan, during the reign of His Highness Visakom Thirunal, Maharaja of Travancore. The school produced eminent luminaries known nationally and internationally and celebrated its centenary recently. It is not polemical to state that the cultural history of south Kerala started in Kanjiramkulam Village.

Sri M. Kunjukrishnan Nadar realized that development of a society can be achieved only through education which is to be channelized by Panchayats. At that time the Government of Kerala framed some projects to be implemented through some "self reliant" villages. Consequently, they selected 113 "self-reliant" villages and Kanjiramkulam was one among them. We feel proud to have Kanjiramkulam keeping its place second in rank among the most literate villages in the highly literate state of Kerala. The Panchayath has 5 lower primary

schools, four high schools, four pre primary schools and three continuing education centres attached to it.

But the Panchayath lacks facilities for higher education. Students have to go to Thiruvananthapuram, which is 30 Km. away form Kanjiramkulam for their higher studies. Shri. Kunjukrishnan Nadar, the prominent social reformer and MLA was in the front of the agitation for starting a college in this area. The long cherished dream of Sri. Kunjukrishnan Nadar and the aspiration of the people of Kanjiramkulam and other areas were fulfilled when the Government of Kerala sanctioned the start of Government College at Kanjiramkulam. The achievement was the outcome of the sponsoring committee chaired by Shri M R Reghu Chandra Bal, the then president of Kanjiramkulam Panchayath.

Necessary affiliation was granted by the University of Kerala to start a junior college with two batches of pre-degree having strength of 80 students each for the Humanities and Commerce groups.

The college was formally inaugurated on 27th October 1982 by   Shri K Karunakaran, the honourable Chief Minister of Kerala. Dr. P M Madhu Soodanan assumed charge of the principal of the college on 2nd November 1982. The college was affiliated to the University of Kerala. The college was named as *KUNJUKRISHNAN NADAR MEMORIAL GOVERNEMENT ARTS AND SCIENCE COLLEGE KANJIRAMKULAM* as per G O (M.S) No 79/83/ H.Edn. Dated 18th April 1983.

The first graduate course was started in the year 1992 with Economics as main subject. In 1995 B.A. in Sociology was sanctioned. K.N.M. Government College is the only Government College, which offers this course. In 1997 the college was shifted to the present "H" shaped building. In the 1998 - 2000 periods, Pre Degree batches were de-linked from the college and two new graduate courses were started (BSc Mathematics and B Com). In 1999 this college was affiliated to the UGC and the college got 12 (B) and 2(f) status. In 2004 BA in Communicative English, the one and only course of its kind in the Government sector was started. Now the college has five graduate courses   and a post graduate course

1. B A Economics

2. B A Sociology

3. B Sc Mathematics

4. B Com (Tax Procedure and practice)

5. B A Communicative English

6. M A in Sociology

Along with aided courses the college also has three self financing certificate courses and three add on courses.

At present 656 students with 282 boys and 404 girls are studying in the college. Also there are 31dedicated teachers and 20 non-teaching staff. The college has a well functioning PTA, Old Students Association, N S S, Women Study Unit, Continuing Education Unit and other developmental organizations. Now the college is equipped with an air-conditioned seminar hall, a language lab , a studio with editing facilities, a centralized computer centre , EDUSAT studio Physics laboratory, Mahtematics lab , Data Analysis lab and EDP lab which a college in Government sector hardly possesses.

Today KNM Government   Arts and Science College shines as the only one treasure house of knowledge in the Government sector in Neyyattinkara Taluk.

Milestones of this college

- ➢ 1981   Establishment of college
- ➢ 1982   Affiliated to University of Kerala
- ➢ 1991   First degree course (Economics)
- ➢ 1995   Second degree course (Sociology)
- ➢ 1997   Shifted to New Building
- ➢ 1998   De-linking of Pre-Degree from college
- ➢ 1999   Two more degree courses (Mathematics and Commerce)
- ➢ 1999   UGC Affiliation (2 (F) & 12 B)
- ➢ 2000   First Rank in BA Sociology
- ➢ 2000   Physics Lab
- ➢ 2001   Establishment of Continuing Education Unit (CEU)
- ➢ 2001   Certificate Course in Library Science (CEU)
- ➢ 2002   First Rank in Commerce
- ➢ 2002   Certificate in Tally and JCIT (CEU)
- ➢ 2004   Degree course in Communicative English
- ➢ 2004   Separation of Departments
- ➢ 2005   Language Lab

- 2005   Women's Study Unit
- 2007   LAN centre and Seminar Hall (APJ Abdul Kalam Hall)
- 2007   Computerization of Library
- 2007   Add on Courses (Government of Kerala)
- 2007   NAAC Accreditation process started
- 2007   Organized State Seminar for college teachers for the first time
- 2008   Career Oriented Courses (UGC)
- 2008   NAAC accredited with B Grade
- 2008   Establishment of IQAC
- 2010   the website of the college hoisted
- 2011   First rank in B com
- 2011   EDUSAT and INFLIBNET
- 2012   First PG course in sociology was introduced
- 2012   The work of new block commenced
- 2013   First rank in English
- 2014   Reaccreditation process started
- 2015   University level NSS best volunteer award
- 2016   SSR Submitted

EXECUTIVE SUMMARY

➢   **CURRICULAR** KNM Government Arts and Science College, Kanjiramkulam Trivandrum is the first Government college in Neyyattinkara Taluk having 5 undergraduate and 1 postgraduate programme. The application for starting a Research Centre attached to the Department of Sociology is in the university for final decision . Three job oriented Certificate programme are offered by the Centre for Adult, Continuing Education and Extension Centre of the College. The introduction of Choice Based Credit and Semester System (CBCSS) in 2010 by the University, offers the College greater academic flexibility in offering elective and open courses at the undergraduate level. Semester System was introduced for Postgraduate programme. The College offers new initiatives like Walk With a Scholar (WWS) Additional Skill Acquisition Programme (ASAP) and Scholar Support programme (SSP) to the student community. The vision mission and objectives of the college is to impart value based quality education which makes the students socially committed .Teachers actively involved in curriculum design and development of the affiliating University as they are members of Academic Council, Faculty Boards, Board of Studies and subject experts of curriculum revision committees of UG/PG .The goals and objectives of the College are integrated into the academic curriculum as much as possible to ensure that expected learning outcomes are attained.

➢   **TEACHING LEARNING AND EVALUATION**: The admissions to the various courses were processed centrally through online Admission Portal by the University. This ensures transparency in the admission process. Being a Government college, the reservation policy of the Government is strictly adhered. The institution also caters to the needs of different sections of society. The college also has separate plans for advanced learners and slow learners in the form of WWS and SSP. The Reading hub and library@class motivate the reading habits of students Teaching methods are adopted according to the type of curriculum and needs of students. Training programmes are arranged for teachers within and outside the campus to improve the quality of teaching-learning process. . Special attention is given to the differently abled. Among the 31

teaching faculty, nine teachers have PhD as their highest qualification while four teachers have M. Phil as their highest educational qualification. 13 teachers are in different stages of their PhD Programme. A structured system for student assessment of teachers and Teachers' work dairy are methods for appraisal and improvement of teacher's performance. The FLAIR team with their international and national training background introduced newer methods of teaching. The Department level Monitoring Committee (DLMC) and College level Monitoring Committee (CLMC), IQAC and College Council work as a team for the enrichment of teaching learning and evaluation process . During the last five years, 11 university ranks were bagged by the college students including three First Ranks in three disciplines.

- ➢ **RESEARCH, CONSULTANCY AND EXTENSION** The Department of Sociology has applied for the Research Centre in the college. Currently, three approved Ph D Guides and 5 M Phil Guides are serving in the college. The research related activities are coordinated by the research committee. Encouragement is given to teachers to avail the Faculty Development Programme (FDP) and to take up minor and major projects of UGC. Teachers are encouraged to publish and present papers at seminars and conferences. More than 20 National Seminars and workshops were conducted by various Departments and attended by the faculty in the last five years. This shows their interest to achieve excellence in research and development. . The college is actively availing fund from UGC, ICSSR, KSHEC, etc for Major, Minor and short term projects. 4 edited books and more than 60 articles were published by faculty during this period. Research Award of UGC and Product Patent are the other notable features of research activity. The NSS and extension cell of IQAC offer a number of regular and special programmes with an outreach extension objective. . The best college for promoting Blood Donation, Best Volunteer in University, participation in R D Parade, & National Adventure camps are the notable features of our NSS. The college is linking with more than 10 institutions for mutual help.   The expertise of the faculty is availed by many agencies like PSC, Universities , NGOs, Commercial establishments etc

➢ INFRASTRUCTURE AND LEARNING RESOURCES: college is located in Kanjiramkulam village with a land area of 6677 sq mts. and a built up area of 2881.8 m$^{2.}$ A newly built Science cum Administrative block with a well equipped library is located opposite to the main block. The college is equipped with an EDUSAT studio with facilities for video conferencing. A data analysis lab, EDP Lab and a Computer Lab for Mathematics and a Physics Lab are functioning in the college. There are separate rooms/blocks for, NSS, IQAC, Women Study Unit and the New Initiatives. The library has 14500 books and 10 journals. Every year 500-600 books are added to library. The IT infrastructure has already been successfully deployed in the college

➢ **STUDENT SUPPORT AND PROGRESSION** Students are provided with extensive curricular, co-curricular and extracurricular support in order to ensure their all round excellence and competence. The pass percentage of students is always above the University average. More than 80 per cent of the students avail one or another form of scholarship / free ship. To promote the artistic and aesthetic sense of the students different clubs like Nature Club, Literary Club, Film Club, Science Club, Theatre Club and Debate Club are well functioning in the college. A Women Study Unit and a counselling centre were also constituted for pacifying the problems of students. The college secure high achievements in sports at University and state level in many events

➢ **GOVERNANCE, LEADERSHIP AND MANAGEMENT** The College, being a Government owned institution comes directly under the control of Directorate of Collegiate Education. The Principal and Staff council are considered as the ultimate decision making authorities for the smooth functioning of the college. The CDC, IQAC and PTA help the college in making governance more efficient and transparent. The staff meetings are held regularly to discuss routine and special matters for the administration of the college. Every department has been given powers to decide on the academic matters pertaining to their department. The Principal, teaching and non teaching staff work as a team for all activities of the college. IQAC play a major role in internal quality assurance

> **INNOVATION AND BEST PRACTICES** The College is committed to preserve the environment and inculcate this value to students. Many innovations like FOSS (Free and Open Source Software), *Vayomitra , Gurushishka, Vayanakootasm*, Blood donation camps, students feedback system are successfully implemented by the college . library@class and FLAIR-Societal engagement are the other two projects for improving the teaching and learning environment in addition to imparting societal commitment among students.

SWOC ANALYSIS

Strengths	Weakness
• Admission is based on merit • SC/ST/OBC students gets admission on equitable basis • 29 out of 31 teachers are regular • Most teachers are PhD Holders or doing PhD • Presence of more FLAIR teachers • Hardworking students • Team work • Excellent coordination with all stakeholders • Presence of WWS, ASAP and SSP	• Small campus size • Lower economic background of students • Lack of a play ground • Lack of college hostel • Only 6 courses • Only one PG Course • No college Bus
Opportunity • Enough space to start 3-4 courses • Facility to start Research Centre • Scope for ICT based teaching • Proximity of Vizhinjam international Sea Port project • Experienced and dynamic teachers • Special care to differently-abled students	**Challenges** • Very difficult to get more courses • Presence of self financing colleges and courses • Limited academic flexibility

NAAC SUGGESTIONS AND ACTION TAKEN

Sl no	Recommendation of NAAC	Action taken
1	New UG , PG and Certificate course can be introduced	The college introduced MA Programme in Sociology and two other self financing Certificate Course and a course in Human Rights Education (UGC aided)
2	Courses in tourism , heritage and water sports may be started	The college council approved to introduce a course in Tourism under self financing scheme but the course was dropped because of shortage of applicants.
3	To strengthen career guidance and placement	Both are strengthened with the help of UGC fund
4	Extracurricular activities needs to be strengthened	Extracurricular activities have strengthened through gym and club activities
5	Play ground and gymnasium	A Multi-gym was set up and still pressuring for a play ground of our won
6	College website is to be created	In 2010 a college website was created (www. Kanjiramkulamcollege.in)and now the college is modifying it to knmgovtcollege.ac.in
7	ICT teaching should be a regular activity	For each department at least 2 class rooms are connected with ICT devices and ICT based classes are being engaged
8	Linkages with other institutions may be explored	Linkage with ASAP for Skill Improvement
9	Consultancy for revenue generation	At present the college is providing free consultancy services.
10	More funding agencies for research may be exploited	Approached and availed grants from ICSSR and KSHEC along with UGC

11	Administrative audit and Academic Audit may be initiated	Administrative audit is regularly carried out by AG and DCE. Academic Audit is also conducted regularly
12	Canteen and dining area	The work of new canteen in progressing
13	Histrionic talents of the students should be explored	The talents of the students are being explored
14	Filling up vacancies with regular teachers for all courses	29 out of 31 teachers are regular.

PART – I

B. PROFILE OF THE AFFILIATED COLLEGE:

1. Name and Address of the College:

Name: Kunjukrishnan Nadar Memorial Government Arts & Science College Kanjiramkulam Address: Kanjiramkulam P O City: Thiruvananthapuram   Pin: 695524   State: Kerala Website: www.kanjiramkulamcollege.in

2. Address for Communication:

Designation	Name	Telephone With STD code	Mobile	Email
Principal	Prof. Laila Das	0471-2260092	9446049394	lailafrench9394@yahoo.in
Vice Principal	Dr Abraham Vijayan	0471-2712396	9446492396	drabrahamvijayan@gmail.com
Steering Committee Coordinator	Dr Sunil John J	0471-2211270	9447392221	johsunil@gmail.com

3. Status of the of Institution :

Affiliated College	√
Constituent College	-
Any other (specify)	-

4. Type of Institution:

a. By Gender

I	For men	
II	For Women	
III	Co education	√

b. By Shift

I	Regular	√
II	Day	
III	Evening	

5. Is it a recognized minority Institution?

Yes	
No	√

If yes, specify the minority status (Religious/Linguistic/Any other) and provide documentary evidence -

Not Applicable

6. Source of funding

I	Government	√
II	Grant-in-aid	
III	Self-financed	
IV	Any other	

7. a. Date of Establishment of the College: 27-10-1982

b. University to which the College is affiliated/or which governs the College (If it

    is a Constituent College)

University of Kerala

c. Details of   **UGC**

recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i). 2 (f)	03-03-1999	No. F8-7/97 (CPP I)
ii). 12 (B)	03-03-1999	No. F8-7/97 (CPP I)

d. Details of recognition/approval by statutory/ regulatory bodies other than UGC

    (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Not Applicable

8. **Does the affiliating university Act provide for conferment of autonomy (as Recognized by the UGC), to its affiliated Colleges?**

Yes		No	√

If yes, has the College applied for availing the autonomous status?

Yes		No	√

9. Is the College recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes		No	√

If yes, date of recognition……………………… (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes		No	√

If yes, Name of the agency…………. and Date of recognition………….. (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural
Campus area in sq. mts.	6677.31
Built up area in sq. mts.	2881.85

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities Covered under the agreement.

Auditorium / seminar complex	Yes
Play ground	Yes tie up with adjacent school to use their stadium
Swimming pool	No
Gymnasium	Yes
Boys Hostel	No but accessibility to university hostel
Girls Hostel	No but accessibility to university hostel
Residential facility to staff	Nil
Cafeteria	Yes the work of new one is progressing
Health centre	Nil but the college has a sick room with adequate facilities like wheel chair, stretcher and fist aid facility. tie up with nearby hospital for doctor on call

Banking	Nil
Post office	Nil
Book shop	Nil but a stationery shop functioning with the help of PTA
Transport facility	No
Animal House	No
Biological waste disposal	Yes
Generator facility	Yes with 10 KV
Rain water harvesting	Proposal given

12. Details of programmes offered by the College (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned student strength	Number of students admitted
i)	Under-graduate	B.Com	3 years	HSC	English	30	39
		BSc Mathematics	3 years	HSC	English	24	29
		BA Economics	3 years	HSC	English	50	52
		BA Sociology	3 years	HSC	English	50	52
		BA Communicative English	3 years	HSC	English	30	32
ii)	Post-Graduate	MA Sociology	2 yrs	BA	English	25	26
iii)	M. Phil	Nil					
iv)	Ph. D.	Nil					
v)	Certificate course	Certificate Course in Library Science	6 months	SSLC	English	40	40
		DCA	3 months	SSLC	English	40	40
		Yoga	3 months	SSLC	English	40	40

13. Does the College offer self-financed Programmes?

Yes	√	No	

   If yes, how many?   3 (Certificate and diploma courses)

14. New programmes introduced in the College during the last five years if any?

Yes	√	No		Number	1+2

15. List of the departments: (respond if applicable only and do not list facilities like Library,   Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly also do not list the departments offering common compulsory subjects for all the programmes like English, regional languages, etc.)

Particulars	UG	PG	Research
Science	Mathematics	Nil	Nil
Arts	Economics	nil	nil
	Comm. English	nil	nil
	Sociology	Sociology	Applied
Commerce	Tax procedure	nil	nil
Any Other not covered above			

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com…)

a. annual system

Nil

b. semester system

06

c. trimester system

| Nil |

17. Number of Programmes with

a. Choice based credit system

| 5 |

b. Inter/multidisciplinary approach

| 5 open courses |

c. Any other (specify and provide details)

| |

18. Does the College offer UG and/ or PG programmes in Teacher Education?

| Yes | | No | √ |

If yes,

a. Year of Introduction of Programmme (s) ……………………. (dd/mm/yyyy)

   and number of batches that completed the programme

| NA |

b. NCTE recognition details (if applicable)

   Notification No: ………………………………

   Date: ………………………….. (dd/mm/yyyy)

   Validity:………………………..

c. Is the institution opting for assessment and accreditation of Teacher Education

   Programme separately?

| Yes | | No | √ |

19. Does the College offer UG or PG programme in Physical Education?

| Yes | | No | √ |

If yes,

a. Year of Introduction of Programmme (s)

and number of batches that completed the programme

b. NCTE recognition details(if applicable)

Notification No: ………………………………

Date: ………………………….. (dd/mm/yyyy)

Validity:………………………..

c. Is the institution opting for assessment and accreditation of Physical Education Separately?

Yes		No	√

20. Number of teaching and non-teaching positions in the Institution

As per RCI Norms:

Position	Teaching staff						Non teaching staff		Technical staff	
	Professor		Asso Prof		Asst Prof					
	M	F	M	F	M	F	M	F	M	F
Sanctioned by Govt	0	0	3	1	10	17	11	10	0	0
Recruited			3	1	9	16	10	9		
Yet to recruit					1	1	1	1		
Sanctioned by Management										
Recruited					1	1	1	1		
Yet to recruit					0	0				

21. Qualifications of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers			29				
D.Sc./D.Litt.							
Ph.D.			03	01	01	04	09
M. Phil.					01	01	02
PG					07	11	18
Temporary teachers			2				
Ph.D.							
M. Phil.					01	01	02
PG							
Part-time teachers			Nil				
Ph.D.							
M. Phil.							
PG							

22. Number of Visiting Faculty Guest Faculty engaged with the College

13

23. Furnish the number of the students admitted to the Institute during the last four Academic years.

Categories	Year 1(2012-13)		Year 2(2013-14)		Year 3(2014-15)		Year 4(2015-16)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	20	30	30	22	18	16	14	22
ST	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
OBC	52	108	32	101	55	93	58	98
General	9	11	9	22	22	14	14	16
Total	81	149	71	145	95	123	86	136

24. Details on students enrollment in the College during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the College is located	206	26	-	-	100
Students from other states of India	Nil	Nil	-	-	
NRI Students	Nil	Nil	-	-	
Foreign students	Nil	Nil	-	-	
Total	**206**	26	-	-	

25. Dropout rate in UG and PG (average for the last two batches)

Enrolled in first year, minus those appeared for final exams in the final year from among them = Dropout.

(e.g. enrolled in 2007, 100. Minus those who appeared for final exams in 2010, 85 = dropout 15)

UG | 2.7 |

PG | 1.8 |

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component | Rs 43,727 |

(a) Excluding the salary component | Rs. 383 |

27. Does the College offer Distance Education Programme (DEP)?

| Yes | | No | √ |

If yes,

a) Is it a registered center for offering distance education programmes of another University

Yes		No	√

b) Name of the University which has granted such | - |

registration.

c) Number of programmes offered | - |

d) Programmes carry the recognition of the Distance Education Council.

Yes		No	√

28. Provide Teacher-student ratio for each of the programme/course offered –

Sl no	programme	Students	Teachers	Teacher student ratio
1	B.Com	108	4 +2	18
2	BSc Mathematics	90	2+2	22.5
3	BA Economics	156	3+3	26
4	BA Sociology	156	3+3	26
5	BA Communicative English	96	3+1	24
6	MA Sociology	50	4	12.5

29. Is the College applying for

Accreditation: Cycle 1 | - |

Cycle 2 | yes |

Cycle 3 | - |

Cycle 4 | - |

Re-Assessment: -

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of Accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re- assessment only)

Cycle 1:……….(16/09/2008) Accreditation Outcome/Result…B with 2.43

Cycle 2:…………………(dd/mm/yyyy) Accreditation Outcome/Result…….

Cycle 3:…………………(dd/mm/yyyy) Accreditation Outcome/Result…….

* Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic | 186 | **year**

32. Number of teaching days during the last academic | 171 | **year**

(Teaching days means on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

- IQAC…03/10/2008……….. (dd/mm/yyyy)

34. Details on submission of Annual Quality Assurance Reports (AQAR) to NAAC

Sl no	No	Date of submission
	2013-14	14-9-14
	2012.13	13-8-12
	2011-12	13-8-12
	2010-11	13-8-12
	2009-10	26-8-13

35. Any other relevant data (not covered above) the College would like to include.

(Do not include explanatory/descriptive information)

Criterion I: Curricular Aspects

1.1 Curriculum Planning and Implementation

1.1.1   State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision of the college

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 developing their talents for the betterment of the self and the society at large.

Mission of the college

- We try to bring up a centre of academic excellence imparting development oriented and value based education suited to the social needs and national development.
- We ensure quality education through curricular, co-curricular and extra-curricular activities assuring a peaceful, learner friendly, progressive and democratic ambience, thus ensuring the students' global competitiveness.
- We strive to ensure ICT enabled teaching and learning environment to make the students and the faculty more technologically competent and thus instilling in them the spirit of critical inquiry.

Methods of communicating the vision and mission of the college

- Clearly stating the vision and mission of the institution in the college calendar
- Supplying copy of the college calendar to each and every student of the institution, staff and PTA
- Fixing a board in front of the institution stating the vision and mission of the college
- Through the website of the college
- Through college magazine and other such media
- Introductory power point presentation in every seminar / workshop and other such programmes organized by the college

▪ Conduct of induction course at the beginning of each year and at the beginning of each semester

1.1.2   How does the institution develop and deploy action plans for the effective implementation of the curriculum? Give details of the process and substantiate through specific examples.

- The college has been following the norms and academic patterns of the University of Kerala which frames and updates the curriculum and syllabi in which the faculty of the college significantly contribute.
- The action plan for the concerned year is prepared as per the academic calendar published by the University.
- Since 2010, UG Courses in affiliated colleges have been put under Choice Based Credit and Semester System (CBCSS) by the University of Kerala in tune with the changing educational scenario. Deviating from the traditional pattern of imparting knowledge, CBCSS provide enough opportunity to opt courses according to the interests and tastes of the students.
- The traditional teacher centered education is largely converted into students centered one. This is considered as a major trajectory and the College has successfully initiated steps to integrate itself into the new paradigm. Accordingly the present curriculum involves the emerging areas of knowledge in social science, science, Management and humanities. This change enables us to meet the challenges of employment market.
- The college is following the mechanism of comprising the Department level monitoring Committees (DLMC) and College Level Monitoring Committees (CLMC) to ensure the effective implementation of the curriculum. These committees supervise overall implementation of CBCS system and consider the genuine grievances of the students with regard to the distribution of Continuous evaluation (CE) marks.

- It also ensures that the number of academic days as stipulated by the syllabi is met by arranging special classes in the event of the loss of regular working days or teachers on leave and other duties.

- A Teachers' Diary is maintained by each teacher. It is a personal record of individual timetable, class charge details, tutorial works undertaken, remedial and advanced coaching given, mentoring done, test paper, practical and lab works, seminars and assignments conducted, invigilation, evaluation and practical duties undertaken, students projects monitored, uploading of CE marks etc.

- Poster presentations were encouraged as part of their continuous assessment which was found to be more effective in harnessing research, inquisitive and team spirit among the students.

- Various clubs and cells like Environment club, Human Rights club have contributed to enriching the curriculum

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and /or Institution) for effectively transacting the curriculum and improving the teaching practices?

- At the institutional level, teachers are encouraged to participate in the orientation courses, refresher courses, Seminars and workshops organized by various institutions to update their knowledge and skills in the respective subjects.

- Department of collegiate education is conducting training programmes like OPTIMA,TEST, FLAIR etc to increase awareness among teaching faculty regarding teaching methods and research.

- Modern facilities like interactive boards, public addressing system and LCDs are installed in the smart class rooms for better ICT oriented teaching. A smart class room with interactive boards is set up for each department.

- The Departments are encouraged to organize seminars and workshops with the financial assistance of UGC or State Government and other funding agencies like higher education council.

- As the College is placed in the 2(f)/ 12 (B) status of UGC, teachers have been regularly availing Faculty Development Programmes for both Doctoral and Post-Doctoral Research.

- The institution through its research committee motivates teachers to apply for Major/Minor Research projects and also facilitate funding from the UGC and other Agencies. Library and Laboratory facilities are upgraded through UGC and State Plan fund.

- The College offers internet facilities, EDUSAT, tele-training classes, smart class rooms and Computers to the faculties as well as students. Adequate facilities are made available for Xerox and scanning. Students are making use of the computers for their project works, internet searching etc.

- In addition to general library, Departmental Library is set up in the Department of Sociology. Both the students and teachers can make use of the facility. Journals are available in the general library.

- The College is a member of nationwide INFLIBNET facility. So the faculty and students can access international and national Journals and other e-resources. User IDs and passwords are given to 250 interested students and all faculty members.

- Young teachers having less than five years of services are selected for Fostering Linkages in Academic Innovations and Research (FLAIR) programme introduced by the state government and the selected faculties are sent to participate in the workshops and training as part of the programme.

Details of teachers who have participated in various short-term and internship programmes under FLAIR for the last 2 years is given below

SL No	Name of teacher	Dept	Institution
1	Jyothi S. Nair	Sociology	Southampton University United Kingdom
2	Shabana Habeeb	Hindi	Delhi University
3	Leena T L	English	EFLU Hyderabad
4	Abduraheem. MP	Sociology	TISS Mumbai

- The College is largely utilizing the Plan Funds for the conduct of Seminars. Both the faculties and the students are making use of these facilities.

The following table shows the number of seminars organized in the College.

Year	Departments										
	Sociology	Economics	Communicative English	Commerce	Mathematics	Malayalam	Hindi	Statistics	Political Science	Total
2010-11	2	1	1	0	1	1				6
2011-12	1	1	1	1	1	1				6
2012-13	1	1	1	1	1	1	1			8
2013-14	1	1	1	2	1	1	1	1		9
2014-15	2	1	1	0	1	1			1	7
2015-16	1	1	1	1	1					5
Total	8	6	6	5	6	5	2	1	1	40

- The Research Committee is encouraging the eligible faculty to become Research Guides. Thus the students can acquire UG, PG and PhD from the same institution. Three research guides approved by University of Kerala are presently working in the Department of Sociology. Two candidates were awarded PhD. Degree under the supervision of Dr Abraham Vijayan, Department of Sociology.
- The College encourages faculty members to publish articles in journals and publish text books and teaching materials.
- The College PTA supports the Departments with minor expenses towards maintenance, repair of furniture, class room accessories etc.
- The college encourages its faculty members to avail and utilize the Faculty Development Programme (FDP) for obtaining higher academic and research degrees.

1.1.4. Specify the Initiatives taken up or contributions made by the institution for effective curriculum delivery and transaction on the curriculum providing on the affiliated university or other statutory agency.

- Proper implementation of curriculum provided by the University of Kerala has been made by the college by dividing the work load into different classes.
- Intense classroom activities as stipulated by the University are taking place to implement the curriculum to its optimum level. This is being ensured by different committees like PG Semester Committees, CLMC and DLMCs.
- New books related to each discipline are purchased periodically.
- Language lab promotes better practices of communication techniques.
- Journals and news papers are also provided in the library.
- The faculties are encouraged to attend workshops and orientation program on curriculum design and restructuring.
- Teacher evaluations by students are conducted annually and the teachers are instructed to change/ modify various aspects of their teaching methods accordingly.
- Class wise PTA meetings are also conducted to ensure the overall development of students, effective and transparent implementation of the curriculum and maintain a healthy relation between the faculty , students and parents
- Model examinations are conducted in each semester.
- Experts from various subjects are invited to deliver speeches for the students.
- Study tour/ visits are arranged for the students inorder to get first hand information about the concerned subjects. Tribal visit, industrial visit, institutional visit etc. are periodically conducted as part of curriculum.

1.1.5. How does the institution network and interact with beneficiaries such as industry, Research bodies and the University in effective operationalisation of the curriculum?

- Submission of end semester Project/Dissertation to the University is a compulsory component of the curriculum. For the preparation of the project works students are

encouraged to visit Research Institutes to collect data/materials. Students collect primary data from the community to analyse various issues especially in social science disciplines.

- As part of the curriculum, students regularly visit Vikram Sarabhai Space Centre (VSSC), Centre for Development Studies (CDS), Kerala Automobiles Ltd., Industrial Estates, Travancore Titanium Products Ltd. etc.

- Sociology students regularly visit Non Governmental Organizations (NGOs), Old Age Homes, De-addiction centers, prisons, Local Self Government (LSG) institutions etc. as part of their curriculum.

- Faculties who are the members of various academic bodies of the university are involved in re-structuring and revamping syllabi on a continuous basis.

- Faculties in the decision making body of the University are representing the needs of the institution.

- The Career Guidance and Placement Cell functioning in the college organises talks and training with the help of potential employers.

1.1.6 What is the contribution of the institution and/or its staff members to the development of the curriculum by the university? (Number of staff members/departments represented on the board of studies, students feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)

The college possesses a talented pool of teachers who are elected members of the various bodies of the University. Faculty members are involved in different activities of the University like

- Academic Council.
- Board of Studies (Curriculum designing)
- Question paper setting of various Universities.
- Evaluation of answer books
- Conduct of Examinations (University and Internal).
- Project evaluation and Viva-voce.

SI no	Name of teacher	Department	Designation in university Body
1	Dr Rejula. P,K	Sociology	Member Academic council University of Kerala , Member Board of Studies (UG) Kerala University
2	Dr. Anil V	Statistics	FMN College , Kollam (autonomous) and member Board of Studies (UG) Kerala University
3	Dr. Abraham Vijayan	Sociology	Member Board of Studies (PG) University of Kerala, Question paper setter at the University of Calicut
4	Sri. Raveendran	History	Member Board of Studies (UG)
5	Ms. Meera baby	English	Member Board of Studies (UG)
6	Dr. Sunil John	Sociology	Member Board of Studies (PG) University of Kerala and University of Calicut. Question paper setter in Calicut and Kannur University
7	Dr. Jyothi S Nair	Sociology	Question paper setter in St Tresasa College Ernakulum (Autonomous)
8	Dr Rajoo Krishnan	Statistics	Chairman BOS Statistics (UG)
9	Mr Vimal Kumar	History	BOS History Calicut University

1.1.7 **Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If yes, give details on the process (needs assessment, designs, development and planning) and the courses for which the curriculum has been developed.**

- Dr Abraham Vijayan was an expert in the curriculum revision of UG in Calicut , MG and Kerala Universities .
- Dr Anil V was in the team for the preparation of syllabus of Statistics for FMN college Kollam (Autonomous)

- Dr Sunil John served as an expert in the curriculum restructuring of MG and Calicut University

- Dr Jyothi S Nair was an expert in the curriculum framing of St Teresa's College Ernakulum (Autonomous)

1.1.8 How does the Institution analyse / ensure that the stated objectives of the curriculum are achieved in the course of implementation?

- Department meetings are regularly discussing the progress of academic and co-curricular activities.

- CLMC and DLMC constantly monitor the achievements of the stated objectives.

- The stated objectives of the curriculum are achieved by timely completion of the course work, regular class room teaching etc.

- Special classes are being arranged in Saturdays to complete the curriculum in time.

- Feedback from students and other stake holders are collected and analysed in each semester.

ACADEMIC FLEXIBILITY

1.2.1. Specifying the goals and objectives, give details of the certificate/diploma/ skill development courses etc offered by the institution.

- The Centre for Adult, Continuing Education and Extension of the college offers the following courses open to public.
  1. **Certificate course in Library and Information Science**
  2. **Diploma in Computer Applications.**
  3. **Yoga and Meditation**
- Additional skill acquisition programme (ASAP), regularly conduct courses   to equip the students with various skills.
- Foundation course and certificate course in Human Rights Education are conducted in the Department of Sociology with the financial assistance of UGC.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.

No, but students can simultaneously join Certificate, Diploma and Post Diploma courses organized by Continuing Education Unit of the college.

1.2.3. Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

A great deal of academic flexibility under the institutional provisions is available to students with regard to the elective options in science, Social Science and Commerce streams.

- The students opting respective main courses offered by the College can also opt for a number of complementary combination courses, on which they can further pursue their higher studies.
- Under the CBCSS Curriculum, the UG students may opt any one inter disciplinary subject available in the institution as an open course for V Semester students are given unrestricted option in this regard as per their interest.

List of Core or Elective Options offered by the University and those opted by the College

There are five UG programmes under CBCSS and one PG programme, in the college. Each of the programmes offered here opens up a number of job opportunities and also equip the students for higher studies in the disciplines concerned.

Sl. No.	Programme	Core	Elective
UG Programme			
1	Sociology	Sociology	Tourism and Society
2	Economics	Economics	Agricultural economics
3	Communicative English	Communicative English	Communicative applications in English
4	Commerce	Commerce	Strategic Management
5	Mathematics	Mathematics	Complex integration
PG Programme			
1	Sociology	Sociology	Sociology of industry Rural planning and Development Social welfare administration Sociology of mass media and communication

- The Choice Based Credit and Semester System encompasses core courses, complementary courses, foundation courses, elective courses, open courses, English language courses, and courses in additional languages. This system allows greater flexibility to the students than the conventional system in the selection of a course. Open courses assure interdisciplinary approach and allow the students greater freedom to choose from the courses offered by different departments.

Course structure of UG programme

Programme	Courses		Credits	Total Credits
BA Programme in Sociology and Economics	Core Courses	14	52	120
	Complementary	8	22	
	Open	1	2	
	Elective	1	2	
	Project	1	4	
	Language (English)	5	19	
	Additional Language	4	14	
	Foundation Course	2	5	
BA Communicative	Core Courses	12	38	120

English	Complementary	4	16	
	Vocational	10	35	
	Open	1	2	
	Elective	1	2	
	Project	1	4	
	Language (English)	4	12	
	Additional Language	2	6	
	Foundation Course	2	5	
BSc. Mathematics	Core Courses	13	46	
	Complementary	10	28	
	Open	1	2	
	Elective	1	2	120
	Project	1	4	
	Language (English)	5	19	
	Additional Language	4	14	
	Foundation Course	2	5	
B.Com.	Core Courses	12	38	
	Complementary	4	16	
	Vocational	10	35	
	Open	1	2	
	Elective	1	2	120
	Project	1	4	
	Language (English)	4	12	
	Additional Language	2	6	
	Foundation Course	2	5	

Course Structure of PG Programme

Programme	No. of Papers		Hours/Week	Total Marks
Sociology	Theory Paper	16	25	1600
	Project	1	-	100
	Viva Voce	1	-	100

Open courses Offered by different Department

Sl.No.	Departments	Open courses offered
1	Sociology	Introduction to Life skill Education, Social psychology
2	Economics	Human Resource Management
3	Communicative English	Creative writing
4	Commerce	Entrepreneurship Development Project Management
5	Mathematics	Operations Research
6	Physical Education	Health and Fitness Education

1.2.4. Does the institution offer self Finance programmes? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum fees structure, teacher qualification, salary etc.

The College does not offer any self financing programmes. However, the Continuing Education Unit of the College offers self financing programmes, both academic and skill courses for the benefit of the students and the general public

1.2.5 Does the college provide additional skills oriented programmes, relevant to regional and global employment markets? If yes, provide details of such programmes and the beneficiaries.

Yes, the College conducts numerous programmes intended to enhance various skills of the students, ultimately aiming to make them competent in the regional and global level.

- College offers Additional Skill Acquisition Programme (ASAP) with the financial support of the government of Kerala.
- Walk With a Scholar programme (WWS) has been carried out by the college with the financial support of the government of Kerala.
- Classes are offered to improve communication skills in English by the Department of English.

- In addition to these, three job oriented   Courses are conducted in our continuing education sub centre.

1.2.6: Does the University provide for the flexibility of combining the conventional face to face and distance mode of education for students to choose the courses/combinations of their choice? If yes, how does the institution take advantage of such provision for the benefit of the students?

As per the statutes of Kerala University, there is no provision to combine regular and distance mode of Education.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated

- An orientation programme is offered to the fresher's to integrate with college atmosphere especially in curriculum
- Remedial classes for the empowerment of students belonging to SC/ST, minorities and OBC with the assistance of UGC grant.
- Students are advised to participate as many seminars and lectures organized by other academic institutions or colleges.
- The college organizes at least five national seminars per year with financial assistance of state government, UGC and other agencies. This is largely helpful in enriching the curriculum and knowledge of the students
- The students are provided opportunity for producing Video documentaries on several social issues like Displacement, Indigenous medical practices etc, they learn in their class rooms .These are processed in the Language Lab and are uploaded to YouTube for public awareness.
- In addition to this, field trips are arranged periodically to collect first hand information which are provided for publication and are also presented in national and regional

seminars by our students which results in the dissemination of the information to the wider public

- ICT enabled teaching is encouraged in all courses. The students are encourages to e-submit the assignments and the students are encouraged to take seminars using power point presentation.

- The Department of Mathematics is promoting the use of Open Source Softwares in their Lab and the students are also provided adequate training to develop upon the existing platforms.

- The scholar support programme (SSP) also takes in the needs of those who are academically weak

- Social responsibility of the students is developed through NSS by conducting various camps like blood donation, organ donation, AIDS awareness, social service camps etc. with the help of the local administrative bodies,

- Various clubs organize programmes such as debates, quiz, group discussion, gender and environmental awareness to intellectually stimulate and tap the unknown however, desirable arenas of general and higher education

- An interdisciplinary residential workshop was organized by the Department of Sociology on the topic '*Participatory Learning and Action: Tools and Methods'* which was sponsored by UGC. The workshop has enhanced the research aptitude of students and has enabled an interdisciplinary platform for learning.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to the needs of the dynamic development market?

Most of the programmes under the restructured syllabi of the CBCSS are definitely intended to take up jobs in the upcoming employment market.

- Students coming from rural areas who lack language skills are given specialized training through the *language lab* and this equips them to take up jobs which require language proficiency.

- Tax Practitioner"   Career oriented course of UGC was conducted by the Department of Commerce

- Add on course on NGO Management was offered to the Sociology students to make them more employable in the Non Governmental organizations

- Free and Open Source Software (FOSS) training is given to teachers and students under the leadership of Ms Jeeja A V, Dept of Mathematics

- Computer training is also given to the students through a Fully equipped computer centre with Server, UPS and Online Printer

- The faculty members of the college took the leadership of syllabus revision workshop to revise the existing syllabus in tune with the changing needs of the employment market.

- The active participation of faculty members in training programmes organized by the Higher Education Council and the university helps to design the curriculum based on the changing needs of dynamic employment market.

- SPSS training was given to students by the Dept of Statistics and Economics for increasing the analytical and the research aptitudes of the students

- ASAP provide training to inculcate soft skills among students

- "Tax Practitioner"   Career oriented course of UGC was conducted by the Department of Commerce during this period.

1.3.3. Enumerate the efforts made by the institution to integrate to cross cutting issues such as gender, climate change, environmental Education, human rights, ICT etc., into the curriculum.

A. Gender

- The members of the Board of Studies are very keen in including the Gender issues in the curriculum especially in Social Sciences

- The Department of Sociology included course on women and gender issues in the curriculum of UG and PG programmes.

- Gender issues are largely discussed and solved through awareness programmes organized by the Women Study Unit of the college.

- The National Service Scheme is very keen in organizing gender sensitization classes

- Gender Awareness Classes were provided to the final year Degree students by collaborative efforts of the Department of Sociology and NGO *Sakhi*

- The Women's Study Unit facilitates opportunities for developing the soft skills of the girl students to equip them to face the forthcoming challenges in both the personal and professional life.

B. Climate

- A compulsory course on Environment is included in the curriculum of all degree programmes in order to make them aware of the environment
- Environment Club focuses on activities that impart environmental consciousness among the students.
- National Environment awareness campaigns were conducted in the College for the last few years with the financial assistance of the Ministry of Forest and Environment, Govt. of India. A Seminar on Bio-diversity conservation, seminar on climate change, seminar on world waste management etc. are conducted as part of the programme.
- Saplings were planted in Jawhar Public School campus as part of action component. A poster competition was conducted in the college and prizes were distributed to the winners.
- A solid waste cleaning programme was implemented in the college campus as part of action component. Experts in the field handled the classes.

C. Human Rights

- Two courses were conducted in the Department of Sociology about Human Rights with the financial assistance of UGC. One foundation course on Human Rights and the other a Certificate Course in Human Rights. The college is planning to start Advance Diploma course in Human Rights.
- In addition to this, National Service Scheme is periodically conducting classes on Environment, Human Rights, Legal awareness, gender issues etc.
- The college has Human Rights Club, which conduct awareness programmes.

D. ICT

- A compulsory course on Informatics is included in the curriculum of all degree programmes in order to give knowledge on Information Communication Technology

- The college has smart class rooms with IT related infrastructure which equip the students to learn through ICT.

- The FOSS (Free Open Source Software) is promoted in the college. Our faculty   Jeeja A.V, Dept. of Mathematics has been instrumental in promoting Open software sources.

- The college has internet facility with 10 Mbps bandwidth, provided by the Optical Fiber Connection line from the BSNL under NME - ICT project, exclusively for the institution to explore the sprawling world of information through internet

- The college is planning to convert it into an Wifi campus

- The teachers prepare and adopt suitable methodologies complemented with Power Point Presentations, educational CDs and videos to enhance the educational experience of the teaching – learning process.

1.3.4. What are the various value-added courses/ enrichment programmes offered to ensure holistic development of the students?

- The college is conducting value added courses, such as Human Rights Education. The college already conducted six month Foundation Course and Certificate course in Human Rights Education with UGC assistance. The college is planning to start Advance Diploma course in Human Rights in the nearest future.

- The college has also given invited lectures to the students about the value education

- NSS Unit of the College is periodically conducting lectures on value based education

- Various clubs functioning in the college facilitate this process.

- Mental Health Programme organized by the NSS

1.3.5. Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum.

- Feedback from the students is received through evaluation sheets which are collected annually. The feedback receives from the students consolidated by the statistical cell and send to the faculties concerned. The Departments discusses the responses and suggestions made by the students and take corrective measures. The system proceeds to be very effective in filling the gap between faculty performance and the student's expectations.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes ?

- The institution conducts a lot of enrichment programmes like remedial classes, tutorials, Walk With Scholar, Scholar Support Programmes, Additional Skills Acquisition Programmes, Study tours, surveys, Seminars, Workshops etc.
- Students are advised to participate in various Seminars organized by academic institutions.
- Sociology students participate in the three days National Seminar Organized by the Kerala Sociological Society annually. This helps the students to interact with experts and researchers in the concerned field

1.4 Feedback system

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the university?

The curriculum of the university is revised every three year. Eight faculties of the college are working as members of the various Boards of Studies. They are extensively contributing to the development of curriculum. Three faculties acted as the chairmen of the Board of Studies; four played a major role in the designing of Sociology curriculum. One faculty is acting as academic council member of the University of Kerala also.

1.4.2. **Is there a formal mechanism to obtain feedback from students and stakeholders on curriculum? If yes, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes / new programmes?**

Yes

- The college has an acknowledged and well-designed formal mechanism to obtain feedback from the students and the stakeholders on curriculum.
- Feedbacks obtained from the students and teachers enable the institution to formulate necessary actions to be initiated for enhancing and enriching the existing curriculum.
- ☐The College corroborates creative and critical arguments obtained from the students and teachers feedback and endorses appropriate actions for its fulfillment within the institution.

1.4.3 How many new programmes / courses were introduced by the institution during the last four years? What was the rationale for introducing new courses / programmes?)

- According to the decision of the Kerala State Higher Education Council and the Government of Kerala, the college introduced one new programmes: a PG course in Sociology .
- The proposal for introducing M.A Economics , B.Sc Statistics , B.Sc Physics B.A Malayalam is approved by the university and pending with Government of Kerala
- There's a huge demand from the students and the parents to introduce these programmes
- The courses offered by continuing education unit also based on the needs of students and the community

CRITERION II:

TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the College ensure publicity and transparency in the admission process?

- The college is a Government institution and all the admissions are conducted as per the rules laid down by the University of Kerala, Government of Kerala and UGC

- All admissions are done through a Common Admission Portal regulated and managed by the university of Kerala (admissions.keralauniversity.ac.in)

- The eligible students can directly log onto the website of the University for uploading their credentials in the prescribed format in order to complete the admission procedure. They have absolute freedom to select the course and college of their choice.

- The University allots the eligible students as per the rule of Government and university

- All details regarding the admission process is uploaded in the University website. During the time of admission, list of admitted students with their category and index marks are uploaded by the University and vacancies available are published in the college notice boards

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit, (ii) Common admission test conducted by state agencies and national agencies   (iii) Combination of merit and entrance test or merit, entrance test and interview (iv) Any other) to the various programmes of the Institution.

- From 2012-13 for UG, University introduced centralized online registration for admission to the courses available in affiliated colleges. The rank list will be prepared by University according to the criteria mentioned earlier. Allotment memos are issued to the selected candidates in each category and the same is informed to the respective colleges. After verifying the eligibility, the allotted candidates are admitted in the respective programmes of the college.

- If any vacancy remains after the completion of the centralized allotment process, University issues order for spot admission at the college and the same will be published in print and visual media. A rank list for each programme will be prepared in the college considering those candidates who report on the day and the merit will be compared with the rank list provided by the University, before making any admission.

- For the continuing education courses the admission process is purely based on merit

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the College and provide a comparison with other Colleges under the affiliating university within the city/district.

Comparison of maximum and minimum index marks of students who got admission for various UG courses in nearby colleges

2014-15

Name of course	KNM Govt Arts and Science college		CHRISITAN COLLEGE KATTAKADA		MG COLLEGE TRIVANDRUM		GOVT.ARTS COLLEGE TRIVANDRUM		LOYOLA COLLEGE TRIVANDRUM	
	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
BA Economics	1242	817	1145	810	-	-	1325	974		
BA COM ENGLISH	1323	881	-	-	1410	1112	-	-		
BA SOCIOLOGY	1299	960	-	-	1310	1122	-	-		-
B COM	1216	773	-	-	-	-	1311	818		
BSc Mathematics	1297	855	1322	950	-	-	-	-		
MA SOCIOLOGY	1250	750	-	-	-	-	-	-	1280	956

2015-16

Name of course	KNM arts Science college	Govt and	CHRISITAN COLLEGE KATTAKADA		MG COLLEGE TVM		ARTS COLLEGE TRIVANDRUM		LOYOLA COLLEGE TRIVANDRUM	
	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN	MAX	MIN
BA Economics	1298	746	1110	845	-	-	1310	945	-	-
BA COM ENGLISH	1291	995	-	-	1310	1100	-	-	-	-
BA SOCIOLOGY	1296	950	-	-	1350	1110			-	-
B COM	1392	1048	-	-	-	-	1410	1110	-	-
BSc Mathematics	1322	813	1350	758	-	-	-	-		-
MA SOCIOLOGY	1244	758	-	-	-	-	-	-	1284	958

2.1.4 Is there a mechanism to review its admission process and student profiles annually? If yes', what is the outcome of such an effort and how has it contributed to the improvement of the process?

- Being a Government institution we are bound by the rules and regulations of the Government of Kerala as well as the University of Kerala. The changes in regulations introduced each year are strictly adhered to by the college. Students are admitted to each programme after careful scrutiny of their eligibility credentials and qualifications.

- There is an admission committee functioning in the college and that committee reviews the process and product of admission procedure. The comments of the committee are well discussed in the college council and the same is intimated to The university from time to time

- For the benefit of the candidates, marginal seats were availed by the college in some courses where infrastructure is available

- For strengthening the sport talents, the college admits 2- 3 students under sports quota in each discipline based on the admission rules of university

2.1.5 Reflecting on the strategies adopted to increase / improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

- **SC/ST**   Students from SC and ST categories are allotted 15 % and 5 % of seats respectively, as per the state's reservation policy and guidelines. Fees exemption and scholarship benefits are also extended to the students according to rules and regulations of the Government of Kerala. If eligible for admission under merit, SC/ST students will be considered under merit itself.

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- **OBC**   20 % of seats are allotted to students from OBC category. The community wise split up is given in table. Fees concession and scholarship benefits are also extended to the students according to rules and regulations of the Government.

- **Economically weaker sections**   Students of BPL (Below Poverty Line) family belonging to forward castes are given a reservation of 10 percent during admissions. They are also eligible for fee concession. Apart from reservation of seats, students from Socially and Economically Backward Communities (SEBC) are encouraged and supported in the form of fee concessions and scholarships

- **Linguistic minorities**   students from Tamil linguistic minority get reservation of 3 percent

- **Sports**   One seat in each programme is reserved for students who have achievements in sports as per the rules of the Government of Kerala and University of Kerala. Apart from this, the students who have excelled in the field of sports as per the list provided by the sports Council are given due consideration for admissions. The selection of students for admission is based on their performance in sports and their eligibility for higher studies.

RESERVATION OF SEATS

CATEGORY	SUB CATEGORY	PERCENTAGE
SC		15
ST		5
OBC	EZHAVA	8
	MUSLIM	7
	LC / SIUC	3
	OTHER BACKWARD HINDUS	1
	OTHER BACKWARD CHRISTIANS	1
ECONOMICALLY WEAKER SECTIONS		10
PHYSICALLY HANDICAPPED		3
SPORTS		2 SEATS PER PROGRAMME

2.1.6. Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e., reasons for increase / decrease and actions initiated for improvement.

Programmes		Number of Applications	Number of students admitted	Demand ratio
BA Economics	2011-2012	1007	52	19.36
	2012-13	1092	52	21
	2013-14	1307	52	25.16
	2014-15	1807	52	34.75
BA Communicative English	2011-2012	1200	34	37.5
	2012-13	1275	32	39.85
	2013-14	1300	34	38.23
	2014-15	1450	35	41.42

BA Sociology	2011-2012	1100	52	21.52
	2012-13	1250	52	24.03
	2013-14	1350	52	25.96
	2014-15	1320	52	25.38
B Com	2011-2012	1450	32	45.31
	2012-13	1355	33	41.06
	2013-14	1250	35	35.71
	2014-15	1350	34	39.70
	2014-15	1350	35	38.57
B.Sc Mathematics	2011-2012	1300	30	43.33
	2012-13	1250	31	40.32
	2013-14	1320	32	41.25
	2014-15	1400	32	43.75
MA Sociology	2011-2012	410	25	16.4
	2012-13	450	25	18
	2013-14	510	25	20.4
	2014-15	550	25	22

2.2 Catering to Diverse Needs of Students

2.2.1 How does the institution cater to the needs of differently- abled students and   ensure adherence to government policies in this regard?

- Three percentage of seats are reserved for differently abled students but in come courses their number is higher which shows the positive attitude of college towards differentially abled
- Special grants   from Government of Kerala
- Two special rooms were set for physically challenged persons in the ground floor in old and new campus
- Ramp facility
- Adapted toilets

- Extra grace time of 30 minutes in examinations

- The support of a scribe in examinations

- Special room facility in examination

- Special care and attention   to mentally challenged

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

- Every programme commence with an induction programme which explains the rules regulations and examination schemes

- For every programme there is a Course Advisor who helps the students in taking optional courses

- For every class there is one Class Tutor / Tutors who is in charge of the academic and non academic activities of the students

- Based on this, weak students are identified and are given support accordingly. Special attention is extended to required candidates

- With the help of the Department of Sociology, counselling facilities are also extended.

- The weak students get scaffold through SSP

2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/ Remedial/Add-on/Enrichment Courses, etc.).

- Induction programme at the beginning

- Remedial coaching in the form of SSP for educationally backward students (10 students in a class)

- WWS programme to most ambitious students to fulfill their ambition

- Equal Opportunity Centre caters the educational needs of socially and economically backwards and minority students (up to 2013)

- Special trainings on IT and Communication Skills are given to needy students

- Special introductory course on FOSS by Dept of Mathematics

2.2.4 How does the College sensitize its staff and students on issues of gender, inclusion, environment etc.?

A. Gender

- The college has a Women Study Unit headed by Ms Shabana Habeeb, which charter programmes related to gender equalit , gender issues and gender related problems
- The Anti ragging cell headed by Dr, Rejula P K is very keen on issues which are related to girl students
- The college has a counseling cell headed by Dr, Sindhu C A which deal with issues of girl students
- The Cell to prevent sexual harassment and" jagradha samiti" is also very keen on issues related to women

B. Inclusion

- Being a Government institution, the college cater to the needs of all sections of society based on its positive discrimination policies
- The Scholarship cell headed by Sri Vimal Kumar is very keen on accessing the available grants and scholarships to minorities and other backward sections of students
- The equal opportunity cell of UGC (upto 2014) is very keen on the academic and non academic needs of those who are excluded from the society
- For the differently abled students the college provide many requirements along with the mandatory provisions laid down by UGC University and Government

C. Environment

- The environmental club headed by Dr Rani looks after the issues and sensitization related to environment and nature
- The NSS consider the protection of environment as a major motto of their activities
- Conducted National Environment Awareness Programme with the financial assistance of Ministry of Environment and Forest

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

- The college identifies the advanced learners within two months of the commencement of every programme by class tutors through past score, a test and an interview
- 4 to 6 advanced learners in each class will be included in a special programme called Walk with Scholar (WWS) headed by Ms. Meera Baby.
- In WWS the students have access to internal and external mentors, special learning devices, special learning methodologies and important educational institutions in southern India in the form of visits.
- The students of WWS visited University of Pondicherry, Indian Institute of management Kozhikode , Govt College Kozhikode, KIRTADS etc as part of this
- The EDUSAT facility of this college is a device for the advanced learners through which they access quality classes from all over the globe
- INFLIBNET provide access to books and journals of major universities of the globe
- The FLAIR team headed by Sri Abduraheem. MP is very keen on interacting with the advanced learners and consider this opportunity to apply what they learned from different parts of the country and abroad
- The reading hub, library @class and central library and its reference section help the needs of advanced learners

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

- The college identifies the slow learners within two months of the commencement of every programme by class tutors through previous marks , a test and an interview
- 5 to 8 slow learners in each class will be included in a special programme called Scholar Support Programme headed by Dr. Sajeev through which the students have access to special classes and special training sessions special study materials etc . The review

reports s of the programme shows that the slow learners are well attended by this programme

- Tutorial System and Mentoring are effective measures to keep track of the performance and drop out risk of such students

- Student attendance is regularly monitored and analyzed every week by the class teacher and at the end of each month by the Head of the Department. Month-wise attendance is displayed on the department notice board and drop outs were identified

- Sometimes house visits are also made for the purpose of finding the drop outs . Many of these house visits which generated a closer interaction between the parents and the teachers resulted in marked improvements in their ward's attendance in the college

- The remedial coaching scheme of the UGC (the programme ended in 2013) also helped a lot for the education advancement of slow learners

2.3 Teaching-Learning Process

2.3.1 How does the institute plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

- KNM Government Arts & Science College, Kanjiramkulam is affiliated to the University of Kerala and has to follow the academic calendar published by the university. At the beginning of each academic year, faculty meetings are held in all departments. These meetings are held to discuss the academic programme and follow through the academic calendar issued by the university. For the preparation of semester, CLMC and DLMC are convened at the beginning and end of each semester.

- At the beginning of each semester, a teacher prepares a semester plan of teaching and forwards a copy to the IQAC coordinator through the head of the department. Periodic review of Department council helps to know the progress, identify the difficulties, and act appropriately to ensure the committed coverage of the syllabi. DLMC review and evaluate the courses of each semester

- The departments carry out internal assessment based on student's performance in class tests, assignments, seminar presentations,

- The class attendance is taken hourly by the concerned teachers and consolidates monthly . The final evaluation of students is made according to the university schedule.

- Towards the end of each semester, the Head of the Department publish the internals on the notice board. If any complaints received, they rectified it and forwarded to the university. Theory and practical examinations are conducted by university and also carries out the evaluation. The results of examinations are declared and score cards are issued by the university.

- AT the beginning of the semester respective subject teachers communicate evaluation blue print. Assessments are carried out as per the scheme of evaluation followed by the affiliating university.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

- IQAC plays a pivotal role in the teaching learning process in our college. It supervises and monitors the events related to the development of the college. It has been promoting quality enhancement and sustenance through self-appraisal, evaluation and feedbacks. In teaching and learning process feedback from various sources play a crucial role.

- Assessments are obtained through students feedback form, suggestions, personal feedbacks, communication from students and to some extent from peer assessment. IQAC gives prime concern to infrastructure facility for teaching learning process. There has been a remarkable progress in this area during last few years.

- As part of improving the facilities IQAC helped to set up many infrastructural facilities in the college. IQAC promotes quality enhancement, to keep abreast with the latest innovations and concepts in teaching and learning. Seminars and workshops are organized periodically to get aware of recent trends. Faculty members have the provision for availing FDP under UGC for undertaking research degree. It initiate steps to synergize inter departmental, inter-collegiate activities. It helps to have collaboration with various research and academic institutions. It ensures judicious, resourceful, advanced performance of academic, administrative, financial task.

- It assist the faculty to motivate the students and to provide them academic and personal counseling. Documentation of various programmes related to quality improvement is documented by IQAC. The annual quality assurance report (AQAR) is prepared by IAQC and forwarded to NAAC

- Teachers get an opportunity to attend seminars, workshops and conferences organized by universities, organizations and other institutions. Participation of faculty in orientation and refresher courses conducted by academic staff college of different universities are also promoted.

- Faculty members are also encourage to undertake research projects and publish their findings as research papers and articles for their social and academic commitments. Teachers are motivated to be resource persons outside the institution. Faculty members get an opportunity for interaction with external experts**.**

2.3.3. How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

- CBCS system helps to develop a shift from teacher centric approach to student centric platform.   The course-wise assignments, seminars, presentations, research-oriented projects etc. helps to promote interactive learning, collaborative learning and independent learning among students.

- With the CBCS system the old question pattern is changed in to a new one. The new model of question paper demands wider and deeper knowledge of the subject. It leads to application level of self learning and self improvement. ICT facilities instituted by the institution compliments its broad objectives of acquiring a student centric atmosphere.

- Interactive class room system enhances the learning facilities of the learners. The tutor-ward system, peer teaching have all contributed student friendly learning ambience. These systems help the faculty to bestow individual attention to every student. Students also entrusted with the responsibility of extension activities conducted within the college under the supervision of the college administration and with the help of local administration. A computer lab with fast internet facility helps the students to update their knowledge.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students for transforming them into life-long learners and innovators?

- Reading hub helps the student to develop reading skill.

- Creative thinking and writing skills are improved through encouraging them to design and contribute articles in college magazine, wall magazine and hand written magazine.

- Students are motivated to present a drama based on their learning material. They also participated in debates based on various subjects.

- Participation in NSS and various clubs like Nature Club, Media Club, Theatre Club, Debate Club, Film Club, Hindi club, literary club boost their team working skill, self esteem and individuality.

- All the students of VI semester undertake projects in the core course as part of their UG programme.

- The institution provides EDUSAT facility to all students to gather up-to date information and cope with modern technology.

- The college also provides INFLIBNET   facility to the students**.**

- Essay competition, poetry competition, posture competition etc are organized by NSS and WSU .

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

- The primary priority of the college is to provide quality education to augment the teaching-learning process. Cutting-edge technology aided education certainly enhances the learning experience of the students and also is an impetus to the faculty to improve and encompass modern trends in education.

- Interactive board installed in the college provides a unique learning and teaching experience. Moreover, audio-visual aids like LCD projectors, power point presentations, CDs etc. also enrich the knowledge and learning experience.

- The college has broad band internet connection in all the Departments, library and computer lab enabling the teachers and the students to update themselves. The full-

fledged science labs concerning science faculties impart practical along with theoretical knowledge to the students. The teachers also make use of online resource to prepare updated notes that are provided to the students as learning aids.

- The faculty members make use of this facility to update their knowledge, improve teaching using power point presentations and visuals. Interactive board available in the pg departments is put to optimum use for effective teaching. Every department and lab is furnished with scanners and printers which can be easily accessed by the faculty members.

2.3.6 How are the students and faculty exposed to advanced knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- The students are kept abreast of the latest knowledge gathered from news papers, journals, e-journals, magazines, and books available in the library. The college offers remarkable opportunity to all the students and the faculty to get exposed to advanced level of knowledge and skills pertaining to their relevant subjects.
- National seminars are organized annually by 5- 6 departments with the aid of UGC or state government
- Exceptional and prodigious experts are entrusted with the responsibility to deliver pertinent matter relating to specific subject and language during the state and national level seminars, workshops, orientations and lecture series conducted by the college.
- Teachers can avail authorized leave to participate in seminars, training programmes conducted by the university and other institutions, summer schools and workshops to update their knowledge concerning their field of study. It helps them to disseminate the same to the students during classroom interactions.
- The system of open course envisaged by the university encourages the learners to engage in inter-departmental studies. It is a unique experience for the students of one department to learn a specific subject of another department.
- The flexibility of open course is possible to the fifth semester BA BSc and B Com students. Topics related to general awareness; health and hygiene, traffic rules and environmental studies are amalgamated in the programmes conducted by the various

clubs of the college. It helps the learners to imbibe knowledge other than their primary subject of study

- The certificate course in Human Rights education , NGO Management , Tax Procedure and practice help the students to expose to advance knowledge

SEMINARS / CONFERENCE ORGANIZED BY THE COLLEGE

SL NO	TITLE	SPONSORING AGENCY	HOSTED DEPT	YEAR
1	FINANCIAL INCLUSION FOR INCLUSIVE GROWTH	DCE	COMMERCE	19-20 JAN 2012
2	CURRENT ECONOMIC ISSUES AND DEVELOPMENT	DCE	ECONOMICS	24-25 JAN 2012
3	COMMUNICATION VIA CULTURE	DCE	ENGLISH	29-30 NOV 2011
4	THE BIRTH CENTENARY OF VYLOPALLI	DCE	MALAYALAM	17-18 NOV 2011
5	THE METHODOLOGY OF SCIENCE	DCE	MATHEMATICS	25-26 AUG 2011
6	THE ESENTIALS OF LATEX	KSHEC	MATHEMATICS	8-9-DEC 2011
7	URBAN DEVELOPMENT IN INDIA EMERGING TRENDS	UGC	SOCIOLOGY	21-22 JULY 2011
8	HUMAN RIGHTS; A SOCIOLOGICAL PERSPECTIVE	UGC	SOCIOLOGY	1-2-DEC 2011
9	SOCIAL EXCLUSION AND SOCIAL DEVELOPMENT	DCE	SOCIOLOGY	10-11 JAN 2011
10	ETHICS OF SOCIAL SCIENCE RESEARCH	DCE	COMMERCE	11-12 FEB 2013
11	LANGUAGE AND LITERATURE OF TRAVEL	DCE	ENGLISH	27-28 NOV 2012
12	KERALA ECONOMY ISSUES CHALLENGES	DCE	ECONOMICS	5-6 FEB 2013
13	NAARI VIMARSH MEIN LEKHIKAON KE YODAN	DCE	HINDI	13-14 DEC 2012
14	NAVAMADHAYAMANGALUM	DCE	MALAYALAM	15-16 NOV 2012

	MALAYALIYUDE SAMSKARIKA JEEVITHAVUM			
15	COMPUTER AIDED MATHS TEACHING	DCE	MATHEMATICS	3-4 JAN 2013
16	FUZZY SETS AND FUZZY LOGIC WITH ITS APPLICATIONS	UGC	MATHEMATICS	14-15 FEB 2013
17	NGO MANAGEMENT	DCE	SOCIOLOGY	19-20 FEB 2013
18	*Readings and Rereading in Culture, Literature, and Film*	DCE	ENGLISH	DECEMBER 2013
19	*The Supernatural 2014-15*	DCE	ENGLISH	DECEMBER 2014
20	Food 2015-16	DCE	ENGLISH	DECEMBER 2015
21	Graph Theory		MATHEMATICS	4-5 December 2014
22	Participatory Learning and Action(Residential Programme	UGC	SOCIOLOGY	28-30 JAN-2015
23	Participatory Governance: Problems and Prospects	DCE	SOCIOLOGY	NOVEMBER 2014
24	Media and Society	DCE	SOCIOLOGY	NOVEMBER 2015

2.3.7 Detail (process and the number of students \benefited) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

	number of students benefitted			
Programme	2011-12	2012-13	2013-14	2014-15
WWS	30	30	30	30
ASAP		30	30	30
SSP	150	150	150	150
Remedial Coaching	52	50	Nil	Nil
Career counseling	40	40	45	42
Personal counseling	17	23	17	12

2.3.8. Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

- In addition to the conventional chalk and talk method, innovative and latest trends in the teaching-learning process are adopted by the faculty members to enrich the learning capabilities of the learners. Lecture method is a common method followed by all the departments.

- Apart from it, the teachers make use of the state-of-the-art infrastructural facilities implemented by the college to provide maximum possible exposure to the learners.

- In order to get acquainted with the latest trends in education the college encourages the faculty members to participate in orientation programmes, workshops, seminars, refresher and orientation courses offered by the university and other institutions. The information gathered by the faculty members during the various training sessions helps them to impart the same to the students to broaden the vistas of knowledge.

- ICT assisted teaching and learning process has been a grand success in contributing abundantly to the learning experience of the learners. The smart classroom, interactive board, LCD projector, power point presentations and educational CDs all influence and create a positive impact upon the teaching-learning process.

- Students are encouraged to submit their assignments and project reports online so that the use of paper can be reduced. Hands-on learning is encouraged through field visits, industrial visits and project works. Students are motivated to access digital learning materials and e-books for data collection. The faculty members are given full freedom in adopting their own effective approach in transacting the curriculum.

2.3.9 How are library resources used to augment the teaching-learning process?

- The general library is well equipped and computerized with infrastructure and facilities complementing the infrastructural facilities available in the college.

- Easy accessibility, sufficient seating capacity, ample number of books pertaining to various disciplines of study is the hallmark of the library.

- The books are catalogued and the checklist made available to the students and the faculty facilitating easy accessibility and accountability.

- All the students who are admitted in an academic year are members of the library.

- Apart from printed books, reference texts, magazines, journals, newspapers are available in the library

- The e-library concept has enabled the students to manipulate and extract latest and modern information and data utilizing e-resources.

- The students are given a congenial ambience and are permitted to lend book regulated by the norms of the college library.

- However, reference texts are meant to be read and referred within the library.

- Yearly addition of new books is an added advantage to maintain and remain in the foray to assimilate knowledge.

- The up gradation of library with latest editions of books and reference texts supplements the entire learning process.

- All the prescribed books as per syllabus is available in the library

- Furthermore, the PG Departments has department library that can be utilized by both the faculty and the students.

- Books meant for competitive examinations are also available in the central library

2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

- The college seizes all possible endeavors and measures to complete the curriculum within stipulated time frame.

- Inadvertent reasons like public *hartal*, bus strikes, *bandh*, harsh weather, government declared holidays etc., disrupt regular classes.

- It is compensated with extra classes taken by the teachers during holidays.

- Also, extra classes are conducted before and after the regular class hours.

- Transformation from annual scheme to semester scheme has aggravated the condition.
- The curricular, co-curricular and extra-curricular activities to be completed in a semester with time constraint demands high level of professionalism from the teachers.
- It is a matter of fact that the faculty members shoulder the responsibility and individually arrange extra classes and extended sessions with prior permission from the HOD and the Principal

2.3.11. How does the institute monitor and evaluate the quality of teaching learning?

- All provisions are made by the college for an academic audit to monitor and evaluate the quality of teaching- learning process.
- The results of the internal and university examinations are the indicators to gauge the quality of education imparted to the learners. The performance of the students are closely observed and scrutinized and remedial measures are taken if necessary.
- The feedbacks obtained from the students provide the necessary impetus for the teachers to understand the students and to comprehend their proficiency skills in teaching. The feedbacks are collected by the teachers in every semester.
- The comprehensive evaluation of the teachers by the students is an effective scheme to analyze and assess the personality of the faculty. Moreover, it also provides an opportunity for the faculty to eliminate negative traits, if any and to improve their tutoring ability.
- The PTA meetings held regularly enable the teachers to comprehend the learners and identify the corrective methods to be adopted for negating the shortcomings.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management (recruitment and retention) of its human resources (qualified and competent teachers) to meet the changing requirements of the Curriculum.

- Being a Government College the faculty members are selected by the Kerala Public Service Commission. . The qualifications and selection procedures are prescribed by the Government in accordance with UGC and University.
- The college has two categories of teachers- permanent faculty and Guest faculty. Permanent teachers are either newly recruited or transferred and posted from other Government Colleges. In the absence of required number of permanent teachers, guest faculties are selected by the College Principal from the list provided by the Deputy Director of collegiate education. Their qualifications and selection procedure is also as per the guidelines issued by the Government of Kerala.
- The College requires 31 teachers for handling various subjects. Out of this 29 are regular. Our institution never finds any difficulty in handling courses with regard to the shortage of qualified competent and experienced teachers.

TEACHER QUALIFICATION (PERMANENT FACULTY)

HIGHEST QUALIFICATION	ASSOCIATE PROFESSOR		ASSISTANT PROFESSOR		TOTAL	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
PhD	3	1	1	4	4	5
MPHIL	0	0	1	I	1	1
MA	0	0	7	11	7	11
TOTAL	3	1	9	16	12	17

TEACHER QUALIFICATION (TEMPORARY FACULTY)

HIGHEST QUALIFICATION	ASSOCIATE PROFESSOR		ASSISTANT PROFESSOR		TOTAL	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
PhD						
MPHIL			1	1	1	1
MA						
TOTAL			1	1	1	1

2.4.2 How does the institution cope with the growing demand/scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging area) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

- The University of Kerala to which the college is affiliated has revised the curriculum and syllabus of both the UG and PG courses with the implementation of the CBCS pattern into 2010.

- Accordingly, technical and academic orientation programmes were conducted by the University to enlighten the new and the existing faculty regarding the vision attitude and commitment envisaged in the teaching-learning process.

- The Director of college Education who is the employer is keen in retaining a balance between the senior and junior faculty members.

- The senior faculty members share their expertise and experience with the junior faculty orienting them towards achieving the goals and objectives of the institution.

- The college conducts orientation and awareness classes every year to accustom the new faculty members on the recent trends and changes in the education field.

- The orientation programmes thus conducted are handled by proficient experts in the respective fields.

❖ The teachers who has got training in England and other national reputed institutions under FLAIR programme impart their expertise to other collegues for enhancing skills in teaching learning process

❖ The college also has a provision of inviting expert faculties in emerging areas with the help of GOK , PTA and UGC fund

SL NO	NAME AND DESIGNATION OF EXPERT	AREA	SPONSOR	YEAR
1	DR KRISHNANAN	MATHEMATICS	DCE	2012
2	DR RAJOO KRISHNAN	STATISTICS	DCE	2013
3	DR SOMASEKHARAN PILLAI	STATISTICS	DCE	2014
4	PROF KEVIN BALCHIN	ENGLSIH	DCE	2013

5	DR K C AJAYAKUMAR	HINDI	DCE	2013
6	DR B A PRAKASH	ECONOMICS	DCE	2013
7	DR MARY GEORGE	ECONOMICS	DCE	2013
8	DR JOHN KATTAKAYAM	SOCIOLOGY	UGC	2013
9	DR THARA BAI	SOCIOLOGY	UGC	2013
10	DR CHANDRA PARASAD	PSYCHOLOGY	WWS	2013
11	DR M B SANTHOSH	NEWS EDITOR	WWS	2013
12	DR REGUNATHAN PILLAI	EDUCATION	WWS	2013
13	SRI AMAR RAJAN	EDUCATION	WWS	2013
14	DR B RAJASEKHARAN	CIVIL SERVICE	PLACEMENT CELL	2012
15	DR JANAKI	COUNSELLING	PLACEMENT CELL	2013
16	SRI T P SRINIVASAN	EDUCATIONIST	UGC	2012
17	DR CHANDRABABU	AGRICULTURE	NSS	2012
18	MS USHA KUMARI	CRIME AND WOMEN	WWS	2012
19	DR M K C NAIR	PSYCHOLOGIST	WWS	2014
20	ADV RAJENDRAN	LEGAL SERVICES	NSS	2014
21	DR JAYAPRAKASH	ECONOMICS	DCE	2013
22	DR M R TAMBAN	MALAYALAM	DCE	2013
23	DR RESIA BEEGOM	COMMERCE	DCE	2014
24	DR LALA DAS	ENVIRONMENT	ENVIRONMENT CLUB	2014
25	K GOPALAKRISHNAN	LITERATURE	LITERARY CLUB	2015
26	DR ANTONY	CAREER GUIDANCE	WWS	2015
27	FR JOY JAMES	COUNSELLING	WWS	2015
28	DR LAL	MEDIA	DCE	2015
29	DR B V SASI KUMAR	CULTURE	DCE	2015
20	DR PARTHASARATHY	URBAN DEVELOPMENT	UGC	2012
21	SURESH SINGH	APPLIED MATHEMATICS	PTA	2013
22	VARGHESE ABRAHAM	GRAPH THEORY	UGC	2014
23	SUNNY KURIAKOSE	FUZZY SET	DCE	2015
24	DR BABU	APPLIED MATHS	DCE	2013

2.4.3 Providing details on staff development programmes during the last four years elaborate the strategies adopted by the institution in enhancing the teacher quality

Nomination to staff development programmes:

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	18
HRD National Workshop	4
Orientation programmes	13
Staff training Workshop conducted by university	4
Staff training Workshop conducted by other universities and institutions	3
Summer / winter school	3
Faculty Development Programme	8
PDF	1

List of faculty who have undergone staff training programmes

Sl no	Name of teacher	Type of course	Period / days	Organizer
1	Dr Rani	Summer school	21	ASC Uni of Kerala
2	Mr Sinish	Refresher course	21	ASC Uni of Kerala
3	Mr Abduraheem	Short term course	7	TISS Mumbai
4	Dr Jyothi Nair	Short term	30	England
5	Dr sajeev	Short term	7	DCE
6	Dr Abraham Vijayan	Short term	7	DCE

7	Dr Rejula P K	Short term	7	DCE
8	Mr Abduraheem	Orientation course	28	ASC Calicut uty
9	Sri JohnRose	Refresher course	21	ASC Uni of Kerala
10	Ms Shabana Habeeb	Short term	7	Delhi university

b. Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching- learning

- A two day workshop on informatics sponsored by Kerala State Higher Education council in 2010-11
- A half day awareness programme on INFLIBNET to teaching and non teaching staff
- A full day training programme on FOSS
- A full day training programme on Edusat Programme
- A full day training programme on innovations in education from Southampton university English
- A full day training programme on SPSS

c) Percentage of faculty

- 32 % were invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies
- 94 % participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies
- 62 % Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies

2.4.4 What policies/systems are in place to re-charge teachers? (Eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

- Being a college affiliated to 12 (B) of UGC teachers are eligible for availing major and minor projects of UGC (I major project and 7 minor projects competed in last 5 years)

- One teacher availed UGC research award scheme of UGC

- One ICSSR major projects

- 7 FDP fellows completed PhD

- 3 FDP is availing now

- 2 FDP sanctioned

- The research committee is actively motivating teachers to publish research papers and books

	Name of Faculty Member	Nature of Facility Availed	Duration (Years)
1	Sunil John J	UGC Research Award	2
2	Jyothi S Nair	ICSSR Fellowship	2
3	Subash T	FDP	3
4	Biju S K	FDP	3
5	Sreelekha	FDP	3
6	Jiju Jacob	FDP	3
7	Sreedevi	FDP	3
8	Sunija beegom	FDP	3
9	Meera Baby	FDP	2

2.4.5 Give the number of faculty who received awards / recognitions at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance and achievement of the faculty.

- Dr Sunil John has got UGC Research award

- Dr Jyothi S Nair has got FLAIR international selection

- Mr Abduraheem. MP has got FLAIR national selection

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching- learning process?

- The faculty members themselves collect the feedback of students to better the teaching learning practice.

- The Statistical cell regularly takes feedback from the students at the end of each semester through specially designed questionnaire, and the data thus received is reviewed by the faculty members concerned and required alterations in teaching strategies and methods are effected in the subsequent semesters.

- Through class PTAs teachers get feedback from parents

- The Head of the institution collects the feedback on teachers from external peers visiting the institution as examiners of practical examinations. Their suggestions are passed to the faculty members for improvement of teaching. The procedure facilitates the teaching - learning process.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

- the evaluation is strictly in accordance with the rules laid down by university of Kerala and the evaluation process is presented in college calendar

- when the new system was introduced special training was given to all teachers by the university

- in UG the evaluation is in the form of 80 external and 20 internal mark and in PG it is 75 and 25

- the internal mark had three components attendance , class test and seminar / assignment

- the Department Level Monitoring Committee (DLMC) and College level Monitoring Committee (CLMC) monitor the internal marks

- the previous question papers are made available to students for reference both in department and central library

- Students are also informed of the schemes of evaluation, updates on curriculum revision, alterations in the question patterns and do's and don'ts during practical examinations.

- Model examinations are conducted before the university semester examinations to prepare students to face the examinations with confidence.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- Being a affiliated college there is no scope for reforming the examination especially in end semester examination
- In the continuous evaluation section the overall performance of the student is taken in to consideration especially in class test and seminar/ assignment

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the University and those initiated by the institution on its own?

- University publishes its academic calendar at the beginning of each semester which is communicated to the students at the earliest
- Based on that calendar the College level monitoring Committee (CLMC) of the college fixes the dates of internal examination and other continuous evaluation sections
- Any grievances regarding CE marks are properly addressed at three levels department level , college level and university level

2.5.4 Provide details on the formative and summative evaluation approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system?

- As a part of the formative evaluation, internal assessment grade points and grade are given to the students based on presentation of seminar, attendance, project, assignment and written tests (objective and descriptive) as prescribed by the University
- Conduct of two internal examinations in the centralized manner ensures the uniformity and transparency of the examination system.
- Summative evaluation is through examinations conducted at the end of each semester by the University in both theory and practical courses.

- Project based learning by grouping the students ensure group learning and research skill development

2.5.5 Detail on the significant process improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weigtages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

- 25 percent of the total marks was given as internal assessment which is given as per the stipulations of university of Kerala
- 100 percent transparency is ensured in the internal assessment. The overall performance of the student is taken in to consideration while giving internal marks

2.5.6 What are the graduates attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?.

The important attributes specified by the college are

- independent thinking
- critical thinking
- self reliance
- communication skills
- social responsibility

The training given by the college is based on the inculcation of all these factors

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

At the College level:

- The Department Level Monitoring Committee (DLMC) and the College Level Monitoring Committee (CLMC) are entrusted with the responsibility to redress the grievances of the students, if any.
- Any grievances need to be addressed at the University level are forwarded through proper channel by the Principal.
- Furthermore, Complaint and Suggestion boxes are placed at various locations in the college.
- The suggestions and recommendations of the students are received with due consideration and appropriate steps are initiated for implementation

At the University level:

- The University also has formed a Student Grievances Cell which considers matters regarding both Continuous Evaluation (CE) grades as well as the grades of End Semester Evaluation (ESE) conducted by the university. It offers an opportunity to the students to get their answer scripts re-evaluated within a stipulated time.

2.6 Student performance and Learning Outcomes

2.6.1 Does the College have clearly stated learning outcomes? If 'yes', give details on how the students and staff are made aware of these?

- The college have clearly stated its learning outcomes , vision and mission
- The learning outcomes are clearly stated and published in our website , college calendar etc
- The Department Level Monitoring Committee, DLMC) , College Level Monitoring Committee (CLMC), class PTAs and college council is very keen to the achievement of learning outcomes

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student's results/achievements (Programme/course wise for last four years)

and explain the differences if any and patterns of achievement across the programme/courses offered.

2011-12

SL No	Course	Subject	Pass percentage	University average	University rank
1	BA	Communicative English	70.41	67	
2	BA	Economics	65.15	55	
3	BA	Sociology	57	52	I
4	B Com	Tax Procedure & Practice	88.32	84	I
5	BSc	Mathematics	60.6	65	

2012-13

SL No	Course	Subject	Pass percentage	University average	University rank
1	BA	Communicative English	73.91	69	II, III
2	BA	Economics	79.55	74	
3	BA	Sociology	78	73	
4	B Com	Tax Procedure & Practice	92.31	88	
5	BSc	Mathematics	55.56	51	

2013-14

SL No	Course	Subject	Pass percentage	University average	University rank
1	BA	Communicative English	67.75	65	I, II
2	BA	Economics	66.67	62	
3	BA	Sociology	70	67	

4	B Com	Tax Procedure & Practice	76.32	70	
5	BSc	Mathematics	66.67	65	
6	MA	Sociology	73.68	70	

2014-15

SL No	Course	Subject	Pass percentage	University average	University rank
1	BA	Communicative English	78.13	72	
2	BA	Economics	64.91	60	
3	BA	Sociology	58	58	
4	B Com	Tax Procedure & Practice	92.59	91	II
5	BSc	Mathematics	65.52	60	
6	MA	Sociology	75.8	75	

List of university Toppers

Name of the Student	Rank/Position	Course	Year
Vijayalekshmi	I	BA Sociology	2011
Vijitha U P	I	B Com	2011
Sreeja R S	II	B Com	2011
Nandu B	III	B Com	2012
Uma B L	II	BA English	2013
Nayana S P	III	B A English	2013
Aswin	II	B Com	2014
Shruthi Mohan	I	BA English	2014
Varsha S S	II	BA English	2014
Sreedhanya	II	B Com	2015
Anu M	II	B Com	2015

2.6.3 **How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

- Individual attention is given to each and every student through tutorial system
- Qualified and experienced faculty
- Class PTA and continuous interaction with parents
- Participation of students in WWS, ASAP or SSP

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

- WWS
- ASAP
- SSP
- Career Guidance cell
- Research Committee

2.6.5 How does the institution collect and analyze data on student learning outcomes   and use it for planning and overcoming barriers of learning?

- The results of the out-going students are sure tools to analyze the learning outcomes of the institution.
- Each DLMC and the CLMC have been constituted to evaluate the teaching-learning process including the university examination results.
- The class tutors monitor the slow learners to find out the exact reason of their low performance and give necessary suggestions and motivations.
- If needed, counselors are made available to them

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

- The continuous assessment of student performance is ensured with a proper, focused examination system consisting of internal assessments, seminars, class performances and semester exams.

- Whenever University updates the curriculum, the Institution implements the same. Special tutorial sessions are organized for weaker students.
- Department works for the overall development of the students through regular teaching, extension, training and research activities.
- Career guidance and counselling are provided through the institution to students

2.6.7 Does the institution and individual teachers use assessment / evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

- Internal examinations
- Class PTSs
- DLMC and CLMC Meeting
- Result review meetings

CRITERION III
RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

The first Post Graduate course was allotted to the college only on 2011.The first batch of the MA Sociology passed out in 2013.The Department of Sociology has fulfilled all the criteria for Recognition as a Research Centre. Application has been forwarded to University of Kerala, PG Department of Sociology will be soon upgraded to the Research department once the final sanction is provided by the University.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

The Research Committee of the college is one of the statutory bodies constituted by the Staff Council. The Committee is constituted of all the Heads of the major departments, IQAC Convenor and the UGC Convenor. The Committee is reconstituted each academic year to include faculties who are transferred to the college. The Research committee has constituted a subcommittee to collect and disseminate all the communications regarding submission of proposals for Major and Minor Research Projects, conduct of national seminars and workshops,last date for manuscript subscriptions to various journals etc. The impact is has created

The following is the members of the research committee

Prof. Laila Das	Principal
Dr Abraham Vijayan	Vice principal
Dr Jyothi S Nair	Convenor Research Committee
Dr Anil	Member
Dr Sunil John	Member
Dr Sajiv	Member

Important activities

- Disseminate news relating to research funding
- To avail more research grants
- Recommend MRP of UGC
- To pursue teachers to undertake more research work

Major outcomes

- One faculty was awarded Research Award by the University Grants Commission in 2012
- 20 National seminars were conducted under the sponsorship of Directorate of Collegiate Education
- 4 national seminars were conducted with the help of UGC
- 2 workshops were conducted with the help of Kerala State Higher Education Council
- One seminar was conducted with the help of Centre for Biodiversity
- 4 faculties of the college were sanctioned Minor Research Projects by the UGC
- 1 Major Research Project one sponsored by UGC
- 1 major research sponsored by ICSSR

3.1.3What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?

- **autonomy to the principal investigator**-Being a Government College as part of the regular transfer some faculties undertaking UGC sponsored Minor Projects were transferred and posted to this college. The college has undertaken all the official support for the smooth transfer of the project to this college.

- **timely availability or release of resources**-As the College is registered under the RTGS facility of the UGC, the funds for the research projects is quickly transferred .Funds received for research related activities are released immediately due to the efficient working of a well equipped office at the college.

- **Adequate infrastructure and human resources**-The College was until recently space crunched so separate space was not available for the enabling workstations for Major Projects. The addition of a new block will provide more space and infrastructure prospects to the present researchers at the campus

- **Time-off, reduced teaching load, special leave etc. to teachers**-The teachers are not entitled to any leave for undertaking research activities. Being mainly a graduate college the faculties undertaking Major Projects were provided some relaxation in teaching hours during odd semesters.

- **Support in terms of technology and information needs** –The students and the faculties of the college were registered with the INFLIBNET each having a username and password. The college is having a fully enabled EDUSAT video conferencing facility and classroom facility.

- **facilitate timely auditing and submission of utilization certificate to the funding authorities**-The fully equipped college office provides all the secretarial assistance to the faculty for the auditing and submission of Utilization Certificate

- **any other**-The Research Committee in its meeting records the information regarding the possible date for the submission of the project and the Principal Investigators informs the Committee on the status of the research projects

3.1.4What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The students as part of the curriculum have to undertake group based and individual research projects. The College manages to produce some fine quality research work by motivating the graduate students to pursue individual projects.
As part of the National Social Service Scheme the students of the college has conducted survey on the mental health of the students in the college.

3.1. 5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

Details of research Guides

Sl No	Name	Designation	Department
1	Dr Abraham Vijayan	Associate Professor	Sociology
2	Dr Sunil John J	Associate Professor	Sociology
3	Dr Jyothi S Nair	Assistant Professor	Sociology

List of Major and Minor Research Projects undertaken by faculty

Sl No	Name	Department	Status
1	Dr Abraham Vijayan	Sociology	Completed
2	Dr Rejula P K	Sociology	Completed
3	Dr Jyothi S Nair (UGC)	Sociology	Ongoing
4	Dr Jyothi S Nair (ICSSR)	Sociology	Completed
5	Dr Anil V	Statistics	Completed

6	Dr Rani	Commerce	Completed
7	Ms Sreedevi	Commerce	Completed
8	Dr Sarun	Commerce	Completed
9	Dr Chris George	English	Completed
10	Dr Vani	English	Completed
11	Dr Sajeev	Physics	Ongoing

List of faculty having PhD

Sl No	Name	Designation	Department
1	Dr Abraham Vijayan	Associate Professor	Sociology
2	Dr Rejula P K	Associate Professor	Sociology
3	Dr Sunil John J	Associate Professor	Sociology
4	Dr Jyothi S Nair	Assistant Professor	Sociology
5	Dr Sindhu C A	Assistant Professor	Sociology
6	Dr Anil	Associate Professor	Statistics
7	Dr Sajeev	Assistant Professor	Physics
8	Dr Rani	Assistant Professor	Commerce
9	Dr Sreelekshmi	Assistant Professor	Malayalam

List of faculty undergoing   PhD

Sl No	Name	Designation	Department
1	Mr Abduraheem	Assistant Professor	Sociology
2	Ms Chitra S Nair	Assistant Professor	Sociology
3	Ms Meera Baby	Assistant Professor	English
4	Ms Leena	Assistant Professor	English
5	Mr Nalin Ganesh	Assistant Professor	English
6	Ms Praseetha	Assistant Professor	English
7	Mr Sinish K V	Assistant Professor	Economics
8	Mr JayaKumar	Assistant Professor	Malayalam
9	Ms Shabana Habeeb	Assistant Professor	Hindi

3.1.6Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.
Following are the themes around which many of the workshops/Seminars were conducted for last four years

- **Biodiversity Conservation** –Documentary on mangroves ,campaign for planting trees followed by planting of trees in the campus and in the premises of a nearby public school
- **Mental Health**-services of a counselor was provided
- **Participatory Research and Action**-Students were provided on the field experience after the theory class
- **Local Governance and Democracy**: The students and faculty were provided enlightening session on how to be a responsible citizen by participating in Gram sabha
- **Social Exclusion**: The seminar was quite educative as the different dimensions and nuances of exclusionary practices in society was presented by different presenters
- **Urban Development**: The seminar brought in academicians, planners, policy makers and activists to engage in a dialogue on the possible ways of urban resurgence.
- **Human Rights**: The seminar generated a rich discourse on the protective measures and the role of enforcing agencies in Human Rights protection
- **Financial Inclusion**: The Seminar brought in academicians, banking and insurance professionals, policy makers to discuss and deliberate on the possible challenges and prospects of financial inclusion
- **Goods and Services Tax**:The seminar was very contextual and the students and faculty were enriched due to the interaction with the policy makers and the tax consultants
- **Travel Literature:** Time and space was delimited in the two day seminar on travel literature. It generated many motivated students writers to take up writing much confidently

3.**1.7 Provide details of prioritized research areas and the expertise available with the institution.**

Sl.No	Name of faculty	Area of expertise.
1	Dr.Abraham Vijayan	Agrarian relations, Environmental Sociology
2	Ms.Meerababy R	Linguistics, ELT
3	Ms.Leena T.L	Grammar, ELT
4	Dr.Sajeev.D	Quantum Optics and Quantum communication
5	Mr.Vimal Kumar	Kerala Studies ,Regional History
6	Ms.Praseetha P	Cultural Studies ,Gender Studies
7	Ms.Rekha V.G	English Literature and Drama
8	Ms.Vineetha Menon	Literary Theory
9	Ms.Jeeja A.V	Open source softwares, Graph Theory
10	Mr,Roosevelt.M	Income Tax, Goods and Services Tax
11	Dr.Rani .L	Energy Management, Entrepreneurship Development
12	Ms.Thushara.R.V	Income Tax,GST
13	Ms.Shabana Habeed	Cultural Studies
14	Mr.Sameer S	International Politics-South Asia
15	Dr.Sajeev.D	Quantum Optics and Quantum communication
16	John Rose	Graph Theory
17	Dr.Sunil John J	Urban Studies, Poverty and Social Exclusion
18	Dr.Rejula P.K	Gender Studies, Substance & Drug abuse
19	Dr.Jyothi S Nair	Development Studies, Social Exclusion
20	Dr.Sindhu C.A	Family,kinship and Marriage in South India ,Research Methods
21	Abduraheem.M.P	Social change-Intra and intergenerational, Social Networking and media analysis
22	Chitra S Nair	Gerontology, Sociology of Medicine
23	Dr.Sreelekshmi S.K	Folklore, Kerala Studies

24	Jayakumar R	Mass Education, Malayalam poetry
25	Sineesh.K.V	Public Finance and Budget Analysis
26	Nalin Ganesh	Cultural Studies
27	Priya P.S	English Language Skill
28	Sindhu V.S	Physical Education, Athletics,

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

- The college is focused on providing the teachers and the students an apt stage to develop and nurture their research capabilities.
- In order to foster the research aptitude various eminent resource persons expert in their respective disciplines of study are invited to the college to have interactive sessions with both the faculty and the students.
-

The list of resource persons invited to the college is given below:

Sl No	Name of scholar	Designation
1	Kevin Balachin ,	Canterbury Christ Church University
2	Dr Parthasarathy	IIT Bombay
3	T P Sreenivasan	Vice chairman KSHEC
4	Dr B A Prakash	Chairman State Fiancé Commission
5	Dr Mary George	Member Public expenditure review committee
6	Dr Om Kumar	IIM Kozhikodu
7	Dr Prabahsh	Pro vice Chancellor University of Kerala
8	Dr J J Kattakayam	Director ASC University of Kerala
9	Fr Joy James	Rector Loyola Institutions TVM
10	DrJustine Padamadan	Chief consultant Psychologist
11	Dr E Krishanan	Mathematician
12	K S Subash	Media Activist
13	Dr. JB. Rajan	KILA Thrissur

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

The faculty members avail leave under FDP for the completion of their research. They are granted leave as stipulated by the state and UGC norms. Among the faculty, 20% have utilized Sabbatical Leave for research that has enabled the teachers to spend maximum time in acquainting with the latest trends in research methods of their respective fields which in turn help to empower the knowledge of students and explore their potentials

Sl no	Name	Department	Type of leave	Status
1	Sreelekaha R G	Political Science	FIP (3 yrs)	Awarded
2	Sunija Beegum	Economics	FIP	awarded
3	Biju S K	Commerce	FIP	Awarded
4	Sreedevi	Commerce	FIP	Ongoing
5	Meera Baby	English	FDP	Submitted
6	Juju Jacob	English	FDP	Submitted
7	Sunil John	Sociology	Research Award	Submitted
8	Leena	English	FDP	Selected
9	Praseetha	English	FDP	Selected
10	Biju. SK	Commerce	FDP	Awarded
11	Subhash T	Commerce	FDP	Awarded

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

Many of the student's group research projects have brought out finding which has practical implications.

- The group research project on the problems of elderly has prompted the students to

understand the psychological and emotional needs of the elderly population who are institutionalized , which has led to students frequent visits of old age homes\care homes.

- The commerce students' group project related to entrepreneurship development has materialized in their creation of a brand of Jackfruit chips preparation which was successfully marketed by the students.

- The Sociology students have prepared a video documentary on the Siddha Marma Hospital, Kanjiramkulam for increasing awareness among the public on this traditional system of medicine. The documentary was uploaded to YouTube which was appreciated well.

- The KAP survey conducted on the Mental Health in association with the Department of Psychiatry, Medical College, Thiruvananthapuram conducted by our students, put forward the need for more awareness programmes on Mental Health thus resulting in opening of Open Kiosk at Railway Station, Thiruvananthapuram.

- The 3 minute documentary prepared by our Sociology students has highlighted the major extension activities promoted by our college, which was later uploaded to the YouTube.

- The Sociology students have prepared a documentary on the Vizhinjam International Seaport Terminal which is under construction, to sensitize the society on the changes that the area will witness and the precautions to be taken.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

The Plan fund available to the college has set apart a head on Faculty Development Programme which is utilized for the Research and Research oriented programs in the College.

Percentage of total budget earmarked for research

2010-11-6%   2011-12-8%

2112-13-7%   2013-14-8%

2014-14-9%

The Heads of expenditure and Financial Allocation and Actual Utilization

Sources and Heads of expenditure	2010-11	2011-12	2012-13	2013-14	2014-15
FDP(State Plan Fund)	1,80,690 6%	2,11,213 7%	2,04,511 7%	2,13,600 8%	2,30,515 9%
UGC National seminars	1,00,000	-	-	-	1,40,000
UGC Major and minor Projects	40,000	50,000	2,63,000		75,000
ICSSR Major Research Project	-	88,600	88,600	-	-
Centre for Environment Development	-	-	30,000	-	-
Kerala State Higher Education Council	-	48,909	-	-	-

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

The college don't have any provision for providing seed money, but in case of exigencies the Principal Investigators are provided funds in advance from the PTA fund.

3.2.3What is the financial provisions made available to support student research projects by students?

- Financial support for fieldwork, industry visits, survey etc. is provided to deserving students on request.
- As part of the Add on courses and the Human Rights Advanced and Foundation courses surveys on child rights finance is availed by the students

3.2.4 **How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

- Sociology faculty of our college and Commerce faculty of the Govt Arts College, Trivandrum has worked together in the publication of the book on Urban development. it was published by Discovery Publishing House recently

- Sociology faculty and the Economics faculty of the University of Kerala has worked on developed a measurement index for analyzing the productivity of the Vegetable Clusters in Kerala. The project was funded by the Kerala State Planning Commission.

- The UGC sponsored National Residential Workshop on Participatory Learning and Action conducted by the Department of Sociology was primarily involving interdisciplinary research and the participation of the Architecture Post Graduate students, Social Work Students enriched the every interactive session of the workshop.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

- The College provides the services of the computer centre for undertaking the research related computer access.
- The facilities of the EDUSAT are also provided to the students.
- Central library and INFLIBNET is also availed by the staff and students

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

Being primarily a College involved in imparting Under Graduate Education, the College has not yet received any special grants from industry or other agencies for developing research facility.

3.2.7Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Sl No	Name	Agency	Amount	Status
1	Dr Abraham Vijayan	UGC	35000	Completed
2	Dr Rejula P K	UGC	55000	Completed
3	Dr Jyothi S Nair (Major)	UGC	751200	Ongoing
4	Dr Jyothi S Nair (ICSSR)	ICSSR	596925	Completed
5	Dr Anil V	UGC	25000	Completed
6	Dr Rani	UGC	80000	Completed
7	Ms Sreedevi	UGC	45000	Completed
8	Dr Sarun	UGC	90000	Completed
9	Dr Chris George	UGC	50000	Ongoing
10	Dr Vani	UGC	75000	Completed
11	Dr Jyothi S Nair (Co)	Planning board	50000	Completed
12	Dr Sajeev D	UGC	10000	Ongoing

3.3 Research Facilities

3.3.1   What are the research facilities available to the students and research scholars within the campus?

- The one and only Post Graduate Department of the College, Department of Sociology has applied for University Recognition of its Research Centre.
- The computer centre offering wholesome services for the research purposes of the students like data entry, analysis and documentation is in the last lap of construction
- The central library also caters the needs of researchers

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

- The department of Sociology as and when it is recognized as a Research centre plans to create an ample space and infrastructure for the research scholars and the PG students.
- A *Research Hub for brainstorming* where the research scholars and the PG students can conduct weekly meeting on the latest development in their area of research.
- A *mini computer centre* with a collection of CD and Electronic Databases.
- A *journal desk* where the latest copies and abridged earlier volumes are available for reference
- As the area in which the college is located is very soon about to witness the international multipurpose Seaport proposed to be at Vizhinjam the college can conduct Social impact analysis and a Vulnerability analysis can be conducted .The development related challenges this relatively backward region with socially and economically backward population makes the social research more

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments / facilities created during the last four years.

Industry/Beneficiary agency	Project	Research facility
University Grants Commision	Major project	2 Steel Almirahs for Department Library 1 Computer table
Centre for Bio Diversity	Environmental consciousness	Medicinal plants and fruit bearing tree sapling
University Grants Commission	Add on courses	Reference books on Human Rights worth 40000
UGC	Minor projects	Books and equipments worth over one lakh

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

- The college is open to research scholars and students outside the campus to utilize the facilities available in the college for pursuing their projects/research under the guidance of faculty members in the college.
- The central library is also open to students of outside campus for reference, with permission.
- Temporary passwords were also given to access INFLIBNET
- Photocopying and internet facility is also given to scholars

3.3.5   Provide details on the library/ information resource center or any other facilities available specifically for the researchers?

- Library has a collection of more than 14500 books and subscribes several national journals. The students of the college are also registered under the NList facility for accessing e-resources.
- Special searing arrangements are provided to researchers
- Department of Mathematics and Commerce has a computer lab for facilitating hands on learning.
- Mathematics department has taken lead in popularizing Linux based computing among Maths students as well as among students from other departments and among Faculty members as well.
- The research centre attached to Dept of Sociology also given special facility to research scholars

3.3.6 What are the collaborative researches facilities developed/ created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.

Dr Sajeev of Department of Physics is collaborating with:

Research Institute   :Hyderabad Central University.

Collaborator   : Dr. Ashok Vudayagiri

Laboratory   : Quantum Optics Laboratory, School of Physics,

Topic   : Quantum Optics

Present Status   : Ongoing

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

Patents obtained and filed (process and product)

Dr. Sajeev D, Department of Physics

Patent Name   : "Quantum signals receiver with noise compensation, quantum cryptography communications system and method." M. Lucamarini, G. Di Giuseppe, R. Kumar, P. Tombesi, D Sajeev, A.Lazzari, G. Gradoni and D. Vitali,

Patent office   : *CCIAA Milano,Italy.*

Patent No.   : MI2009A001594, dated-18/09/2009

Original research contributing to product improvement

- The field survey conducted by the UG students of Sociology Department which throws light into the ethnic life style and deprivations of the tribal population at Karapuzha Dam was published in The Hindu Daily
- Research studies or surveys benefiting the community or improving the services
- A research report on the Siddha Marma hospital prepared.
- The PLA workshop has prepared a resource map, a seasonality calendar and a Venn diagram on the basis of the field survey .The Resource map of a ward in Olathanni Panchayat was prepared and the Venn Diagram of the infrastructural facilities and the accessibility of these services were assessed by the local participants during the workshop. The learning resources generated in the workshop was provided to the ward

members who facilitated this intervention.

Research inputs contributing to new initiatives and social development

- The PLA workshop has prepared a resource map, a seasonality calendar and a Venn Diagram on the basis of the field survey .The Resource map of a ward in Olathanni Panchayat was prepared and the Venn Diagram of the infrastructural facilities and the accessibility of these services were assessed by the local participants during the workshop. The learning resources generated in the workshop was provided to the ward members who facilitated this intervention

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

No, but the college is planning to publish one research journal with in an year

3.4.3 Give details of publications by the faculty and students:

Department of Malayalam

- Shooba K S, *2008, Vasavadatta Bahupadangal Nirmikkukayanu,* Kollam,M N Vijayan Samskarika Vedi

- Dr. E. Banargy *,Pranayavum Sahityakalayum* Kerala Bhasha Institute. June 2011.

- Dr. E. Banargy , "Thudikkunna Thaalukal" *Vijnanakairali*, September 2011. Vol. 42, Issue 9, 41-44

- Dr. E. Banargy "Pratinayakan" *Vijnanakairali*, December 2011. Vol. 42, Issue 12, 31-34

- JAYAKUMAR.R-IEDC Programme for disabled children and its influence on developing SEIF CONCEPT,SOCIAL ADJUSTMENT AMONG DISABLED. 2009-2010

Department of Sociology

I. Dr. Abraham Vijayan

- *Facets of Social Outliers*, Reliance Publishing House, New Delhi, 2013. ISBN: 81-7510-218-7

- "Social Exclusion and Agricultural Labourers" in *Facets of Social Outliers*, Reliance Publishing House, New Delhi, 2013. ISBN: 81-7510-218-7

- *An Introduction to Life Skill Education*, ISDA Publications, Trivandrum.2012. ISBN: 81-87503-03-3

- "New Trends in the Study of Social Sciences" in Studies in Social Sciences, Rajesh (Ed) Trivandrum.2014. ISBN: 9789351569343

II. Dr Sunil John J

- Free trade Agreement and Indian economy – Prospects, potentials and Experiments, B Digest Publications, 2013 (ISBN 978-81-923975-3-5) (Co – editor),2012

- "Financial inclusion – policies should be a passion and not a fashion for India's more inclusive growth" In Biju SK & Rani L (Eds) , Financial inclusion and inclusive growth, New Delhi , Regal Publications 2013

- Urban Poverty – Emerging trends and Concerns" In Dileep KG & Abraham Vijayan (eds) , Facets of Social Outliers , New Delhi , Reliance Publishing House 2013

- " Exploring new trends in the study of Social sciences and solution for the contemporary problems" In Rajesh (ed) Studies in social Sciences , Trivandrum ,2014

- " Calorie, Income or Vulnerability: The social dimensions of Urban Poverty in Kerala" In Studies in Development and Administration , Vol 24 No 1 January March 2014

- " Right to food and urban Poor in India " In Social Action , Vol 64 No 1 January March 2014

- "Gram Sabha, Direct Democracy and Good Governance: Some Lessons From Kerala" In Review of Social Sciences Vol 14 January June 2014

- Urban Development : Challenges , concerns and considerations (Co edited book) , Discovery Publishing House 2016 New Delhi (ISBN 978-93-5056-772-2)

III. Dr. Jyothi S Nair

- '*Right to 'state-society synergy': Strategies employed by Formal and Informal Community Based Organizations (CBOs)in Kerala'* accepted for publication by the Kerala Institute for Local Administration(Forthcoming)

- *Interdisciplinary Curriculum Designing: Lessons from Curriculum Innovation Fair, University of Southampton* to be published by FLAIR, Government of Kerala. (Forthcoming)

- *Clusters for Enhancing Vegetable Production in Kerala: An Innovative Experiment,(Co-author),*Journal of Kerala Studies Vol 40,December 2013

- *Social Security Provisions: State strategies and their impact on Dalits in Kerala*, in *Social Action* Vol.63.No.4,2013,ISSN 0037-7627

- *Social Reform among Depressed Castes in Kerala* , Introduction to Kerala Studies J.V.Vilanilam,Antony Palackal,Sunny Luke(Eds) International Institute for Scientific and Academic Collaboration,Inc.New Jersey,USA,2012.

- *Psychological Empowerment through micro entrepreneurship* in *Kerala Sociologist*, Vol XXXVIII,No.2,December 2010,ISSN No.0975 8933

- 'Group-based Micro Enterprises and Women' in journal *Women's Link*,Vol.16.No.3,2010, ISSN 2229-6409

- Prepared a handbook on '*Solid waste management'* as part of the project 'Solid Waste Management through Women participation-An action project' conducted by the Department of Sociology ,University of Kerala,2009

V .   Sindhu C A

- **Article:**
- 1. "Early Marriage – Another Facet of Gender Violence" in the Kerala Sociologist, Vol. XXXIV No.2, Dec.2006. ISSN: 0975-8933.
- 2. "Sex Workers – The Excluded Health Keepers of the Society" in the Kerala Sociologist, Vol. ISSN: 0975-8933.
- **Abstract:**
- 1. "Reproduction and Health Risks among adolescent girls in Kerala" in the Abstract published at the All Kerala Sociological Conference in November 2007.

Department of Economics

Dr. Nagaraja Naidu

- Citizen Awareness and Urban Solid Waste Management at Household Level: A Case Study" *Labour and Development*. New Delhi: V V Giri Institute of Development Studies, Vol. 16-17, January 2010.

- Efficiency and Determination on Urban Solid Waste Management: A Case Study of Thiruvananthapuram City in Kerala", ISDA Journal- *Studies in Development Administration*. Vol. 19, No. 4. Oct-Dec 2009

- Global Financial Crisis and Impact on Trade Flows" *Hindicon: Global Financial Crisis Special Issue*. A journal of HRC. Volume 2009-10.

- Financial Inclusion: Effectiveness of Institutional Mechanism in Rural India" *Rural Development India: Seminar Volume*. 29 October 2009.

- Regional Disparity in Development in Kerala: A Sectoral Decomposition at District level, *Kerala Economy: Trends During Post Reform Period*. New Delhi: Social Publication, 2009.

Department of English

Ms.Meerababy R

Books

- *Following the Gypsy's Foot: The Language of Travel* (Ed), ISDA(2013) ISBN 81-87503-07-6

- Dramatic moments :Five One Act lays(Co-ed),Orient Blackswan (2013),ISBN 978-812505165-7

Articles

- "Writing Skill: Texting and Fossilization", *New Strides in English Teaching*. Ed. Jamuna B. S. and Lal C. A. Published by Gowli Books, Kochi, in February 2011. ISBN 978-81-920818-0-9

- "The Taming of the Vampire: From the Folkloric   Monsters to the Sexy Edward Cullen", *Proceedings of International Conference on English Language and Literary*

Studies. Ed. Ramnita Saini Sharda. Uttam Publishers, Jalandhar City. 2012. Pg. 210-213. (ISBN 978-81-923858-0-8)

- Beauty and the Beast: the side effects of Glbalisation, UGC Seminar proceeding on Re-inventing and Recasting the Praxis of Globalization edited By Anej Aomaraj and Shalini Rachel Varghese, Uttam Publishers,2012,ISBN 978-81-923858-0-8

Vani R

- Vani R,Doublebind: The Trauma of Women Migrants in Sui Sin Far's "The Americanizing of Pau Tsu' and "In the Land of the Free'" *Mapping Marginality: Premises and Perspectives*. Ed. M.Dasan and B.S. Jamuna- Emerald Publishers-2011. ISBN-978-81-7966-306-6.

- Vani K, "Intervention of the Postcolonial: Impact on Teaching of English" *New Strides in English Teaching*. Ed. Jamuna B. S. and Lal C. A. Published by Gowli Books, Kochi, in February 2011. ISBN 978-81-920818-0-9

- Vani K,NLP Techniques in Harry Potter Book 3: Harry Potter and the Prisoner of Azkaban, *(Re)- Reading Classics in Children's Literature: Proceedings*, edited by Dr. Laly Mathew and Dr. Anto Thomas C and published by Children's Association of India in November, 2010. ISBN 978-81-905931-2-0

- Vani K, "Hyphenated Identities in Jhumpa Lahiri's *The Namesake*" *Concepts and Contexts of Diasporic Literature of India* GNOSIS- New Delhi 2011- Ed K.V. Dominic. ISBN 978-93-81030-24-0

- Ms. Vani K, Issues Pertaining to the Teaching of English Language and Literature" *The Proceedings of the Two Day National Seminar on Major Issues in Indian Higher Education Pertaining to Quality*, Mahe, edited by M.V. Mohanan Nair et.al and sponsored by NAAC, Bangalore, in March 2010

- Vani K, "Undoing Violence and Oppression: A Thematic Study of Selected Poems of D.C.Chambial" *Critical Perspectives on the Poetry of R.K.Singh, D.C. Chambial and I.K. Sharma* .2011. ACCESS. New Delhi. Ed. K.V. Dominic ISBN 978-81-921524-9-7

Department of Commerce

- Jenifer Calose Hosanna, A Critical Analysis of Capital Asset Pricing Model" KEGEE's *Journal of Social Sciences*. ISSN No. 0975-3621; Jan 1, 2011. Vol. III. No. 1

- Rani. L,Co-edited a book titled "Financial Inclusion and Inclusive Growth", Regal Publications, New Delhi, 2013, ISBN-978-81-8484-264-7

- Rani. L. "Financial Inclusion- a Myth or Reality" in "Financial Inclusion and Inclusive Growth", Regal Publications, New Delhi, 2013, ISBN-978-81-8484-264-7

- Rani. L. " Role of Financial Inclusion for Inclusive Growth in India- Issues and Challenges" in "Financial Inclusion and Inclusive Growth", Regal Publications, New Delhi, 2013, ISBN-978-81-8484-264-7

- Rani. L. " ASEAN Agreement and Non-conventional Energy, Free trade Agreement and Indian economy – Prospects, potentials and Experiments, B Digest Publications, 2013 (ISBN 978-81-923975-3-5)

Department of Physics

- Dr. Sajeev D. Experimental Inhibition of Decoherence on Flying Qubits via "Bang-Bang" Control, Phys. Rev. Lett. **103**, 040502 –2009

- Dr. Sajeev D, Suppression of polarization decoherence for traveling light pulses via bang-bang dynamical decoupling,. Rev. A 83, 032320 – Published 30 March 2011Optical injection induced polarization mode switching and correlation analysis on a VCSEL,arXiv.org > physics > arXiv:1509.02342, 2015

3.4.4 Provide details (if any) of research award received

- Dr. Sunil John, Associate Professor, Department of Sociology received Reward Award of UGC in the XIth plan period and completed the project
- Dr. Jyothi S Nair, Assistant Professor, Department of Sociology was awarded one month internship at University of Southampton from February 26 to March, 23rd, 2014. The programme was organized by the FLAIR (Fostering Linkages in Academics Innovation and Research) Department of Higher Education, Govt of Kerala

3.5Consultancy

3.5.1Give details of the systems and strategies for establishing institute-industry interface? The different departments of have established strategies for institute industry interface.

- The Faculty of the Department of English has served in the Quality, Monitoring and Assessment Committees of ASAP which lays out the benchmarks for the various industry oriented courses and programmes
- The Faculty of the Department of English has served in the editorial board for the Text Books of the SCERT for classes 5-10
- The Faculty of Sociology department has offered assistance in the preparation of Modules and in the translation and editing of the SCERT Text books in Regional Language.
- The department of Communicative English has facilitated the students to work along with freelance journalists in addition to short internship for the students in print media.
- The students and faculty of the Commerce department have undertaken a series of studies on the Goods and Services Tax regulation for which a close watch on the Industrial development and service industry was required.

3.5.2What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

- The college has a policy to promote consultancy provided by the faculty. The Faculty is serving as subject experts in different Public, Semi public and Autonomous Recruitment Bodies.
- The faculty is also serving in different positions in several Academic committess like Academic Council and policy drafting committees like Senate and Syndicate of different Universities in Kerala.
- The specialization of the faculty is published through the college website. In addition the alumni of the college and the former faculty of the college has also provided mouth publicity regarding the core competencies of the faculties of the college.

3.5.3How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services? The members of faculty are provided leave on duty for accepting the consultancy services offered to them.

- The institution offers full support to the faculty members to utilise their expertise for consultancy service outside the college. Many of our faculties were invited as resource persons in seminars and workshops organized by the affiliated colleges and Universities

3.5.4List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

Sl No	Area of Consultancy	Departments engaged	Beneficiaries
1	Sales Tax	Commerce	Traders
2	Income tax	Commerce	Govt. servants
3	V.A.T.	Commerce	Traders
4	Accountancy	Commerce	Traders
5	Career	Placement cell	Parents and students
6	Spoken English	English	Students and parents
7	Development	Sociology	N.G.Os and community
8	Counseling	Sociology	Students and community
9	Sociology	Sociology	Higher Secondary education,
10	Social research	Sociology	Research scholars
11	Library science	Cont.education unit	School libraries and students
12	Statistical works	Statistics	Research Scholars
13	Statistics	Statistics	Higher Secondary education
14	Computer related	Con. education unit	Students and community
15	Social survey	Sociology	Students and NGOs
16	Health Economics	Economics	Medical Colleges
17	Research Methods	Economics	NGOs
18	Health Survey	Economics	Local Community
19	Gender	Sociology	Planners
20	Media	English	Public

3.5.5What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

As the institution is public funded no policy has been initiated for sharing of the resources. However if a policy is initiated by the Government the staff will abide by it.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood- community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

In this college the extension activities are carried out by National Service Scheme (NSS), YRC and Extension cell of IQAC

Student engagement in institution-neighborhoods and community networks was ensured in a series of programmes

- Rejuvenation and cleaning of Valiyakulam (a pond) by collaborating with NSS units in three colleges thereby making more usable for the local community
- Cultivation of paddy in dry land in the ground near the college was conducted by NSS unit which was supervised by the experienced farmers of the panchayath supported by Agricultural officer, Kanjiramkulam
- The IQAC Extension Cell has been implementing programmes like *Vayomitra* for providing care and support for the Elderly who lives alone in the local community .Palliative care by provision of disinfectants, cotton and fruits were provided to a bed ridden elderly persons who resides in the close vicinity of the college.
- IQAC Extension Cell has also implemented a programme *Gurushiksha* for giving career oriented classes for the Higher Secondary school children unemployed youth and career oriented housewives in the libraries or community centers in the close vicinity of the college. The classes were under taken during one academic year at

Satyan memorial Library and simultaneously in a Parish Hall attached to CSI church, Paraniyam

- IQAC Extention Cell has also formulated and implemented another programme Vayanakootam- the students and teachers have pooled in books which was contributed to a reading library created by a Kakkalakkanam Sports and Arts club Student activities contributing to good citizenship

- Two NSS volunteers Muhammed Sanooj R and Arya Sanker have attended the National Adventure camp at Jammu Kashmir along with NSS programme officer Dr.Sunil John

- Two NSS volunteers Soju S.L and Paraveen A.B have participated in the Pre RD Camp at Mysore.

- Aswathy .P.L, NSS Volunteer attended Winter Adventure camp at Himachal Pradesh

- Soju SL has also attended the RD Parade at Rashtrapathi Bhavan ,New Delhi

- Jibin G Jose ,Gokul G.B and Aswathy P.L has participated in the National Adventure camp at Atal Bihari Vajpaypee Insitute of Mountaineering and Allied Sports Manali .

- Jibin G Jose and Soju S L was awarded Indira Gandhi national Award instituted for the Best NSS of the University

- The NSS unit of the college has organized about 6 Blood donation camps within the two years, Both within and outside the camps in collaboration with agencies like Sree Chitra Institute of Medical Sciences, Thycaud Women and Children's hospital, Terumo Penpol, Kerala State Aids Control Society, All Kerala Blood Doners' Association. The NSS unit of the college was also awarded "**the best college for promoting blood donation'** instituted by Terumo Penpol for the year 2014-15.

- The NSS volunteers of the college has organized mass cleaning campaigns as part of the Swach Bharath Abhiyan at Venganoor Stadium and the Kanjiramkulam Police station which was widely appreciated by the local community and the policemen.

- An awareness campaign on Fire safety measures at home and workplaces was conducted by the Fire and Rescue team, Fire station, Poovar followed by a mock drill which was very informative for the students.

Holistic development

- The volunteers of the NSS frequently visits and interacts with inmates of a number of Rehabilitation and Palliative centre, Prisons, Orphanages, Old Age Home, De addiction centres, Snehavedu (An institution for mental health assisted by Animals),NGOs which have ensured their multi-dimensional development

- In association with the department of Psychiatry, Medical College, Trivandrum the NSS unit of the college has launched a programme **Janakeeya Manaseeka Arogya Paripadi** Man organized a series of outreach programmes for promoting Mental health awareness. An open kiosk was opened at the Trivandrum Railway station on which brochures were distributed to the visitors.

- Swami Vivekanda Study circle was formed in the college in assistance with the department of Sports and youth Affairs and Ramakrishna Mission.

- *Rithu*- a club formed by the altruistic students of the college has been instrumental in providing books and other learning aid to the most deserving impoverished students from a nearby Government School.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

- *Run Kerala Run* campaign for awareness generation of the 35th National Games by organizing a mini marathon from the college
- AIDS day rally was organized from the college to the nearby stadium in which students carried placards on the myths and realities AIDS
- The NSS volunteers have organized '*A Rally on Peace'* on Gandhi Jayanti day proclaiming the Ahimsa principles of Gandhiji. The Rally was flagged off by the Vice Principal.
- NSS unit of the college has organized a rally as part of the celebrations Children's day in association with anganwadis in Kanjiramkulam Panchayat. The children and the students were able to spread the message of child rights.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

- Class PTA meeting is held for each semester
- General PTA meeting at least twice in an year
- Assessment of teachers by students annually
- The feedback of alumnae during alumnae meeting
- The meeting of the college development committee which is headed by district collector evaluates the overall performance of the institution at least twice in an year in which MLA and MP are members

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

The extension and Outreach activities of the college are organized by the NSS, YRC and IQAC Extension cell which effectively co-ordinates the activities.

	2011-12	2012-13	2013-14	2014-15
NSS	117000	44000	89000	88890

3.6.5How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

- The college has an active participation of NSS volunteers in its overall development. The two units of NSS volunteers more than 200 students. The college celebrates all the important dates and events with the very active participation of all the staff.
- The college encourages the faculty and students to participate in extension activities.
- Youth Red Cross was constituted in the college with membership of 20 students.
- The faculty members are awarded with grade points for the service they render, which is

beneficial for the performance based appraisal for their career, based on the 6th pay commission guidelines.

- The students successfully completing the service are awarded with grace marks at the end of their course. This mark is beneficial for admission to higher studies and for job placements.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

- Survey of the tribal population in Cheepra colony Waynad, Chemmankala settlement colony at Vithura was undertaken as part of the extension activates

- Before the launching of the outreach programme on Mental Health a KAP survey was conducted by our NSS volunteers through household survey to identify the gravity and nature of the mental health problems.

- A socio-economic survey was conducted at the Ravi Nagar Colony to identify the nature of deprivations faced by the local community.

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

- Problem solving skill-Mental health clinics, counselling
- Analytical skill-Data collection and interpretation
- Critical thinking-Handling of the daily hardships of the marginalized sections
- Group work and team building-Organizing camps
- Empathy and societal orientation
- Social sensitivity- organizing rallies, AIDS awareness campaign

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The local community benefited from the institution in the form of

- Providing books for the local libraries and Reading clubs
- Providing Career based coaching facilities by the combined effort of the Students, Alumni, Faculty for the unemployed youth, housewives and +2 students in the nearby by Library and Parish hall which was attended by more than 25 job aspirants.
- Rallies, Mini Marathons for showcasing many social causes like child rights, National Games, Aids awareness etc.
- A documentary was prepared by the students on the Siddha Marma medical system by conducting a study on the Sidhha Medical Hospital which was uploaded to YouTube.
- Association with health department in the form of regular cleaning works to Community Health centre, Pulluvila and Ayurveda Murma Hospital, Kanjiramkulam
- Association with water authority in the form of regular cleaning of their augmentation plant in Kumili
- The association with Sri Chitra Tirunal institute of Medical Science, Trivandrum is in the form of blood donation, and medical camps, and awareness classes
- The association with local Blood Donors forum and PENPOL in the form of regular donation of blood by the students and faculty
- The association with Forest department in the form of Social forestry works conducted by the NSS units of the college

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

- PRIs for the conduct of socio-economic surveys
- Local Reading clubs and Libraries for supply of old and used books
- Libraries and CSI church for finding venue and seekers for career oriented courses conducted by our students, faculty and alumni
- Government Schools and Anganwadis for the conduct of the rallies on child right protection
- Fire and Rescue & police for conduct of awareness programmes on cyber security,

crime against women, child abuse etc

- KSACS, *Therumo Penpol* for organizing Blood donation campaigns
- Local SC/ST colonies for the conducting baseline survey and for organizing anti drug addiction campaigns
- Fishermen colonies for rising consciousness on protection of mangroves

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- Jibin G Jose and Soju S L was awarded **Indira Gandhi national Award instituted for the best NSS volunteers of the University**
- The NSS unit of the college has organized about 6 Blood donation camps within the two years, Both within and outside the camps in collaboration with agencies like Sree Chitra Institute of Medical Sciences, Thycaud Women and Children's hospital, Terumo Penpol, Kerala State Aids Control Society, All Kerala Blood Doners' Association. The NSS unit of the college was also awarded "**the best college for promoting blood donation'** instituted by Terumo Penpol for the year 2014-15.
- Two NSS volunteers Muhammed Sanooj R and Arya Sanker have attended the National Adventure camp at Jammu Kashmir along with NSS programme officer Dr.Sunil John
- Two NSS volunteers Soju S.L and Paraveen A.B have participated in the Pre RD Camp at Mysore.
- Aswathy .P.L, NSS Volunteer attended Winter Adventure camp at Himachal Pradesh
- Soju SL has also attended the RD Parade at Rashtrapathi Bhavan ,New Delhi
- Jibin G Jose ,Gokul G.B and Aswathy P.L has participated in the National Adventure camp at Atal Bihari Vajpaypee Insitute of Mountaineering and Allied Sports Manali .

3.7 Collaboration

3.7.1How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Our college has collaborated with other academic institutions, Panchayati Raj institutions NGOs and Medical Colleges for the conduct of various curricular and extention activities.

- UGC sponsored National Residential Workshop on Participatory Learning and Action was conducted in collaboration with the field expertise from an NGO Planet Kerala.
- The college has collaborated with the Additional Skill Acquisition Programme of Government of Kerala by offering training venue and trainers for its trainer grooming programme 'Thirty Splendid Stars'.
- The NSS unit of the college has collaborated with the CSI Medical College Karakanom for the conduct of the Quiz on Aids awareness and for organizing a rally for disseminating medical knowledge to the lay man
- For the conduct of the extension activities the college has collaborated with PRIs like Gram panchayath, Sree Chitra Thirunal Institute of Medical Sciences, Karakonam Medical College, Thycaud Women and Children's hospital, Primary health Centres, Libraries and Reading Clubs

3.7.2 Provide details on the MoUs /collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

No MoU has been signed yet with other institutions but we have received the advantages of all the academic tie-ups that the University of Kerala and the Govt of Kerala has envisaged for the the development of the institution like ASAP,FLAIR .INFLIBNET and EDUSAT facilities enable the students and teachers to interact and upgrade their skills and

knowledge.

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

Being a government college apart from placement such interactions are not encouraged until intimated so by the department .But we have launched all the Government initiated programmes like ASAP, Walk With the Scholar which requires establishment of interaction with mentors outside the institute like Clinical Psychologist, Educationist, Chartered Accountants etc for improving the skill set of the students.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

Sl No	Name of scholar	Designation
1	Kevin Balachin ,	Canterbury Christ Church University
2	Dr Parthasarathy	IIT Bombay
3	T P Sreenivasan	Vice chairman KSHEC
4	Dr B A Prakash	Chairman State Fiancé Commission
5	Dr Mary George	Member Public expenditure review committee
6	Dr Om Kumar	IIM Kozhikode
7	Dr Prabahsh	Pro vice Chancellor University of Kerala
8	Dr J J Kattakayam	Director ASC University of Kerala
9	Fr Joy James	Rector Loyola Institutions TVM
10	Dr Justine Padamadan	Chief consultant Psychologist
11	Dr E Krishanan	Mathematician

| 12 | V.K Aadarsh | Media Activist |
| 13 | Dr.Achuth Sanker S | Head,Dept of Bioinformatics & IQAC co-ordinator, University of Kerala |

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

a) Curriculum development/enrichment- Linkages with ASAP(Additional Skill Acquisition Programme) for skill training and creation of training eco system, NGO Planet Kerala for the conduct of the UGC workshop for sharing of their expertise in Participatory and Action Research.

b) Internship/ On-the-job training- ASPIRE scholarship was availed by one of our student to undertake a project at Regional Cancer Centre, Trivandrum. As part of the Flair Foresight, student internships were provided at the ICT Academy of Kerala, Kerala Agricultural university, Centre for Tuber Crops Research Institute(CTCRI) Asianet Communications Ltd, NGOs like Kantari, Thanal, Mitraniketan.

c) Summer placement-Students participate in the summer camps and leadership programmes conducted within and outside the campus.

d) Faculty exchange and professional development-The faculty of the college has been regularly participating in the professional development programmes conducted TISS, Delhi University, Centre for Development Studies, Indian Institute of Space Science and Technology etc.

e) Research-The Major and Minor research Projects undertaken by the faculty have lead to linkages with Panchayati Raj institutions, other national research institutes.

f) Consultancy- The faculty offers consultation services for tax consultation, Quality

Monitoring and Assessment Committee of ASAP, editorial and translation jobs related to SCERT

g) Extension-Linkages has been established with Sree Chitra Thirunal Institute of Medical Sciences, Satyan Memorial Library, NGO Mitraniketan, Regional Cancer Centre, Department of Psychiarty, Medical College, Trivandrum

h) Publication-Joint publication has been made by the faculty of the college in collaboration with faculty from other colleges.

i) Student Placement-Linkages has been established between different NGOs and Research institutions for finding placement for our students.

j) Twinning programmes-The College has not yet materialized any twinning programmes

k) Introduction of new courses- Have applied for new courses like MA Economics,BA Malayalam & Journalism, M.Sc Mathematics

 i) Student exchange-Student exchanges have been implemented in Flair foresight programme.

m) Any other-The college has been implementing several schemes like library@class, student internships, community based activities for the enhancing the learning outcomes of the students.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

The college intends to form a committee for the overall monitoring and supervision for implementation of the linkages and collaborations established by the various clubs, individual faculty and several other schemes launched in the college

CRITERION IV:

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities:

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

- The college has well defined policy and structure of creation and enhancement of infrastructure for teaching learning activity
- The departments are asked to submit the requirements long term and short term to the Planning Committee and the committee prepares the long term plan and short term plans
- Based on the plans the committee seeks financial help from the state government and UGC for the facilities
- Based on the request of the college the Government of Kerala sanctioned Rs. 1 crore for quality enhancement and infrastructure development

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

Sl no	Item	Nos	Remarks
1	Class Room (ordinary)	9	440 sq ft
2	Class Rooms with LCD	6	440 sq ft
2	Smart Class Rooms (interactive)	6	440 sq fr
4	Examination Halls	6	440 sq fr
5	Seminar Halls	2	660 sq ft
6	Mini Auditorium	1	660 sq ft
7	Language Laboratory	1	660 sq ft

8	Physics Lab	1	880 sq ft
11	Data Analysis Lab	1	440 sq ft
10	Central Library	1	1200 sq ft
12	Dept Library	1	440 sq ft
13	Research Centre	1	440 sq ft
14	EDTSAT Room	1	440 sq ft
15	Conference Room	1	440 sq ft
16	IQAC Room	1	440 sq ft
17	Staff Room	10	440 sq ft
18	Sick Room	1	220 sq ft
19	Ladies Waiting Room	1	660 sq ft
20	Men's Room	1	440 sq ft

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, Auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

- The college does not have any play ground of its own but we have a tie up with adjacent stadium of the school which is the largest stadium in Neyyattinkara Taluk
- The college has provision for shuttle badminton , cricket practice , wrestling , and body building
- The college has a gymnasium with 6 stations
- Two units of National Service scheme is functioning in the college
- The college has a permanent mini auditorium. The construction of an open air audition is in the planning stage
- The college has a ladies room and men's room

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/campus and indicate the existing   physical infrastructure and the future planned expansions if any).

The civil and electrical works of the institution is under the control of Public Works Department, Government of Kerala. The already available infrastructure is utilized to its maximum for the benefit of the students of the institution and is reviewed by the Accommodation Committee of the college twice in an academic year. Some of the important facilities developed in the last four years are given below

- EDUSAT room
- 6 station gymnasium
- A three storied Administrative cum Science block
- A new floor for social sciences in the old block
- A full-fledged library
- Department library in Sociology
- Three laboratories
- 6 Full-fledged smart class rooms

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

- Class rooms for the differently abled in ground floor of the old and new campus
- Ramp facility
- Central library in the new campus is set in the   ground floor in order to cater to the needs of differently abled students

4.1.5 Give details on the residential facility and the various provisions available within them:

There is no hostel facility for students inside the campus. The students can get accommodation in University men and women hostel. Besides this we also have tie up with a local ladies hostel.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

- The medical check-up for the students in the institution is done every year at Kerala University Health Centre. The first-aid facilities are available with Women's Study Unit and Physical Education Department
- The college set up one sick room with wheel chair and stretcher
- Doctor on call facility with tie up of local hospital

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's cell, counseling and Career Guidance, Placement unit, Health Centre, Canteen, recreational spaces for staff   and students, safe drinking water facility, auditorium, etc.

Sl no	Item	Area Sqft	Facilities
1	IQAC Room	480	Computer , Lap top , printer , conference table and chairs , visual display unit
2	Grievance Redressal unit	220	A room to conduct meetings and hearing grievances
3	Women's Cell	440	Resting and dining space with toilet and napkin incinerator
4	Counselling cell	220	A room for counseling
5	Career guidance	440	A room with books journals

			and ICT and communication devices
6	Health centre	220	A sick room with all facilities
7	Canteen	800 sq ft	Work in progress
8	Recreation space for staff	440 sq ft	A room to spend free time
9	Drinking water facility	2	Yes UV water
10	Seminar halls	660 sq ft	2 nos

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

THE LIBRARY HAS AN ADVISORY COMMITTEE WHICH CONSISTS OF FOLLOWING MEMBERS

.

1. Mrs. Laila Das   Principal   Chairman
2. Sri. Nalin Ganesh N   Dept of English   Convener
3. Ms. Priya P. S.   Dept of English   Member
4. Mr. Sameer . S   Dept of Political Science   Member
5. Mr.Chandran T   Librarian   Member Secretary

- The Library Advisory Committee oversees the effective and smooth overall functioning of the library.
- The committee is involved in every step , from approving the list of books proposed for the purchase by Heads of Departments to ensuring maximum support and encouragement to students.
- The Committee is in charge of the annual budget for updation of the library as well as to ensure that the budget is effectively utilized.

- Annual stock verification and proper maintenance of the library is also within the purview of the Advisory Committee.

4.2.2 PROVIDE DETAILS OF THE FOLLOWING:

- TOTAL AREA-.   1540 SQ FT

- READING SPACE   660 SQ FT

- CARPET AREA OF STACK ROOM   880 SQ FT

- TOTAL SEATING CAPACITY

SL NO	SECTION	SEATING CAPACITY
1	READING ROOM	40
2	REFERENCE ROOM (COMMON)	10
3	STAFF	5
	TOTAL	55

SL.NO	WORKING HOURS	9.30 A.M TO 4.30 P M
1	ON WORKING DAYS	9.30 A.M TO 4.30 P M
2	ON HOLIDAYS	NIL
3	ON EXAMINATION DAYS	9.30 A.M TO 4.30 P M
4	DURING VACATION	9.30 A.M TO 4.30 P M

4.2.3 **How does the library ensure purchase and use of current titles, print and e- journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years**.

4.2.4

The Library Advisory Committee consults and discusses with the faculty and the heads of the departments to create the lists of books, periodicals and e journals to be purchased annually. Library is constantly updated throughout the academic year to provide a conducive academic

environment to students and faculty. The Committee has made sure that all the books prescribed in Syllabus are readily available to students.

LIBRARY HOLDINGS	2011-12		2012-13		2013-14		2014-15	
	NO	COST (IN LAKHS)	NO	COST (IN LAKHS	NO	COST	NO	COST (IN LAKHS)
TEXT BOOKS	340		650		510		500	
REFERENCE BOOKS	52		6		40		45	
JOURNALS/PERIODICALS	9		9		4			
E- RESOURCES	NIL				2		1	1000
ANY OTHER (SPECIFY)	401	4.73	744	2.20	569	2.15	545	4.26

4.2.5 **Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

- **Library automation**- The Library is fully automated with digital coding to ensure efficient service. Every student is given a barcoded library ID card with photo, which he /she can use anytime to access the library.
- **Library Website-**The College library currently does not have a website but details of the library is included in the website of the college
- Total number of Computers for public access-   3
- Total number of printers for public access   1
- Internet bandwidth/speed-   2 Mbps

4.2.5. Provide details on the following items:

- Average number of walk-ins   –   43
- Average number of books issued/returned   –   64
- Ratio of Library books to students enrolled   –   14500/620

Average number of books added during the last 3 years

Years	No. of books	Total cost
2012-13	714	2.20,000
2013-14	569	2,15,000
2014-15	545	4,26,172

4.2.6. Give details of the specialized services provided by the library

Manuscripts	Nil
Reference	Yes
Reprography	Yes
ILL – (Inter Library Loan Service)	No
Information deployed and notification	Yes
Download	Yes
Printing	
Reading List/Bibliography Compilation	Yes
In-House/remote access to e-resources	N list
User orientation and awareness	Yes
Assistance in searching database	Yes
INFLIBNET/IUC facilitates	Yes

- **Reference**

  The Reference section of the library is well stocked with latest books pertaining to all branches of knowledge, as well as guides, question banks (for University exams and competitive exams like NET, PSC, UPSC and IAS) and yearbooks.

- **User orientation and awareness**

  The students are given a basic awareness of the library facilities by the teaching faculty and the librarians.

- **Assistance in searching database**

  The digitalization of library enables the students to locate the required book within seconds by searching the database. The librarian provides manual assistance and guidance to the students.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the College.

The library is well maintained and immaculate, thanks to the dedicated library staff who is the heart and soul of the library.

- The friendly demeanour and constant support of library staff as well as their strong commitment has ensured the smooth functioning of library

- The library staff provides guidance and manual help to the students and faculty in selecting appropriate books, journals etc. They have a very cordial relationship with the users and provide invaluable help in identifying and locating books, as well as introducing new arrivals.

- The proposed list of books to be purchased is approved and verified by the library staff. The newly arrived books are then made available to the students as soon as possible.

- Daily Newspapers and journals are neatly arranged and displayed according to date and language for easy access.

- Strict discipline and decorum is maintained within the library.

- The maintenance and preservation of the stock is the top priority.

- Unreturned books are tracked and a defaulters list is prepared every year to be handed over to the Principal

- The Register for issue and return of books is well maintained and updated. Despite complete digitalization, separate manual registers are kept for teachers and students of each department as back up.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- The central library is located in the ground floor of the new block for easy access of the visually and physically challenged
- Ramp facility to the library
- Seats are reserved for physically challenged students
- The college has submitted a proposal under HEPSN (Higher Education for Persons with Special Needs Scheme) for Rs 8 lakhs for the purchase of lap tops with reading software and for the purchase of CDs and electronic database

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used   for further improvement of the library services?)

- Feedbacks are collected regularly from the staff and faculty by the Library Advisory Committee
- The Advisory Committee holds meetings to discuss and take decisions while taking into account, the feedback from the users.
- There is a suggestion box which is a remarkably effective method to collect feedback .

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- There are 65 computers, 7 laptops, 6 scanners, and 12 LCD projectors in the college. In addition, all major departments are equipped with smart classrooms. The computer-student ratio is 1 : 9.

- Centralized Computer centre with 30 PCs , a server , online printing with 10 KVA UPS and wired LAN facility

- The Department of Commerce and Mathematics and Statistics have well equipped computer labs.

- The library has internet facility and uses Lib software to retrieve and issue books. Latest operating systems are installed in the computers. Genuine windows or Ubuntu are loaded in all systems..

4.*3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?*

- The students and teachers can use computers available in the general library and in the networking laboratories in the departments. All the networking rooms are open to students and teachers before class hours

- All faculty rooms are provided with wifi facility which is made available to the students on a restricted basis

- The Career Guidance Centre and centralized computer centre is fully equipped for accessing internet by the students for academic purposes

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- IT infrastructure has already been successfully deployed in the college. All major departments are equipped with smart classrooms. Teachers are encouraged to engage in ICT enabled teaching-learning sessions.

- Current and imperative information including recent advances in the concerned subjects are readily made available to the students with the help of IT facilities.

- The IT infrastructure has also been upgraded and the earlier white board and wall mounted LCD projectors in the 5 major departments have been supplemented with an Interactive Board and Short-through projector.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution.

Items	FINANCIAL YEAR			
	2011-12	**2012-13**	**2013-14**	**2014-15**
Computer	225000	175000	240000	12,20000
Other Equipments	6,50,000	450000	700000	1050000
Miscellaneous	50000	28000	32000	55000
Expenditure Total	9,25,000	653000	972000	2325000

Fund is allocated every year in the college budget for upgrading and maintaining the computer systems. Computers purchased during the last three years have higher configuration.

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

- Most of the teachers have basic knowledge in the use of ICT for teaching and learning. Most teachers engage classes in the smart classrooms exploiting the potential of technology enabled teaching-learning techniques.
- Each one of the five main departments has smart classrooms and student seminars are conducted for the students with the help of ICT.
- There is an initiative in the college to promote FOSS (Free and open Source Software) taken up under the leadership of Ms Jeeja A V dept of Mathematics.
- Computer Lab in the Mathematics Department is fully supported by Open software sources

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching-learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

- All major departments have smart classrooms and almost all sessions utilize the infinite potential of ICT. The students are encouraged to go beyond the textbooks and are provided vicarious or simulated experiences of otherwise inaccessible or incomprehensible objects, experiences or ideas.
- The lecture sessions are being replaced by ICT enabled teaching/learning transforming the classroom into learner-centered one where the teacher is a beneficial guide and facilitator.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

No, the Institution does not avail of the National Knowledge Network directly or through the University of Kerala.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

- Every financial year the college prepares a budget for utilising the available financial resources for the maintenance and upkeep of various facilities. The allocation and utilization of the fund is done only after comprehensive discussions.
- The utilization of the financial resources for the maintenance and upkeep of existing facilities is entrusted on the respective committee that has been allocated the fund. In cases where parts or accessories need to purchased, it is done in strictly accordance with the purchase rules.

Given below is the detailed budget allocation during the last four years.

Items	FINANCIAL YEAR/ Lakhs)				Grand Total
	2011-12	2012-13	2013-14	2014-15	
NAAC	3.0	6.0	7.0	9.5	25.5
Computer	2.2	1.75	2.4	12.2	18.55
Lab Equipments	1.5	2.5	2	5	11
Sports Equipments	1.5	0.8	1.5	3.0	6.8
Other Equipments	6.5	4.5	7	10.5	28.5
Lab Chemicals	nil	Nil	Nil	Nil	Nil
Library Books	1.8	2.2	2.15	4.26	10.41
Furniture	1.5	1.75	2	2.5	7.75
WWS		1.14	1.9	3.5	6.54
SSP		0.95	1.2	1.83	3.98
Study tour	0.4	0.25	0.4	0.5	1.55
Faculty development	1.5	2.0	2.0	2.0	7.5
New courses	3.0	2.0	4.0	5.0	14
EDUSAT		0.5	4.0	5.0	9.5
Minor Works	2.5	2.5	7.0	7.0	19

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

- Computers and accessories are well maintained and serviced as required. Most of the computers and other electronic gadgets have AMC facility

- Antivirus software is installed in all systems to prevent uncalled for system troubles.

- All PCs have UPS backup and the 5 major departments have 1 KV online UPS each for the smart classrooms to survive voltage fluctuations and sudden power failures.

- A centralized generator is installed in the college

- Last year the college utilized 1.5 lakhs exclusively for the maintenance of electronic equipments with the help of UGC fund

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

As almost all systems operate on original upgraded OS, have UPS backup and antivirus protection, periodical calibration is not resorted to. Calibration and other precision measures for the equipment/instruments are undertaken as and when the need arises.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?

- Attachment of UPS with sufficient capacity safeguards the computers and smart classroom equipments against testing fluctuations in the power supply.
- A power generator is installed in the campus to remedy long bouts of power failure.

CRITERION V:
STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support:

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

- Yes, up to 2011 the college has published updated prospectus annually. It has basic information about various courses, its duration, fees structure, etc. After 2011, admission process is carried by University of Kerala through centralized system and the University publishes its prospectus which contains information such as course details, fee structure etc. The university website also provides updated information regarding the same.

- The college also publish prospectus on continuing education in which information related to various courses offered under continuing education cell are provided.

- Calendar cum Handbook is published and distributed to students at the beginning of every academic year. The handbook provides information such as:

  - The mission and vision of the institution

  - A short history of the college

  - List of teaching and non-teaching staff

  - Courses offered by the college

  - Probable examination calendar

  - Admission and withdrawals

  - Attendance and leave of absence

  - Fee regulations

  - Rules regarding the refund of caution deposit

  - Fee concession rules

  - Rules of conduct

  - Facilities offered

  - Reading room and library

- Physical education department
- Reprography
- LAN centre
- Computer lab
- Alumni Association
- National Service Scheme
- Parent Teachers Association
- Continuing Education unit
- Constitution of the college union
- Career prospects of various courses
- Leading institutions providing advanced technical and management studies
- Women's Study Unit
- Health Club
- College Magazine

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

SCHOLARSHIP / GRANT	2011-12	2012-13	2013-14	2014-15	AMOUNT
SUVARNA JUBILEE scholarship	1	1			10000
CENTRAL SECTOR SCHOLARSHIP	1	1	2	2	10000
MUSLIM GIRLS SCHOLARSHIP	14	24	12	24	250
POST METRIC SCHOLARSHIP	48	52	24	29	2000
HIGHER EDUCATION COUNCIL SCHOLARSHIP	5	7	8	4	12000
ACQUIRE	2	1			8000
FISHERMEN	54	58	63	62	10925
ASPIRE				1	15000
E GRANTS	420	410	475	481	2270
BLIND	2	3	2	2	2000

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Scholarship / Grant	2011-12	2012-13	2013-14	2014-15
State Government	490	498	552	567
Central Government	49	53	26	31
Higher education council scholarship	5	7	8	4
Directorate of Collegiate Education	2	1		1
Percentage	**84**	**86**	**90**	**92**

5.1.4 What are specific support services/facilities available for:

Students from SC/ST, OBC and economically weaker sections	• Scholarship from SC/ST department to SC/ST students. • UGC Equal Opportunity Cell for minority SC/ST students. • Study tour for minority students. • Career guidance Centre
Minority	• Post metric scholarship
Students with physical disabilities	• Ramp facility, • special toilets, • special class room for disabled students arranged at the ground floor at the old block and new block
Overseas students	Nil
Students to participate in various competitions/National and International	• One MA student from department of sociology participated in elementary skiing course at Manali, Himachal Pradesh. • Another student from sociology department represented the Kerala university for all India inter university 'best physique' 75 Kg

	competition and won III Prize.
	• One student from sociology department participated in the eligibility test for MSW admission conducted by Tata Institute of Social Science (TISS), Mumbai and got admission in TISS.
	• Participation of students in Winter camp, Adventure camp ,Pre RD camp conducted at Jammu & Kashmir, Manali, Mysore respectively
	• One student from Mathematics department participated in the RD parade in 2014
Medical assistance to students: health center, health insurance etc.	• A medical insurance coverage of 1 lakh for loss of life and proportionate amount for injuries are covered for all students with a premium of Rs. 25 per student. The SC/ST, OEC category students are covered without premium.
	• The University health center at times organizes medical checkup/eye testing camp at the college.
	• A doctor on call facility arranged with the local hospital. Also tie ups with Karakkonam medical college on student health related aspects.
ORGANIZING COACHING CLASSES FOR COMPETITIVE EXAMS	• Under Additional Skill Acquisition Programme (ASAP)as a part of the 'New Initiatives in Higher Education' initiated by the Department of Higher Education, Govt. of Kerala, coaching classes are arranged under the supervision of external faculty for various competitive exams since 2012-13.
	• The department of English conducted orientation class for various public service commissions' competitive

	examinations. • UGC career guidance and counseling cell also conducts such programs. • NET coaching classes for PG students organized • Kerala PSC coaching classes under the leadership of placement cell. • The IQAC Extention cell of the college has orgnised career oriented classes for unemployed youth in the local community
Skill development (spoken English, computer literacy, etc.,)	• The college has a language laboratory. The students are given training to improve listening and speaking skills. The language laboratory made accessible to the students during long interval on Fridays and from 3.30 to 4.30 pm on all working days. • Under ASAP programme skill development modules are arranged. • Programms like 'Spoken Hindi' organized during Hindi day celebrations.
Support for "slow learners"	• The Scholar Support Programme (SSP), as a part of the 'New Initiatives in Higher Education' initiated by the Department of Higher Education, Govt. of Kerala, aims at imparting additional support to weaker students in curricular areas of weakness. • The college has implemented the programme for slow learners since 2012-13 in all departments. • Also UGC remedial classes arranged for slow learners.
Exposures of students to other institution of higher learning/ corporate/business house etc.	• Under the walk with a scholar (WWS) programme tours are organized to institutions like IIM Kozhikkode and University of

	Pondichery, Pondichery. • Department of Sociology has taken the students to Loyola college of social sciences, Thiruvananthapuram, Kerala Institute of Local Administration, Kerala Kalamandalam(Deemed University)SreeSankara University, Kalady for getting awareness on social services.
Publication of student magazines	• The college union publishes the college magazine which contains creative articles from students under the supervision of staff advisor every year. • The department of English published a manuscript magazine • Commerce students annually publishes a magazine titled 'Student's view-An academic endeavour'

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

- In order to inculcate entrepreneurial talents among the students, the department of Commerce is organizing regular interactions with the experts and trainers from Kerala State Industrial Development Department.

- The Department of Commerce organized a two day national seminar on' Entrepreneurial Possibilities in Indian Scenario' which was an eye-opener to our students.

- Under ASAP Programme, selected students are given industrial training on Saturdays at various industries. The apprenticeship is also given to students.

- Efforts are underway to setup an Entrepreneurial Development Club, put forward by the Department of Commerce. As pilot project the department of commerce has organized mini entrepreneurial project on 'Jackfruit Chips' which was produced, branded and marketed by the students. This will help the students to get a clear understanding on cost

calculation -material, labour and expense, how to organize an enterprise, techniques of marketing etc

- There are many takers for the open course offered by the department of Commerce on 'Entrepreneurship Development and Project Management'

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debates and discussions, cultural activities etc.

- Co-curricular activities are mainly conducted in the campus by more than 15 clubs and committees like Environment club, Media Club, Women Study Unit, Theatre Club, Debate Club, Literary club which regularly organizes various activities to commemorate significant days as well as events.

- The NSS, Youth Red Cross and the Extension Cell of IQAC as organized various co-curricular activities like Blood donation camps, Leadership camps, Mini marathon,Rallies, Street plays etc to spread awareness on several issues like organ donation,Physical fitness, Child rights etc

- The Physical Education department organizes and co-ordinates various sports related activities of the college. The College Football team has won the **South India Level Intercollegiate Five A Side Floodlight Football tournament** at Dindigal, Tamil Nadu. Pushparaj P II BA Sociology was selected to the Kerala University Volley ball tournament organized at Loyola College, Chennai. Johnson N, Economics student has represented Kerala University in Inter University Foot ball championship and represented Kerala state in the prestigious **Santhosh trophy championship.** Nilin Satheesh II MA Sociology student has won Bronze medal in **All India Inter University championship**

- As part of the extracurricular activities the college union regularly organizes debates, Poem recitations, discussions, talks, film shows which actively involve the entire student community. For the last several years the winners of the events like Oppana, Light music, Mime, Photography, Cartoon are participating in the Intercollegiate Youth Festivals. In 2013 the drama team of the college has got special jury award for the drama '**Vannathikilikkal**' in the Kerala University Inter Collegiate drama competition

- The college is also implementing the New Initiatives of the Department of Higher Education like ASAP, WWS and Scholar Support Programme which enriches the wholesome development of students

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc. .

A. Career Guidance Counseling Cell

- The College has established a Career Guidance Counseling Cell which has received an amount of Rs.4,85,000 as fund from UGC during the Eleventh Plan and have submitted proposal for further grant
- The Cell has organized behavior therapy and multi assessment programmes for personality development and mock training for attending interviews,
- Comprehensive analysis and assessments are done for increasing the mental ability of the students
- Soft skill training, placement training job oriented training and multimedia classes were organized

B. Equal Opportunity Centre

Equal Opportunity Centre established in the college has received a fund of Rs.68,750 which was effectively used for the conduct of career oriented and soft skill training classes and motivation, group dynamics and leadership camps for students from SC/ST

- Department of Sociology organizes UGC-NET coaching classes for the only PG students of the college and have submitted proposal to UGC for the NET Coaching Centre
- Under WWS programme motivational classes are organized for various competitive examinations.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)?

- **Academic counseling In** the new CBCS system for each programme there is an course advisor who is in charge of helping the students in dealing with academic matters. The class tutors also take a major role in academic counseling , the participation of the students in WWS, ASAP or WWS is based on their intervention

- **Personal counseling** A trained teacher from Department of sociology offers personal counseling to students. The students can meet and discuss their problems any time and when needed special counseling sessions were organized on demand
  The serious cases were refereed to higher bodies. The Women's study unit and the Cell for the Prevention of Sexual Harassment frequently conduct interfaces with the girl students to identify their personal problems.

- **Career Counseling** Under career guidance cell counseling is offered regarding academic as well as personal matters. Also for academic matters a counseling is offered by the course advisor level during tutorial hour. Counseling facility is also provided under women's study unit of the college. Career related counseling is provided under the WWS programme.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

- The Career Guidance / Placement Cell of the college funded by UGC is incorporated with the noble objective of preparing the students to opt the best possible career available in the competitive market.

- The personality development and awareness programmes conducted by the cell enables the students to identify their talents, skills and capabilities and to select an appropriate career accordingly.

- Providing relevant and updated study materials for students for various recruitment tests of PSC, UPSC, Indian Railways and other public/private sector undertakings

- The Placement Cell, under the coordinator ship of a teacher has the responsibility of arranging recruitment tests/drives of various companies on the campus. The cell also deputes students to other campus interviews organized in nearby institutions

5.1.10 Does the institution have a student grievance redress cell? If yes, list (if any) the Grievances reported and redressed during the last four years.

- The college has a Grievance Redress Cell.

- The grievances of the students are a matter of top most priority for the college and the matter is resolved within the stipulated time.

- Every department has a Grievance Redressal Cell that consists of the HoD, the tutors and two senior faculty members. Students are free to approach the cell for getting their grievances remedied.

- Principal is the chairman of the institutional level Grievance Redressal Cell. The committee consists of three senior faculty members from the staff council and the superintendent of the college office. If any charge remains unsolved at the departmental level, students can register it for consideration at the college level cell

- Grievance with regard to academic matters, Continuous Evaluation etc are redressed through Department Level Monitoring Committee, College Level Monitoring Committee and University Level Monitoring Committee.

- The grievances pointed out by the students such as water purifiers, napkin vending machine, canteen and improving sports facility were amicably resolved by the college level cell.

The following is the structure of Grievance Redressal Cell

Sl no	Name	Designation	Position
1	Prof Laila Das	Principal	Chairperson
2	Dr Rejula P K	Associate professor	Convener
5	Dr Abraham Vijayan	Vice Principal	Member
3	Sri. Joy lal	Senior Supdt	Member
4	Smt Jeeja	Women study unit	Member
5	Ms Leena	Staff Secretary	Member
6	Ms Shabana Habeeb	Women study Unit	Member

5.1.11 What are institutional provisions for resolving issues pertaining to sexual harassment?

As per the letter No. Ad. Misc.2/4659/98 dtd. 15/06/2007 from the Registrar, University of Kerala, A cell to prevent sexual harassment is functioning in the college as a mandatory committee. Th following are the composition of this committee

Sl no	Name	Designation	Position
1	Prof Laila Das	Principal	Chairperson
2	Dr Rejula P K	Associate professor	Convener
3	Ms Meera Baby	Assit Professor	Member
4	Shabana Habeeb	Assit Professor	Member
5	Mr. Sameer	Assit Professor	Member
6	Athira VL	Vice chairman, College Union	Member

- The college till date received no complaint on sexual harassment

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

- The college has an Anti-ragging Cell and an anti-ragging squad constituted as per the guidelines of the UGC, University of Kerala and Government of Kerala.
- Also, toll free numbers and addresses of the state and national bodies are announced and exhibited in the college notice boards.
- No cases of ragging is reported so far

Sl no	Name	Designation	Position
1	Prof Laila Das	Principal	Chairperson
2	Dr Rejula P K	Associate professor	Convener
3	Jeeja A V	Assit Professor	Member
4	Sreelekshmi	Assit Professor	Member
5	Snish K V	Assit Professor	Member
6	Anand Padmanabhan	College union chairman	Member

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- Department of Commerce is offering text book at free of cost to 5 students in each semester.
- Under SSP programme   note book and pen provided for all students under the programme**.** Copies of study materials and books are provided free of cost to the students under SSP programme.
- Refreshments are provided for students during the classes under SSP, WWS and ASAP.
- The college also has a multi-gymnasium with the prerequisite requirements and equipments for physical training
- Water coolers and purifiers are placed in prime locations of the college for ensuring safe drinking water
- Free medical facility to students who fell ill during the college time with the help of PTA

- Special gifts to University Rank holders and college toppers

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

- The institution has a two-tier Alumni association. In addition to the department alumni associations, the college has a Alumni Association for the entire students who pass out from the institution.
- The Alumni meeting is conducted every year. The department alumni also meet annually at their convenience.
- Special meetings are also convened as and when the need arises. The Associations are actively involved in the development of the college with genuine commitment

5.2 STUDENT PROGRESSION

5.2.1 Providing the percentage of student progressing to higher education or employment (for the last four batches), highlight the trends observed.

DISCIPLINE	BATCH	UG TO PG (%)	EMPLOYMENT (%)
BA COMMUNICATIVE ENGLISH	2012-15	18	7
	2011-14	25	23
	2010-13	41	24
	2009-12	33	25
BA SOCIOLOGY	2012-15	28	14
	2011-14	22	23
	2010-13	24	25
	2009-12	18	18
BA ECONOMICS	2012-15	22	24
	2011-14	23	16
	2010-13	32	18

	2009-12	33	27
B.Com	2012-12	33	18
	2011-14	39	26
	2010-13	33	32
	2009-12	24	19
BSc Maths	2012-15	26	19
	2011-14	18	15
	2010-13	22	13
	2009-12	23	18
MA Soc	2014-15	8	8

5.2.2 Provide details of the programme-wise pass percentage and completion rate for the last four years (course wise/batch wise as stipulated by the university)?Furnish programme-wise details in comparison with that of the previous performance of the same and that of the Colleges of the affiliating university within the city/district.

Discipline		Pass %	Rank	First Class %	Second Class %	Third Class %	University Average %
BA EnG	2011	70.4	i	60	20	20	66
	2012	74		62	18	20	67
	2013	74	ii	64	22	14	69
	2014	81	ii	60	15	25	65
	2015	79		68	20	12	72
B Com	2011	88	i	75	10	5	70
	2012	92		80	10	10	84
	2013	92		75	15	10	88
	2014	77		77	12	11	70
	2015	93	iii	75	10	15	91
BSc Maths	2011	61		91	9	nil	60
	2012	56		78	22	nil	65
	2013	56		78	22	nil	51
	2014	67		100	nil	nil	65

	2015	66		90	5	5	60
BA Eco.	2011	65		58	20	22	60
	2012	80		62	20	18	55
	2013	80		57	14	29	74
	2014	67		63	18	19	62
	2015	66		64	20	16	60
BA SOC.	2011	57	i	55	30	15	60
	2012	78		62	25	13	52
	2013	77	iii	58	24	16	73
	2014	70		61	24	15	67
	2015	58		63	20	13	58

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

- A fully equipped Career Guidance and Counselling Cell
- Equal Opportunity Cell
- Walk with a Scholar programme.
- Additional Skill Acquisition programme.
- UGC funded remedial coaching.
- Coaching for Public Service Commission examinations.
- Conducting add on courses like DCA, Library science course, etc.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

- Counseling during tutorial sessions.
- Conducting class PTA meeting.
- Financial assistance to students.
- Special classes through Scholar Support Programme.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extra-curricular activities available to students. Provide details of participation and program calendar.

- The Physical Education Department is in charge of sports and games activities of the college.
- Every year 5 percent of the seats are reserved for candidates who have proficiency in sports and games
- Students were deputed to university and other major sports and games events

- The institution conducts annual sports meets in department basis to all students with the support of all staff and students
- The college also conducts inter house matches
- The college have teams in the following games
    - Athletics
    - Foot ball
    - Volley ball
    - Kabadi
    - Cricket
    - Shuttle badminton
    - Ball Badminton
    - Judo
    - Weight lifting and power lifting
      Best physique

The following are the achievements in sports in the last five years

2011-12
- Johnson N represented Kerala Prestigious Santhosh Trophy championship
- Johnson N represented Kerala University in foot ball and participated in the Inter University championship

- College Foot ball team won the first place in the Fr Murphy Memorial foot ball tournament organized by Loyola college Chennai
- Neethu Francis won II place in 5 KM Walking in Kerala university championship
- College Cricket team won first place in the intercollegiate cricket championship organized by christen college Kattakada

2012-13

- Johnson M represented Kerala University in the All India Inter University Foot ball Championship
- Neethu Francis won II place in 5 KM Walking in Kerala university championship
- Antony Rajesh, Shaji J P, Joy Varghese and Pradeep were recruited to army service based on their sports talents
- Johnson is recruited to SBT foot ball team

2013-14

- Nilin Satheesh have won the first place in Body building in inter collegiate body building championship
- Nilin Satheesh represented Kerala University in All India inter university championship
- Lekshmi Suresh have won III place in Judo in Kerala university Inter collegiate championship
- The Shuttle Badminton team (men) won the fourth place in inter Kerala University Inter collegiate championship

2014-15

- Nikesh J Johnson (Foot ball) , Nilin Sathesh (Body Building) and Anathu N (Body Building) participated in the all India inter university championship held in Jalandar Punjab
- Nilin Sathesh won broze medal in all India Inter University championship
- Felix Joel was the fist in Mr Trivandrum in sub Junior Category

- Awsathy P L (Bronze) and Lekshmi Suresh (Silver) in the Kerala University Judo Championship
- Thomas and Felix were recruited to Army

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular activities and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

- The college encourages extracurricular activities at various levels, namely the college Union, the departments, the department associations and the clubs.
- The College Union provides platform to exhibit the talents of the students through the Arts Festival and talent shows conducted.
- Interclass and interdepartmental competitions conducted under the banner of the department associations are areas where students can prove their mettle.
- Intercollegiate fests conducted by various departments also help in the all round development of the students

5.3.3 How does College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

- Each class in under the control of a tutor and he/ she monitor the performance of students
- Feed back on curriculum and feedback on teachers are collected at the end of each semester and discuss it with teachers
- The IQAC advice the teachers to change or modify the areas which are suggested by the students
- The college do have regular interaction with different employers and the feedback is presented in the concerned Board of Studies meeting

5.3.4 How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

- The college has a magazine, which is exclusively reserved for the teachers and students. Through their writings they can express their views and fantasies. They can use it as a media to publish to win their peer's heart and mind.
- The National Service Scheme of college published one manuscript magazine and two campus dailies during special camping programmes.
- The Department of Sociology students' compiled prepared field visit reports based on field visits.
- Dept of English releases   manuscript journals
- The students of the Dept of Commerce annually publishes a magazine " Students View – An academic endeavour"

5.3.5 Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

This college has a student council, which is formulated on the basis of the norms of University of Kerala and the Govt. of Kerala. The name of the student council is college union. The members of the council are elected in the presidential manner. The important positions in the college union are:

1) Chairman of the college union
     1) Vice Chairman
     2) General Secretary
     3) Arts Club Secretary
     4) Editor to the college magazine
     5) University Union Councillors
     6) Ladies Representatives
     7) Class Representatives
     8) Department Association Secretaries

The college Union nominates one secretary each to the sports club, planning club and film club.

As per the direction of the Supreme Court, students with less than 75% attendance and academic arrears are not able to contest in the college union elections.

After the formation of the college union, the activities of the union are advised and monitored by a staff advisor, who is a faculty of this college. Simultaneously the works of the college magazine are monitored by the Staff Editor.

The major activities of the college union are:

1)   Conduct of the Arts Day celebrations

2)   Participation of students in various arts and other competitions

3)   Sending representatives to the University Youth festival

4)   Conduct of Film Festival

5)   Release of college magazines

6)   Social service and charity works

Funding details

Year	Sources of fund		Total
	Government	PTA	
2010-11	45000	15000	60000
2011-12	50000	15000	65000
2012-13	48750	20000	68750
2013-14	49500	30000	79500
2014-15	50500	25000	75500

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

The students have representation in the following committees

- College union
- NSS Advisory committee
- College Level Monitoring Committee
- Grievances redressal cell
- Cell to prevent sexual harassment
- Jagradha samiti
- IQAC
- Anti ragging cell
- Grievances redressal cell in connection with college union elections
- The college union representative mandatory participate as an invitee in all college based functions

5.3.7. How does the institution network and collaborate with the Alumni and former faculty of the Institution.

- **Alumnae** Generally the alumni association of any college contributes to the development of the college both financially and value addition. In this college the contribution is only in the form of value addition such as conduct of classes to the students, sharing their experience and placement related matters. They provide voluntary assistance for all the developmental activities of the college.

- **Former Faculty.** Former faculty and principals are also the important stakeholders of the institution .Their expertise is exploited as and when it is needed

CRITERION VI:

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Vision and Mission of the Institution

Vision of the college

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 of the college

- We try to build up a centre of academic excellence imparting development oriented and value based education suited to the social needs and national development.
- We ensure quality education through curricular, co-curricular and extra-curricular activities assuring a peaceful, learner friendly, progressive and democratic ambience, thus ensuring the students' global competitiveness.
- We strive to ensure ICT enabled teaching and learning environment to make the students and the faculty more technologically competent and thus instilling in them the spirit of critical inquiry.

The mission of the institution should reflect its tradition and vision for the future. This can be accomplished through collaborative efforts and wholehearted cooperation of the students, the parents, the teachers, the administrative staff, local bodies, well wishers and various government and non government agencies.

6.1.2 The Role of Top Management, Principal and Faculty in Design and Implementation of its Quality Policy and Plans

- The College is managed by the Department of Collegiate Education, Government of Kerala. Its administrative and academic policies were governed by the rules and

regulations of the Department of Higher Education, Govt. of Kerala, the Higher Education Council and the University of Kerala.

- The Principal of the College is ably assisted in discharging the duties by the Vice Principal and the Staff Council having due representation of the Head of the Departments

- The staff coordinators of various committees and Clubs convene regularly to inform and disseminate various academic and administrative quality assurance schemes launched by the our regulatory bodies .

- The Parents Teachers' Association (PTA) is very proactive towards various issues related to the discipline and the day to day administration of the college.

- The College Development Council which due representation of the elected representation and bureaucrats has devised plans for the effective utilization of the CDC funds.

- The democratically elected Students' union also plays an important role in the efficient implementation of the programmes devised for promotion of students centered learning and teaching atmosphere.

6.1.3 The policy statements and action plans for fulfillment of the stated mission

Institutional activities for the year are carried out based on the action plan drawn up at the beginning of the academic year. Many committees are formed to carry out the Institutional action plan in accordance to the policy statements.

- The institution functions with a determination to achieve its stated mission. The IQAC, Staff Council and College Development Council meets regularly to review the policies and if necessary reformulate them. The various Cells and Clubs of the College Debate club, Nature Club, Media Club, Science club etc conduct review meeting and chart out programmes for the year ahead. The Continuing Education Cell and Career guidance and Counseling Cell prepare an outline of the activities to be carried out. The Extension Cell co-ordinates the extension activities, the students are given an opportunity to opt for the activity which they are interested in.

- To enhance ICT enabled teaching and learning the College provide students access to internet and computer facilities. EDUSAT, Interactive Smart Class rooms, Smart seminar hall, Language Lab, Home Theatre, a well designed website, access to INFLIBNET and N List, Collection of CDs and DVDs in the Library along with browsing facility in the Library are a few of the facilities for ensuring digitalized learning and teaching

- It is also noted that many students, especially those from coastal area are physically fit and are interested in sports and games activities. But the College lacks land for provision of necessary facilities like stadium/ play ground, hostels, gymnasium for students aspiring to be sportsperson. Since our attempt to buy land is not yet materialized, tie up has made with the management of the nearby school to utilize their stadium for the sports related training of our students.

- The College has requested the government and local body authorities to acquire sufficient land and sanction necessary for construction of Ladies Hostel, Canteen and Staff Quarters to meet the emerging needs when new UG and PG courses will be sanctioned in the newly constructed three storied science block building.

- The entire faculty of the college has a data and information sharing platform in the Gmail, WhatsApp, Henceforth all the information on training programmes, workshops are shared .The faculty and the administrative staff are encouraged to participate in those programmes. The college has set apart Rs.60,000 for the Competence building initiatives in the college in the UGC 12th plan for Professional Development Activities of the faculty, students and administrative staff. One of our faculty was also reimbursed the Travel expenses for attending and presenting a paper at the Central University Hyderabad.

- The College Council has elected a faculty as nodal office of Scholarships who up to dates the students on the various scholarships available. Every step is taken to ensure that no eligible student is denied scholarship.

- National Service Scheme and various Cells operating in the College also join hands to fulfill the mission of the Institution. It strengthens the potential of the student and develops a sense of service and sacrifice among them.

- New initiatives of our management such as Scholar Support Programme (SSP), Additional Skill Acquisition Programme(ASAP) and Walk With Scholar(WWS) also lead our institution to achieve its mission.

- The democratically elected College Union is instrumental in developing the skills of co-ordination and interaction among the students of the College.

Interaction with stakeholders:

- The Principal and the Staff members interact with stakeholders including parents, alumnae and retired Faculty members in the periodic meetings of their Associations.

- The Students Union, the Grievance Redressal Cell and tutorial system also ensure interaction with the stakeholders.

Proper Support for Policy and Planning through Need Analysis, Research Inputs and Consultations with the Stakeholders:

- The college council and IQAC meet regularly and discuss the inputs and obtain feedback from the stakeholders.
- The PTA and Alumnae Association put forward proposals for improving student support services.
- Need analysis of each Department is done by the Principal and the IQAC. An evaluation of the resources and performance of each Department is done by IQAC of the college and presented at staff meetings. Feedback on teaching and internal and external audit of various Departments is used for policy formulation and planning.
- The teacher evaluation is done at the beginning of each semester about the preceding semester and the feedback of the students, both quantitative as well as qualitative, is brought to the attention of the concerned teachers for improving on their teaching and mentoring activities.
- The College development Council meeting provides an important avenue to consultations with the stakeholders on the prospective planning.

Reinforcing the Culture of Excellence & Champion Organizational Change:

- The College aims to reinforce excellence through conducting annual Arts and Sports Fest, participating in University Fests, honouring top achievers with the help of PTA and similar activities.

- The college makes maximum utilization of plan funds for conduct of seminars as part of the Faculty Development Programmes and also regularly avails Plan funds for field visits which are part of the curriculum.

- The one and only PG Department of Sociology is under the final stages of being upgraded to a Research Centre which will reboot the research and consultation activities of the department.

- The gymnasium proposed to be built soon in the college under the able guidance of the Physical Education Faculty will be a training ground for inspiring and moulding our students to more physical training and body building.

6.1.4 Procedures adopted to monitor and evaluate policies and plans for effective implementation and improvement

- The College has the practice of evaluating the Institutional activities through regular meetings of various committees and Staff Council

- The conveners of the different committees submit reports of all Institutional activities to the Principal through IQAC. The Principal with the help of the Staff Council reviews the reports and make necessary interventions.

- In each year teacher evaluation by students were made by IQAC and Statistical cell and consolidated feedback were given to respective teachers to understand their strength and weakness. In addition, feedback from students is obtained through representatives of the College Union, Women Study Unit and Grievance redressal Cell.

- The Heads of the Departments keep regular contact with the students and other stakeholders and their suggestions are noted and utilized for the implementation and improvement of the policies and plans.

6.1.5 Academic leadership provided to the faculty by the top management

- The Collegiate Education under new initiatives charted many programmes for providing academic and administrative leadership to the faculty members like Optima, TEST, FLAIR etc. They were sent to training programmes for nourishing their leadership skills and were encouraged to be members/ conveners of various academic bodies.

- Each faculty is assigned the duty of tutor of a group of students. Thus specific academic role for each teaching member of the Department promote innovation and inventions. The Top Management collect appraisal reports of each faculty and is able to rightly identify their individual strengths, areas of interest and accordingly assign responsibilities.

- Monitoring committees were functioning at each department level and at the institution level. Faculty members are the conveners of these committees. Department level activities are co-ordinated by the respective Department Heads.

6.1.6 Grooming Leadership at Various Levels

- The Principal delegate the same to the faculty and other staff of the college. The faculty members in charge of various cells, committees and organisations like Research Committee, Women's cell, NSS, College Union, Arts Club, Sports Clubs etc.

- Programmes like ASAP, WWS has helped in the development of the leadership skills of our students and they are encouraged to play the role of student co-ordinators in various programmes undertaken by the College.

- Non Teaching and Administrative staffs are also delegated significant roles in the various committees of the college. The Librarian and the Superintendent of the college are non elected members of the several committees which functions in the college, thus bringing out their latent organisational skills.

6.1.7 Providing Operational Autonomy

- The academic activities and administration of the College is decentralized in order to ensure quality education and early actions. Vice Principal assists the Principal in both academic and administrative activities. Academic activities are monitored by College Level Monitoring Committee (CLMC) and Department Level Monitoring Committees (DLMC) which have operational autonomy to the extent of organisation, conduct and monitoring of continuous assessment examination and function as grievance redressal mechanisms for internal assessment practices.

- Faculty are given independent charges of the various statutory and non statutory committees like Purchase Committee, IQAC Committee, UGC Committee, Research Committee, Library Committee, PTA Executive Committee, Anti-Narcotic and De addiction Cell etc.

- The responsibility of taking appropriate steps to ensure qualitative teaching and preparing the students to face the challenges of the modern world rests with the Heads of the Departments. They also manage their departmental work with the co-operation and assistance of their staff members and maintain Departmental Stock Registers and other documents like Minutes of the Departmental meeting.

- Every member of the administrative staff is entrusted with the charge of specific sections. The Senior Superintendent supervises and co-ordinates the functioning of the accounts section, establishment section, purchases, examinations, student affairs and is accountable to the Head of the Institution.

6.1.8 Promoting Culture of Participative Management

- Committees comprising of teachers from different Departments co-ordinate and conduct various activities and events in the College. The administration is decentralized for all academic activities. This paves the way for the sharing of duties and responsibilities.

- Staff Council and the General Staff meeting are convened regularly for arriving at consensus on all significant decisions.

- The Student Council is provided ample opportunity to co-ordinate the extracurricular and co-curricular activities of the college. The staff advisor provides seamless support to the elected student body in participative management of the events organized in the college.

- The College authorities encourage the whole hearted cooperation of the elected representatives and the PTA Executives in the management of the academic and non academic activities of the college.

6.2 Strategy Development and Deployment

6.2.1 Quality Policy

K.N.M. Government Arts and Science College Kanjiramkulam is a prominent Government college in Neyyattinkara Taluk imparting knowledge-based quality education to satisfy the needs of society. The College caters to the overall development of students in the region. This is achieved through collective efforts and assistance from each and every member of the Institution. We constantly strive for the development of the faculty members and the students, with special focus on academic brilliance, personality development and social commitment. Continuous assessment of the performance of the students, teachers and administrative staff is done regularly. The quality policy is reviewed through feedbacks collected from its stakeholders.

6.2.2 Perspective Plan for Development

The Developmental plan aims at the overall betterment of the Institution. . The College Council, the College Development Committee and IQAC meet to plan future activities. As part of the developmental plan, a New Block is under construction. The College proposes to

start new UG and PG course with a view to fruitfully utilize its resources. The students enjoy the benefits of library, fully equipped computer centre, Language lab and smart classrooms.

Our future plans include:

- Construction of a stadium, staff quarters and student hostels.
- Acquire more land for college
- Introducing more PG and UG programmes
- Upgrading PG Department to Research Centre
- Equipping all class rooms with smart class facility.
- Constructing a well-furnished Seminar cum Lecture Hall
- Constructing a well equipped auditorium
- Building a Health Centre
- Constructing compound wall and gate
- Equipping the campus with access to Wi-Fi internet connectivity.
- Constructing a bye pass connecting the campus on two sides of a public road.
- Enhancing the talents of the students in performing arts, sports and literary fields
- Instilling social responsibility, civic sense and environmental concern among the students by designing the extension activities suitably.
- Empowering the output of our Institution with quality education and provision of life skills.
- Making the existing multi-disciplinary choice based programs more flexible for the benefit of the students
- Imparting ICT enabled teaching practices to explore the possibility of further refining the existing teaching learning practices

6.2.3. Internal Organizational Structure and decision making processes

The Institution is directly under the control of Government of Kerala and the Director of Collegiate Education monitors the overall development in pursuing excellence in every aspect. The Vice Principal supports Principal in academic matters. Next in the organizational hierarchy

is the Department and Administration wing. The faculty of the respective departments comes next. The non-teaching staff comprises of the office staff with one Senior Superintendent, the Head Accountant, clerks and attendants. The librarian and the library staff are also the integral parts of the organization. The following diagram shows the organizational structure.

Diagram-1

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                              ┌──────────────┐
                              │  Principal   │
                              └──────┬───────┘
                                     │
              ┌──────────────────────┴──────────────────────┐
              │                                              │
       ┌──────────────┐                            ┌──────────────────┐
       │    Vice      │                            │     Senior       │
       │  Principal   │                            │ Superintendent   │
       └──────┬───────┘                            └──────────────────┘
              │                        ┌──────────┬──────────┬──────────────┐
       ┌──────────────┐          ┌──────────────┐      ┌──────────────┐
       │    HODs      │          │    Head      │      │   Librarian  │
       └──────┬───────┘          │  Accountant  │      └──────┬───────┘
              │                  └──────────────┘             │
       ┌──────────────┐                              ┌──────────────────┐
       │Teaching Staff│      ┌──────────────┐        │ Library assistant│
       └──────────────┘      │Section Clerks│        └──────────────────┘
                             └──────────────┘   ┌──────────┐
                                                │  Typist  │
                                                └──────────┘
         ┌──────────────┐   ┌──────────────┐
         │    Office    │   │  Night watch │
         │   attendant  │   │man/ Security │
         └──────────────┘   └──────────────┘
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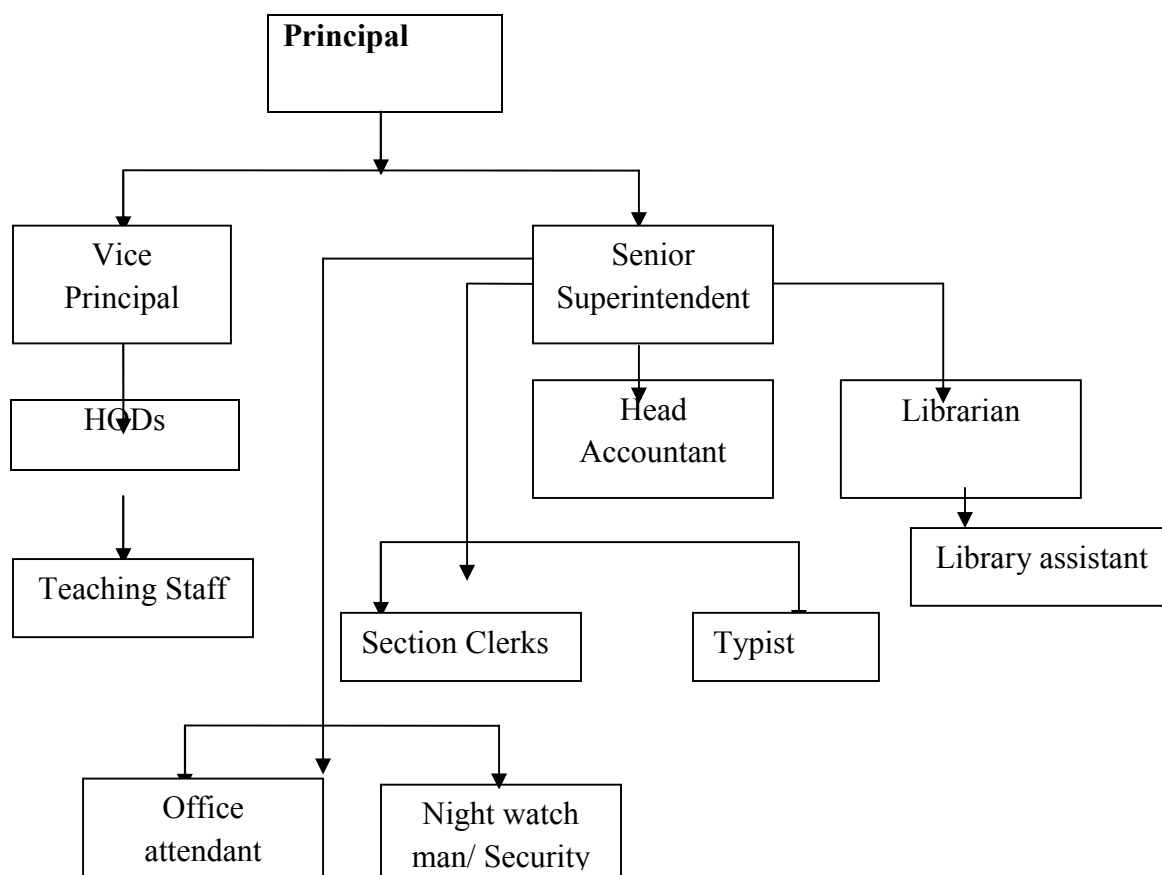
Besides the above, following committees and cells are constituted at the Institutional level for ensuring efficient and effective decision making:

i)   College Development Committee

ii)   College Staff Council

iii)   IQAC

iv)   Planning Committee

v)   Admission committee

vi)   Library Advisory committee

vii)   Research Committee

viii)   Building Committee

ix)   Purchase Committee

x)   UGC committee

xi)   Discipline Committee

xii)   Grievance redressal cell

xiii)   PTA

xiv)   Women study unit

xv)   College union

xvi)   Anti-ragging committee

xvii)   Alumni Association

6.2.4 Quality improvement strategies of the institution for each of the following

❖ **Teaching and learning**

The College has a well equipped Library with a collection of 15,000 books, 10 journals and 10 periodicals. Each year necessary books are purchased to match the updation of the syllabus. The digital classification and automation of the library will be done in every year. More Reference Books and Electronic databases will be procured to meet the increasing demands of the student's .Along with the General Library more Departmental Libraries will be promoted to encourage reading and research aptitude among the students.

College provides opportunity to the teachers to attend Orientation and Refresher courses to make improvements in teaching. The teaching and learning process is largely done using ICT enabled platforms Broadband internet, INFLIBNET, EDUSAT, Interactive Boards, LCD Projectors, laptop and computers by faculty to keep pace with the information explosion round the world. A Digital Language Lab is set up to improve the language proficiency among teachers and students. The computer centre enhances the IT skills of our students and facilitates better teaching and learning. Interactive learning takes place through field work, study tours, group discussions, quizzes, workshops, and academic seminars. Lectures by eminent academic scholars are offered to the students. Academic progress of students is assessed through Continuous Evaluation. The Tutorial System helps students to overcome

learning difficulties. Classes handled by experts are also provided through EDUSAT facility available in the College. Students are exposed to emerging areas by organizing seminars/workshops and invited talks. In addition to this, we have new initiatives like Walk With a Scholar programme for outstanding students, Scholar Support Programme for Slow learners, Remedial Coaching classes for SC/ST/OBC and other minorities and ASAP, a new venture of the Govt of Kerala to equip the students with new skills.

❖   **Research & Development**

The Research Committee of the College encourages and motivates the teachers to take up research projects, and fosters a culture of research among students and staff. The committee is also actively involved in facilitating research activities carried out by the members of the faculty by providing relevant information on the availability of funds and their sources. The Research Committee scrutinizes and provide suggestions to the faculty for further improvement of the research proposals before it is forwarded to the Funding agency. Publication of research findings and presentation of research papers are undertaken by the faculty members. The Faculty are also involved in the interdisciplinary researches and in research which have policy implications.

❖   **Community engagement/ extension activities**

NSS cell and the Extension cell of the IQAC of our college facilitate social and community services like Blood Donation Camps, Awareness programs on vital issues like Drug Addition, HIV/AIDS etc. NSS has conducted community participation projects like Mental Health Clinic and conducts community linked surveys and Extension Cell of the IQAC has launched a series of programmes like *Vayomitra* (for providing care and support for the Elderly who lives alone in the local community), *Gurushiksha*(for giving career oriented classes for the Higher Secondary school children unemployed youth and career oriented housewives in the libraries or community centers in the close vicinity of the college),*Vayanakootam* (Collection of old books from faculty and students to be distributed to the local library and reading clubs). *Rithu-* a club formed by the altruistic students of the college has been instrumental in providing

books and other learning aid to the most deserving impoverished students from a nearby Government School.

❖ Human resource management

The faculty and administrative staff are appointed by the State Government through Public Service Commission on merit basis. Faculties are remunerated as per UGC package whereas the administrative staffs gets pay scales as fixed by the State Government. Induction training is given to the administrative staff. For the faculty, orientation programmes and refresher courses are arranged in University Academic Staff Colleges across the country. Frequent trainings are also arranged for the faculty at the Institute of Management in Government. Seminars/ Workshops were organized to boost the efficiency and morale of the teaching and non- teaching staff. Seminars are regularly organized for student so as to equip them to meet the challenges. The NSS and ASAP programmes enhance the leadership qualities of the students. The students get a wide exposure through various clubs that function in the college.

The teachers, non-teaching staff and students get a chance to develop their skill by enrolling in various courses conducted by the Continuing Education sub centre. The students and faculty get an opportunity to interact with the social environment through the extension activities undertaken by the departments.

❖ Industry Interaction

The Career Guidance and Placement Cell conducts seminars and workshops in which different industrialists interact with our students and thus the students get a feel of the demands of the job market. Placement drives were conducted in the college by Muthoottu Fin Corp and Eureka Forbes Ltd. Our students participate in the industry interfaces during their field visits .Industries also conduct job recruitment drives in the campus and provide career seminars in association with the College.

6.2.5. Facts available for the top management and the stake holders, to review the activities of the institution.

- The Principal collects feedback from the teachers, students, parents and administrative staff. Personal interactions are made with students at both formal and informal levels by the HoDs and Principal. Personal interactions with faculty and nonteaching staff are made by the Principal to discuss strategic issues. A Teachers Diary is introduced in order to ensure regular functioning of the classes.

- Class PTAs are convened at the end of each semester to appraise and evaluate the students' performance. The parents are allowed to express their views on the performance of the faculty in the forum.

- At the end of each academic year student's feedback is taken and teachers are intimated about their performance. The results are analyzed and necessary action is taken to improve it. Regular meetings are conducted to review the corrective measures taken by the institution.

- The admission process, attendance of students and reports of the activities of NSS are intimated to the university from time to time. The utilization of plan fund, ASAP, and other programs and its functioning are intimated to the Director of Collegiate Education. The reports and utilization certificate of the UGC fund is submitted to the UGC.

6.2.6. Proper encouragement and support of the staff for improving the effectiveness and efficiency of the institution in academic matters

- The Directorate of Collegiate Education plays an important role in motivating the faculty for academic progress and efficiency. The faculty members are encouraged to participate and organize seminars, workshops, conferences and engage in research works. Faculty members are given periodic training like Orientation and Refresher courses to improve their performance. They are also provided with extra benefits for securing Ph.D/M.Phil degrees. Most of our faculty members are engaged in Doctoral Researches and project

work. FLAIR and TEST are some of the training programmes conducted by the Directorate of Collegiate Education through which young teachers are constantly updated on recent trends in teaching, learning and research.

- In addition to this the Principal provides efficient leadership for the effective functioning of the College. Maximum flexibility is given to the teaching faculty. The teachers are permitted to introduce topics of contemporary relevance and be multidisciplinary so that the students get maximum benefits. The faculty is encouraged to take up UGC major and minor research projects and to avail Faculty Development Programme. They are granted permission to attend seminars and present papers at State, National and International level

- Principal encourages the staff to head various committees of the college and faculty plays an important role in the planning and implementation of academic activities at ..

6.2.7 Grievance Redressal Cell and its functions

- The Principal is the primary source of grievance redressal service to the staff and students. The College Council helps the Principal regarding the same. All staff and students are free to approach the Principal with their grievances. Often the problems are solved at that level itself. If the Principal is unable to offer a solution the grievance is referred to the Council.

- CLMC and DLMC are the body is also authorized to deal with the grievance of students regarding internal assessment. The problem is first addressed at the department level. It is handed over to the higher body if the student is not satisfied with the decision of the department.

- We have an efficient system to redress the complaints and grievances of both students and staff of our College. For this purpose there is Anti-Ragging Committee, Sexual harassment cell, Staff club, Jagratha Smithy and Women study unit. Complaint boxes are kept for the convenience of students. Students put their complaints in the boxes and the

same are reported to the Principal. Oral complaints received are also resolved without delay.

6.2.8 Student Feedback

- The Institution collects feedback on the performance of the faculty members, the effectiveness of courses and the Institution and uses the feedback for enhancing the Institutional performance.

- We have the practice of holding meetings of representatives of various students' organizations and College Union members to discuss the issues related to student community. Suggestions are analyzed and corrective measures are taken.

6.2.9Provision for Autonomy

Being a government college, all the power to take decisions regarding autonomy is vested in the Director of Collegiate Education, Government of Kerala.

6.2.10 Court Cases Filed

For the past several years there have been no instances of court cases filed by and against the Institution

6.2.11 Resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The major issues discussed during the last year were infrastructure development, starting of new UG and PG courses, construction of a new auditorium, construction of gymnasium, renovation of compound wall and gates of the College, construction of a canteen building, optimum utilization of infrastructure fund etc. Many of the projects are at implementation stage..

6.3: Faculty Empowerment Strategies

6.3.1   Efforts made by the institution to enhance and encourage the professional development of teaching and non-teaching staff.

- The college takes necessary steps for the improvement of the staff. College provides facility for the faculty members to attend Orientation and Refresher programmes and summer courses in Kerala and abroad. College offers enormous fund for conducting State, National and International seminars for all departments. Similarly the faculty members are permitted to attend seminars and paper presentations inside and outside India.

- Junior staff is encouraged to participate in programmes like FLAIR. Computer Centre with internet facility, EDUSAT, INFLIBNET, Language lab and Home theatre provide advanced facility to upgrade the qualities of teaching. The teachers of the college are motivated to pursue Doctoral and Post Doctoral Fellowship.

- An amount of Rs.60000 provided to the college under General Development Assistance of the UGC 12th plan is set apart for the Professional Development of the Faculty and Administrative staff

- Similarly the non-teaching staffs are also given short term training courses in IMG and Computer proficiency training programmes

6.3.2: Training for Empowerment.

Several training programmes were attended by teaching and non- teaching staffs to achieve the goals in academic and non-academic levels.

- Non-teaching staffs are given proper training in administration and management by the Institute of Management in Government (IMG) and other IT skills up gradation programmes to fulfill their requirements.

- The teaching staff are given wide opportunities for being trained at University affliated Academic Staff Colleges, Government approved Training centres at National and State levels.

- The faculty are encouraged to apply for Minor and Major projects funded by UGC and other funding institutions like CSIR, NBHN, IHRD,ICSSR,KCHR,KHEC and Social welfare Centres.

- The faculty are also promoted to be part of the FOS S(Free Open Software Sources) for promotion of Free Softwares and to instill the spirit among the students. A new training programme on open softwares like Ubuntu and Linnux is an ongoing programme for the staff

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

To enhance the mental ability, counseling was provided through Community Mental Health Voluntary [CMHV] Training conducted by NSS.

6.3.4 Performance Appraisal.

The performance of the teaching faculty is determined by the student's evaluation report and on the basis of his/her academic and non academic achievements.

- In our Institution Performance Appraisal system is executed on the basis of the guidelines of UGC. The student's evaluation report is prepared on the basis of the data collected by the Statistical cell with the help of teachers and is analyzed by a team of teachers headed by IQAC co coordinator. This evaluation helps each teacher to upgrade his/her teaching methodology.

- The Head of the Institution/Dept reviews the strength and weakness of each staff and is communicated to the individual concerned confidentially . This helps to take steps to

improve the professional qualities of each staff. For keeping a healthy relationship between parents and teachers each Dept conducts regular PTA meeting for each class.

- Self appraisal report is also prepared by the teaching staff each year and counter signed by the Principal.

6.3.4 Communication of Performance Appraisal System

Faculty members submit a yearly self appraisal report of their academic and extracurricular achievements and quality enhancement programmes to the management. The report showcases the progress and performance of the teachers and is used for faculty evaluation by the management, along with the student feedback. The Principal discusses and shares the findings of the report with the teachers. Teachers are intimated individually of their strengths and weaknesses. Counseling facilities are also made available for the teaching faculty to enhance their productivity. The self appraisal report also forms core criteria in the promotion of the teachers. The Principal writes a final report based on the self appraisal report and sends it to the Director of Collegiate Education.

6.3.5 Welfare schemes available for Teaching and Non-teaching Staff

- The welfare schemes for faculty provided by the Department of Collegiate Education, Government of Kerala include monetary and career advancement benefits for those with higher qualifications such as M.Phil and Ph.D as well as opportunities for those who wish to improve their qualifications.
- There is Government schemes to provide loans for those who wish to buy/construct houses or to purchase computers/ vehicles.
- At the Institutional level, the College Council motivates faculty members through appreciation of merit and talent.
- The Staff Club of the College is committed to faculty welfare and offers a platform for the talented and the aspiring members. A few of the activities are given below:

    a. Coordinate various staff activities

The staff club regularly conducts cultural activities and other programmes on festive occasions like Onam, Christmas and New Year. This provides a platform for cultivating the talents of the staff as well as to create a sense of homeliness among the staff. Yearly picnics are also held.

b. Act as a support system

The staff club provides financial and emotional support to the staff as well as students in need. The staff are given free classes to increase awareness on new software, administrative changes and to motivate them to aim higher.

- PTA also provide loan on emergency.

6.3.6 Measures taken by the Institution for attracting and retaining Eminent   Faculty

The college boasts of a highly meritorious faculty, mostly elite academics selected through Public Service Commission. The faculty is provided a very congenial atmosphere, highly supportive of their academic growth to ensure their smooth functioning. They are given timely administrative support. They are provided with better facilities for teaching and research. Their strengths are highlighted and take remedial measures to curb their weakness.

6.4 Financial Management and Resource mobilization

6.4.1 The institutional mechanism to monitor effective and efficient use of available financial resources:

- Plan fund of state government, UGC fund, CDC fund and PTA fund are the main sources of income. College council monitor the effective implementation of various projects by utilising these funds. It is headed by the Principal and comprise of vice Principal, IQAC coordinator, Head of all departments, senior superintendent and Librarian. IQAC committee chart out necessary requirements of the college in the order of preference after discussions with the head of the departments and administrative sections of the office. Accordingly Plan committee and UGC committee

prepare proposals and submitted to the Principal. It is placed before the college council for approval and submitted to the respective authorities. Once a fund was sanctioned the same is discussed at college council and asked the respective committees to implement the projects as per preference. They prepare a detailed proposal and submitted to the planning board of the college for approval. The approved proposal is placed before the Purchase committee for implementation. The fund is disbursed from the office only on the basis of the certification of the work by the respective conveners

- The Plan and Non-Plan fund utilization is made according to the direct monitoring by the Principal. The Principal and the Office Superintendent make sure that the remittances are made on time. For the utilization of PTA fund, approval of PTA Executive Committee is a pre-requisite and the PTA secretary keeps necessary records related to the utilization. The proposals placed before the PTA /Principal are evaluated and discussed in the College Council to ensure that the expenditure is only for the developmental activities of the College and the welfare of the students. The utilization of CDC fund is made according to the approval of the College Development Council headed by the District Collector.

6.4.2 The institutional mechanisms for internal and external audit:

All accounts of the college are to be audited by at least one of the following agency.

1) Auditing by the State Finance Department.
2) Annual auditing by the Department of Collegiate Education.
3) All the audits done above are subjected to external audit by the Office of the Accountant General, Government of Kerala.
4) The utilization of the UGC accounts is audited by the registered Chartered Accountant.
5) Internal audit is done for PTA accounts.

Any objections made by the auditors will be cleared in due course.

6.4.3 Sources of Institutional Receipts

The institution is managed and the entire funding for the functioning of the College is done by the Government of Kerala through plan and non plan funds. Tuition fees and special fees collected at the time of admission is another source of institutional receipts, and it is remitted in the Government Treasury account. CDC fund is also collected at the time of admission and yearly matching grant is allotted to the College by the Government of Kerala. All the recurring expenditures are borne by the Government agencies. The UGC extends financial support for various developmental activities. The PTA also extends financial support.

The important grants received in the last four years are as below.

Items	FINANCIAL YEAR/ Lakhs)				Grand Total
	2011-12	2012-13	2013-14	2014-15	
NAAC	3.0	6.0	7.0	9.5	25.5
Computer	2.2	1.75	2.4	12.2	18.55
Lab Equipments	1.5	2.5	2	5	11
Sports Equipments	1.5	0.8	1.5	3.0	6.8
Other Equipments	6.5	4.5	7	10.5	28.5
Lab Chemicals	nil	Nil	Nil	Nil	Nil
Library Books	1.8	2.2	2.15	4.26	10.41
Furniture	1.5	1.75	2	2.5	7.75
WWS		1.14	1.9	3.5	6.54
SSP		0.95	1.2	1.83	3.98
Study tour	0.4	0.25	0.4	0.5	1.55
Faculty development	1.5	2.0	2.0	2.0	7.5
New courses	3.0	2.0	4.0	5.0	14
EDUSAT		0.5	4.0	5.0	9.5
Minor Works	2.5	2.5	7.0	7.0	19

6.4.4 Effort for securing Additional Funding

The College PTA collects contributions as an additional source of internal revenue for carrying out the activities of the College. Efforts were made to transfer Rs. 1,00,000/- from PTA fund to CDC during last three years and got additional Rs.1,00,000/- in each year as matching grant from government. Special requests are made by the Institution to the local MLA and MP for additional resources. Ten computers of higher specifications were obtained from MP fund of Dr.Sasi Tharoor for language lab. This year, with the efforts of the college, Government of Kerala allotted One Crore Rupees for the development of the college under CQIP

6.5 Internal Quality Assurance System (IQAS)

6.5.1 IQAC and the institutional policy with regard to quality assurance and its contributions in institutionalizing the quality assurance processes.

After the accreditation in 2008 the institution revamped its quality assurance process abiding by the guidelines given by NAAC. The IQAC plays a crucial role in connecting and coordinating the various bodies in this institute especially in the matters related to the teaching – learning process.   It functions as an umbrella organ engaging and interacting with all other systems in materializing its goals and objectives. The IQAC took a lead role in the preparation of the Self Study Report for Reaccreditation and also assist the Institution for managing the Peer Team Visit.

The IQAC acts as a catalyst in the development of the Institution. Promoting quality initiatives by motivating the Departments, organizing training programmes, encouraging faculty in participating in National/International academic programmes and helping the Institution in maintaining a favorable learning environment are the prime functions undertaken by the IQAC. It has been instrumental in introducing quality parameters in different academic and administrative policies of the Institution. It efficiently monitors timely coverage of the prescribed syllabus, the semester plan preparation, implementing an effective tutorial system, conduct of class PTA and department alumnae meetings and record of Teachers' Work Diary. Periodic progress in Continuous Evaluation is also monitored.

IQAC decided to give prime concern for the following matters at the beginning of an academic year in the areas of teaching learning and give directions to implement these programmes effectively:

- Submission of Department Report

- Development of Quality Plans at the Department level

- Sharing of experience by the faculty members who attend important Training Programmes/ Workshops

- Streamlining of research activities and Faculty Development Programmes

    The meetings of the IQAC to review the progress of the quality initiatives during the year 2014-15 came to the following conclusions:

- ❖ The Departments prepared quality plans and effectively implemented according to a calendar.

- ❖ Majority of the Departments fulfilled the criteria chart given by IQAC according to the NACC Guideline.

- ❖ Many Departments organized several programmes like National Seminars, Workshops, Training Programmes, etc. aimed at quality enhancement which motivated the students and the faculty.

6.5.2 Operationalisation of Internal Quality Assurance for the Academic and Administrative Activities

The Principal is the academic and administrative head of the institution. In order to assist him there are several committees including IQAC to have an integrated framework for quality assurance of the academic and administrative activities. The committees constituted consist of representatives from teaching, nonteaching staff and the students. This is to ensure participatory and democratic interaction from all the main stakeholders. All the committees are given permission to formulate their own strategies for implementing the decisions formulated by the Principal. The decentralized mode of administration proves effective during the execution of quality assurance measures initiated by the IQAC.

6.5.3 Training to staff

- The IQAC conducts orientation programmes for its staff.
- It is meant to enrich and update themselves academically, socially and culturally and to comprehend the recent trends in higher education

6.5.4 Academic Audit

Academic audit is done through semester plan, academic calendar, periodic evaluation and end semester evaluation. Every possible measure is taken to adhere to the academic plan and semester plan prepared at the beginning of the year and semester. A close monitoring is also done at different levels like Head of the institution, IQAC, Head of the Departments, and Academic Monitoring Committee (DLMC & CLMC). Staff Council and special Departmental meetings are arranged for Result Analysis and necessary modifications are introduced accordingly.

6.5.5 Alignment of IQAC with EQAC Requirements

The suggestions made by the NAAC Peer Team during the first cycle accreditation process have been fulfilled to a larger extent. The College is constantly following all the modifications introduced by NAAC in the accreditation process.

6.5.6 Reviewing the Teaching Learning Process

The teaching-learning process is reviewed through feedback from students collected by Statistical Cell and Departments and analyzed by IQAC. Copies of semester plan prepared by individual teachers are forwarded to the IQAC through the Department Heads and the committee closely monitors the progress of the plan. IQAC also keeps track of the timely and committed

coverage of the lessons. Besides this, the Head of the Institution collects informal feedback from students.

6.5.7 Communication with internal and external Stakeholders.

Communication with students is attained through teachers especially Class Tutors and Head of Departments through meetings and interactions, notices, announcements and Institutional Website. Staff members are informed of the quality assurance policies through staff meetings, notices and mails. External stakeholders particularly parents are intimated through PTA Executive Committee and General Body meetings and also by post.

CRITERION VII:

INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the institution conduct a Green Audit of its campus?

`The institution is highly committed to protecting and preserving the environment and inculcating environmental consciousness among the students and staff. The college has no permanent system of environmental audit. However, the institution has conducted an audit of the plants and trees in the campus in 2015 and a record of the same is maintained. Shortage of land area is a major barrier to the planting of more trees. Henceforth after the completion of the construction of the new building and the renovation of the old block-Roof top cultivation will be encouraged particularly horticorp .The green audit brought out the fact that more fruit bearing trees can be planted in the all possible places available within the campus.The trees which are already there in the campus were enumerated and the scientific names of the trees are displayed on them.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

- **Energy conservation**

The college is ensuring minimal energy consumption through various measures of energy conservation. All the classrooms are well ventilated and have enough natural light, hence the use of fans and lights are kept minimal. Continuous awareness on the need for energy conservation is being given to students. The class leaders are given charge to verify whether the lights and fans are switched off when not required. Energy conservation messages are displayed in various parts of the campus. The staff members are also advised to reduce energy consumption.

- **Efforts for reducing use of paper**

Use of electronic forms is promoted in order to reduce the use of paper. Students are advised to submit the draft copies of assignments and projects in softcopy format in order to reduce paper consumption. Whenever possible all official information and communication among faculty members are made via electronic media. An email group and WhatsApp group have been formed for the purpose

- **Water conservation**

Though Kerala receives an average rainfall of 3000 millimetre per year, the state faces severe water scarcity in the summer season. In this context, the college has taken an initiative for water conservation. Students are made aware of the need for conserving water. Boards requesting the conservation of water are displayed next to all water taps.

- **Plastic-free campus:**

The campus has been declared 'plastic-free'. The use of plastic is strictly restricted in the campus. Students are advised not to bring plastic carry bags to the campus. The policy of "*refuse, reduce, and reuse*" is promoted in the campus. Separate bins are kept in the campus to collect plastic materials. Use of flex boards is also discouraged and cloth banners and paper posters are promoted inside the campus. Students are advised to follow a plastic-free culture in their homes as well.

- **Medicinal plants**

Medicinal plants are planted in front of the college. Almost 30 varieties of plants have been planted and their names are displayed. Students are also advised to collect more medicinal plants and set up gardens in their homes. NSS volunteers and the members of the Environment Club took the lead role in making the medicinal plant garden a reality.

- **Litter free campus**

The campus has been declared 'litter free.' Boards to this end are displayed in various parts of the campus. Colour coded waste bins are kept at different parts of the campus for bio degradable and non-degradable waste.

7.2 Innovations

- **Vayomitra and Santhwana**

IQAC Extension Cell of the college which have planned and organised a series of programmes for creating more institution community interfaces The IQAC Extension Cell has been implementing a programme named *Vayomitra* for providing care and support for the Elderly who lives alone in the local community .Palliative care by provision of disinfectants, cotton and fruits were provided to a bed ridden elderly persons who resides in the close vicinity of the college. *Santhwana* which the bedridden patients residing in the immediate surroundings of the college are provided mental support by our students who makes frequent visits.

- *Gurushiksha*

Gurushiksha is a programme for giving career oriented classes for the Higher Secondary school children unemployed youth and career oriented housewives in the libraries or community centers in the close vicinity of the college. The classes were under taken during one academic year at Satyan memorial Library and simultaneously in a Parish Hall attached to CSI church, Paraniyam.

- *Vayanakootam*

Under this programme, the students and teachers have pooled in books which was contributed to a reading library created by a Kakkalakkanam Sports and Arts club.

- **Blood donation camps**

Blood donation camps are organized in the campus under the college NSS units. A directory of the students who are willing to donate blood is available with the NSS programme officer. Students donate blood to various nearby hospitals and institutes like the Government Medical College Trivandrum, Regional Cancer Centre Trivandrum, etc. Blood collection camps are organized in the campus frequently with the help of the Mobile Blood Bank of the Government Medical College Trivandrum. In the camp held in October 2015, around 25 students donated their blood.

- **Medical Camps**

Medical camps are organized in the campus every year under the Women's Study Unit. Expert doctors and medical personnel from various institutes like KIMS, NIIMS, CSI Medical College Karakkonam, etc. Camp in the college and provide medical check-up, treatment, and medicines (if necessary).

- **Film festival**

Film festivals are organized in the campus by the College Union and the Department of English. The College Union has been organizing one day film festivals for the past 5 Years. The Department of English has organized a film festival on World Classics in 2014.

- **Student feedback system**

A student feedback system has been successfully implemented in the college. At the end of every year, feedback from the students is collected in a prescribed format. Through this, the students are given a chance to evaluate their teachers in a rating scale. The feedback from the students about each teacher is collected and coded with the help of computer and the results are given to the respective teachers. The system helps the teachers to improve their quality of teaching as well as developing a healthy and good relation with the student community.

- **Sick room**

A sick room has been set up in the college with essential facilities for retiring in case of illness. A room with proper lighting and ventilation is arranged for the purpose. First Aid equipments, emergency medicines, wheel chair, stretcher trolley, cot, etc. are available in the sick room.

- **Internal examination system**

The college conducts a full-fledged internal examination at the end of each semester. The question pattern, mode of conduct, and evaluation are exactly as that of the university examination so that the students are properly prepared for their end semester university examination. Printouts of model question papers are provided to students free of cost.

- **FOSS**

In order to popularise the use of free and open software movement, the college formed one movement under the leadership of Ms Jeeja of Dept of Mathematics. They conduct awareness classes for teachers and students for adopting operating systems in Open Source Platforms. Along with the Mathematics lab, other departments are also promoting the use of open source software

7.3. Best Practices.

7.3.1. Elaborate on any two practices

1) **Library @ Class**

Title of the Practice

Library @ class & Reading Corner

Goal

The goal of Library@class is to inculcate reading habit in the students so that their perception of the world can transcend the limitation of the geographic and physical environment.

The context

It was observed that with the advent of science and technology, kids today have become more of tech slaves than masters. They have practically bid goodbye to the wisdom enshrined in the pages of books. With each passing year and batch, this trend has only strengthened. The academic community in the college, which included a few students as well, felt that it was high time some innovative measure was adopted.

The practice

Under Library@class, class libraries are set up in all departments. Students are encouraged to collect books from various sources. A team under the class leader is given the charge of setting up and maintaining the class library. A shelf is provided to each class and the books are kept in good condition. Books are issued to students every day at a predetermined time. Books on various disciplines and literary works are kept in the library. A corner of the class is meant to be the Reading corner where the students keep all the material which are worth to be read and internalised.

Evidence of success

Library@class has actually begun to reap rewards. Students have started to show interest in reading fiction and non-fiction works. Since the books belong either to themselves or their friends, and are kept under collective ownership, the students show an improved sense of responsibility and care in handling the books. Moreover, they are really enthusiastic in discussing about what they have read.

Problems encountered and research required

The important problem encountered in the beginning was the lack of proper infrastructure. Some classrooms were not deemed secure and this was a major hurdle during the planning stage. To solve the issue it was decided that in such cases, the books will be kept in the concerned department until secure classrooms can be assured. The next roadblock was to get the students to read. This was a particularly difficult task and required strategic planning because though all were enthusiastic to furnish the class library with books, most were reluctant to bid even a brief farewell to the allure of the social media and chill-time with friends. This was overcome with the aid of peer support groups. The students who were really into reading initiated discussions in class and gradually the others joined. Soon the initiative was taken up by the student community as has been evidenced in the meetings of the reading and literary clubs.

Interdisciplinary knowledge is essential in today's knowledge economy and society. Hence, further research is required to ascertain the reading pattern of the students and to channel them out of the cliché genres.

2) FLAIR-Societal Engagement

Title of the practice

Flair-Foresight

Goal

The major objectives of the programme are:

1. To identify through survey, the skill set that the students wish to imbibe for increasing their employability and career building prospects.
2. To establish collaboration with reputed professional bodies, NGOs, business firms, local self government institutions, consultancy firms, etc. to facilitate exposure for the interested students.
3. To assist the students in documenting and reporting the exposure and the skills that they have learned while working in collaboration with the agencies

The context

Fostering Linkages in Academic Innovations and Research (FLAIR) is a flagship programme of the Directorate of Collegiate Education under the Ministry of Higher Education, Government of Kerala. The programme is aimed at improving the teaching, research, and extension potential of faculty members of the colleges of the state. A number of activities including induction training, short term courses, skill training, national internship, international internship, lab visits, etc. are conducted as part of the scheme. Around one third of the faculty members of KNM Government Arts and Science College, Kanjiramkulam are a part of FLAIR and have received training in various areas.

The ultimate aim of FLAIR is to benefit the student community and the society at large through empowering the faculty members. Keeping this objective in mind, the FLAIR community of the college started the programme "FLAIR Foresight" to ensure collaboration with different agencies and institutions in the society and the academic community.

The practice

Four students are selected from each department based on their aptitude and skill for volunteering social interface. The students are selected from 3rd, 4th, and 5th semesters. The Competencies/skills the students attained from Collaborating agencies were NGOs-identify the managerial skills like planning, organizing, change management. Business/Consultancy firms –to find out the generic or transferrable skills like team work, self discipline. Local Self Government Institutions-professional skills like problem solving, creativity, decision making

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EVALUATIVE REPORT OF THE DEPARTMENTS

DEPARTMENT OF COMMERCE

1	Name of the department	**Commerce**
2	Year of establishment	1982
3	Name of programme	UG programme
4	Name of interdisciplinary courses in the department	Entrepreneurship Development and Project Manageement as open course
5	Annual / semester/ Choice based system	Choice based credit and semester system in UG
6	Participation of the department in the courses offered by other departments	Open course in Life Skill education, Operations Research, Human Resources Management, Creative writing & Health Education and Physical fitness
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8	Details of courses/programmes discontinued (if any) with reasons.	Nil

9.Number of Teaching posts:

Post	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	4	4
Ad Hoc Faculty	Nil	Nil

10.Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Roosevelt M	M.Com., M.Phil	Assistant Professor	Tax	8	Nil
Dr Rani L	M.Com., M.B.A., Ph.D.	Assistant Professor	Finance	7	Nil
Sreedevi S R	M.Com.	Assistant Professor	Finance	4	Nil
Thushara R.V.	M.Com.,	Assistant Professor	Finance	3	Nil
Priji L. P.	M.Com.	Assistant Professor	Finance	4	Nil

11	List of Senior Visiting faculty	Nil
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	No
13	Student teacher ratio (Programme wise)	UG -1: 30
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	There is no technical and administrative staff in the department
15	Qualifications of teaching faculty	Ph D 1 Ph D Doing 2 M phil 1 M.Com. 1

16	No. of faculty with ongoing projects from
	   a. International
	   b. National
	   c. Total grants received
		Nil

17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	1
	MRP	Faculty: SREEDEVI S R Title : **Economic Relevance of Carbon Credit in India** Period: From 16-03-11 to 9-06-15

18. Research Centre /facility recognized by the University: Nil

19. Publications:
    a) Publication per faculty

A. BOOKS

Sl no	Name of teacher	Book details					Journals	
		Monograph	Chapter in book	Edited book	Book with	Seminar proceedings	National	International
1	Dr. Rani L		2	1		2		

20	Areas of consultancy and income generated	No
21	Faculty as members in	
	National committees	Nil
	International committee	Nil
	Editorial Boards	Nil
22	Students projects	All the UG students are doing project work on group basis as part of their course.
	% of students who have done in house projects including interdepartmental programmes	Nil
	% of students placed for projects in organizations outside the institution	Nil
23	Awards / recognitions received by faculty and students	**Students** 1. Sreedhanya U R and ANU M secured II rank in University Of Kerala B.Com. Degree Examination 2014-15 2. Aswin S P secured III rank in University Of Kerala B.Com. Degree Examination 2013-14 3. Nandu S S secured II rank in University Of Kerala B.Com. Degree Examination 2012-13 4. Vijitha U P secured I rank in University Of Kerala B.Com. Degree Examination 2010-2011 5. Anandu N- III Semester B.Com student selected as the Best Body Builder of the University of Kerala (2014-15)

		6. Praveen A B - III Semester B.Com student attended 10 days Pre- RD Camp at Bangalore (2014-15) 7. Mohammed Sanooj attended NSS National adventure camp at Jammu & Kashmir (2010-2011)

24	List of eminent academicians / visitors visited to the department	1. **Mr. V.C. Shankar,** Assistant Professor of Commerce,M D T Hindu College, Tirunelveli.
		2. **Dr. S. Resia Beegam,** Professor, Dept. of Commerce, University of Kerala
		
		3. **Dr. MARY GEORGE**
		
		   Professor & head (Retd.),PG. Dept. of Economics,University College, Thiruvananthapuram
		
		4. **Sri.HAREENDRANATH K. R.** assistant commissioner ITMC Commissionerate of Commercial Tax
		
		   Thiruvananthapuram
		5. **Dr. JOSE SEBASTIAN,**
		
		   Associate Professor Gulathi Institute of Finance and Taxation, Government of Kerala
		
		6. **Dr.ANITHA KUMARI L.**
		
		   Associate Professor, Gulathi Institute of Finance and Taxation,Government of Kerala
		
		7. **Sri. E M Safeer** (DM)
		
		   Centre for Commercial Taxation
		
		   Trivandrum.

25	Seminars / conferences / workshops organized & the source of funding	National seminars organized in the department
A	Dr. Rani L Assistant Professor of Commerce	1. Organized UGC sponsored Two Days National Seminar on Goods and Services Tax – Perspectives and pragmatism 2. Organized UGC sponsored Two Days National Seminar on Financial inclusion for inclusive growth 3. Served as the co ordinator of the UGC sponsored Add on course on PG Diploma in Tax procedure and Practice

B	Dr. Subash T Assistant Professor of Commerce	Organized the Two Days National Seminar on Ethics in Social Science Research
		For the last five years centralized allotment system was introduced by the university. University is receiving applications and allotting students to the concerned college and departments. Sanctioned strength of the department is 50 excluding sports quota. Allotment is on the basis of 50% open merit and 50% on the basis of various types of reservation like SC/ST, Muslim, OBC, BPL etc

26. Student profile programme/course wise:

27.

Name of course	Year	Application received	Selected	Enrolled Male	Female	Pass percentage
	2010-11		35	19	16	90
BCom	2011-12		35	13	22	92
	2012-13		26	16	10	92
	2013-14		31	13	18	76
	2014-15		39	21	18	93

28. Diversity of Students

Name of the Cours	% of students from the same state	% of students from other States	% of students from abroad
2011-12	All the students are from the same state		
2012-13	,,		
2013-14	,,		
2014-15	,,		
2015-16	,,		

29. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

- NA

30.   Student progression

Student progression	Against enrolled %				
	2011-12	2012-13	2013-14	2014-15	
UG to PG	70	72	80	82	
PG to M.Phil.					
PG to Ph.D.					
Ph.D. to Post-Doctoral					
Employed Campus selection Other than campus recruitment	19	32	26	18	
Entrepreneurship/Self-employment					

31. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	12
2	Lap tops	1
3	ICT class rooms	2
4	Library books	3000
5	Computer lab	Nil
6	Laboratory	Nil
7	INFILBNET	Yes

32. Number of students receiving financial assistance from College, university, government or other agencies

Name of course	Year	College	University	State govt	Cental Govt	KSHEC
BSc	2011-12			37		2
	2012-13		1	42		3
	2013-14			31		1
	2014-15		1	24		
	2015-16			29		1

33. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

Name of course	Year	Special lecture	Seminar	workshop	Field exposure	others
BSc	2011-12	2	2		2	
	2012-13	3	1		1	
	2013-14	2	1		2	
	2014-15	3	2	1	2	
	2015-16	3	1		1	

33	Teaching methods adopted	
34	Participation in ISR and extension activities	
35	**SWOT analysis**	
	Strengths	• Experienced and well qualified teachers • All permanent teachers who have PhD or doing PhD • Three research guides in the dept • Four teachers availed research fund either from UGC or ICSSR • Two faculty have international exposure • Department library • Applied for a research centre
	weakness	• More time is devoted for administrat work in the CBCS system • No international journals in the library • Lack of proper transportation facility to the college • Lack of hostel facility • Lack of research centre
	Opportunities	• Being qualified and experienced teachers there is chance of acting as resource persons in various programmes of the government
	Threats	• Employability of the students • Expensive learning materials

Future plans	- Research center - Collaboration with premium institutes - Extension activities - Consultancy

DEPARTMENT OF ECONOMICS

1	Name of the department	Economics
2	Year of establishment	1982
3	Name of programme	UG
4	Name of interdisciplinary courses in the department	Complementary course to Sociology-Economics Open Course-Human Resource Management
5	Annual / semester/ Choice based system	Choice based credit and semester system
6	Participation of the department in the courses offered by other departments	Yes as an Open Course
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL
8	Details of courses/programmes discontinued (if any) with reasons:	NIL

9.   **Number of Teaching posts:**

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	3	1
Ad Hoc Faculty	2	2

10.   **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Sinish K V	MA, UGC-JRF	Asst. Prof.	Microeconomics	5	Nil
Siju Wills	M.A,,M.Phil, UGC-NET,	Guest Lecturer	Public Economics	6	Nil
Adithya V K	M.A,,M.Phil, UGC-JRF	Guest Lecturer	Macroeconomics	1	Nil

11	List of Senior Visiting faculty	Nil
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	66%
13	Student teacher ratio (Programme wise)	52:1
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	Nil
15	Qualifications of teaching faculty	Ph D
		Ph D Doing :3
		M phil :2
		MA :3
16	No of faculty with ongoing projects from	
	d. International	Nil
	e. National	Nil
	f. Total grants received	Nil
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	1.

18. Research Centre /facility recognized by the University:

19. Publications: Nil.

20	Areas of consultancy and income generated	Nil
21	Faculty as members in	Nil
	National committees	Nil
	International committee	Nil
	Editorial Boards	Nil
22	Students projects	
	% of students who have done in house projects including interdepartmental programmes	All final year students conduct research projects
	% of students placed for projects in organizations outside the institution	Nil

23	Awards / recognitions received by faculty and students	
24	List of eminent academicians / visitors visited to the department	
25	Seminars / conferences / workshops organized & the source of funding	
A	Directorate of Collegiate Education Government of Kerala	Kerala Economy: Emerging Issues 2011-12
A	Directorate of Collegiate Education Government of Kerala	*Kerala Economy : Issues, Challenges and Prospects 2012-13*
B	Directorate of Collegiate Education Government of Kerala	*Data sources and SPSS 2013-14*
C	Directorate of Collegiate Education Government of Kerala	*Trends in Kerala State Finance 2014-15*

26. Student profile programme/course wise:

Name of course	Year	Application received	Selected	Enrolled Male	Female	Pass percentage
BA Economics	2011-12		63	25	38	80
	2012-13	Online	54	12	42	80
	2013-14	Online	50	26	24	68
	2014-15	1807	51	20	31	65
	2015-16	Online	52	22	30	

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2011-12	100	Nil	Nil
2012-13	100	Nil	Nil
2013-14	100	Nil	Nil
2014-15	100	Nil	Nil
2015-16	100	Nil	Nil

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?**   NA

29. **Student progression**

Student progression	Against enrolled %				
	2011-12	2012-13	2013-14	2014-15	2015-16
UG to PG	22	33	32	33	
PG to M.Phil.					
PG to Ph.D.					
Ph.D. to Post-Doctoral					
Employed • Campus selection • Other than campus recruitment					
Entrepreneurship/ Self-employment	27	18	16	24	

30. **Details of Infrastructural facilities**

Sl no	Item	No of items
1	Computers	3
2	Lap tops	1
3	ICT class rooms	3
4	Library books	Nil
5	Computer lab	Nil
6	Laboratory	Not applicable
7	INFILBNET	Yes
8	Scanner	1
9	Online UPS	1

31. **Number of students receiving financial assistance from College, university, government or other agencies**

Name of course	Year	College	University	State govt	Cental govt	KSHEC
B.A. Economics	2011-12		1	101	1	1
	2012-13			111	1	
	2013-14		1	102		1
	2014-15		1	78	1	1
	2015-16			86		

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

Name of course	Year	Special lecture	Seminar	workshop	Field exposure	others
BA Economics	2011-12		1			
	2012-13			1		
	2013-14		1			
	2014-15		1			
	2015-16		1			

33	Teaching methods adopted	
34	Participation in ISR and extension activities	
35	SWOC analysis	
	Strengths	• Qualified faculty • Excellent class rooms with ICT facilities •
	weakness	• Lack of PG programmes • Non accessibility of resource persons
	Opportunities	• Increased demand for economics
	Threats	• Lack self motivation among students
	Future plans	• Upgradation to a PG Department and Research Centre • To setup a well equipped Department library

DEPARTMENT OF ENGLISH

1	Name of the department	English
2	Year of establishment	1982
3	Name of programme	BA English and Communicative English (Career-related FDP under CBCSS)
4	Name of interdisciplinary courses in the department	Nil
5	Annual / semester/ Choice based system	Choice based credit and semester system
6	Participation of the department in the courses offered by other departments	Yes as an open course
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8	Details of courses/programmes discontinued (if any) with reasons:	Nil

9. **Number of Teaching posts:**

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Assistant Professors	7	7
Ad Hoc Faculty	Nil	Nil

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No.of years of Experience	No. of Ph.D. students guided for the last 4 years
Meera Baby R	MA English, B.Ed., UGC NET	Assistant Professor	Linguistics, ELT	7	Nil
Leena T L	MA English, MA Malayalam, MA Sociology, B.Ed., M.Phil., NET, JRF	Assistant Professor	Grammar, ELT	5	Nil

Nalin Ganesh N	MA English, B.Ed., UGC NET	Assistant Professor	Cultural Studies	4	Nil
Praseetha P	MA English, UGC NET	Assistant Professor	Gender Studies	3	Nil
Priya P S	MA English, UGC NET	Assistant Professor	Language Skills	3	Nil
Rekha V G	MA English, B.Ed., UGC NET	Assistant Professor	Poetry, Drama	1	Nil
Vineetha Mohan	MA English, M.Phil., UGC NET	Assistant Professor	Prose, Literary Theory	1	Nil

11	List of Senior Visiting faculty	Nil		
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	No		
13	Student teacher ratio (Programme wise)	30:1		
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	Nil		
15	Qualifications of teaching faculty	Ph D		
		Ph D Doing	4	
		M phil	2	
		MA	7	
16	No of faculty with ongoing projects from	**NIL**		
	g. International			
	h. National			
	i. Total grants received			
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	NIL		

18. Research Centre /facility recognized by the University: NIL

19. Publications:

a) Publication per faculty

Sl no	Name of teacher	Book details					Journals	
		Monograph	Chapter in book	Edited book	Book with	Seminar proceedin	National	International
1	Meera Baby R		3	2 (ISBN)				
4	Praseetha P		1					
5	Priya P S		1					

Details of Publication

Articles

1. Ms. Meera Baby R, "Writing Skill: Texting and Fossilization", *New Strides in English Teaching.* Ed. Jamuna B. S. and Lal C. A. Published by Gowli Books, Kochi, in February 2011. ISBN 978-81-920818-0-9

2. Ms. Meera Baby R, "The Taming of the Vampire: From the Folkloric   Monsters to the Sexy Edward Cullen", *Proceedings of International Conference on English Language and Literary Studies*. Ed. Ramnita Saini Sharda. Uttam Publishers, Jalandhar City. 2012. (ISBN 978-81-923858-0-8)

3. Ms. Meera Baby R, "Beauty and the Beast: The Side Effects of Globalization" in the Proceedings of the UGC sponsored National Seminar on ***Re-inventing and Recasting the Praxis of Globalization*** edited by Anej Somaraj and Shalini Rachel Varghese, published by the PG Dept. of English, Christian College, Chengannur (2014). ISBN 978-81-928481-1-2.

4. Dr. Vani K, Issues Pertaining to the Teaching of English Language and Literature" *The Proceedings of the Two Day National Seminar on Major Issues in Indian Higher Education Pertaining to Quality*, Mahe, edited by M.V. Mohanan Nair et.al and sponsored by NAAC, Bangalore, in March 2010

5. Dr. Vani K. Doublebind: The Trauma of Women Migrants in Sui Sin Far's "The Americanizing of Pau Tsu' and "In the Land of the Free'" *Mapping Marginality: Premises and Perspectives*. Ed. M.Dasan and B.S. Jamuna- Emerald Publishers-2011. ISBN-978-81-7966-306-6.

6. Dr. Vani K, "Intervention of the Postcolonial: Impact on Teaching of English" *New Strides in English Teaching*. Ed. Jamuna B. S. and Lal C. A. Published by Gowli Books, Kochi, in February 2011. ISBN 978-81-920818-0-9

7. Dr. Vani K, NLP Techniques in Harry Potter Book 3: Harry Potter and the Prisoner of Azkaban, *(Re)- Reading Classics in Children's Literature: Proceedings*, edited by Dr. Laly Mathew and Dr. Anto Thomas C and published by Children's Association of India in November, 2010. ISBN 978-81-905931-2-0

8. Dr. Vani K, "Hyphenated Identities in Jhumpa Lahiri's *The Namesake*" *Concepts and Contexts of Diasporic Literature of India* GNOSIS- New Delhi 2011- Ed K.V. Dominic. ISBN 978-93-81030-24-0

9. Dr. Vani K, "Undoing Violence and Oppression: A Thematic Study of Selected Poems of D.C.Chambial" *Critical Perspectives on the Poetry of R.K.Singh, D.C. Chambial and I.K. Sharma* .2011. ACCESS. New Delhi. Ed. K.V. Dominic ISBN 978-81-921524-9-7.

10. Praseetha P - "The Traveller, his Destiny, and Destination." in Following the Gypsy's Foot: The Language of Travel. Published by ISDA Publications (2013) ISBN-81-87503-07-6

11. Priya P S - "The Mundane Road to Divine: A Reading of T S Eliot's "Journy of the Magi"." in Following the Gypsy's Foot: The Language of Travel. Published by ISDA Publications (2013) ISBN-81-87503-07-6

Books

1. **Ms. Meera Baby R (**ed.) *Following the Gypsy's Foot: The Language of Travel*, published by ISDA (2013). ISBN 81-87503-07-6.

2. **Ms. Meera Baby R (**ed.) *Dramatic Moments: Five One-act Plays* published by Orient BlackSwan (2013). ISBN 978-81-2505165-7 [**Prescribed textbook for Kerala University FDP under CBCSS, First Semester, Language Course 1, Listening, Speaking and Reading**] Edited *Following the Gypsy's Foot: The Language of Travel*, published by ISDA (2013). ISBN 81-87503-07-6.

20	Areas of consultancy and income generated	Nil
21	Faculty as members in	
	National committees	Nil
	International committee	Nil
	Editorial Boards	SCERT of Govt. of Kerala
22	Students projects	
	% of students who have done in house projects including interdepartmental programmes	All final year students conduct research projects
	% of students placed for projects in organizations outside the institution	Nil
23	Awards / recognitions received by faculty and students	• UMA B L II Rank 2012 • Nayana S P III Rank 2012 • Shruthi S Mohan I rank in 2014 • Varsha S S II rank in 2014
24	List of eminent academicians / visitors visited to the department	a) Dr. Goodith White and Prof. Kevin Balchin of Canterbury Christ Church University, UK (03 Feb. 2012) b) Prof. Kevin Balchin of Canterbury Christ Church University, UK (30 Jan. 2013)
25	Seminars / conferences / workshops organized & the source of funding	
A	Director of collegiate education government of Kerala	*Communication via Culture* 2011-12
B	Director of collegiate education government of Kerala	*Following the Gypsy's Foot: The Language and Literature of Travel* 2012-13
C	Director of collegiate education government of Kerala	*Readings and Rereadings in Culture, Literature, and Film* 2013-14
D	Director of collegiate education government of Kerala	*The Supernatural* 2014-15

26. Student profile programme/course wise:

Name of course	Year	Application received	Selected	Enrolled Male	Female	Pass percentage
BA English and Communicative English	2011	480	36	9	27	70
	2012	Online	32	16	16	73
	2013	Online	32	14	18	74
	2014	Online	32	18	14	81
	2015	Online	36	21	15	78

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2011-12	100	nil	nil
2012-13	100	nil	nil
2013-14	100	nil	nil
2014-15	100	nil	nil
2015-16	100	nil	nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

-   **NA**

29. Student progression

Student progression	Against enrolled %				
	2011-12	2012-13	2013-14	2014-15	2015-16
UG to PG	14	29	Ongoing Programme	Ongoing Programme	Ongoing Programme
PG to M.Phil.					
PG to Ph.D.					
Ph.D. to Post-Doctoral					

Employed			Ongoing Programme	Ongoing Programme	Ongoing Programme
• Campus selection • Other than campus recruitment	10	6			
Entrepreneurship/Self-employment					

30. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	7
2	Lap tops	1
3	ICT class rooms	1
4	Library books	3000
5	Computer lab	0
6	Laboratory	1
7	INFLIBNET	1

31. Number of students receiving financial assistance from College, university, government or other agencies

Name of course	Year	College	University	State Govt	Cental Govt	KSHEC
BA	2011-12		1	48		
	2012-13			24		1
	2013-14		1	43		
	2014-15			67		1
	2015-16			67	2	

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

Name of course	Year	Special lecture	Seminar	workshop	Field exposure	others
BA	2011-12	2	1		1	
	2012-13	1	1			
	2013-14	2	1			
	2014-15	3	1			
	2015-16	1	1			

33	Teaching methods adopted	ICT enabled sessions, coupled with discussions, activities, quiz, assignments, and seminars
34	Participation in ISR and extension activities	No
35	SWOC analysis	
	Strengths	• Qualified faculty • Motivated students
	weakness	• Difficult to access from city • Non accessibility of resource persons
	Opportunities	• Increased demand for communicative English • Students coming from different parts of Kerala
	Challenges	• Socio-cultural attitude in the community towards English communication
	Future plans	• Upgradation to a PG department and Research Centre • Conduct annual language skill honing programmes for students • Promote activities to encourage an English language culture via observation of English week, screening of English movies, staging of English plays, etc

DEPARTMENT OF HINDI

1	Name of the department	Hindi
2	Year of establishment	1982
3	Name of programme	Commen course Hindi
4	Name of interdisciplinary courses in the department	Nil
5	Annual / semester/ Choice based system	Choice based credit and semester system
6	Participation of the department in the courses offered by other departments	Nil
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8	Details of courses/programmes discontinued (if any) with reasons:	Nil

9. **Number of Teaching posts:**

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	1	1
Ad Hoc Faculty	Nil	NIL

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Shabana Habeeb	MA Hindi, B.Ed., UGC NET	Assistant Professor	Cultural studies	4	Nil

11	List of Senior Visiting faculty	Nil
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	No
13	Student teacher ratio (Programme wise)	BA 30:1, BSc 35:1, B.Com 20:1
e	Number of academic support staff (technical) and administrative staff sanctioned and filled	Nil
15	Qualifications of teaching faculty	Ph D
		Ph D Doing 1
		M phil
		MA
16	No of faculty with ongoing projects from	**NIL**
	j. International	
	k. National	
	l. Total grants received	
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	NIL

18. Research Centre /facility recognized by the University: **NIL**

19. Publications:
    a) Publication per faculty

Sl no	Name of teacher	Book details					Journals	
		Monograph	Chapter in book	Edited book	Book with ISBN	Seminar proceedings	National	International
1	Shabana Habeeb		2			2	15	4

Details of Publication

- Katha SatheesarEkAnthardrishti- Sangradhan -Feb-2010-Page.no- 11,12,22, ISSN NO-2278-6880 (vidyapeet)

- KahanikarChitraMudgal-Keral Jyothy-July-2010, Page no-17,18,19   ISSN NO-2320-9976

- Malayalam se Hindi Mein AnoodithUpanyasSahithya- Bharat Patrika –Page no-13,14,15, ISSN NO-2277-5471

- ManaveeyathakahanandharmikadhapathankakhuladasthavejSej par Sanskrit- Dakshin Bharat-April-June-2012, page no-61,62,63,64

- ManavAdhikarom se Vanjith Dalit JeevankiThrasadi; NirmalaPutulkiKavithavommein-Sangradhan- August2012, Page no-24to27, ISSN NO-2278-6880

- Same topic on –Dakshin Bharat-Jan-March 2013-page no-49 to53

- JiSankarakurupkikavithavommeinBharatiyaChinthanAurDarsan- KeralJyothy- Page no-31to 34, ISSN NO-2320-9976

- EkJameenApniUpanyaskeVisheshSandarbh Mein NaariUpabhog- Saheli-Research Journal- Dept.of Hindi, Govt.Victoria College, Palakkad-2011-2012,Page no-64 to 73

- LeeladharJagoodikekavyommeinSamajikSanvedna- Saheli-2012-13,Page no-51-57

- DalithKahaniSamajikYadhardhKaParidrishya-   Bharat   Patrika-feb-april-2013,keral jyothy-May-2013,Hindi   PracharSamachar-   September-2013,Sangradhan-September-2013-Page no-37-40, issn no-2278-6880

- Jan sancharaur Hindi – Sangradhan- January 2014

- Aathankvadevamfaujijeevankakhulaaayam 'sookhthechinar' par ekjhanki – A Peer-Reviewed Multi-disciplinary international journal-ISSN 2231-2137- CONTEMPORARY RESEARCH IN INDIA- June 2014

- Aathankvadiprishtabhoomi par aadharitekkeesveemsadike do upanyasom par ekjhanki-Hindi PracharSamachar- August 2014-DAKSHIN hindipracharsabha.

- Same topic –BharathPathrika- issn no-2277-5471- july-september- 2014

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- Global Devthavomkakhuladaasthan 'Global gaavkeDevatha'- A Peer-Reviewed Multi-disciplinary international journal-ISSN 2231-2137- CONTEMPORARY RESEARCH IN INDIA- December 2014.

- MahilaKahanikaromkiKahaniyommeinSamanadhikarkiparikalpana- Bharat Pathrika- issn no 2277-5471- January – March 2015

- Dalit jeevankivasthavikataaaatmakathakevisheshsandarbhmein- Dakshin Bharat- January-march-2015.

- Malayalam cinema aurM.T.Vasudevannair- A Peer-Reviewed Multi-disciplinary international journal-ISSN 2231-2137- CONTEMPORARY RESEARCH IN INDIA- November 2015.

20	Areas of consultancy and income generated	No
21	Faculty as members in	
	National committees	No
	International committee	
	Editorial Boards	No
22	Students projects	
	% of students who have done in house projects including interdepartmental programmes	
	% of students placed for projects in organizations outside the institution	No
23	Awards / recognitions received by faculty and students	●
24	List of eminent academicians / visitors visited to the department	c) Dr. Gopinadhan , Famous Hindi Critic & former HOD of CUSAAT.
25	Seminars / conferences / workshops organized & the source of funding	TWO National Seminar.
A	Director of collegiate education government of kerala	*SAMAKALEEN HINDI SAAHITYA : VIVIDH MUDHE.* .
B	Director of collegiate education government of kerala	*SAMAKALEEN HINDI SAAHITYA MEIN NAARIYOM KA YOGDAAN.*

26. Student profile programme/course wise: NA

27. Diversity of Students NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc? NA

    -   **NA**

29. Student progression   NA

    30. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	1
2	Lap tops	0
3	ICT class rooms	1
4	Library books	1275
5	Computer lab	0
6	Laboratory	0
7	INFILBNET	1

31. Number of students receiving financial assistance from College, university, government or other agencies   NA

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

Name of course	Year	Special lecture	Seminar	workshop	Field exposure	others
	2011-12					
	2012-13		1			
	2013-14	1				
	2014-15	1	1			
	2015-16	1				

33	Teaching methods adopted	ICT enabled sessions, coupled with discussions, activities, quiz, assignments, and seminars
34	Participation in ISR and extension activities	No
35	SWOC analysis	

	Strengths	• Qualified faculty • Motivated students
	weakness	• Difficult to access from city • Non accessibility of resource persons
	Opportunities	• Increased demand for communicative Hindi • Students coming from different parts of Kerala
	Challenges	• Socio-cultural attitude in the community towards Hindi Communication.
	Future plans	• Upgradation to a UG/PG department Conduct annual language skill honing programmes for students • Promote activities to encourage Hindi language culture via observation of Hindi fortnight celebration, National Hindi day celebration.

DEPARTMENT OF HISTORY

1	Name of the department	History(offering complimentary course to Economics)
2	Year of establishment	1982
3	Name of programme	UG
4	Name of interdisciplinary courses in the department	Nil
5	Annual / semester/ Choice based system	Choice based credit and semester system
6	Participation of the department in the courses offered by other departments	
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	
8	Details of courses/programmes discontinued (if any) with reasons:	

9. Number of Teaching posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	1	1
Ad Hoc Faculty	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Vimal Kumar C L	M.A.,BEd,SET,NET, PGDTTM	Asst. Prof.	Regional History	5	Nil

11	List of Senior Visiting faculty	
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	
13	Student teacher ratio (Programme wise)	
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	
15	Qualifications of teaching faculty	Ph D
		✓ Ph D Doing
		M phil
		MA
16	No of faculty with ongoing projects from	
	m. International	Nil
	n. National	Nil
	o. Total grants received	
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	1.Nil

18. Research Centre /facility recognized by the University: NIL

19. Publications:
   a) Publication per faculty

B. BOOKS :

Sl no	Name of teacher	Book details					Journals	
		Monograph	Chapter in book	Edited	Book with ISBN	Seminar proceedings	National	International
1	Vimal Kumar C L				Studies in social Scince with ISBN NO:9789351569343	Seminar proceedings		

20	Areas of consultancy and income generated	Nil
21	Faculty as members in	
	National committees	Nil
	International committee	Nil
	Editorial Boards	
22	Students projects	
	% of students who have done in house projects including interdepartmental programmes	
	% of students placed for projects in organizations outside the institution	
23	Awards / recognitions received by faculty and students	
24	List of eminent academicians / visitors visited to the department	
25	Seminars / conferences / workshops organized & the source of funding	Nil

26. Student profile programme/course wise: NA

27. Diversity of Students   NA

28. How many students have cleared national and state competitive examinations such as NET,

    SLET, GATE, Civil services, Defense services, etc?   NA

29.   Student progression   NA

30. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	1
2	Lap tops	Nil
3	ICT class rooms	Nil
4	Library books	1500
5	Computer lab	Nil
6	Laboratory	Nil
7	INFILBNET	1

31. Number of students receiving financial assistance from College, university, government or other agencies   NA

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

Name of course	Year	Special lecture	Seminar	workshop	Field exposure	others
BA	2011-12	1				
	2012-13	2				
	2013-14	3				
	2014-15	1				
	2015-16		Nil			

33	Teaching methods adopted	Traditional innovative and research based approaches
34	Participation in ISR and extension activities	
35	SWOC analysis	
	Strengths	Optimism
	weakness	idleness
	Opportunities	Research
	Threats	Nil
	Future plans	To apply for BA and MA in History

DEPARTMENT OF MALAYALAM

1	Name of the department	MALAYALAM
2	Year of establishment	1982
3	Name of programme	UG
4	Name of interdisciplinary courses in the department	Additional Language
5	Annual / semester/ Choice based system	Choice based credit and semester system
6	Participation of the department in the courses offered by other departments	NA
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL
8	Details of courses/programmes discontinued (if any) with reasons:	Nil

9. Number of Teaching posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	2	2
Ad Hoc Faculty	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Jayakumar. R	M.A.,BEd,MEd,NET [Edn],SET, ,NET,Doing PhD	Asst. Prof.	Mass Education, Poetry	3	Nil
Dr.S.K.Sreelekshmi	MA,NET, B.Ed.,PhD	Asst. Prof.	Kerala Culture, Folklore	5	Nil

11	List of Senior Visiting faculty	
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	
13	Student teacher ratio (Programme wise)	
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	
15	Qualifications of teaching faculty	Ph D -1
		Ph D Doing -1
		M phil–Nil
		MA-2
16	No of faculty with ongoing projects from	
	p. International	
	q. National	
	r. Total grants received	
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	1.

18. Research Centre /facility recognized by the University: NIL
19. ublications:
a) Publication per faculty –Jayakumar.R-3

BOOKS
JAYAKMAR.R-IEDC PROGRAMME FOR DISABLED CHILDREN AND ITS INFLUNCE ON DEVELOPING SEIF CONCEPT,SOCIAL ADJUSTMENT AMONG DISABLED. 2009-2010

Sl no	Name of teacher	Book details					Journals	
		Monograph	Chapter in book	Edited book	Book with ISBN	Seminar proceedings	National	International
1	Jayakmar.R						3	

20	Areas of consultancy and income generated	No
21	Faculty as members in	No
	National committees	
	International committee	
	Editorial Boards	
22	Students projects	NA
	% of students who have done in house projects including interdepartmental programmes	
	% of students placed for projects in organizations outside the institution	
23	Awards / recognitions received by faculty and students	NIL
24	List of eminent academicians / visitors visited to the department	
25	Seminars / conferences / workshops organized & the source of funding	
A	National Seminar-	2013-14,State Govt of Kerala
B	National Seminar	2014-15,State Govt of Kerala

26. Student profile programme/course wise: NA

27. Diversity of Students   NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?   NA

29. Student progression   NA

30. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	1
2	Lap tops	Nil
3	ICT class rooms	1
4	Library books	5000
5	Computer lab	Nil
6	Laboratory	Nil
7	INFILBNET	2

31. Number of students receiving financial assistance from College, university, government or other agencies   NA

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts   NA

33	Teaching methods adopted	Lecture Method,Group Discussion, Seminar, Debate, BrainStorming, Symposium
34	Participation in ISR and extension activities	
35	SWOT analysis	
	Strengths	More than 80% of the students in our college are studying Malayalam as second language.It is a positive attitude towards our Mother tongue[Classical Language].There is a separate room for Malayalam dept which is equipped with one desktop computer with internet facility and laser printer.For students evaluation we conduct two testpaper,one assignment/seminar for every semester.
	weakness	Lack of UG and PG Courses in Malayalm and Lack of Dept Library.
	Opportunities	We can conduct workshop in collaboration with Chalachitra Academy and make short films under the banner of Theatre Club.
	Threats	
	Future plans	• To try for BA and MA in Malayalam

DEPARTMENT OF MATHEMATICS

1	Name of the department	Mathematics
2	Year of establishment	1999
3	Name of programme	UG
4	Name of interdisciplinary courses in the department	Nil
5	Annual / semester/ Choice based system	Choice based credit and semester system
6	Participation of the department in the courses offered by other departments	Yes as an open course
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8	Details of courses/programmes discontinued (if any) with reasons:	Nil

9.Number of Teaching posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	2	2
Ad Hoc Faculty	Nil	NIl

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
John Rose	M.Sc.,BEd,NET	Asst. Prof.	Graph Theory	11	Nil
Jeeja A V	M.Sc.,M.Phil,NET, B.Ed.	Asst. Prof.	Semi group Theory	10	Nil

11	List of Senior Visiting faculty	Nil
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	1999
13	Student teacher ratio (Programme wise)	43:1
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	Nil
15	Qualifications of teaching faculty	Ph D
		Ph D Doing 2
		M phil
		MA
16	No of faculty with ongoing projects from	**NIL**
	s. International	
	t. National	
	u. Total grants received	
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	

18. Research Centre /facility recognized by the University: **NIL**

19. Publications:
   a) Publication per faculty   NIL

20	Areas of consultancy and income generated	No
21	Faculty as members in	
	National committees	No
	International committee	
	Editorial Boards	
22	Students projects	
	% of students who have done in house projects including interdepartmental programmes	All final year students conduct research projects
	% of students placed for projects in organizations outside the institution	No
23	Awards / recognitions received by	

	faculty and students	
24	List of eminent academicians / visitors visited to the department	
25	Seminars / conferences / workshops organized & the source of funding	
A	Kerala state higher education council	Methodology of Science with special emphasis on python learning 25-26 sep 2011
B	Director of collegiate education government of kerala	Essentials of LaTeX Programming 3-4 January 2013
C	university grants commission new delhi	Fuzzy Sets and Fuzzy Logic with its Application 14-15 February 2013 .
D	Director of collegiate education government of kerala	Graph Theory 4-5 December 2014

26. Student profile programme/course wise:

Name of course	Year	Application received	Selected	Enrolled Male	Female	Pass percentage
BSc	2011	480	30	12	18	61
	201	Online	30	11	19	56
	2013	Online	30	13	14	56
	2014	Online	30	6	23	67
	2015	Online	30	7	22	66

27. Diversity of Students

Name of the Cours	% of students from the same state	% of students from other States	% of students from abroad
2011-12	100	nil	nil
2012-13	100	nil	nil
2013-14	100	nil	nil
2014-15	100	nil	nil
2015-16	100	nil	nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

-   **NA**

29.   Student progression

Student progression	Against enrolled %				
	2011-12	2012-13	2013-14	2014-15	2015-16
UG to PG	27	29	31	28	
PG to M.Phil.					
PG to Ph.D.					
Ph.D. to Post-Doctoral					
Employed • Campus selection • Other than campus recruitment	18	13	15	19	
Entrepreneurship/ Self-employment					

30. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	2
2	Lap tops	2
3	ICT class rooms	2
4	Library books	3000
5	Computer lab	1
6	Laboratory	1
7	INFILBNET	1

31. Number of students receiving financial assistance from College, university, government or other agencies

Name of course	Year	College	University	State govt	Cental govt	KSHEC
BSc	2011-12		1	35	2	
	2012-13		2	42	3	2
	2013-14		3	55		2
	2014-15		1	47		1
	2015-16			63		

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

Name of course	Year	Special lecture	Seminar	workshop	Field exposure	others
BSc	2011-12	2	1			
	2012-13	1	1			
	2013-14	2	2			
	2014-15	3	1			
	2015-16	1	1			

33	Teaching methods adopted	ICT based and lecturing
34	Participation in ISR and extension activities	No
35	SWOC analysis	
	Strengths	• Qualified faculty • Motivated students • State of the art computer lab
	weakness	• Difficult to access from city • Non accessibility of resource persons
	Opportunities	• Increased demand for mathematics • Students coming from different parts of Kerala
	Challenges	• Access of students to professional courses like engineering

Future plans	- MSc in Mathematics - NET Coaching - Programmme for Free Mathematics Softwares like Geogebra & Gnuplot

DEPARTMENT OF PHYSICS

1	Name of the department	Physics
2	Year of establishment	1999
3	Name of programme	UG
4	Name of interdisciplinary courses in the department	Nil
5	Annual / semester/ Choice based system	Choice based credit and semester system
6	Participation of the department in the courses offered by other departments	complementary course for BSc Mathematics
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8	Details of courses/programmes discontinued (if any) with reasons:	Nil

9. Number of Teaching posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	01	01
Ad Hoc Faculty	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Dr. D Sajeev	MSc , PhD, NET	Assistant Professor	Physics- Quantum Optics and Quantum Communication	4	Nil

11	List of Senior Visiting faculty	Nil
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	Nil
13	Student teacher ratio (Programme wise)	30:1
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	
15	Qualifications of teaching faculty	PhD - 01
16	No of faculty with ongoing projects from	
	v. International	00
	w. National	01
	x. Total grants received	Nil
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	Nil

18. Research Centre /facility recognized by the University: NA

19.   Publications: * a) Publication per faculty 02 (from 2009 -2015)

Sl no	Name of teacher	Book details					Journals	
		Monograph	Chapter in book	Edited book	Book with ISBN	Seminar proceedings	National	International
1	D Sajeev	Nil	Nil	Nil	Nil	Nil	Nil	02

b) Publication details

Name of teacher	Journal type	Title	Year	Impact factor	Citation
D Sajeev	International	Experimental Inhibition of Decoherence on Flying Qubits via "Bang-Bang" Control, Phys. Rev. Lett. **103**, 040502 –	2009	7.728	38
D Sajeev	International	Suppression of polarization decoherence for traveling light pulses via bang-bang dynamical decoupling,. Rev. A 83, 032320 – Published 30 March 2011	2011	2.729	06
D Sajeev	ArXive	Optical injection induced polarization mode switching and correlation analysis on a VCSEL,arXiv.org > physics > arXiv:1509.02342	2015	NA	NA

20. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	01
2	Lap tops	01
3	ICT class rooms	NA
4	Library books	100
5	Computer lab	Nil
6	Laboratory	All equipment's as per university syllabus
7	INFILBNET	01

33	Teaching methods adopted	Lecture, demonstrative and ICT enabled
34	Participation in ISR and extension activities	Science club
35	SWOC analysis	
	Strengths	Well-equipped Laboratory with higher Equipment: Student ratio
	weakness	Lack of space in the existing laboratory
	Opportunities	The present infrastructure of the department is adequate to start a new UG/PG course in Physics in view of the upcoming space in new block of the college.
	Threats	Nil
	Future plans	Start a UG/PG course in Physics

DEPARTMENT OF POLITICAL SCIENCE

\

1	Name of the department	Political Science
2	Year of establishment	1982
3	Name of programme	Complimentary Courses
4	Name of interdisciplinary courses in the department	NA
5	Annual / semester/ Choice based system	Choice based credit and semester system
6	Participation of the department in the courses offered by other departments	Complimentary Courses for Sociology and Economics
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8	Details of courses/programmes discontinued (if any) with reasons:	Nil

9. Number of Teaching posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	1	1
Ad Hoc Faculty	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Sameer S	M.A, UGC JRF	Asst. Prof.	International Politics	9	NA

11	List of Senior Visiting faculty	Nil	
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty		
13	Student teacher ratio (Programme wise)	52:1	
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	nil	
15	Qualifications of teaching faculty	Ph D	nil
		Ph D Doing	nil
		M phil	nil
		MA	1
16	No of faculty with ongoing projects from		
	y. International	nil	
	z. National	nil	
	aa. Total grants received	nil	
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	nil	

18. Research Centre /facility recognized by the University: NIL

19. Publications: nil
    a) Publication per faculty

20	Areas of consultancy and income generated	nil
21	Faculty as members in	
	National committees	nil
	International committee	nil
	Editorial Boards	nil
22	Students projects	
	% of students who have done in house projects including interdepartmental programmes	nil
	% of students placed for projects in organizations outside the institution	nil
23	Awards / recognitions received by faculty and students	nil
24	List of eminent academicians / visitors visited to the department	nil
25	Seminars / conferences / workshops	nil

	organized & the source of funding	
A		
26		

27. Student profile programme/course wise: NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

<div align="center">NA</div>

29. Student progression   NA

30. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	1
2	Lap tops	0
3	ICT class rooms	0
4	Library books	Yes. Around 200
5	Computer lab	0
6	Laboratory	0
7	INFILBNET	no

31. Number of students receiving financial assistance from College, university, government or other agencies   NA

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

Name of course	Year	Special lecture	Seminar	workshop	Field exposure	others
BSc	2011-12	1				
	2012-13					
	2013-14	1				
	2014-15	1				
	2015-16					

33	Teaching methods adopted	Class room teaching and with audio visual eqpts
34	Participation in ISR and extension activities	
35	SWOT analysis	
	Strengths	There is permanent faculty in the department. So it is possible to provide necessary support for the students as and when it is required.

	weakness	There is no other facility in the department like a smart class room or other necessary electronic equipments.
	Opportunities	Political Science is one of the most essential subjects for all India civil services and all other competitive examinations. Also its is very helpful for those planning to undergo Degree or Master Programme in Law or Journalism. Hence even as a complimentary subject the department is able to provide necessary support for needful students.
	Threats	There is no U G Programme in Political science. Most of the students are not focusaed or interested in academic activities as this college is situated in a rural as well as coastal area.
	Future plans	Have applied for starting under graduate programme in Political Science.

DEPARTMENTS OF SOCIOLOGY

1	Name of the department	**Sociology**
2	Year of establishment	1995
3	Name of programme	UG PG Applied for PhD
4	Name of interdisciplinary courses in the department	Life Skill Education as open course
5	Annual / semester/ Choice based system	Choice based credit and semester system in UG and semester system in PG
6	Participation of the department in the courses offered by other departments	Open course in Life Skill education
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	NIL
8	Details of courses/programmes discontinued (if any) with reasons:	NIl

9. Number of Teaching posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	3	3
Asst. Professors	4	4
Ad Hoc Faculty	Nil	Nil

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for last 4 years
Dr Abraham Vijayan	MA PhD	Associate professor	Agrarian relations	18	6
Dr Rejula P K	MA Mphil PhD	Associate professor	Women Studies	17	Nil

Dr Sunil John J	MA Mphil PhD NET	Associate Professor	Urban Studies ,	17	Nil
Dr Jyothi S Nair	MA PhD NET JRF	Assistant Professor	Development Studies and social exclusion	7	1
Dr Sindhu C A	MA Phd NET	Assistant Professor	Research Methodology	2	Nil
Abduraheem MP	MA B Ed NET JRF	Assistant Professor	Rural Development, Indian social change	2	nil
Chitra S Nair	MA NET	Assistant Professor	Gerontology	1	Nil

11	List of Senior Visiting faculty	nil
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	no
13	Student teacher ratio (Programme wise)	UG -1: 50, PG – 1: 12.5
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	There is no technical and administrative staff in the department
15	Qualifications of teaching faculty	Ph D 5
		Ph D Doing 2
		M phil
		MA
16	No of faculty with ongoing projects from	03
	bb. International	
	cc. National	1.Dr. P K. Rejula- UGC Minor research project 2. Dr. Sunil John – Research Award 3. Dr. Jyothi S. Nair- UGC Major research project and ICSSR Project
	dd. Total grants received	
17	Departmental projects funded by	1.Foundation Course in Human Rights Education (funded by UGC)

DST-FIST; UGC, DBT, ICSSR, etc. and total grants	
Received	
	2.certificate course in Human Rights Education(funded by UGC)

18. Research Centre /facility recognized by the University:
   Applied for Research Centre

19. Publications:
   a) Publication per faculty

   C. BOOKS

Sl no	Name of teacher	Book details					Journals	
		Monograph	Chapter in book	Edited book	Book with ISBN	Seminar proceedings	National	International
1	Dr Abraham Vijayan		1	1	1			
2	Dr Rejula P K		1				1	
3	Dr Sunil John J		2	2		1	3	
4	Dr Jyothi S Nair		2				3	
5	Dr Sindhu C A					1	2	

LIST OF PUBLICATIONS

I. Dr. Abraham Vijayan
   a) *Facets of Social Outliers*, Reliance Publishing House, New Delhi, 2013. ISBN:
      81-7510-218-7

   b) "Social Exclusion and Agricultural Labourers" in *Facets of Social Outliers*,
      Reliance Publishing House, New Delhi, 2013. ISBN: 81-7510-218-7

c) *An Introduction to Life Skill Education*, ISDA Publications, Trivandrum.2012. ISBN: 81-87503-03-3

d) "New Trends in the Study of Social Sciences" in Studies in Social Sciences, Rajesh (Ed) Trivandrum.2014. ISBN: 9789351569343

Dr Sunil John J

- Free trade Agreement and Indian economy – Prospects, potentials and Experiments, B Digest Publications, 2013 (ISBN 978-81-923975-3-5) (Co – editor),2012

- "Financial inclusion – policies should be a passion and not a fashion for India's more inclusive growth" In Biju SK & Rani L (Eds) , Financial inclusion and inclusive growth, New Delhi , Regal Publications 2013

- Urban Poverty – Emerging trends and Concerns" In Dileep KG & Abraham Vijayan (eds) , Facets of Social Outliers , New Delhi , Reliance Publishing House 2013

- " Exploring new trends in the study of Social sciences and solution for the contemporary problems" In Rajesh (ed) Studies in social Sciences , Trivandrum ,2014

- " Calorie, Income or Vulnerability: The social dimensions of Urban Poverty in Kerala" In Studies in Development and Administration , Vol 24 No 1 January March 2014

- " Right to food and urban Poor in India " In Social Action , Vol 64 No 1 January March 2014

- "Gram Sabha, Direct Democracy and Good Governance: Some Lessons From Kerala" In Review of Social Sciences Vol 14 January June 2014

- Urban Development : Challenges , concerns and considerations (Co edited book) , Discovery Publishing House 2016 New Delhi (ISBN 978-93-5056-772-2)

Dr. Jyothi S Nair

- *'Right to 'state-society synergy': Strategies employed by Formal and Informal Community Based Organizations (CBOs)in Kerala'* accepted for publication by the Kerala Institute for Local Administration(Forthcoming)

- *Interdisciplinary Curriculum Designing: Lessons from Curriculum Innovation Fair, University of Southampton* to be published by FLAIR, Government of Kerala. (Forthcoming)

- *Clusters for Enhancing Vegetable Production in Kerala: An Innovative Experiment,(Co-author),*Journal of Kerala Studies Vol 40,December 2013

- *Social Security Provisions: State strategies and their impact on Dalits in Kerala*, in *Social Action* Vol.63.No.4,2013,ISSN 0037-7627

- *Social Reform among Depressed Castes in Kerala* , Introduction to Kerala Studies J.V.Vilanilam,Antony Palackal,Sunny Luke(Eds) International Institute for Scientific and Academic Collaboration,Inc.New Jersey,USA,2012.

- *Psychological Empowerment through micro entrepreneurship* in *Kerala Sociologist*, Vol XXXVIII,No.2,December 2010,ISSN No.0975 8933

- 'Group-based Micro Enterprises and Women' in journal *Women's Link*,Vol.16.No.3,2010, ISSN 2229-6409

- Prepared a handbook on '*Solid waste management'* as part of the project 'Solid Waste Management through Women participation-An action project' conducted by the Department of Sociology ,University of Kerala,2009

Sindhu C A

Article:

1. "Early Marriage – Another Facet of Gender Violence" in the Kerala Sociologist, Vol. XXXIV No.2, Dec.2006. ISSN: 0975-8933.

2. "Sex Workers – The Excluded Health Keepers of the Society" in the Kerala Sociologist, Vol. ISSN: 0975-8933.

Abstract:

1. "Reproduction and Health Risks among adolescent girls in Kerala" in the Abstract published at the All Kerala Sociological Conference in November 2007.

20	Areas of consultancy and income generated	Research Methodology, preparation of projects
21	Faculty as members in	
	National committees	ISS, KSS
	International committee	ISA
	Editorial Boards	
22	Students projects	All the students including UG and PG are doing project work. UG students are doing group work. PG students are doing individual projects as part of their course.
	% of students who have done in house projects including interdepartmental programmes	
	% of students placed for projects in organizations outside the institution	
23	Awards / recognitions received by faculty and students	students 1. Jibin Jose- III B A Sociology- Best Volunteer (NSS) Award of the University of Kerala(2014) 2. Aswathy P. L.- II B A Sociology- Selected for National Adventure Camp (10 days) at Atal Bihari Vajpayee Institute, Himachal Pradesh (2014) 3. 3. Divin Raj- II M A Sociology- selected for national adventure camp 2012 4. Jibin Jose- participated in National Adventure Camp 5. Nilin Satheesh- II M A Sociology- selected as the Best Body Builder of the University of Kerala Faculty 1. Jyothy S Nair, Assistant Professor of Sociology- selected for FLAIR- got the opportunity to visit Southampton University
24	List of eminent academicians / visitors visited to the department	1. Dr. Indu Kumari, Rtd Prof and HOD of Sociology, University of Kerala 2. Dr. Jose Boban, HOD of Sociology, Layola College of Social Sciences 3. Sri T P Srinivasan Vice Chairman Kerala Higher education Council

25	Seminars / conferences / workshops organized & the source of funding	National seminars organized in the department
A	Dr. Abraham Vijayan Associate Professor of Sociology	4. Served as organizing committee member of the UGC 5. Organized Two Days National Seminar on NGO Management 6. Organized Two Days National Seminar on Human Rights Education 7. Served as the co ordinator of the UGC sponsored Foundation course and Certificate Course in Human Rights Education
B	Dr. P. K. Rejula Associate Professor of Sociology	Organized the Two Days National Seminar on Emerging Trends in Social Science Research Methodology
C	Dr. Jyothi S. Nair Assistant Professor of Sociology	Organized three days UGC sponsored National Workshop on Participatory Learning and Action(Residential Programme)
D	Mr. AbduRaheem Assistant Professor of Sociology	Organized Two Days National Seminar on Participatory Governance: Problems and Prospects

20. Student profile programme/course wise:

Name of course	Year	Application received	Selected	Enrolled Male	Female	Pass percentage
BA	2011-12	1100	52	19	30	78
	2012-13	1250	52	18	29	77
	2013-14	1350	52	21	31	70
	2014-15	1320	52	20	32	58
	2015-16	1410	52	20	32	
MA	2013-14	450	21	3	18	74
	2014-15	510	19	4	15	79
	2015-16	550	26	5	21	

21. Diversity of Students

Name of the Cours	% of students from the same state	% of students from other States	% of students from abroad
2011-12	All the students are from the same state		
2012-13	,,		
2013-14	,,		
2014-15	,,		
2015-16	,,		

22. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?   NA

23. Student progression

Student progression	Against enrolled %				
	2011-12	2012-13	2013-14	2014-15	2015-16
UG to PG	18	18	24	25	
PG to M.Phil.				1	
PG to Ph.D.					
Ph.D. to Post-Doctoral					
Employed • Campus selection • Other than campus recruitment	18	25	23	14	
Entrepreneurship/ Self-employment					

24. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	4
2	Lap tops	1
3	ICT class rooms	2

4	Library books	8000
5	Computer lab	Nil
6	Laboratory	Nil
7	INFILBNET	Yes

25. Number of students receiving financial assistance from College, university, government or other agencies

Name of course	Year	College	University	State govt	Cental Govt	KSHEC
BSc	2011-12		1	37	1	2
	2012-13		2	42	1	3
	2013-14		3	31	3	1
	2014-15		1	24	1	
	2015-16		2	29		1

26. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts

Name of course	Year	Special lecture	Seminar	workshop	Field exposure	others
BSc	2011-12	2	2		2	
	2012-13	3	1		1	
	2013-14	2	1		2	
	2014-15	3	2	1	2	
	2015-16	3	1		1	

27	Teaching methods adopted	
28	Participation in ISR and extension activities	
29	SWOT analysis	

	Strengths	- Experienced and well qualified teachers - All permanent teachers who have PhD or doing PhD - Three research guides in the dept - Four teachers availed research fund either from UGC or ICSSR - Two faculty have international exposure - Department library - Applied for a research centre
	weakness	- More time is devoted for administrate work in the CBCS system - No international journals in the library - Lack of proper transportation facility to the college - Lack of hostel facility - Lack of research centre
	Opportunities	Being qualified and experienced teachers there is chance of acting as resource persons in various programmes of the government
	Threats	- Employability of the students - Expensive learning materials
	Future plans	- Research centere - Collaboration with premium institutes - Extension activities - Consultancy

DEPARTMENT OF STATISTICS

1	Name of the department	STATISTICS
2	Year of establishment	1996
3	Name of programme	UG
4	Name of interdisciplinary courses in the department	Nil
5	Annual / semester/ Choice based system	Choice based credit and semester system
6	Participation of the department in the courses offered by other departments	BSc mathematics
7	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8	Details of courses/programmes discontinued (if any) with reasons:	No

9.   Number of Teaching posts:

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	1	1
Asst. Professors	Nil	Nil
Ad Hoc Faculty	Nil	NIl

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of years of Experience	No. of Ph.D. students guided for the last 4 years
Dr.V.ANIL	M.Sc.,M.Phil, Ph.D.	Asso. Prof.	Distribution Theory	19	Nil

11	List of Senior Visiting faculty	Nil
12	Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty	Nil
13	Student teacher ratio (Programme wise)	58:1
14	Number of academic support staff (technical) and administrative staff sanctioned and filled	Nil
15	Qualifications of teaching faculty	M.Sc.,M.Phil, Ph.D.
16	No of faculty with ongoing projects from	Nil
	ee. International	
	ff. National	
	gg. Total grants received	
17	Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants Received	1.
	MRP	

18. Research Centre /facility recognized by the University:

19. publications:
    a) Publication per faculty   NIL

20	Areas of consultancy and income generated	No
21	Faculty as members in	
	National committees	
	International committee	
	Editorial Boards	
22	Students projects	
	% of students who have done in house projects including interdepartmental programmes	N A
	% of students placed for projects in organizations outside the institution	NA
23	Awards / recognitions received by faculty and students	Nil

24	List of eminent academicians / visitors visited to the department	Nil
25	Seminars / conferences / workshops organized & the source of funding	
A	Work shop on **Statistics and Data Analysis**	DCE

26. Student profile programme/course wise: NA

27. Diversity of Students   NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

NA

29. Student progression   NA

30. Details of Infrastructural facilities

Sl no	Item	No of items
1	Computers	1
2	Lap tops	
3	ICT class rooms	
4	Library books	2000
5	Computer lab	1
6	Laboratory	
7	INFILBNET	

31. Number of students receiving financial assistance from College, university, government or other agencies   NA

32. Details on student enrichment programmes (special lectures / workshops / seminars) with external experts   NIL

Name of course	Year	Special lecture	Seminar	workshop	Field exposure	others
BSc	2011-12	1				
	2012-13	2				
	2013-14	1				
	2014-15	2		2		
	2015-16	2				

33	Teaching methods adopted	ICT based and lecturing
34	Participation in ISR and extension activities	Nil
35	SWOC analysis	
	Strengths	- Qualified faculty - Presence of data processing lab - Presence of three vacant class rooms
	Weakness	Lack of UG/PG main programmes
	Opportunities	There is high demand for BSc and MSc course in statistics
	Threats	
	Future plans	- Start UG and PG programs - Start consultancy service - Generate career opportunities

<u>UNDERTAKING</u>

This is to certify that ***KNM Government Arts and Science College Kanjiramkulam*** fulfils all norms

1. Stipulated by the affiliating University and/or

2. Regulatory Council/Body (such as NCTE, AICTE, MCI, DCI, BCI, etc) and

3. The affiliation and recognition is valid as on date 03/07/2015

In case the affiliation /recognition is conditional then a detailed enclosure with regard to compliance of conditions by the Institution will be sent. It is noted that NAAC accreditation if granted, shall stand cancelled automatically once the institution loses its University affiliation or Recognition by the Regulatory Council as the case may be. In case the undertaking submitted by our Institution found to be false then the accreditation given by NAAC is liable to be withdrawn. The undertaking given to NAAC is also displayed in the College website.

PRINCIPAL

Kanjiramkulam

06/01/2016

Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the visit.

Signature of the Head of the Institution
with seal

Place: Kanjiramkulam
Date: 06-01-2016

UNIVERSITY OF KERALA

Phone: .0471-2305631
Fax: +91-471-2307158
Email: regrku@gmail.com

UNIVERSITY OF KERALA
Thiruvananthapuram, Kerala, India - 695034
(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as
University of Kerala by the Kerala University Act of 1957 and presently governed by the
Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)
Re-Accredited by NAAC with 'A' Grade

No.Ac.B II/04/30471/15

Dated: 03.07.2015

CERTIFICATE

This is to certify that the **KNM Government Arts & Science College, Kanjiramkulam, Thiruvananthapuram** is affiliated to University of since the year 1982, offering the following courses.

Sl.No.	Course	Seats
1.	BA - Economics	50
2.	BA - Sociology	50
3.	BA - English and Communicative English	30
4.	BSc - Mathematics	24
5.	B.Com - Commerce & Tax Procedure & Practice under 2 (a)	30
6.	MA - Sociology	25

This certificate is issued to the Principal, KNM Government Arts & Science College, Kanjiramkulam, Thiruvananthapuram to produce before the NAAC authorities.
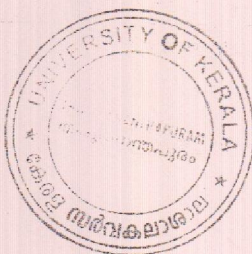
REGISTRAR

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Kunjukrishnan Nadar Memorial
Government Arts & Science College
Kanjiramkulam, Neyyattinkara, affiliated to University of Kerala, Kerala as
Accredited
with a CGPA of 2.43 on four point scale
at B grade.

Date : September 16, 2008

Director

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Quality Profile
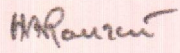
Name of the Institution : Kunjukrishnan Nadar Memorial
Government Arts & Science College
Place : Kanjiramkulam, Neyyattinkara, Kerala

Criteria	Weightage (W_i)	Criterion-Wise Grade Point Averages ($Cr_i GPA$)	$W_i \times Cr_i GPA$
I. Curricular Aspects	050	2.10	105
II. Teaching-Learning and Evaluation	450	2.33	1050
III. Research, Consultancy and Extension	100	2.85	285
IV. Infrastructure and Learning Resources	100	1.95	195
V. Student Support and Progression	100	2.30	230
VI. Governance and Leadership	150	2.73	410
VII. Innovative Practices	050	3.00	150
Total	$\sum_{i=1}^{7} W_i = 1000$		$\sum (W_i \times Cr_i GPA) = 2425$

$$\text{Institutional Score} = \frac{\sum_{i=1}^{7}(W_i \times Cr_i GPA)}{\sum_{i=1}^{7} W_i} = \frac{2425}{1000} = \boxed{2.43}$$

Grade = B

Descriptor = GOOD

Date : September 16, 2008

Director

• This certification is valid for a period of *Five* years with effect from September 16, 2008
• An institutional CGPA on four point scale in the range of 3.01 - 4.00 denotes A grade (Very Good), 2.01 - 3.00 denotes B grade (Good), 1.51 - 2.00 denoted C grade (Satisfactory)
• Scores rounded off to the nearest integer

Peer Team Report
For Institutional Accreditation of

KNM Govt. Arts & Science College
Kanjiramkulam, Thiruvananthapuram
KERALA – 695 524

30th - 31st July, 2008

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bangalore - 560 072, INDIA

NAAC for Quality and Excellence in Higher Education

PEER TEAM REPORT ON *Institutional Accreditation of KNM Govt. Arts and Science College, Kanjiramkulam. Thiruvananthapuram, Kerala, 695 524*	
Section I: GENERAL	**Information**
1.1 Name & Address of the Institution:	**KNM GOVT.ARTS AND SCIENCE COLLEGE, KANJIRAMKULAM. THIRUVANANTHAPURAM, KERALA**
1.2 Year of Establishment:	27-11-1982: UG courses started in 1992
1.3 Current Academic Activities at the Institution (Numbers):	
• Faculties/ Schools:	3 (Arts, Science, and Commerce)
• Departments/ Centres:	5
• Programmes/ Courses offered:	UG: 5 Certificate/ Diploma Courses:4
• Permanent Faculty Members:	Full time: 18: Temporary/Part time: 10
• Permanent Support Staff:	Non-Teaching: 18
• Students:	576
1.4 Three major features in the institutional context (As perceived by the Peer Team):	• A rural college catering to the needs of socially disadvantaged community • Quality education in selected fields • Scope for very good development
1.5 Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	$30^{th} - 31^{st}$ July, 2008
1.6 Composition of the Peer Team which undertook the on- site visit:	
Chairperson	**Prof. J. Shashidhara Prasad** Former V.C, University of Mysore $49/2,5^{th}$ Main, 3rd Block, Jayalakshmipuram, Mysore – 570 012
Member- coordinator	**Prof. Thara Bhai L.,** Senior Professor and Head, Department of Sociology, Madurai Kamraj University, Madurai – 625 021, Tamil Nadu.
Member	**Dr. M.R. Kurup** (Secretary, (Former Pricipal) KET's V.G. Vaze College of Arts Science and Commerce) Mithagar Road, Mulund (East) Bombay – 400 081

KNM Govt. Arts &Science College, Kanjiramkulam, Thiruvanathapuram, Kerala   1

NAAC for Quality and Excellence in Higher Education

NAAC Coordinator:	**Dr. Sujata Shanbag** Assistant Adviser NAAC, P.O. Box 1075, Nagarbhavi, Bangalore – 560 072, Karnataka.
Section II: CRITERION WISE ANALYSIS	**Observations (Strengths and/or Weaknesses) on Key-Aspects**
2.1 Curricular Aspects:	
2.1.1 Curricular Design & Development:	• The vision of the college is to impart value based quality education so that the students will become intellectually fit and socially committed and the mission is to bring this college as a centre for academic excellence. • The college does not have clear goals and objectives which enable the teachers and the students for effective functioning • For the UGC add on course the curriculum is designed by the faculty • Approval of courses – Mathematics, Communicative English- without sanctioning teachers post is academically unsound.
2.1.2 Academic Flexibility:	• This Government college has five degree programmes and four self financing short term certificate/diploma courses. • The college being affiliated to University of Kerala abide by the rules and regulations laid down by the University for all its functions • There is limited flexibility for the students to choose the subjects.
2.1.3 Feedback on Curriculum	• There is no effective feed back and follow up on curriculum. • Courses offered in the college are traditional except Communicative English and B.Com with Tax Procedures and Practice
2.1.4 Curriculum Update	• The University up dates the syllabus once in three years and the last revision was made in 2005 and 2006

KNM Govt. Arts &Science College, Kanjiramkulam, Thiruvanathapuram, Kerala   2

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	• College took initiative in introducing few certificate courses. • A few of the faculty members had served and are serving in the Board of Studies. One faculty member is in the Academic Council.
2.1.5 Best Practices in Curricular Aspects (If any):	• Certificate and Diploma courses give the students an opportunity for employment.
2.2 Teaching-Learning & Evaluation:	
2.2.1 Admission Process and Student Profile	• Admission is based on the qualifying marks and weightage is given for participation in NSS, NCC. • Rules laid down by the University and the state Government are taken into account. • The admission process is transparent and publicity is given by the college in various newspapers. • College is yet to make a website for diffusion of information.
2.2.2 Catering to the Diverse Needs:	• After admission teachers assess the skills of the students through oral and written tests • Slow and advance learners are identified and slow learners are given individual coaching, simple language teaching and for advance learners more exposure is given by the way of assignment, seminar etc. • There is a provision for tutorial system in the college. The Principal of the college distributes the students to teachers after consulting with the college council
2.2.3 Teaching-Learning Process:	• College prepares academic calendar in the beginning of each year which helps the teachers to finish the classes in the given time frame • College by and large follows lecture method for teaching - learning process • ICT teaching- learning are restricted to Communicative English. Other
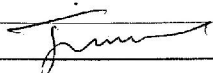
KNM Govt. Arts &Science College, Kanjiramkulam, Thiruvanathapuram, Kerala   3

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	Departments have to strengthen the use of ICT.
2.2.4 Teacher Quality:	• Large number of faculty members attend seminars and conferences • Four faculty members possess Ph.D. and twelve are M.Phil qualified. Three teachers have submitted their theses for Ph.D and awaiting the results. • One teacher from the Economics Department was awarded SCTIMST Institute Fellowship • Students' evaluation of teachers is not up to the mark.
2.2.5 Evaluation Process and Reforms:	• Evaluation process is decided by the University which is communicated to the students at the beginning of the course. • There are two streams of graduation one semester and the other annual pattern • The college has a grievance redressal mechanism for the examinations.
2.2.6 Best Practices in Teaching-Learning and Evaluation (If any):	• Teachers are positively inclined to improve their skills either by additional qualification or by attending seminars and conferences.
2.3 Research, Consultancy & Extension:	
2.3.1 Promotion of Research:	• College encourages teachers to participate in research by allowing them to take projects, participate in research seminars etc. • Two minor research projects are going on in the college
2.3.2 Research and Publications Output:	• Three faculty members are guiding students for Ph.D. • In the last five years six books and 35 articles are published by five faculty members
2.3.3 Consultancy:	• Most of the teachers are engaged in informal consultancy work.
2.3.4 Extension Activities:	• Extension is mainly carried out through

KNM Govt. Arts &Science College, Kanjiramkulam, Thiruvanathapuram, Kerala   4

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	NSS which has three units in the college.
	• One Student of the college represented Republic day parade.
	• Being a rural college, there is scope for r Community linkage programmes.
	• College actively participates with women's organizations like 'Kudumbasree' and had made an impact.
2.3.5 Collaborations:	• The collaborations needs to be strengthened in all the areas
2.3.6 Best Practices in Research, Consultancy & Extension (If any):	• In spite of being an undergraduate college the teachers acquired M.Phil and Ph.D. and some teachers are guiding Ph.D. • NSS unit of the college won the first prize for the Blood Donors forum at state level
2.4 Infrastructure and Learning Resources:	
2.4.1 Physical Facilities for Learning:	• The college campus has an area of 1.65 acres and has enough space for the existing courses. • Government has given 8.14 lakhs as the grant for development • NABARD has sanctioned Rs. 2.10 crores for infrastructural expansion
2.4.2 Maintenance of Infrastructure:	• Government allots separate funds for the maintenance of infrastructure. • College council decides the distribution of this fund as per the necessity and the requirement.
2.4.3 Library as a Learning Resources	• Library has an advisory committee which meets once in three months. • College has LAN facility which the students can use paying a caution deposit. • At present library has a collection of 9760 titles and 43 journals/ magazines. • There is no book bank facility in the library. • Inadequate reading room facility
2.4.4 ICT as Learning Resources:	• There are two computer labs -one catering

KNM Govt. Arts &Science College, Kanjiramkulam, Thiruvanathapuram, Kerala   5

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	to the needs of Communicative English students- and the other with broad band connection for the general use of the students. • Very few teachers use computers as teaching aid
2.4.5 Other Facilities:	• Special facilities include a well furnished seminar hall, a modern audio visual studio. • There is no full fledged canteen
2.4.6 Best practices in Infrastructure and Learning Resources(if any)	• The maintenance of computer lab is borne by PTA. • Two well equipped computer labs in rural undergraduate college.
2.5 Student Support and Progression:	
2.5.1 Student Progression:	• This rural college having five Departments is in great demand for the students (for all the subjects more than 500 applications are received.) • Most of the students continue their studies at PG/B.Ed level after graduating from this college • Progress in the examination is above University average in the college
2.5.2 Student Support:	• College prospectus is updated from time to time • The college provides the financial aid from student aid fund and PTA . • Women's studies unit, anti sexual harassment cell, grievance redressal cell are active in the college
2.5.3 Student Activities:	• Alumni and PTA are strong in the college • There is a student council in the college where the members are elected in a democratic manner. • Teachers should take interest in promoting the histrionic talents and sports interests of the students.
2.5.4 Best Practices in Student Support and Progression (If any):	• NSS publishes a manuscript magazine and two campus dailies during special

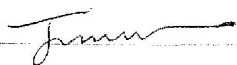*KNM Govt. Arts &Science College, Kanjiramkulam, Thiruvanathapuram, Kerala*

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	campaign programmes
2.6 Governance and Leadership:	
2.6.1 Institutional Vision and Leadership:	• Vision- mission statement is too general. • Governance of the college is carried out by the Principal with the help of the teachers.
2.6.2 Organizational Arrangements:	• The college principal takes into cognizance the suggestions given by the academic and nonacademic bodies before taking a decision. • College council and PTA are the important bodies of the college
2.6.3 Strategy Development and Deployment:	• College needs to prepare a perspective plan for the effective utilization of the fund sanctioned by NABARD
2.6.4 Human Resource Management:	• The institution has an internal coordination mechanism. • The college abides by the rules and regulations of the Government regarding self appraisal reports of the teachers. • Facilities for the staff include welfare measures as per the Government rules and accessibility to all the infrastructure facilities
2.6.5 Financial Management and Resource Mobilization:	• Being a Government college, the college has no control on resources. However the college has been able to mobilize funds from NABARD and PTA for the development of the college. • Auditing is also done as per the Government rules.
2.6.6 Best Practices in Governance and Leadership (If any):	• The college has established good relation with all the stakeholders.
2.7 Innovative Practices:	
2.7.1 Internal Quality Assurance System: **(IQAS)**	• IQAS is responsible for effective academic activities of the college • Best practices are identified in the college by interacting with other institutions.
2.7.2 Inclusive Practices:	• This rural college has 80%of the students from the socially backward classes.

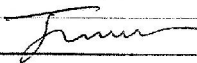*KNM Govt. Arts &Science College, Kanjiramkulam, Thiruvanathapuram, Kerala*   7

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	• Differently abled students are given special care • A good number of teaching and non teaching staff are from socially disadvantaged community • 71% of the students and 59% of the teachers are women
2.7.3 Stakeholder Relationships:	• PTA plays a key role in the college
Section III: OVERALL ANALYSIS	*Observations*
3.1 Institutional Strengths:	• Starting diploma and certificate courses • A rural Government college catering to the needs of socially backward and economically weaker sections. • A good research culture exists in the college. • Interaction with the local community is healthy
3.2 Institutional Weaknesses:	• Limited number of courses • Available ICT is not utilized fully. • Frequent transfers and lack of permanent faculty in some of the major departments.. • Absence of a long term perspective plan
3.3 Institutional Opportunities:	• The institution can tap resources from funding agencies as it is a rural college and catering to the socially disadvantaged students. • Scope for ICT enabled teaching learning courses are there in the college. • As the college is situated in a geographically strategic area college can think of some courses appropriate to the area and funding can be availed from suitable agencies
3.4 Institutional Challenges:	• The institution has to face the competition in the field of higher education from the state and other parts of the county. • Being a rural Government college the

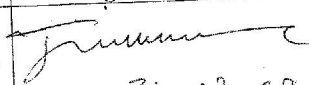*KNM Govt. Arts &Science College, Kanjiramkulam, Thiruvanathapuram, Kerala*   8

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	• teachers are to concentrate in training the students for jobs which needs specialized skills. • Emerging areas of different disciplines are to be looked into.

Section IV: Recommendations for Quality Enhancement of the Institution

- New UG and PG programme and more diploma and certificate courses can be introduced viz science courses, IT related courses, Hospitality and Tourism Management, Sea Food Processing and Export, Marine Biology, Handloom and Textiles, Rural Development, Music etc.
- Courses on tourism, heritage and water sports may be started taking into consideration the locality of the college
- There is need for strengthening career guidance, placement and counseling.
- Extra curricular activities for the students are to be strengthened by providing more activities in the college.
- Playgrounds and establishment of courts for various games and establishment of a gym are the immediate need of the college
- College website is to be created for wide publicity
- Interactive and ICT teaching learning may be made a regular activity
- Linkages with other institutions may be explored for collaborative teaching, research, and consultancy.
- Consultancy may be done in a systematic way for revenue generation
- More funding agencies for research may be exploited
- Administrative Audit and Academic audit may be initiated to strengthen the governance.
- A student friendly campus is to be created by providing them with canteen facility, dining room etc.
- Histrionic talents of the students may be developed by organizing students through various associations like music, dance, debate, hobbies etc.
- Government should take proactive role in filling up vacancies with regular teachers, and take immediate steps to sanction posts for the approved courses.
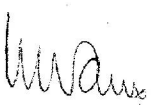
Signatures of the Peer Team Members:

Name and Designation		Signature with date
Prof. J. Shashidhara Prasad Former V.C, University of Mysore 49/2,5th Main, 3rd Block, Jayalakshmipuram, Mysore – 570 012	Chairperson	31 – 07 – 08

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Prof. Thara Bhai L., Senior Professor and Head, Department of Sociology, Madurai Kamraj University, Madurai – 625 021, Tamil Nadu.	Member Coordinator	31. 7. 08
Dr. M.R. Kurup (Secretary, (Former Pricipal) KET's V.G. Vaze College of Arts Science and Commerce) Mithagar Road, Mulund (East) Bombay – 400 081	Member	31/7/08

I agree with the Observations of the Peer Team as mentioned in this report.

Seal of the Institution

Signature of the Head of the Institution
Dr. J Subhashini
Principal
KNM Govt. Arts & Science College
Kanjiramkulam,
Kanjiramkulam PO, **Neyyattinkara**

Principal
Kusikrishnan Nadar Memorial
Govt. Arts & Science College
Kanjiramkulam - 695 524

Place: *Kanjiramkulam, Kerala*
Date: 27/03/2008