MES COLLEGE MARAMPALLY

Marampally P.O., North Vazhakulam, Aluva-7

Submission of

Annual Quality Assurance Report (AQAR)

To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> MES COLLEGE MARAMPALLY

1.2 Address Line 1

> Marampally P.O.

Address Line 2

> North Vazhakulam, Aluva-7

City/Town

> Ernakulam

State

> Kerala

Pin Code

> 683 107

Institution e-mail address

> mescollegemarampally@gmail.com

Contact Nos.

> +91 484 2677104, 2678587

Name of the Head of the Institution:

> Dr. A. Biju

Tel. No. with STD Code:

> +91 484 2677104

Mobile:

> 9446078587

> Sri. Joseph Deril K S

Name of the IQAC Co-ordinator:

Mobile:

9447604958

IQAC e-mail address:

josephderil@gmail.com

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

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/60/RAR/19   dated: 05/07/2012

1.5 Website address:

www.mesmarampally.org

Web-link of the AQAR:

http://mesmarampally.org/AQAR2013-14.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	-	2004	5 years
2	2nd Cycle	B	2.77	2012	5 years
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC: DD/MM/YYYY

25/11/2004

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

2013-14

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

    i. AQAR _____ _____ (DD/MM/YYYY)
    ii. AQAR_____ _____ (DD/MM/YYYY)
    iii. AQAR_____ _____ (DD/MM/YYYY)
    iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [√] No ☐

Constituent College   Yes ☐ No ☐

Autonomous college of UGC   Yes ☐ No ☐

Regulatory Agency approved Institution   Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education [√] Men ☐ Women ☐

    Urban ☐ Rural [√] Tribal ☐

Financial Status Grant-in-aid [√] UGC 2(f) [√] UGC 12B [√]

    Grant-in-aid + Self Financing [√] Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management [√]

Others (Specify)   .

1.12 Name of the Affiliating University *(for the Colleges)*

Mahatma Gandhi University Kottayam, Kerala

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | - |

University with Potential for Excellence | - | UGC-CPE | - |

DST Star Scheme | - | UGC-CE | - |

UGC-Special Assistance Programme | - | DST-FIST | - |

UGC-Innovative PG programmes | - | Any other (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1 No. of Teachers | 10 |

2.2 No. of Administrative/Technical staff | 1 |

2.3 No. of students | - |

2.4 No. of Management representatives | 2 |

2.5 No. of Alumni | 1 |

2. 6 No. of any other stakeholder and

   community representatives | 1 |

2.7 No. of Employers/ Industrialists | |

2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held   7

2.11 No. of meetings with various stakeholders: No. | 2 | Faculty | One |

     Non-Teaching Staff Students | One | Alumni | One | Others | |

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

     If yes, mention the amount | - |

2.13 Seminars and Conferences (only quality related)

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

     Total Nos. | 1 | International | | National | 1 | State | | Institution Level | |

     (ii) Themes | Education for sustainability Challenges and Opportunities |

2.14 Significant Activities and contributions made by IQAC

1. National Seminar Organized	4. Orientation program for Semester I Students
2. Examination reform	5. CORE Monitoring Committee visit to all departments
3. Two Institutional workshops.	6. Published a compilation of research articles teachers belonging to various disciplines.
4. The institution is now a Wi-Fi campus.	7. Encouraged the faculty members to pursue research in their respective field of study.
5. Conducted remedial coaching for backward students to enhance their learning capability.	8. Initiated steps to construct house for the poor students with contributions from students, teachers and PTA under the college housing project.
	9. Monitoring of seminars, workshops, collaborations, extensions activities etc. organized by various departments

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Core Monitoring Committee visit to all departments	Executed
2. Continue Evaluation	Executed
3.RUSA application	Executed
4.Monitor department activities	Executed

 * *Attach the Academic Calendar of the year as Annexure.*

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

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Has been approved by statutory body.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	8	3	6	-
UG	12	2	8	-
PG Diploma	-	-	-	-
Advanced Diploma	2	-	-	2
Diploma	2	-	-	2
Certificate	1	-	-	1
Others	-	-	-	-
Total	25	5	14	5

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	20
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ] Students [√]
   (On all aspects)

Mode of feedback   :   Online [ ] Manual [√] Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

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

MCom/MSc/MA (Credit System)

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

> Yes. Department of Psychology

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	25	5	nil	60

Total No. of Self-financing faculty

Total	Asst. Professors	Lecturers	Guests faculties	Others
30	25	5		60

2.2 No. of permanent faculty with Ph.D.

6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	4	Nil	nil	nil	nil	nil	nil	1	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			26
Presented papers	1	16	
Resource Persons	1	6	6

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

> Bridge course, teaching practice, project exhibition, research forum, book bank, paper presentation, peer evaluation, PPTs, journal club, blogs, 360° project plan, cross age teaching, case study, quiz, article review from journals, project presentation for starting new business

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

196

University external model, internal exams

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

2.9 No. of faculty members involved in curriculum
     Restructuring /revision/syllabus development

10		

     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

87

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division/ Grading					
		A %	B+ %	B %	C+ %	C %	Pass %
B.Com.	62	3		58		32	94
BBA	60	2	9	19	11	7	78.3
BCA	50	2	20	36	20	6	84
B.Sc. Electronics	40	0					65
B.Sc. Mathematics	20	0	12	24	36	8	80
B. Sc. Physics	34	0	2.94	23.5	11.7	14.7	52.94
B.Sc. Microbiology	24	0	20	41	8	25	95
B.Sc. Biotechnology	12	0	16	33	25	8	83
B. A. English	35	0	11.4	14.3	14.3	0	40
B. A. Arabic	19	0	3	4	0	1	42
		Distinction %	I %	II %	III %		Pass %
M Sc. BT	14	2	10				85.71
M Sc. MB	11	1	9				90.9
M Sc. BC	2		2				100
MSc. Electronics	29	2 *	18				68.96
MCom.	26		18	1			73.07

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

        Arrange teachers' training programs to develop teaching skill.

        Prepare an academic calendar to convey the examination schedule, teaching days,
        celebrations, holidays, vacations, and academic events to the faculty, Students and
        parents. Monthly report of activities collected from departments. Tutorial report
        collected.

The progress of students was monitored through unit tests, home assignments, seminars, etc.

Take student's feedback on teachers and same evaluated.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	5
HRD programmes	1
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	36
Others	9

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	0	0	9
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

The institution has a Research Council and Publication cell in place and the cell conducts their formal executive meetings twice a year. Promoted by the research cell, 11 paper presentations were held by the council this year. Teachers and PG students presented their papers. The second issue of the Biannual Journal FORTIS ISSN 2320-6985 was released last year. Submitted application for research centre – Bio Science to MG University.

3.2   Details regarding major projects: NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	8	1	7
Outlay in Rs. Lakhs	2 lakhs	949000	85000	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	6	4	
Non-Peer Review Journals		5	
e-Journals			
Conference proceedings	2	10	

3.5 Details on Impact factor of publications:

Range   1.3   Average   1.28   h-index   7   Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects	2013-14	UGC	996500	501250
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*	2013-14	KSCSTE	10000	10000
Any other(Specify)	1	Kerala Biotech Commission of KSCSTE	75000	75000
Total			1081500	586250

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

ii) Without ISBN No.   1

3.8 No. of University Departments receiving funds from

UGC-SAP	☐	CAS ☐	DST-FIST	☐
DPE	☐		DBT Scheme/funds	☐

3.9 For colleges   Autonomy ☐   CPE ☐   DBT Star Scheme ☐

       INSPIRE ☐   CE ☐   Any Other (specify) ☐

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		4	2		3
Sponsoring agencies		UGC/NAAC	KSCSTE		Management

3.12 No. of faculty served as experts, chairpersons or resource persons | 10 |

3.13 No. of collaborations   International ☐   National | 1 | Any other ☐

3.14 No. of linkages created during this year   ☐

3.15 Total budget for research for current year in lakhs :

From funding agency | 586250/- | From Management of University/College | |

Total | 586250/- |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	1					

3.18 No. of faculty from the Institution | 2 |

who are Ph. D. Guides
and students registered under them

2

3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF   SRF   Project Fellows   1   Any other

3.21 No. of students Participated in NSS events:

University level	2	State level	1
National level		International level	

3.22 No. of students participated in NCC events:

University level	25	State level	6
National level	3	International level	

3.23 No. of Awards won in NSS:

University level	2	State level	
National level		International level	

3.24 No. of Awards won in NCC:

University level	8	State level	3
National level	1	International level	

3.25 No. of Extension activities organized

University forum		College forum	6
NCC	5	NSS	2

Any other   1

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

- KSCSTE (Biotechnology Innovations in rural development) BIRD project for unemployed women

- A pain and Palliative care unit was started in our college in association with Alpha pain and palliative care, Edamuttom. In connection with that we started a project called "One Rupee One life" for helping the suffering people by keeping a collection box in each class.
- The Phoenix Association of Business Administration Department distributed Uniforms to 53 students of LP School N.Vazhakulam, Department of Commerce distributed books, bags, pencils, pens, boxes, tiffin boxes and other school stationeries to the students of LP School N.Vazhakulam.
- Department of English Collected money for the 'Priminister's Utterkand relief fund'.
- Final year B.Sc. Mathematics students arranged an ABACUS training program for students of Govt High School Kuttamassery
- 'Patheyam' the social extension programme of departnet of commerce to distribute Foods packets to poor patients and by-standers at Aluva Taluk Hospital and railway station premises.
- As a social extension activity –Mcom students visited an old age home and an orphanage on -Karakkunnam muvattupuzha provincial home,-mentally retarded people. Students of BBA Visited nirmala old age home, Parur. Students of Department of Computer Applications, Visited Joyce Home Old age home at Perumbadanna, Paravur.
- As an extension programme of Department of Elecronics handled a session on Health hazards of Mobile Phones at Al ameen College Edatahala.
- Department of Physical Education Organized 10 days intensive yoga classes at Govt. U.P. School, Ezhipram.
- Department of Commerce distributed 31 Ifthar Kit to poor and needy people of the college.
- Department of Business Administration conducted a free medical check up camp for the Vazhakulam Panchayath in association with Alumni Association of the college and Medical Trust Hospital Ernakulam on 06/10/2013. Doctors of General Medicine and Ophthalmology engaged the camp. 104 patients registered to consult Ophthalmology and 80 patients registered to consult general medicine departments. Free medicines were distributed to patients.
- The department of Electronics provided financial support of Rs. 9000/- to two second year Msc Electronics students
- Blood donation camps.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 acre	5 cents	Management	25.5 acre
Class rooms		7	Management	
Laboratories	10	2	Management	
Seminar Halls	1	1	Management	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		25 computers, 12KVA Generator	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		14.76		
Others				

4.2 Computerization of administration and library

> Library fully computerised, administration partially computerised (accounts, admission, examination)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10457	3785749/-	1314	638521/-	11771	4424270/-
Reference Books					1730	
e-Books						
Journals					22	6500/-
e-Journals	NLIST(INFCIBNET)				1	50000/- year
Digital Database						
CD & Video					750	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	131	3	5 MBPS	10	3	1	11	
Added	25	1						
Total	146	4						

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

> One day workshop on '*Data Analysis using SPSS*,' one-day workshop on "Technology Enhanced Teaching/Learning",

4.6 Amount spent on maintenance in lakhs:

i) ICT | 0.5 |

ii) Campus Infrastructure and facilities | 1.5 |

iii) Equipments | 1.0 |

iv) Others | |

Total: | 3.0 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC of the college regularly interacts with student representatives of each class by forming a quality circle group. The students are made aware of the existing services in the college and takes feedback for further improvement. An orientation class for freshers are also conducted to inform the students about various students' services available in the

college. Some of the initiatives of this academic year is college has installed drinking water facility with support of PTA.

Placement Drives conducted for the students: Offers received from Alembic India Pharmaceuticals, Keltron on behalf of major IT companies IBM, Satyam, Wipro, Dell, SAP labs, HP, Mahindra, Subex, Syntel, etc. and financial institutions like Netherland call center, nirapara, hdfcbank, icicbank, idbi bank etc for conducting their placement drive in our campus.

- Dept of Computer Applications conducted a Career Guidance Seminar for BCA students on 22nd July 2013 by Dr. Mendez Jacob, Director MCA Programme, Marian College, Kuttikkanam.
- Dept of Business Administration organized Career guidance workshop on Group discussion and interview techniques by Mr. Sandeep Tripathy from Tata Consultancy Services, Bangalore

5.2 Efforts made by the institution for tracking the progression

The college has an active alumni organisation in the name of "ORMA" which tracks and update the progression of their career and job. Each department is marinating the statistics of former students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1228	260	NIL	NIL

(b) No. of students outside the stat

NIL

(c) No. of international students

NIL

No	%	
576	39	Men

No	%	
912	61	Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
283	103	25	1075	2	1488	111	130	7	1290	6	1669

Demand ratio   Dropout % 0.65

Due to centralized allotment process admission of various programmes by university it is impossible to calculate demand ratio.

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

Provide extra coaching for competitive examination as well as personality development, soft skill development, and interview techniques. . Special coaching was given for the subjects 'Numerical Ability', 'English Language', 'general awareness' , 'Current Affairs' and 'Information Technology'. NET coaching for PG students conducted by PG departments.

No. of students beneficiaries   178

5.5 No. of students qualified in these examinations

NET   1   SET/SLET   GATE

IAS/IPS etc   State PSC   UPSC

5.6 Details of student counselling and career guidance

Prepared a placement brochure containing the details about the college as well as the students who passing out in 2014, conducted Placement Drives. Career guidance classes and counselling classes were conducted by various departments.

No. of students benefitted   350

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Wipro	63	12	3
Us technology	48	10	1
Alembic India Pharmaceuticals	37	17	
Eureka Forbes	43	12	

5.8 Details of gender sensitization programmes

Orientation programme conducted by women cell , two day workshop conducted by equal opportunity cell, Legal awareness programme for women conducted by NSS

5.9 Students Activities

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

State/ University level   National level   International level

| 45 | 2 | |

No. of students participated in cultural events

State/ University level | 22 | National level | | International level | |

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | 3 | National level | 2 | International level | |

Cultural: State/ University level | 20 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	50	3,41,100
Financial support from government	467	20,16,030
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | 1 | National level | | International level | |

Exhibition: State/ University level | 10 | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 9 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> To work for the educational, social and economic advancement of the people of India in all possible ways.
>
> To promote higher and technical education and improve the standard and quality of education among the people in general, minorities and backward classes in particular.

6.2 Does the Institution has a management Information System: Yes

> The management has taken initiatives for the development of MIS which is beneficial to all the stakeholders of the college to save their time, money and energy. The college has its own website, teaching notes portal, online tutorial blogs etc. The Mahatma Gandhi University has Implemented MIS (Single window system for registration, communications, examinations, results etc.) that increases the efficiency of the MG University as well as all affiliated colleges. The office has automated and has implemented WI FI facility in the campus.

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

6.3.1 Curriculum Development

- The staff participated in the curriculum revision committee.
- Collected feedback of curium from different stakeholders.
- Updated the economic changes and needs of the society
- Made initiatives for the movement of self autonomous entity.

6.3.2 Teaching and Learning

- Practical oriented training
- Lecturing, Mentoring, Remedial teaching.
- Participative teaching, industrial visits, on the job training, study tours, lab oriented teaching,
- ICT oriented teaching and learning
- Class room discussion, seminars, viva
- Conducted research oriented classes and conducted researches/ projects
- Lectures by the eminent personalities
- Presentations by students
- Debate on current topics by students
- Activities of different forums
- Bulletin boards, posture designing

=

6.3.3 Examination and Evaluation

The evaluation of each course under CBCSS contains two parts.

(i)   Internal or In semester Assessment
(ii)   External or End- Semester Assessment.

The Internal: External assessment ratio shall be 1:3

The Internal and External examinations are evaluated using Direct Grading system based on 5 point scale.

The University made regulations for under graduate programmes under choice based course credit semester system and grading during the year 2013-2014.

The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of 20 marks for internal evaluation. For all courses, grades are given on a 07- point scale based on the total percentage of marks. (ISA + ESA)

There are two internal examinations based on University examination pattern for each course during each semester. The answer scripts are evaluated and returned to the students with comments and suggestions for improvement and PTA meetings are held after each exam.

6.3.4 Research and Development

The college constituted a Research Council   for conducting monthly paper presentation sessions, to foster the research aptitude of faculties. The papers recommended by the expert committee are published in the biannual multidisciplinary journal FORTIS with ISSN.

Dr. Manzur Ali PP and Dr. Mini K. Paul, Department of Biosciences were awarded PhD degree from Cochin University of Science and Technology and Mahatma Gandhi University respectively.

Mr. Haneefa K G(Department of Physical Education), Ms Razia Karim, Ms Shalet Varghese , Ms Anu Ruby Benny (Department of Biosciences) and Mr Jahfar K U (Department of Arabic) got approval for Minor Research Projects from the University Grants Commission.

More than ten research papers were published by our faculty members in different national and international journals.

There are 8 ongoing Minor Research Projects in the College.

Ms Ally C Antony, (Department of Bioscience) Ms Raphika P M and Ms Jasmine P M (Department of Electronics) is pursuing research under FIP. At present seven teachers are doing part time PhD.

6.3.5 Library, ICT and physical infrastructure/ instrumentation

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College library has a library advisory committee and this year the committee recommended for new collection of books and those books were purchased. Library offers access to internet to staff and students and also subscribes to journals and magazines. Various ICT resources like websites, blogs, LCD projectors are used in the college.

The infrastructure of the college includes fully equipped conference hall, Electronics, Computer, Biosciences laboratories, Language lab, indoor stadium, classrooms with LCD projectors, health club, shuttle court, Athletic ground, Cricket and football field, Table tennis indoor stadium etc.

6.3.6 Human Resource Management

All faculty members and non-teaching staff are involved in different activities

6.3.7 Faculty and Staff recruitment

As per the university and the Kerala government rules

6.3.8 Industry Interaction / Collaboration

All the departments in the college have interaction and collaboration with various firms and industries for the students to undergo their projects, internships and on the job trainings.

The department of Electronics in collaboration with Institute of Electronics and Telecom Engineers formed an IETE students' forum. 57 students took membership in the forum .The forum had two workshops last year.

The department of Biosciences in collaboration with Premier National laboratory has formed an MoU.

6.3.9 Admission of Students

Students are admitted for Aided courses as per university allotment and management. We have the reservation for sc/ST, OBC, women, physically handicapped and for Lakshadweep students. For the self financing courses the seat allotment is 50 % for management and 50% for government.

6.4 Welfare schemes for

Teaching	The college provides advance salary for the newly appointed teachers who will get salary after completing all the procedures. The college awards the best performing teachers, teachers who complete PhD degrees, teachers who make international publications, teachers who exhibit outstanding services. The college started a co operative society for the welfare of teaching and non teaching staff.
Non teaching	The college started a co operative society for the welfare of teaching and non teaching staff. The college awards the best performing non teaching staff.
Students	There are various scholarships for students who are economically and socially backward. Some of them are Post metric Scholarship; Central sector scholarship, state merit Scholarship, Hindi scholarship, Suvarna Jubilee Merit Scholarship, C H Muhammed Koya scholarship, Blind/ P H scholarship, Scholarship for dependent of Jawans, E grant etc. There are other scholarships like Muslim Educational Society Student Aid Fund Prof. T M Muhammed Endowment Prize This award has been constituted by our Founder Principal Prof. T M Muhammed for the best three students, one each from BBA, BCA and BSc Electronics Programmes. Kaithappadath Moideen Haji Memorial Gold Medal for the best outgoing BCom Student O J Mary Memorial award for the best outgoing student This award has been constituted to commemorate the devoted services of Smt. O J Mary. Her family has contributed this amount to applaud the meritorious outgoing student of each academic year. The college management and PTA honours the best outgoing student of each department. The department of English conducted a one day skill development programme for the first year degree students on 13th February 2013. There were sessions on enhancing Communication Skills, Grammar, Writing skill, Role play and public speaking.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √   No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done? Yes

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Deputy Directorate of Collegiate Education	Yes	IQAC
Administrative	Yes	Auditor	Yes	Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [ ]   No [√]

For PG Programmes   Yes [ ]   No [√]

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

> The University made regulations for under graduate programmes under choice based course credit semester system and grading during the year 2013-2014.
>
> The internal to external assessment ratio shall be 1:4, for both courses with or without practical. There shall be a maximum of 80 marks for external evaluation and maximum of 20 marks for internal evaluation. For all courses, grades are given on a 07- point scale based on the total percentage of marks. (ISA + ESA)

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

> NA

6.11 Activities and support from the Alumni Association

> The Alumni association of the college organised a medical camp.
>
> The yearly get together of the Alumni was held on
>
> MSc Electronics 2000-02 batch had a get together.
>
> The old students contributed financial support to Electronics fest 'Radianz 14', they also contributed books to the department library.
>
> Non Resident old students gave financial support for giving scholarship to financially backward students.
>
> Non Resident Indian old students had a get together 'NRI Meet 2013-14'.
>
> The old students of all the departments are constantly in touch with the college.

6.12 Activities and support from the Parent – Teacher Association

> 1. Financial support for doing project for final year students (for needy students)
> 2. Awards to students who got "A" grade in university examination
> 3. Award to best college bus driver
> 4. Purchase two water cooler for students
> 5. Award to best programming teacher and best performing non-teaching staff.

6.13 Development programmes for support staff

> 1. Workshop on "Data analysis using SPSS" by department of Business Administration and computer Applications on October 2013.
>
> 2. Workshop on "technology enhanced teaching learning" by computer literacy forum for the staff of our college on December 12, 2013.

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

> Each department of the college has a planting sector in different areas of campus and "canopy nature club" doing a big effort in making the campus eco-friendly
>
> Activities of nature club
>
> 1. Canopy nature club in association with department of forest, Kerala organized a 3 day nature education camp " **haritha shibiram**" at chimmony wildlife sanctuary on September 20,21,22.
>
> 2. Nature club started a new event " janma maram" to celebrate birthdays by planting trees in the campus. The programme started in January 2014 by celebrating sri Jamal's birth day by highlighting the message " ningalude pirannal bhoomikkoru thanalaakatte" .
>
> 3. World environment day programme was inaugurated on June 5 2013 by planting sapling inside the campus. The students were taken the pledge to save and protect nature.
>
> 4. In order to aware the students about inseparable relation between life, agriculture and weather, nature club organized a poetry competition on the topic "thirvathira nattuvela" on 24th June 2013.
>
> 5. Nature club has initiated the subscription procedure for koodu magazine in association with the library
>
> 6. Nature club prepared and served oushadha kanji for 85 persons in the college on august 14. Members themselves plucked out different medicinal herbs available in the campus.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Additional Skill Acquisition Programmme (ASAP) benefitted students to acquire self-confidence and better communicative skill to pursue a bright career.
- Soft Skills development
- Initiative for starting B.voc courses
- Value based education
- Interdisciplinary Research Journal
- Yoga training is given to students from nearby schools.
- Training is imparted to the students in jewellery making.
- Training is imparted to the students in making eco-friendly paper bags.
- INFLIBNET, N-list.

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

The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly.

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

Mushroom Cultivation for Sustainable Livelihood.

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

7.4 Contribution to environmental awareness / protection

- The college possesses a Plant conservatory to ensure the protection of the local plant bio-diversity.
- Canopy nature club of the college conducted lecture, involving experts from Environmental field.
- Awareness programmes are conducted regarding social forestry.
- Distribution of seedlings to the local community and students by the Departments collaboration with the Forest Department.
- Conducted a programme titled 'Save Energy' in connection with World Earth Day.

7.5 Whether environmental audit was conducted?　　Yes　√　　No

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

Strengths	- University rank /A grade holders every year in all departments. - Initiatives and opportunities for faculty development programmes. - Classes are engaged by highly qualified and experienced teachers. Strong bondage and a high level of interaction between faculty and students. - Regular conduct of funded National seminars and workshops to keep abreast with the recent advancements. - Interdisciplinary and experiential (projects) education at both under graduate and post graduate level. - Diverse demography reflects minority, SC/ST, backward community, female dominated, physically challenged and financially backward students. - Provide right job skills and competencies to students. - Placement services provided to students and excellent placement record of graduates from all programmes. - Provides platform for co curricular activities. - Platform for extension activities, NSS and NCC. - Contributing activities of different clubs and various associations. - State-of-the-art infrastructure, a few class rooms equipped with LCD. - Initiatives taken for establishing ICT infrastructure. Institution has separate laboratories for respective programs; Wi-Fi and Broad band connectivity is also available. - Mini conference hall for conducting seminars. - Separate central library facility to cater good learning ambience and progressive number of books and journals. - Furnished girls hostel. - Dedicated human resource and basic facilities for physical education. - Existence of research culture reflected in number of publications in National and International journals. - Faculty members contributing to the academic environment by presenting papers in conferences and seminars. - The college has Research Forum and an ISSN numbered research journal. - Conveyance facility provided from different parts of the city for better access. - Productive and dynamic PTA. - Well organized and supportive Alumni. - An enterprising managerial initiative with good future vision for the institutional growth, working towards autonomy.

Weaknesses	• Limited option for curriculum design and development as an affiliated college. • High student strength leads to deviation from student focus. • Considerably higher attrition rate among faculty; uncertainty in continuation/retention of faculty, typical of a self financed college. • Enrolment ratio in self financing courses are declining due to fee structure • Limited number of International books and Journals in the library to support PG and research programmes. • Infrastructural facility of the library is not supportive to accommodate more students. • Institutional tie up with industries is limited. • The latest technologies like web education, Management Information system (MIS), internet, video conferencing are not fully utilized. • Student enrolment of SC/ST is less as the rate and number of scholarships are meagre. • Many facilities and opportunities are not available to self financing programmes due to lack of fund and policies adopted by agencies. • Add on courses offered at the graduate level are less. • Outdated Technology, deteriorating furniture & equipment maintenance (support system). • Lack of continuous up gradation, subscription to e-journals, access to interactive e-lectures. • Lack of infrastructural facility for physically challenged students • Lack of boys hostel. • Research facilities for PG departments are limited. • Consultancies are carried out only in limited areas.
Opportunities	• Opportunity for supplementing the core faculty through a system of quality part time or visiting faculty (including from industries); scope for hiring retired faculty. • Scope for increasing the student intake by cross subsidizing fee for the students from lower middle and weaker sections. • Opportunity for institutional tie-up – industry linkages for strengthening teaching learning and also for field exposure to the students/faculty. • Scope for career guidance, counselling and mentoring services through better or broad based faculty and student involvement. • Education to be integrated with values such as traditional knowledge, health care, infrastructure development, agriculture etc. and there by make a role of students in the national development activities. • Scope for faculty qualification up gradation, pedagogical training and organising / participation of faculty in workshops, seminars and conferences for improved competencies. • Scope for decreasing teacher-student ratio in the case of Commerce and Business Administration. • Certificate, Diploma and Advanced diploma courses can be introduced co curricular activities. • Modernization of class rooms, updation of learning resources and strengthening of laboratories at the UG level.

	• Separate PG and Research block could be started.
	• Up gradation of ICT infrastructure, subscription to e journals, access to e-lectures
	• Modernization and strengthening of library for better access to knowledge resources.
	• Additional facilities for differently abled students.
	• Equal opportunity cell for the uplift of SC/ST, minority and weaker sections.
	• Establishment of highly equipped infrastructure for physical education in terms of sports hostel, indoor stadium, swimming pool etc.
	• Research profile of the faculty can be strengthened by providing various supportive mechanisms.
	• Scope for college office automation.
	• Location advantage to offer eco-friendly drive in society.
	• Scope for introducing Entrepreneur Development Programme and Extension activities as the college is located in rural area.
	• Enhancement of consultancy services.
	• College could become autonomous.
Threats	• Challenge of attracting/retaining qualified staff in the long run; this may be partly overcome by very attractive pay or service conditions.
	• Being an affiliated college limited option for curriculum design and development
	• Despite running a good teaching learning program, bigger challenge in building up a vibrant research and consultancy culture.
	• Difficulties/delays on account of multiple regulatory agencies causing some disincentives for genuine players.
	• Too much attention on growing enrolment in terms of quantity and not enough on retention in terms of quality.
	• Legal constraints from the industry level to form industrial linkage/ tie-ups.
	• Some students are studying traditional courses out of compulsion and lack of alternatives.
	• Weaker soft skills of students coming from higher secondary schools.
	• Time lag in publication of University examination results.
	• Semester system suffocates co-curricular and extension activities

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

- Applications are forwarded to the MG University to start new courses in BCom animation, MSc Physics.
- To buy a new generator for uninterrupted power supply.
- To build a Golden Jubilee memorial PG and Research block in connection with the Golden Jubilee celebration of MES .
- Initiate steps to enhance the teaching –learning process with the help of the feedback received from the students.
- To automated office using software.
- To begin coaching centre for NET coaching.
- To construct house projects to poor initiated in connection with Golden Jubilee celebration of MES.
- More seminar and conference to be conducted using external fund.
- Collaboration with institution and industries to be initiated.
- Health checkup facility.
- Modernization of existing class rooms
- The current PG departments will be up graded to research centres
- Indoor stadium and establishment of fitness centre
- Implementing Walks With Scholar Programme and Scholar Support Programme
- Construction of Bio Gas Plant & Solar Panel
- Setting up Water Quality Testing Laboratory

Mr. Joseph Deril K S   *Dr. A Biju*

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

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