

# 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

Dr. A. Biju

Institution:

Tel. No. with STD Code:

+91 484 2677104

Mobile:

9446078587

Name of the IQAC Co-ordinator:

Dr Manzur Ali P P

Mobile:

9447587335

IQAC e-mail address:

iqacmesmarampally@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://www.mesmarampally.org/aqar/MES\\_AQAR\\_16-17.pdf](http://www.mesmarampally.org/aqar/MES_AQAR_16-17.pdf)

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

25/11/2004

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

2016-17

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

- i. AQAR 2013-14 (02/02/2015)
- ii. AQAR 2014-15 (28/11/2015)
- iii. AQAR\_2015-16 (16/02/2018)
- 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)

. UGC supported B.Voc. programmes  
(B.Voc. in Logistics Management and B.Voc. in Animation and Graphic Design)

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	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="√"/>	DST-FIST	<input type="text" value="√"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other ( <i>Specify</i> )	<input type="text" value="Community College"/>
UGC-COP Programmes	<input type="text" value="-"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="60 (Students' Wing)"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="1"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	10

2.11 No. of meetings with various stakeholders: Students  Faculty   
 Non-Teaching Staff  Alumni  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.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC requested the departments to prepare action plan for the year on thrust areas identified based on the previous academic year CMC (core monitoring committee) report. A face-to-face meeting in this regard was convened to finalise the academic year activities. Furthermore, a detailed request has been given to the management for the implementation of the proposed activities.
- Institutional automation software installed and made functional in this academic year. The software facilitates the management of academic administration (courses, semester, student management, attendance, Exam management, Performance evaluation for students, Time table, syllabus, SMS alerts), Payroll, Transportation and Hostel management.
- As a part of imbuing the research culture in the campus; faculty members were encouraged to apply for sponsored student projects. A two day workshop on Research methodology was also conducted with the financial assistance of Kerala State Council for Science, Technology and Environment.
- To strengthen the teaching and learning using ICT tools, a one day workshop for the faculty members on the Learning Management System “MOODLE” has been conducted.

- Career orientation programmes were conducted for both UG and PG students. The career orientation conducted by the PG students was residential and it was the first residential programme of the college.
- The departments were asked to apply for the alternative funding agencies for the conduct of seminars and workshops. The college could associate with Indian Academy of Sciences and Indian council for Social Sciences research for the first time in materialising workshops.
- Alumni interaction strengthened and the prominent alumni came and handled sessions in the respective departments in career orientation and knowledge sharing. Alumni support was available for many charity initiatives of the college.
- Academic and co-curricular activities of the departments were audited by the core monitoring committee and suggestions were given for further progression.
- Student quality circle is formed to imbibe the quality culture of the institution.

#### 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
Collaboration with agencies other than UGC for the conduct of Seminars/workshops/conferences	<ul style="list-style-type: none"> <li>➤ The Department of Biosciences organised lecture workshop on “Trends in Nanosciences and Functional genomics” in association with <b>IASc, INSA and NASc</b> on 15-16 Nov, 2016.</li> <li>➤ Department of commerce organised <b>ICSSR</b> sponsored two day workshop on “statistical analysis in social sciences and R programming” on 28-29 March 2017.</li> </ul>
Faculty Development Programmes	<ol style="list-style-type: none"> <li>1. Workshop on learning management system “MOODLE” was organised for the faculty members on 28 October 2016.</li> <li>2. KSCSTE sponsored two day workshop on “Research Methodology”-Practices and Updates” on 20-21 January 2017.</li> <li>3. Mr R Rajeev, Trainer, Rajagiri college of Social sciences handled a session on “Teacher motivation” on January 20, 2017</li> <li>4. One day workshop on “NAAC reaccreditation process” by Dr S V Sudheer, Director, ASC, University of Kerala on 13. January 2017.</li> </ol>

<p>Strengthening of Parent Teacher Association activities</p>	<ul style="list-style-type: none"> <li>➤ Energy conservation awareness class on Dr K Soman on 05. September 2016.</li> <li>➤ A class on “positive parenting” by Dr M S Razeena Padmam 3 February 2017.</li> <li>➤ First Aid Kit distributed to all the departments including hostel.</li> <li>➤ Counselling and Doctor Facility made available to the students.</li> <li>➤ Five sewing machines and an embroidery machine purchased for tailoring practice.</li> <li>➤ LCD projector has been purchased for the Physics department.</li> <li>➤ Part-time coach for Taekwondo was appointed by PTA and giving financial support for the students to participate in the State and National level tournaments</li> <li>➤ A “Book Bank” facility in the library is supported by the PTA.</li> </ul>
<p>Student Support programmes</p>	<ul style="list-style-type: none"> <li>➤ A one day orientation to the first year UG students on 01 August 2016. Mr Soorej and Ms Rekha trainers of Plan@Earth handled the session.</li> <li>➤ Residential orientation programme to the first year PG students was conducted on 18, 19 November 2016.</li> <li>➤ A career motivation class was organised by honouring civil service rank holders of the District on 25 August 2016. Mr Asif Yusuf IAS, A Ashif IAS and R Vishwanath IPS interacted with the students.</li> <li>➤ Career guidance classes conducted by the Dept of Electronics and Commerce of the college. Alumnus of various departments visited the departments and given lecture on career orientation.</li> <li>➤ Additional Skill Acquisition Programme (ASAP), Walk with scholar (WWS) and Student Support Programme (SSP) of the Higher education initiatives of Kerala Government were successfully implemented in the campus.</li> <li>➤ An ED Club is actively operating in the campus to nurture the entrepreneurship skills of the students</li> </ul>
<p>Academic administrative audit</p>	<ul style="list-style-type: none"> <li>➤ An academic audit and feedback from the students collected at the end of each semester. An audit at the end of the year is</li> </ul>



	conducted to analyse the academic and co curricular activities of the departments.
Extension and outreach programmes	<ol style="list-style-type: none"> <li>1. A survey to find out illiterate migrant labourers were conducted in association with Kerala literacy mission and the report was published by Sri Kamal (Chairman of Kerala film academy).</li> <li>2. "Pragathy" continued its efforts to gift school uniform and study materials to Govt UP School students.</li> <li>3. "Mazhakkoythu", a rain water harvesting project of the department of Biosciences funded by Kerala State council for Science Technology and Environment implemented in the Local Panchayath.</li> <li>4. A free medical camp for the public was organized on 5 February 2017 and nearly 700 people benefitted by this.</li> <li>5. World Aids Day was observed and an awareness class was taken by Dr Unnikrishnan, PHC Vazhakkulam to the public of Perumbavoor town.</li> <li>6. "Padheyam"-Distribution of meal packets to the needy, sponsorship of orphans and peace home visits etc. Initiated by commerce department.</li> <li>7. Energy and Environmental Conservation Club (EECC) of the institution engaged in various energy conservation sensitisation programmes inside and outside campus</li> </ol>
Automation of office administration and student details.	<ul style="list-style-type: none"> <li>➤ The software installed successfully which facilitates the management of academic administration (courses, semester, student management, attendance, Exam management, Performance evaluation for students, Time table, syllabus, SMS alerts), Payroll, Transportation and Hostel management.</li> </ul>
Construction of new conference hall with Multimedia lab facility and augmentation of library facility	<ul style="list-style-type: none"> <li>➤ New Library space, Seminar hall and the work of new building block has been completed. The new block also includes a state-of-the-art computer laboratory and 2D and 3D animation labs.</li> </ul>

Green initiatives in the campus	<ul style="list-style-type: none"> <li>➤ Kerala State council for Science Technology and Environment sponsored World environment day, International ozone day, World wetland day has been observed.</li> <li>➤ Bamboo saplings planted on the banks of river Periyar in connection with the World Wetland Day.</li> <li>➤ Energy and Environment Conservation Club (EECC) has formed in the campus exclusively to work for energy conservation.</li> </ul>
---------------------------------	--

*\* 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

It is approved by statutory body.

## 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	9	-	7	-
UG	12	-	8	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate		-	-	Spoken tutorial - 47 students DCA - 38 students NPTEL - 196 students HACCP - 30 students Additional Skill acquisition programme -61 students
Others-( Skill orientated Programmes )	2(BVoc)	-	-	-
<b>Total</b>	23	-	15	-

Interdisciplinary	All the UG programmes are having open courses. Presently, 13 open courses are offered by the institution.			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	23
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* (On all aspects) Alumni  Parents  Employers  Students

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.

NIL

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

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	31	22	9	nil	

Total No. Of self financing faculty	Total	Asst. Professors	Lecturers		
	78	7	71		

2.2 No. of permanent faculty with Ph.D.

No. Of self financing faculty with PhD -

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
Nil	3	nil	nil	nil	nil	nil	nil	Nil	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

2		
---	--	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	6	37	7
Presented papers	1	22	1
Resource Persons	1	4	17

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

Innovation in teaching has introduced in different disciplines based on the suitability. Some of them are as follows.

- Knowledge sharing programme - MATLAB/JAVA/CPP Programming languages of MSc Electronics, Computer Science and MSc Physics discussed in a common platform.
- Learning management systems like Google classrooms, e-assignment and e-notes are used by some of the faculty members.
- Kerala State council for Science, Technology and Environment sponsored students projects
- IEEE paper presentation in Electronics department
- Booklet preparation in Biosciences department
- Wall paper magazine, student publications like Alchemy by English Department. Various articles of the students of English department is released in News papers.
- Skill oriented class in BVoc department

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

186
-----

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

- Five minutes test paper in every class of mathematics introduced by Mathematics department
- Examination in web designing, 3D and 2D animation introduced in BVoc Department.
- Online MCQ conducted for MSc Biotechnology students
- Open book examination by Electronics department

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

Board of studies members	Curriculum Development workshop
10	22

2.10 Average percentage of attendance of students

84.75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Pass %
B.Com (CA)	61	72
B.Com.(Tax)	45	33.3
BBA	55	67.27
BCA	66	76
B.Sc. Electronics	40	33
B.Sc. Mathematics	13	100
B. Sc. Physics	14	71
B.Sc. Microbiology	32	63
B.Sc. Biotechnology	29	68
B. A. English	20	45
B. A. Arabic	15	73.3
BSc Psychology	27	74
M Sc. Biotechnology	12	66
M Sc. Microbiology	14	62
M Sc. Biochemistry	19	48
MSc. Electronics	16	62.5
MCom.	29	62
MSc Computer Science	13	69.2
MHRM	7	71.43
MSc Physics	11	Result pending*

\*All the students failed in one paper and grievance is represented to the University

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

- IQAC monitor the academic schedule and an audit is conducted at the end of every semester.
- Internal examinations are monitored and steps are suggested for transparency in publishing internal examination results
- Feed back on teachers are collected and analysed.
- Result of University examination is analysed and directs measures for improvement.
- Tutorial and mentoring reports are evaluated and necessary inputs are given for improvement.

### 2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	4
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	16
Summer / Winter schools, Workshops, etc.	2
Others	

### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	28	0	0	0
Technical Staff	12	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 committee** which is actively engaged in the propagation of research culture in the institution. The committee provides a platform for research paper presentations for the in house faculty members and students and also encourages faculty from outside colleges. Research paper presentations of PG students and faculty are frequently held.

IQAC is committed to promote funded research projects, both Major and Minor, with assistance from UGC, DST, KSCSTE and other governmental / non-governmental agencies. IQAC encourages conduct of funded Seminars, workshops and conferences to keep abreast with the latest developments in the concerned domain. IQAC conducted two day workshop on “Research Methodology-Practices and updates” on 20-21 January 2017. Advanced learners are encouraged to apply for the KSCSTE sponsored student projects and eight projects are running presently under various science departments.

##### 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	5	1		1
Outlay in Rs. Lakhs	5.95	3.2		
	There are 12 KSCSTE funded student projects running in the campus. The total outlay of the project is 1.2 lakhs			

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	16		
Non-Peer Review Journals			
e-Journals	6		
Conference proceedings	5	8	

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects	2016-17			
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2016-17	KSCSTE	120000	1 lakh
Any other(Specify) 1. Science Popularisation		KSCSTE	1.5 lakhs	75000
Total			2.7 lakhs	1.75 lakhs

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST

DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme

INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		4	5		2
Sponsoring agencies		UGC, KSCSTE, ICSSR, IASc	KSCSTE		college



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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
4	2			2		

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="21"/>	State level	<input type="text" value="14"/>
National level	<input type="text" value="4"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS: NIL

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC: NIL

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="11"/>		
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="5"/>	Any other	<input type="text"/>

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

- **'Mazhakoythu'**, a rain water harvesting project of the department of Biosciences, funded by KSCSTE under science popularization programme to construct rain water harvesting systems in Vazhakkulam Gramapanchayat.
- A survey programme for the migrant labourers of Perumbavoor municipality to find out the illiterates was organised by NSS and NCC. The programme to educate migrant laborers is a project of Kerala Literacy Mission Authority. The orientation class for the survey programme was held at college on 25 January 2017.
- MES Counseling Center (MMCC) was started by the Department of Psychology with the vision of addressing the needs and problems of MES community at their intra personal, interpersonal and social levels in attaining mental health. The MMCC was inaugurated by Fr. Edward George, Clinical Psychologist and Director, Santhula Mental Health Centre on 5 September 2016.
- The Department of Business Administration conducted a five day workshop, "Pathways 2016" under the Corporate Connect Forum, for 7th standard students of Govt. U.P. School, Vazhakulam. The objective of the workshop was to make the students aware about the importance of character building and to properly groom them to imbibe good personality
- The departments of Biosciences, Business administration and Commerce jointly organized a free eye, dental and general medical camp on 5 February 2017 in collaboration with Dr. Tony Fernandez Eye clinic, Aluva, Indira Gandhi Dental College, Kothamangalam and Nangeliil

Ayurveda Medical College, Kothamangalam at MES College, Marampally campus. Nearby 700 people benefitted the camp. In dental camp a senior specialist dental surgeons and assistants carried a comprehensive dental check up.

- The Department of Computer applications conducted e-governance training on 04 February 2017 in computer lab. The technical sessions were taken by the final year students of BCA and M.Sc. Computer Science. 15 selected persons from the neighborhood participated in the hands-on training.
- The department of Electronics organized Five day Advanced Electronics Training programme for the students of Nusrathul Islamic Higher Secondary School, Marampally from 17 to 22 October 2016.
- **Pragathy**, an association of students, teachers, non teachers and Management of our college gifted School Bags, Uniforms and Study Materials to the students of Vazhakkulam Govt. U.P. School.
- A workshop on Microscopy and Bacterial Culture Media was conducted for school teachers by the Department of Biosciences in association with Shastra Sahithya Parishath on 10 August 2016.
- The department of Psychology involved in the psychological support given to Puttingal temple tragedy victims. The department of Psychology got an opportunity to be a part of that medical camp under the guidance of Dr. Sajani and Dr. Sany Varghese, clinical psychologists. The students visited nearby 35 houses where the tragedy had occurred and given psychological support.
- The department of Psychology organized a class on 'Effective parenting' at Angan- avadi School Marampally on 8 September 2016 and another class on 'Parenting and role of Counselling' at Anganavadi School Mudikal, Perumbavoor on 6 September 2016.
- Basic English for Parents (BEP), a certificate course, is an initiative to impart basic language skills in English for parents by the Department of English in association with Vazhakulam Grama Panchayath. The classes were conducted by the faculty members of the department during Saturdays.
- National service scheme (NSS) of the college participated in "njaru nadeel" (transplantation of rice seedlings) of Kuttamassery Grama panchayath. A seminar on "organic farming" was also conducted for the parents.

## 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	25.5 acre			25.5 acre
Class rooms	57		Management	
Laboratories	13	2	Management	
Seminar Halls	2		Management	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		6,13,831/-	UGC+ Management	

Others		Library shifted to new block with an area of 7250 Sq. ft which includes stack room, reading room and Internet centre	Management	
		CCTV Camera and Networking in the campus	Management	

#### 4.2 Computerization of administration and library

- Library is computerised with OPAC and facilitates access to INFLIBNET and IEEE journals.
- Admission, student details, student attendance, internal exam details are automated in this academic year onwards

#### 4.3 Library services:

	Existing (2015-16)		Newly added(2016-17)		Total
	No.	Value	No.	Value	No.
Text Books	11,368	34,15,947.81	477	2,45,277.77	11,845
Reference Books	1,855	20,77,390.89	21	1,26,567.79	1,876
e-Books					
Journals	22	6,500	11	11,500	33
e-Journals	NLIST (INFLIBNET)				
Digital Database					
CD & Video	805		56		861
Others (Book Bank)	791	1,17,284	37	5,893	828

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	256	4	5 MBPS	10	3	2	10	
Added	2		10 MBPS					
Total	258							

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

- Two day workshop on ‘Hadoop- A big data architecture and Python- A language for scientific computing’.
- DCA programme of continuing education, Govt. Of Kerala has been started this year.
- College Library advisory Committee organized a one day seminar on ‘E-Resource Management
- Organised an awareness programme on ‘Digital India Initiative and Digital Locker Enrolment Camp’.
- Workshop on learning management system-“MOODLE” conducted on 28 October 2016.
- Spoken Tutorial- ICT enabled learning project uses FOSS (Free and Open Source Software) like Linux, Scilab, LaTeX, PHP, MySQL, Java, C/C++, LibreOffice etc.
- One day hands-on workshop on Digital Image Processing using Matlab.
- A one week training program of Tally for the students of B.Com.
- Workshop on effective blogging on 18-19, November 2016 in association with MES Distrit academic council.

4.6 Amount spent on maintenance in lakhs:

i) ICT	2,07,757/-
ii) Campus Infrastructure and facilities	4,70,962/-
iii) Equipments	2,30,939/-
iv) Others	
<b>Total:</b>	<b>9,09,658/-</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The student services offered by the college are informed through the Handbook and college website. An Induction class for the UG and PG fresher is conducted separately in which various the various support services are informed. IQAC interacts with faculty members who are in charge of student scholarships, placement, ant-ragging, etc to strengthen its activities. The IQAC has collaborated with the new initiatives of Higher education, Kerala and started Walk with Scholar, Scholar support programme and additional skill acquisition programme for the students. Placement support given to the students is also a priority of IQAC of the college. Support services to the students are also given by the PTA and alumni of the college. Book bank by the PTA and career orientation class by the Alumni is also informed to the students.

## 5.2 Efforts made by the institution for tracking the progression

- Tutor keeps a track of students and suggestions are given for their personal and academics improvement. Tutors regularly monitor the achievements and note this in Bio data book of the students.
- Open house is conducted regularly in every class
- Achievements and contribution of the students in curricular, co curricular and extension activities are recorded in Monthly report.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1755	254	Nil	

### (b) No. of students outside the state

25
----

### (c) No. of international students

4
---

Men	No	%	Women	No	%
	756	38		1253	62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
432	120	24	1247	5	1843	302	167	3	1531	6	2009

Demand ratio: Admission done by MG University through CAP

Dropout % -0.1%

Due to centralized allotment process, admission to various programmes by university it is not possible to calculate demand ratio.

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

- Inter College Entrance Examination, MOCK MAT'16 were conducted for the UG Final year students, by the Corporate Connect Forum, Department of Business Administration on 2<sup>nd</sup> November 2016. A total of **139** candidates appeared for the exam.
- NET coaching class was conducted for the self financing teachers and PG students, by the Corporate Connect Forum, Department of Business Administration on 26<sup>th</sup> November 2016. A total of 18 participants attended the class.
- NET Coaching has been conducted by the computer applications and Commerce Department for the PG Students.
- Career counselling class has been conducted for BCom students

### No. of students beneficiaries

242
-----

### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="2"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	C-MAT	<input type="text" value="6"/>

### 5.6 Details of student counselling and career guidance

- MES Counselling Center (MMCC) was started by the Department of Psychology with the vision of addressing the needs and problems of MES community at their intra personal, interpersonal and social levels in attaining mental health. More than forty students sought the help of counselling centre.
- The college has a functional placement and career guidance cell which facilitates the campus placement drive and career guidance for the students. The Department of commerce organised a career guidance session for BCom and MCom students. The Department of Electronics organised a placement drive on 9 March 2017. Sixty nine students placed in reputed organisation like ICICI, Infosys etc.

Class tutors are also engaged in academic and personal counselling.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	140	69	28

### 5.8 Details of gender sensitization programmes

- On 13<sup>th</sup> July 2016 Women Cell organized a program – **“Campaign against Child Abuse and Violence against Women”** by Bodhini Team. Bodhini Team discussed the problems those have been faced by the women and children in the society and the precautions that must be taken by them.
- The Women Cell and Dept. of Psychology jointly conducted an awareness class on **“Health and Hygiene”** to female students and hostel inmates on 22<sup>nd</sup> August 2016.
- Training on **“Self Defence”** was organised by the women cell on February 28-March 2, 2017 in association with Aluva rural police. Sub Inspector Smt. Usha led the training sessions and 125 girls benefitted by the programme.
- Ms. Salima BSc Electronics selected as the “women ambassador” of Kunnathunad Taluk for electoral registration awareness programme.
- Women cell members participated and presented a paper in the two day seminar on the topic “Extent and intensity of crime and violence against women and children in Kerala” held on 27-28 February 2017 by the women’s study centre, CUSAT.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	34	2,61,500
Financial support from government	791	45,09,080
Financial support from other sources (Alumni)	<ul style="list-style-type: none"> <li>• Laptop given to a needy student</li> <li>• Financial support to the blood cancer affected student</li> </ul>	<p>50,000</p> <p>1,69,829</p>
Number of students who received International/ National recognitions	NIL	NIL

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students



5.13 Major grievances of students (if any) redressed:

Grievances	Redressed
Internet facility in the Girls Hostel	Computer and connection provided
Books for accounting in the library	Books purchased
Personality development programmes for commerce students	Personality development programmes conducted
Space constraints of Psychology Laboratory	Spacious laboratory facility created
Availability of ethanol for Biosciences Practical	Licence permitted by the Excise department for the purchase of ethanol

**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

The institution is under the process of automation to have a management information system. Library of the college is fully automated with OPAC facility. The college admission, issue of Transfer certificate, student details, attendance, internal exams marks, faculty details and faculty coordinated activities are available in the college management software which is available to the top management. The Mahatma Gandhi University has introduced Single window system for registration, communications, examinations, results, PG question paper etc. as a part of the digitalisation.

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

6.3.1 Curriculum Development

- The college has become a local chapter of NPTEL courses
- Additional Skill Acquisition Programme of the college accredited by four stars.
- Twenty two faculty members participated in the curriculum revision workshop.
- Collects feedback on curriculum from stakeholders to represent in board of studies.
- Enrichment of the curriculum is done by Industrial visits, poster making, project presentation, Internships, KSCSTE supported student projects etc.

### 6.3.2 Teaching and Learning

- One day workshop on Learning management system-MOODLE conducted
- Some of the faculty members are using Google classroom as LMS.
- Participative teaching and experiential learning like project exhibition, industrial visits, on the job training, Internship, project presentations and Intensive laboratory sessions.
- Centre of Kerala Higher education initiatives like Walk with scholar (WWS), Scholar Support Programme (SSP) for advanced and slow learners, and additional skill acquisition programme (ASAP)
- Two days Residential orientation programme for PG Students
- Cross age teaching on Teacher's day

### 6.3 .3 Quality improvement strategies adopted by the institution for each of the following:

#### Examination and Evaluation

- Being an affiliated college limited flexibility for examination and evaluation reforms. The college follow the direction of University in conducting the examinations. All the UG courses are CBCSS and PG courses are CSS which follows the ratio of 1:3 for Internal and external evaluation.
- Online test to MSc Biotechnology students, Five minute test by mathematics department, case study presentation by Psychology and Business administration students are some of the reforms in internal evaluation.

### 6.3.4 Research and Development

- The Institution has a **research committee** which is actively engaged in the promotion of research culture in the institution. Research paper presentations of PG students and faculty are frequently held. The papers recommended by the expert committee are published in the biannual multidisciplinary journal FORTIS.
- KSCSTE sponsored two day workshop "Research Methodology-Practices and updates" conducted on 20-21 January 2017.
- Twenty two research papers published by our faculty members in peer reviewed national and international journals.
- Doctoral degree awarded to Ms Raphika P M and Ms Jasmine P M (Department of Electronics). Mr Sanjayan T S Assistant Professor in English was speaker at Hubei University of technology, China.
- 12 KSCSTE funded student projects has been sanctioned to the students of science departments.
- The Department of Biosciences organised Two Day National Lecture Workshop on "Trends in Nanosciences and Functional Genomics" on 15-16 November 2016 sponsored by IASc, INSA and NASc.
- The Department of Computer applications applied for recognising the department as research centre of MG University

### 6.3.5 Library, ICT and Physical infrastructure and instrumentation

- The College library has moved to new block constructed in the college with an area of 7250 sq.feet. The library has a spacious reading room and an internet browsing facility attached to it. The library advisory committee suggested 498 books and eight journals to the library and that has been purchased. Library continues its subscription to UGC-NLIST journal repository.
- A new block building was started to be functional in the college. The area of the built in space is 30,140 sq.ft comprising 16 classrooms, library, spacious seminar hall, two departments and two labs.
- An additional 16 classrooms were equipped with LCD projectors in this academic year to facilitate ICT enabled teaching. The campus has enabled Wi-Fi connectivity.
- Automation of college software implemented in this academic year onwards.
- UPS and Battery have been purchased to computer lab.
- Instruments costing 1.3 lakhs has been purchased to Electronics lab
- The physical infrastructure of the college is ensured its optimal utilisation through the dedicated staff appointed in each area where it required. Maintenance has been done periodically by the support staff. The infrastructure of the college includes fully equipped conference hall, Electronics, Computer, Biosciences laboratories, Language lab. Play ground, Basket ball court and health club is also maintained periodically and ensured its quality for optimum utilisation.

### 6.3.6 Human resource management

- Institution continued its participative and inclusive strategy in the division of responsibilities and charges of various clubs among the staff members in the opening day of the academic year.
- Management and Principal explain the prospective plan of the institution and subsequently, IQAC gives guidelines to prepare action plan by the departments. The action plan is finalised in a meeting of IQAC, Head of the departments and staff council.
- Programmes and training sessions for the professional development of the staff has been conducted.
- Cultural inclusion of the staff is a deliberative objective which is materialised by celebrating important festivals like "Onam", Christmas, Ramzan and "Bakrid". A staff day at the end of the academic year is celebrated to fortify the spirit of oneness.
- "Best performing teacher" and "Best performing non-teaching staff" awards are distributed every year to honour the staff. Incentives are given to teachers who take in service PhD and publish papers in top tiered journals.
- Teachers with international recognition, distinction in curricular and extra-curricular achievements are honoured in public meeting.

### 6.3.7 Faculty and staff recruitment

The faculty and staff recruitment is strictly based on UGC, Mahatma Gandhi University and Kerala government norms.

### 6.3.8 Industry Interaction / Collaboration

- The Post-graduate students are collaborating with premier research institution like IISc, RGCB, CTCRI, Kerala Agriculture University, CUSAT and NIIST for their summer dissertation.
- The B Voc departments have functional MoU with Media and Entertainment Sector Skill Council. Similarly, Commerce department has MoU with AIZAR PIPES, Vazhakkulam. B.Voc department is also collaborated with Kochi Muziris Bienalle.
- The Department of Electronics is collaborated with Cochin University of Science and Technology in a major research Project.
- The institution has collaborated with Indian Academy of Sciences, ICSSR, KSCSTE for conducting workshops. The college is also collaborated with Kerala State Literacy Mission for educating migrant labourers.

### 6.3.9 Admission of students

- The admission of the students is conducted by the MG University through central allotment process (CAP). The reservation policy of Kerala government is followed in admissions.
- Fifty percent of the admission to the self financing courses and 20% of the aided programme is conducted by the management as per the Kerala government norms.

### 6.4 Welfare schemes for

Teaching	<p>The college gives due consideration to its faculty members. Best performing teachers; teachers acquired PhD degree and teachers with international publications are honoured in public functions.</p> <p>The grievances of the faculty are redressed with top priority by the management and Principal. Staff association is functional for the welfare of the staff members. The college started a co operative society for the welfare of teaching and non teaching staff.</p>
Non teaching	<p>The college started a co operative society for the welfare of teaching and non teaching staff.</p> <p>The college honours the best performing non teaching staff. Best college bus driver is also identified in every year and honoured in PTA general body meeting.</p>
Students	<p>Various scholarships like 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 are availed by the students. A total of 825 students availed scholarship this year. Various endowments and prizes are also given to outstanding students in curricular and co curricular activities by the management, PTA and Alumni.</p>

6.5 Total corpus fund generated: **1,84,46,006/-**

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC
Administrative			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)
- The University has started online question paper for PG examinations in this academic year is a major reform. The question paper is down loaded from the university website on the day of examination.

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

- Alumni meet of the year 2016-17 was conducted on 26 July 2016. Alumni students from all departments participated in the alumni meet. During the meet, the toppers of the final year batch were given awards. Prominent alumni and teachers with significant achievements were honoured.
- Blooming Mathsters was an activity based competition organized by 'Mathmeciasons', the Alumni of the department of Mathematics for plus two students on 5 December 2016
- A career orientation programme was organized by alumni of the department of Commerce. The session was handled by Mr. Muhammed Hashim (2007-10), ACCA. He talked about 'Transformation from student to an employee, students career progression and demands. He talked about the basic requirements, demand and job prospects of ACCA, CMA, ICWA and CA courses.
- Sherin Muhamedali, BBA (2000-03), Mohsin Muhammed (2001-2003) for S6 BBA, Mr. SIJU C.H, Project Manager, Wipro, US (B.Sc. Electronics, 1995 batch), Mr. SIJU C.H, Project Manager, Wipro, US (B.Sc. Electronics, 1995 batch), Dr. Vipin Gopinath (MSc Biotechnology, 2006 Batch), Mr. Muhammed Sawad (MSc Microbiology, 2014 Batch) and Mr. Muneeb Hamsa(MSc Biotechnology, 2012 Batch) were resource persons for various sessions for the programme "Campus to Corporate".
- A laptop to a needy student and treatment expenses of a cancer affected student are completely financed by the Alumni of the college.

### 6.12 Activities and support from the Parent – Teacher Association

- An awareness class on Energy Conservation by Dr. K. Soman of Energy Conservation Society on 5 November 2016.
- PTA awarded cash prizes to nine students who had passed with A+ and presented mementos to the toppers of each programmes and winners of M. G. University arts and sports events.
- Cash awards were also given to students who participated in international and national level sports events. PTA has appointed a part time coach for the sport Taekwondo. PTA also appreciated teachers with outstanding achievements. A special cash award was given to the best bus driver.
- PTA in association with Psychology department conducted a talk on positive parenting on 3 February 2017. Dr. M. S. Razeena Padmam, Rtd. Professor and Director, School of Behavioral Sciences, M.G. University was the resource person.
- The amount for buying first aid kit was met out from PTA and it was distributed to all departments including hostel. Counselling facility for the students has been made available in the college once every week with the financial support of PTA.
- A Doctor is visiting the college twice in a month for the consultation of students and staff. Five sewing machines and one embroidery machines were bought availing PTA fund for tailoring practice for female students.
- Half of the amount required for furnishing the newly constructed computer lab was met by the PTA.
- LCD projector was also purchased for the Physics Department.
- Financial assistance has given to Mr Sanjayan T. S, Faculty member of English to present paper in t Hubei University of Technology, China on October 20th 2016.
- A Book Bank is maintained by PTA in the library to support the educational needs of the most deserved students.

### 6.13 Development programmes for support staff

- The management and IQAC promotes the professional development of support staff. They are encouraged to attend various programmes with regard to professional development.
- Participation is ensured in the training programmes organised by the government /similar bodies.

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

- National service scheme (NSS) of the college participated in “njaru nadeel” (Transplantation of rice seedlings) of Kuttamassery Grama panchayath. A seminar on “organic farming” was also conducted for the parents.
- A Seminar on e-waste management was conducted on 17 February 2017 in association with Clean Kerala mission.
- The department of Biosciences organized “World Environment Day Celebrations - 2016 on 5 June 2016. The programme was sponsored by KSCSTE. The function was inaugurated by Mr. Dharmaraj P.K., Member, One Earth, One Life. Students interacted with the resource person at ‘Shantistal’, the botanical garden of the college, where students and teachers planted different types of tree saplings
- The Department of Biosciences has organized World Wetland Day celebrations with the financial assistance of KSCSTE on 2nd and 3rd February 2017. On 3 February the session was inaugurated by Prof. Seetharaman Sankara Narayana Iyer, famous environmentalist by planting bamboo trees on the riverside of Periyar.
- One day Seminar on “Global Warming and Carbon Neutrality” was organized by the department of Business Administration on 23 August 2016. Dr. A.K. Prema, Associate Professor, Cochin College and Ms. Antony Roselyn K.J., Head, Dept. of Zoology, Cochin College were the resource persons.
- The Department of Biosciences celebrated International Year of Pulses with the focal theme ‘Nutritional seeds for Sustainable Development’ on 30 September 2016 sponsored by KSCSTE.
- The commerce department inaugurates their programme with planting a tree sapling seems to be a good practice.
- Bamboo trees are promoted in the campus with the objective of carbon neutrality.

## Criterion – VII

### 7. Innovations and Best Practices

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

- In order to march towards Management Information system, Institutional automation software installed and made functional in this academic year. The software facilitates the management of academic administration (courses, semester, student management, attendance, Exam management, Performance evaluation for students, Time table, syllabus, SMS alerts), Payroll, Transportation and Hostel management.
- Collaboration of the institution for the first time with Indian Council for Social Science Research(ICSSR) and Indian Academy of Sciences to conduct workshops.
- Workshop on Learning management system “MOODLE” and Research methodology for the professional development of faculty members. A workshop on Effective blogging was organized in association with MES District academic council on 18-19 November 2016.
- Student Publications-Arunima Arun of English Department published her poems as a book named “Inked Reveries; Similarly Psychology students published a paper in a journal with high impact factor.
- MES Counselling centre established for the benefit of students, staff and local community.
- The institution associated with Kerala Literacy Mission of Kerala Government to educate migrant labourers.
- The Department of Physics conducted a Night Sky Watch Programme in association with Kerala State Science and Technology Museum (KSSTM) to develop interest in astronomy.
- Many fine arts events like Mega painting carnival-Pittura, Workshop on Pottery painting, Intercollegiate cartoon camp-Cartoonium2017, world animation day and Worksop on photography has been conducted.
- A cultural fest of MES Institutions were organised in association with MES District committee to showcase the artistic and literary skills of the students.
- Majority of the students take part in extension activities like Medial camp, psychological intervention in Puttingal tragedy, Rain water harvesting awareness programme in local Panchayath, Pathways programme, School uniform and material distribution to school students, vocational training to +2 school students, Blood donation camps etc.



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

	<b>Major Decisions</b>	<b>Status</b>
1	Proposal to Kerala Pollution Control Board for accrediting water quality testing laboratory	Proposal submitted and initial inspection is carried out
2	Lecture workshop with the support of Indian Academy of Sciences, Bangalore	Lecture workshop conducted
3	Work Completion of the new block	Work has been completed. Seminar hall and library started functioning in the new block
4	Medicinal plant garden	Yet to set up
5	Workshop on Learning management system	Workshop conducted on "MOODLE"
6	E-Governance programme to the public	Programme Conducted
7	Proposal for Research centre by the department of Computer Applications	Applied and waiting for approval by the MG University
8	ICCSSR sponsored workshop on R programming	Two day workshop has been conducted
9	Installation of Office automation software	Initial phase of the installation is completed.
10	Renovation of Language lab and setting up of an audio visual lab	The discussions are underway
11	Proposal submission to KSCSTE sponsored student projects	Proposal submitted and sanctioned 12 projects
12	Student feed back collection	Feed back collected and analysed
13	Preparation of SSR for the next cycle of accreditation	Many rounds of meeting have been conducted with the steering committee members of criteria for the preparation.

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

- Migrant literacy programme in association with Kerala Literacy mission
- Research promotion among the students and staff evidenced by publications, conferences, paper presentations and KSCSTE funded student research projects.

#### 7.4 Contribution to environmental awareness / protection

- Energy and Environmental Conservation Club (EECC) and Physics association jointly conducted an orientation program for the newly registered students in the academic year 2016-2017. The session was led by Dr. Nizam Rahman K., Chairman of energy conservation society.
- The college has organised various awareness programmes to the student and public by observing World wetland day, International Ozone Day, World environment day with the financial assistance of KSCSTE.
- A seminar on e-waste management was conducted by Clean Kerala Company on 17 February 2017. Forty NSS volunteers actively participated. Shri. Kabeer B. Haroon, Managing Director, Clean Kerala Company gave a talk on the same.
- One hundred and fifty NSS volunteers participated in the “njaru nadeel” (transplantation of rice seedling) programme conducted by Kuttamasserry Gramapanchayath during the first week of September.
- A seminar on organic farming was conducted for the parents (25 in number) of the Govt. U. P. School, Vazhakkulam on 8 August and distributed grow bags and seeds worth Rs. 3,000/- to the participants.
- KSCSTE sponsored “Rain water harvesting “project has been successfully completed in the Vazhakkulam Panchayath of Ernakulam District.

7.5 Whether environmental audit was conducted? Yes  No

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

<b>Strengths</b>	<ul style="list-style-type: none"> <li>• University rank /A grade holders every year in all departments.</li> <li>• Experienced faculty members; 37% of them are PhD holders and 23% is registered or nearing completion.</li> <li>• Regular conduct of funded National seminars and workshops with the financial assistance of UGC, ICSSR, KSCSTE, IASc to keep abreast with the recent advancements.</li> <li>• Offers job oriented, semi-professional vocational courses. UGC supported BVoc Courses.</li> <li>• MoU with Sector Skill Councils and other agencies.</li> <li>• College is a local chapter of NPTEL (National Programme on Technology Enhanced Learning).</li> <li>• Diverse demography reflects minority, SC/ST, backward community, female dominated, physically challenged and financially backward students.</li> <li>• DST-FIST supported science departments. State-of-the-art infrastructure, majority of class rooms equipped with LCD, separate massive block for Business Administration and Commerce departments.</li> <li>• Initiatives taken for establishing ICT infrastructure. Institution has separate laboratories for respective programs; Wi-Fi and Broad band connectivity is also available.</li> <li>• Multiple scholarships are available to support students. Management provides free ships to the students.</li> </ul>
------------------	---

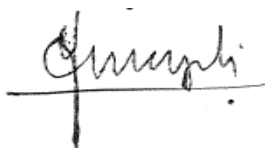
- Placement services provided to students and excellent placement record of graduates from all programmes.
- Provides platform for co curricular activities. Students present papers in National conferences and Kerala Science Congress. Kerala State Council for Science, Technology and Environment (KSCSTE) supported 24 student projects.
- Institution is a centre of Kerala higher education initiatives Walk with Scholar (WWS) , Scholar Support Programme(SSP) and Additional Skill Acquisition Programme(ASAP). ASAP centre has accredited with four star.
- Separate central library facility which includes internet centre to cater good learning ambience and progressive number of books and journals. Library has OPAC facility and an N-LIST subscriber.
- The college is progressing towards MIS. Student details, attendance, internal marks, activity reports of the faculty members are automated.
- Two conference halls for conducting seminars.
- Furnished girls and boys hostel.
- Dedicated human resource and basic facilities for physical education. Many students represented India in International and National events. Play ground, Basket ball, Badminton court and health club are available for the students. The department is an associate of KERALA STATE SPORTS COUNCIL.
- Regular champions in University arts events.
- KSCSTE sponsored observance of National Science Day, International ozone Day and World wetland Day. World AIDS day, Quiz programmes, Freedom quest, Exhibitions and technical fest are also conducted regularly
- Existence of research culture reflected in number of publications in National and International journals.
- Research carried out with the financial assistance of UGC Minor and major research projects.
- The Departments of Biotechnology and Computer applications have applied for recognizing research centers of M G University.
- The college has Research Forum and an ISSN numbered research journal "FORTIS".
- Platform for extension activities, NSS and NCC.
- An associate of Migrant literacy Programme of Kerala State Literacy Mission and Perumbavoor Municipality.
- Extensive extension programme like school uniform distribution to neighboring school, e-literacy programme, medical camp, palliative care, blood donation etc are regularly carried out.
- KSCSTE funded extension activities like science popularization scheme and Biotechnology for rural development.
- Red Cross, Women's forum, Equal opportunity Centre, Parliamentary Affairs club, Energy & Environmental Conservation Club, Nature Club, ED Club, Lio Club, Quiz Club, Film Club etc.
- Productive and dynamic PTA. Book bank by the media is a highlight of its activities.
- Well organized and supportive Alumni.
- Conveyance facility provided from different parts of the city for better access.

	<ul style="list-style-type: none"> <li>• MES Counseling Center (MMCC) with the vision of addressing the needs and problems of MES community especially students at their intra personal, interpersonal and social levels in attaining mental health.</li> <li>• An enterprising managerial initiative with good future vision for the institutional growth, working towards autonomy.</li> </ul>
<b>Weaknesses</b>	<ul style="list-style-type: none"> <li>• Limited option for curriculum design and development as an affiliated college.</li> <li>• High student strength leads to deviation from student focus.</li> <li>• Institutional tie up with industries are limited.</li> <li>• The latest technologies like web education, Management Information system (MIS), internet, video conferencing are not fully utilized.</li> <li>• Student enrollment of SC/ST is less as the rate and number of scholarships are meager.</li> <li>• Many facilities and opportunities are not available to self financing programmes due to lack of fund and policies adopted by agencies.</li> <li>• Add on courses offered at the graduate level are less.</li> <li>• Lack of continuous up gradation, subscription to e-journals, access to interactive e-lectures.</li> <li>• Insufficient infrastructure, space and resources in faculty rooms.</li> <li>• No Research departments.</li> <li>• Research encouragement and options for professional development for self-financing faculty members are limited.</li> <li>• Multiple apex agencies like UGC, State government are often overlapping functions.</li> <li>• Consultancies are carried out only in limited areas.</li> </ul>
<b>Opportunities</b>	<ul style="list-style-type: none"> <li>• Opportunity for supplementing the core faculty through a system of quality part time or visiting faculty (including from industries); scope for hiring retired faculty.</li> <li>• Scope for improving opportunities for student centered learning, fully exploiting the e-learning resources.</li> <li>• Scope for increasing the student intake by cross subsidizing fee for the students from lower middle and weaker sections.</li> <li>• Opportunity for institutional tie-up – industry linkages for strengthening teaching learning and also for field exposure to the students/faculty.</li> <li>• Scope for more enrichment of skills of career relevance, given the prescribed curricular constraints.</li> <li>• Enhancement in the qualifications leading to Ph.D Degrees.</li> <li>• Attract or retain quality faculty by attractive pay/ incentives and terminal benefits; sense of participation in decision making may improve identity with the institution/department.</li> <li>• 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.</li> <li>• Scope for faculty qualification up gradation, pedagogical training and organizing / participation of faculty in workshops, seminars and conferences for improved competencies.</li> <li>• Scope for decreasing teacher-student ratio in the case of Commerce and Business Administration.</li> <li>• Certificate, Diploma and Advanced diploma courses can be introduced co curricular activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Vocationalisation of higher education.</li> <li>• Modernization of class rooms, updating of learning resources and strengthening of laboratories at the UG level.</li> <li>• Separate research block shall be established</li> <li>• Subscription to e journals, access to e- lectures</li> <li>• Modernization of departments at par with professionalism.</li> <li>• Modernization of library in terms of e-books for remote access to knowledge resources.</li> <li>• Additional facilities for differently abled students.</li> <li>• Equal opportunity cell for the uplift of SC/ST, minority and weaker sections.</li> <li>• Establishment of highly equipped infrastructure for physical education in terms of sports hostel, indoor stadium, swimming pool etc.</li> <li>• Provision of research incentives for faculty members.</li> <li>• Research profile of the faculty can be strengthened by providing various supportive mechanisms.</li> <li>• Location advantage to offer eco-friendly drive in society.</li> <li>• Scope for introducing Entrepreneur Development Programme and Enhancement of consultancy services.</li> <li>• College could become autonomous.</li> </ul>
<b>Threats</b>	<ul style="list-style-type: none"> <li>• Government policy does not support sanctioning of new courses is affecting enrollment.</li> <li>• Challenge of attracting/retaining qualified staff in the long run; this may be partly overcome by very attractive pay or service conditions.</li> <li>• Being an affiliated college limited option for curriculum design and development</li> <li>• Despite running a good teaching learning program, bigger challenge in building up a vibrant research and consultancy culture.</li> <li>• The curriculum and workload does not support the faculty members to explore the research skills.</li> <li>• Difficulties/delays on account of multiple regulatory agencies causing some disincentives for genuine players.</li> <li>• Too much attention on growing enrollment in terms of quantity and not enough on retention in terms of quality.</li> <li>• Legal constraints from the industry level to form industrial linkage/ tie-ups.</li> <li>• Weaker soft skills of students coming from higher secondary schools.</li> <li>• Time lag in publication of University examination results.</li> <li>• Semester system suffocates co-curricular and extension activities</li> </ul>

## 8. Plans of institution for next year

- Introducing more certificate courses in departments
- More Career Guidance and soft skill training programmes
- Research centre for Biosciences and Computer applications
- Linkage with Kerala Start up mission
- Maintenance of Garden, renovation of rest rooms and ladies retiring rooms
- Common amenity centre for students and staff
- Indoor Badminton courts
- Accreditation of Water Quality analysis lab



*Dr. Manzur Ali P P*

*Signature of the Coordinator, IQAC*



*Dr. A Biju*

*Signature of the Chairperson, IQAC*

\*\*\*