

# 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

Name of the IQAC Co-ordinator:

Sri. Joseph Deril K S

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://www.mesmarampally.org/aqar/MES\\_AQAR\\_15-16.pdf](http://www.mesmarampally.org/aqar/MES_AQAR_15-16.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)

2015-16

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 \_\_\_\_\_ (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)

. 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

-

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*)

Community  
College

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

60 (Students' Wing)

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

2.9 Total No. of members

2.10 No. of IQAC meetings held 5

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  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

- |  |
|--|
| 1. Action plans from the departments were collected and analysed. Due corrections and modifications in programmes were suggested by IQAC to keep up the standard.  |
| 2. A frame work was formulated for the effective conduct of Internal examination.  |
| 3. As a part of environmental sensitisation, it was suggested to the departments to implement eco-friendly activities in the campus. DR. C.R Rajagopal, Professor, Dept. Of Malayalam, Kerala University has been visited the campus and interacted with nature club memebers in this regard. The Department of Biosciences applied for the "Shanthisthal" project of Kerala Biodiversity Board. |
| 4. Career orientation programs for UG and PG First Semester Students. A screening of students for the selection of ASAP (Additional Skill Acquisition Programme) has been carried out.   |

5. Feedback from stakeholders was collected. Student feedback were collected and given to the teachers for further analysis.
6. It was informed the departments about various schemes and projects available. IQAC encouraged faculty members to apply for KSCSTE student projects.
7. An Interdisciplinary journal "FORTIS" published by the research forum of college. Paper presentation by the faculty members from inside and outside college has been conducted.
8. CORE Monitoring Committee visit was conducted to audit the academic, extracurricular and campus development activities of the 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
Strengthening of student support activities and skill enhancement programmes	Walk with scholar, Scholar support programmes and additional skill acquisition programme (ASAP) were implemented. Five student projects have been funded by the KSCSTE, Govt of Kerala.
Conduct of seminars and workshops	Five UGC sponsored seminars and two workshops were conducted by various departments.
Strengthening of Placement activities	Career guidance has given to the students in association with CUSAT. Students participated in placement drive and some of them got placed in reputed companies like Infosys, TCS, Sutherland.
Orientation programme to students	A one day orientation to the first year UG and PG students conducted.
Academic monitoring and students feedback system	An academic audit and feedback from the students collected in the end of each semester.
Alumni interaction	Alumni of the college instituted scholarship for the students and many departments conducted programmes using alumni as resource person.

Automation of office administration and student details.	Discussions with firms are continuing to implement in near future.
Faculty development programmes	1. Faculty Development programme 'Know Yourself and Your Students' By Francis Mothedan on 30-06-2015. 2. One-day faculty WORKSHOP ON HOLISTIC EDUCATION in association with IIT Madras, 3 <sup>rd</sup> February 2016
Construction of new conference hall with Multimedia lab facility and augmentation of library facility	Construction is progressing
Extension activities	The college has conducted many extension activities this year. Major activities are school uniform and study material distribution to Govt UP school students, computer literacy programme for the public.
More eco-friendly initiatives in the campus	World environment day, International ozone day, World wetland day has been observed with the financial support of KSCSTE. Awareness on waste management, river protection also conducted.

\* 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- 99 students
Others-( Skill orientated Programmes )	2(BVoc)	-	-	-
<b>Total</b>	23	-	15	-

Interdisciplinary				
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\* Alumni  Parents  Employers  Students   
**(On all aspects)**

Mode of feedback : Online  Manual  Non-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
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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
32	23	9	nil	60

Total No. Of self financing faculty

Total	Asst. Professors	Lecturers		
78	3	75		

2.2 No. of permanent faculty with Ph.D.

8

No. Of self financing faculty with PhD - 2

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	2	nil	nil	nil	nil	nil	nil	Nil	2

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			25
Presented papers	1	18	
Resource Persons	2	6	6

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

Peer assisted teaching in accountancy, five minute test in mathematics, Booklet preparation by bioscience students, , project exhibition by the electronics students, cross age teaching by PG students, paper presentation by the advanced learners in research forum , case study presentation by the BBA students are some of the highlights of innovations adopted this year.

2.7 Total No. of actual teaching days during this academic year 200

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

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
6	15

2.10 Average percentage of attendance of students 88

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Pass %
B.Com (CA)	57	73
B.Com.(Tax)	38	62
BBA	55	72
BCA	64	79
B.Sc. Electronics	60	37
B.Sc. Mathematics	21	53
B. Sc. Physics	20	57
B.Sc. Microbiology	33	75
B.Sc. Biotechnology	20	68
B. A. English	31	40
B. A. Arabic	20	67
BSc Psychology	5	80
M Sc. Biotechnology	16	85
M Sc. Microbiology	18	68
M Sc. Biochemistry	20	81
MSc. Electronics	34	41
MCom.	32	64
MSc Computer Science	13	46
MHRM	4	100

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

Academic audit is conducted at the end of every semester.

Student's feedback is collected and evaluated.

## 2.13 Initiatives undertaken towards faculty development

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

## 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	36	0	0	0
Technical Staff	11	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. The Department of Biotechnology and Computer applications have submitted application to MG University to recognise as research centre.

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	7		8
Outlay in Rs. Lakhs	5.09 lakhs	8.6 lakhs		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	2	
Non-Peer Review Journals			
e-Journals	6		
Conference proceedings	17	27	1

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	2015-16	UGC	9.84 lakhs	7.765 lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2015-16	KSCSTE	50000	10000
Any other(Specify)		KSCSTE	1.5 lakhs	75000
1. Science Polopularisation				
2. National intenship	6 weeks	FLAIR, Govt. Of Kerala	90000	75000
Total			12.74 lakhs	10.265 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

Rs 800/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		6	5	1	1
Sponsoring agencies		UGC	KSCSTE	MG University youth welfare Dept.	college

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

7

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

2

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

Type of Patent		Number
National	Applied	NIL
	Granted	
International	Applied	
	Granted	

3.16 No. of patents

Commercialised	Applied	
	Granted	

received this year

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
	2	1		1		

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

Nil

Nil

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

Nil

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  State level   
National level  International level

3.23 No. of Awards won in NSS: NIL

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

- Electronics Training programme to the students of Hidayathul Islam High School, Kandathara, Prumbavoor.
- Dyuthi 2016- Energy conservation awareness programme for Kudumbasree women, Vazhakkulam grama panchayat, (sponsored by ECS as part of EECC activities)
- “Pragathi”-School kit distribution to school students of Govt. UP school, Vazhakkulam
- Financial Assistance to students- 2014adm B.Com (CA) tax Asik K.P Rs.455000 for Kidney transplantation
- A class has been taken to Kudumbasree members on solid waste management in association with mathematics department
- ‘Padheyam’ a Social Service mission has been started by department of Commerce for collecting food from students and staffs and was distributed to the patients and bystanders of Government Hospital, Aluva on first Thursday of every month.
- ‘Computer Padasala’ is a joint venture of the students and teachers of the Department of Computer Applications, and the aim was to impart computer awareness to all the students of Govt. U.P. School North Vazhakkulam and Govt. U.P. School Ezhippuram.

### 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	55	2	Management	
Laboratories	12	1		
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		5	DST-FIST	
Value of the equipment purchased during the year (Rs. in Lakhs)		25,88,984/-	DST-FIST	
Others			DST-FIST	



#### 4.2 Computerization of administration and library

Library and accounts computerised. Admission and examination automation is underway (accounts, admission, examination)

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12815	5152366/-			12815	5152366/-
Reference Books					1843	
e-Books						
Journals					22	6500/-
e-Journals	NLIST(INFCIBNET)				1	5000/- year
Digital Database						
CD & Video	900				900	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	181	4	5 MBPS	10	3	1	10	
Added	75	64				11		
Total	256							

#### 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'.
- 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.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.55
ii) Campus Infrastructure and facilities	2.60
iii) Equipments	0.75
iv) Others	
<b>Total:</b>	3.90

### Criterion – V

#### 5. Student Support and Progression

##### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The prospectus and handbook of the college is published with updated information. Similarly the information is published in college website. An Induction class is conducted for the UG and PG students in three levels; they are general meeting with parents, and interaction at Department level and class level. Special support services required by the students are materialised through the discussion with quality circle. IQAC is keen to conduct tutorial and mentoring for the students in every class. The college alumni are providing scholarships to the needy students and also take part in seminars and conferences for advanced learning options. A book bank is operated in the library through the service of PTA. A qualified Counsellor Service is made available on every Mondays for the students. 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.

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

Open house is conducted twice in a year for each class

Tutorial class is conducted regularly for the students for the benefit of their personal and academics improvement.

Monthly report is prepared by the staff of the college which records the contribution of the students in curricular, co curricular and extension activities.

##### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1635	208	Nil	

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

10
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(c) No. of international students

Men	No	%	Women	No	%
	704	38.19		1139	61.8

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
141	160	12	1375	7	1669	432	120	24	1247		1843

Demand ratio: Admission done by MG University through CAP

Dropout % 0.2%

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)

Department of commerce has conducted an awareness class on "How to prepare for Bank examinations" under the auspices of "Campus to Corporate" an Initiative of College alumni.

Department of Business administration has been conducted a career guidance class. The resource persons were Mr Soorej Abraham and Sandesh from Infopark.

NET Coaching for PG students

No. of students beneficiaries

400

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

NET  SET/SLET  GATE   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

The college has a regular counsellor visit in every Mondays. Class tutors recommends the needy students to the counsellor.

The college has a functional placement and career guidance cell which facilitates the campus placement drive and career guidance for the students.

Class tutors are also engaged in academic and personal counselling.

No. of students benefitted

118

### 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
3	68	12	23

### 5.8 Details of gender sensitization programmes

One day seminar on “child abuse and women empowerment” has been conducted by Bodhini team

A class on Organic farming and skill development training was given by the Women cell of the college

### 5.9 Students Activities

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

State/ University level

56

National level

5

International level

1

No. of students participated in cultural events

State/ University level

65

National level

International level

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

Sports : State/ University level

28

National level

3

International level

-

Cultural: State/ University level

55

National level

International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	79	6,87,800
Financial support from government	770	42,25,780
Financial support from other sources (Alumni)	5	15000
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:

play ground: Play ground and health club facility has been renovated

## 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 management has taken initiatives to implement MIS for the complete automation of the system. The accounts, library has automated and steps are taken to automate students admission and attendance details. 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.

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

#### 6.3.1 Curriculum Development

- Started DCA and spoken tutorial course
- The staff participated in the curriculum revision committee.
- Collected feed back on curriculum from different stakeholders.
- Curriculum enrichment is done by Industrial visits, poster making, project presentation etc.

#### 6.3.2 Teaching and Learning

- Invited lectures by eminent personalities.
- Mentoring system
- Participative teaching, case study, industrial visits, on the job training, Internship, project presentations and Intensive laboratory sessions.
- Walk with scholar (WWS), Scholar Support Programme (SSP) for advanced and slow learners, and additional skill acquisition programme (ASAP)
- KSCSTE funded student research projects.

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

#### Examination and Evaluation

The college follow the direction of University in conducting the examinations. All the courses are CBCSS and follows the ratio of 1:3 for Internal and external evaluation.

#### 6.3.4 Research and Development

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. The papers recommended by the expert committee are published in the biannual multidisciplinary journal FORTIS with ISSN.

Sixteen research papers published by our faculty members in peer reviewed national and international journals.

There are 3 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.

Five KSCSTE funded student projects has been sanctioned to the students of Biosciences department.

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

The General Library is located in a double stored independent building of 5200 sq. feet constructed in front part of the college campus, The Library is fully computerized allowing functions like issue, return, OPAC search, and availability assessment of books, easy and user friendly. We have bar-coded our document collections.

Library enables the staff and students to subscribe UGC-NLIST journal repository.

Various ICT resources like websites, blogs and almost 20 classrooms were equipped with LCD projectors. The campus has enabled Wi-Fi connectivity.

The physical infrastructure of the college is utilised optimally and maintenance has been done periodically. 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 adequate utilisation.

### 6.3.6 Human resource management

The responsibilities and charges of various clubs and activities are divided among the staff members in the opening day of the academic year.

Management and Principal explain the prospective plan of the institution. A plan of action is made by the departments based on the discussions in the IQAC, Head of the departments and staff council.

Faculty development programmes and training sessions are conducted for the staff.

The staff of the college celebrate important festivals like "Onam", Christmas and "Bakrid" to strengthen the togetherness and harmony of the community. A staff day at the end of the academic year is celebrated every year.

A " Best performing teacher" and "Best performing non-teaching staff" award is constituted and which has been distributed every year to motivate 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

Majority of the departments in the college take initiative to interact and collaborate to undergo their projects, internships and on the job trainings.

The association inauguration of commerce and Business administration regularly invite CEOs from Industry. Mr Kochousep Chittilappally, Managing director of V Guard industry was present in the commerce association inauguration.

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 Department of Biosciences collaborates with CSIR and DBT supported research institutes for the summer research projects of students.

### 6.3.9 Admission of students

The admission of the students is conducted as central allotment process by the MG University. The reservation policy of Kerala government is followed in admissions.

Fifty percent of the admission to the self financing courses is conducted by the management as per the Kerala government norms.

### 6.4 Welfare schemes for

Teaching	<p>The college honours the best performing teachers; teachers acquired PhD degree and teachers with international publications.</p> <p>Staff association responses positively to the financial need of its staff members. The college started a co operative society for the welfare of teaching and non teaching staff. Teacher's day is celebrated in a befitting manner.</p>
Non teaching	<p>The college started a co operative society for the welfare of teaching and non teaching staff.</p> <p>The college awards the best performing non teaching staff.</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 854 students availed scholarship this year. Various endowments and prizes are also given to outstanding students by the management PTA and Alumni.</p>



6.5 Total corpus fund generated: 1,82,12,467/-

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)

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

General alumni meeting was organised on 26 January 2016. Dr Sabu M K and Dr Manzur Ali P P were honoured by the alumni for their research achievement.  
Non Resident old students gave financial support for giving scholarship to financially backward students and this year five students were awarded.  
The alumni get together of first batch of BBA and BCom also conducted this year.

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. Honoured teachers who excelled in research.
5. Award to best programming teacher and best performing non-teaching staff.
- 6 To promote Sports and Games, PTA sanctioned an amount of Rs.60,000/- for the part-time coaches.
7. Financial support given to the counselling centre of the college.
8. Purchased books to PTA book bank
9. An awareness class on "Cancer: Symptoms and Treatment" for parents. The session was handled by the noted oncologist Dr Ganghadharan. Lakeshore hospital.

### 6.13 Development programmes for support staff

- Staff association of the college celebrates important festivals like “Onam”, X mas, and “Bakrid”
- A Staff day is celebrated at the end of every academic year.
- A Cooperative store is functioning in the college, which distributes stationery in subsidised rates

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

Each department of the college has been allocated a separate area for planting saplings in the campus and “canopy nature club” doing a big effort in making the campus eco-friendly.

The Department of Biosciences conducted KSCSTE Sponsored World Environment Day, International Ozone Day and World wetland Day. “Santhisthal’, an initiative for the protection of endangered plants maintained by the Department of Biosciences in collaboration with Kerala State Biodiversity Board.

Green Campus Project on “Enikkum oru Adukkalathottam”(Vegetable garden for each) has been organised by the women cell in association with Department of Business Administration.

#### Activities of nature club

1. **Jeevamrutham:** In the month of Karkkadakam, Canopy Nature Club distributed Oushadha Kanji on 02 July 2015. Members collected medicinal herbs available in the campus for its preparation and displayed with its uses and names. A dish called “Pathila thouran” was prepared using 10 different medicinally important green leaves.
2. **Orientation/Awareness Programme :** In association with IQAC arranged an orientation programme on 4 August 2015. The resource person was Dr. C.R. Rajagopal. On 21 January 2016, IQAC and ‘kerala shatra sahithya parishath’ arranged an awareness class on “Puzhaye ariyan” to discuss various aspects regarding the Periyar River pollution. A documentary film named ‘Ente Puzha’ (My River) also displayed.
3. **KOODU’ Magazine**  
‘Koodu’ a handwritten magazine about nature made by club members and it has been available in the college library.
4. The event “janma maram” to celebrate birthdays by planting trees in the campus continued.

## 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.

- Centre for research and publications sensitized the students to apply for the KSCSTE student projects and the projects has been sanctioned to four students. The cell has been conducted paper presentation of faculty members and students to motivate research culture in the campus. Selected papers are published in the interdisciplinary Journal “FORTIS”.
- Additional Skill Acquisition Programme (ASAP) conducted by the college has rated four star (One among the three colleges in the district). The programme is found to be highly beneficial to improve the skills of the students
- Library of the college conducted a one day workshop on e-resources management. The session has been handled by Dr Dineshan Koovakkai, Librarian, Calicut University.
- The department of mathematics conducted a programme “Mathematics in You” an intercollegiate programme to find best mathematics teacher.
- A workshop for public has been organised on “e-governance” to popularise the digital India initiative
- An Energy and environment conservation Club (EECC) has been formed to make aware of the students and public about energy conservation and environmental protection.
  - Interdisciplinary Research Journal
  - Encourage active research in all departments
  - Walk with a Scholar Programme (WWS)
  - Yoga training is given to students from nearby schools.
  - Scholar Support Programme (SSP)

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.

- Conducted UGC sponsored National Seminars, a number of quiz competitions, seminar competitions, interdisciplinary debates, Industrial visit and field survey in order to equip student with practical knowledge
- Paper presentation sessions organised regularly under the auspices of The Research Promotion Council.
- Teachers helped the students in solving academic as well as personal problems. Mentoring, Remedial classes & tutorial hours for Group study, Special care to weak students, Student Counselling, etc were provided.
- Extension activities like “Pragathi”, “Patheyam” and “computer padshala” were organized
- Value education classes were conducted regularly. Seminars, discussions, and debates sessions were arranged.

- Intercollegiate and departmental competitions were held in the college and students were motivated to participate in various competitions at university and state level.
- National , state and institutional level Seminars and Workshops organized
- Service and sharing mentality were inculcated among the students by conducting blood donation camps, visiting old age homes etc.
- Observed National Science Day Celebrations, International Ozone Day Observance , World Environment Day Celebrations, World Wetland day Celebrations, Reading Day Celebrations , World Drug Abuse Day and AIDS day.
- MES Calicut observed Secularism Protection Month from January 15, 2016 to February 15, 2016. In connection with this, numerous programmes were organized to bring up the spirit of secularism the young minds of our students. The Oath taking ceremony marked the beginning of the Secularism protection programme in the College, to pledge towards a secular India, We brought in eminent personalities who gave exhilarating speeches to the growing minds

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

Dyuthi 2016: EECC in association with Departments of Electronics and Physics organized a workshop on 'Energy Conservation' for Kudumbasree at Maulana Abul Kalam Azad Memorial Hall, Vazhakulam on 13 January 2016.

Extension activities like "Pragathy"-school uniform and books contribution to the Govt. U.P. School North Vazhakkulam Ezhippuram, 'Computer Padasala' is a joint venture of the students and teachers of the Department of Computer Applications.

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

### 7.4 Contribution to environmental awareness / protection

- The department of Biosciences organized "World Environmental Day Celebrations -2015 sponsored by KSCSTE on 5 June 2015.
- The Department of Biosciences organized World Wetland day Celebrations sponsored by KSCSTE on 4 February 2016. Dr. Sreekanth, DST Young Scientist, CUSAT led a session on 'Mangroves and its conservation- Strategies in Kerala'. He talked about the environmental pollution happening in and around the state. importance of forest and the preservation of natural habitat of wild animals.
- A field study was conducted to Mangalavanam bird sanctuary near Highcourt, Ernakulam. There exist different species of crabs and around 25 different varieties of migratory birds. Students exhibited various posters and models and explained it to the public which was another attraction of the event.
- Dyuthi 2016: EECC in association with Departments of Electronics and Physics organized a workshop on 'Energy Conservation' for Kudumbasree at Maulana Abul Kalam Azad Memorial Hall, Vazhakulam on 13 January 2016

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	<ul style="list-style-type: none"> <li>• Excellent result of the UG and PG programmes University rank /A grade holders every year.</li> <li>• Classes are engaged by highly qualified and experienced teachers. Strong bondage and a high level of interaction between faculty and students.</li> <li>• Regular conduct of funded National seminars and workshops to keep abreast with the recent advancements.</li> <li>• Diverse demography reflects minority, SC/ST, backward community, female dominated and financially backward students.</li> <li>• Provide right job skills and competencies to students.</li> <li>• Provides platform for co curricular activities.</li> <li>• Extensive extension activities with significant contribution from NCC and NSS.</li> <li>• Contributing activities of different clubs and various associations.</li> <li>• DST-FIST supported science departments.</li> <li>• State-of-the-art infrastructure, class rooms equipped with LCD. Wi-Fi and Broad band connectivity is also available.</li> <li>• Mini conference and 2 seminar halls for conducting seminars.</li> <li>• Separate central library facility to cater good learning ambience and progressive number of books and journals.</li> <li>• Furnished girls and boys hostel.</li> <li>• Dedicated human resource and basic facilities for physical education.</li> <li>• Existence of research culture reflected in number of publications in National and International journals. KSCSTE funded student projects.</li> <li>• Faculty members contributing to the academic environment by presenting papers in conferences and seminars.</li> <li>• The college has Research Forum and an ISSN numbered research journal.</li> <li>• Conveyance facility provided from different parts of the city for better access.</li> <li>• Productive and dynamic PTA.</li> <li>• Well organized and supportive Alumni.</li> <li>• Kerala higher education initiatives like Walk with scholar(WWS), Scholar support programme (SSP) and Additional skill acquisition Programme (ASAP) are conducted.</li> <li>• UGC supported BVoc courses.</li> <li>• An enterprising managerial initiative with a sharp vision for the institutional growth, working towards autonomy.</li> </ul>
Weaknesses	<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>• Considerably higher attrition rate among faculty; uncertainty in continuation/retention of faculty.</li> <li>• 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.</li> <li>• Institutional tie up with industries is a major challenge.</li> </ul>

	<ul style="list-style-type: none"> <li>• The latest technologies like web education, Management Information system (MIS), internet, video conferencing are not fully utilized.</li> <li>• Student enrolment of SC/ST is less. The rate and number of scholarships are meagre.</li> <li>• More career oriented class is needed for all programmes.</li> <li>• Add on courses offered at the graduate level are less.</li> <li>• Research departments in the college.</li> <li>• Consultancies are carried out only in limited areas.</li> </ul>
Opportunities	<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>• Opportunity for institutional tie-up – industry linkages for strengthening teaching learning and also for field exposure to the students/faculty.</li> <li>• Scope for career guidance, counselling and mentoring services through better or broad based faculty and student involvement.</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>• Certificate, Diploma and Advanced diploma courses can be introduced co curricular activities.</li> <li>• Modernization of class rooms, updation of learning resources and strengthening of laboratories at the UG level.</li> <li>• Up gradation of ICT infrastructure, subscription to e journals, access to e-lectures</li> <li>• Modernization and strengthening of library for better access to knowledge resources.</li> <li>• Additional facilities for differently abled students.</li> <li>• Research profile of the faculty can be strengthened by providing various supportive mechanisms.</li> <li>• Scope for college office automation.</li> <li>• Location advantage to offer eco-friendly drive in society.</li> <li>• Enhancement of consultancy services.</li> </ul>
Threats	<ul style="list-style-type: none"> <li>• Employability of the students</li> <li>• Despite running a good teaching learning program, bigger challenge in building up a vibrant research and consultancy culture.</li> <li>• Too much attention on growing enrolment 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>• 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

- Faculty training in learning management system
- More career guidance programme and placement drives for students.
- Research centre for Biosciences and Computer applications
- Complete office automation
- Expansion of academic association with funding agencies other than UGC and KSCSTE
- Strengthening of extension activities.
- Conduct of more ED Club activities to build up the innovation ecosystem in the institution.
- Furnishing of the newly constructed PG block and Seminar hall

*Mr. Joseph Deril K S*



*Signature of the Coordinator, IQAC*

*Dr. A Biju*



*Signature of the Chairperson, IQAC*

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