

M E S KALLADI COLLEGE MANNARKKAD

Affiliated to University of Calicut

Accredited by NAAC with A Grade (CGPA 3.20)



THE ANNUAL QUALITY ASSURANCE REPORT

AQAR OF THE IQAC 2013-14

Submitted by

Internal Quality Assurance Cell (IQAC)

MES KALLADI COLLEGE MANNARKKAD

MANNARKKAD COLLEGE P O, PALAKKAD (Dist.)

KERALA – Pin-678583

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THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC**Part – A**

1. Details of the Institution		
1.1	Name of the Institution	M E S KALLADI COLLEGE
1.2	Address Line 1	MANNARKKAD
	Address Line 2	MANNARKKAD COLLEGE P O
	City/Town	PALAKKAD
	State	KERALA
	Pin Code	678583
	Institution e-mail address	info@meskalladicollege.org
	Contact Nos.	04924 – 223414,
	Name of the Head of the Institution	Dr. O P Salahudheen
	Tel. No. with STD Code:	04924-222377
	Mobile:	08078462377
	Name of the IQAC Co-ordinator:	Dr. Haseena V A
	Mobile:	9400172854
	IQAC e-mail address:	iqacmeskc@gmail.com
1.3	NAAC Track ID	EC/62/RAR/131
1.4	Website address:	www.meskalladicollege.org
	Web-link of the AQAR:	http://www.meskalladicollege.org/aqar.php

1.5	Accreditation Details					
	Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
	1	1 st Cycle	B++	82.50	2004	2009
	2	2 nd Cycle	A	3.20	2013	2018
1.6	Date of Establishment of IQAC :			06/ 07 / 2003		
1.7	AQAR for the year			2013-14		
1.8	Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC					
	AQAR submitted on					
1.9	Institutional Status					
	University			State		
	Affiliated College			Yes		
	Constituent College			Yes		
	Autonomous college of UGC			No		
	Regulatory Agency approved Institution			Yes		
	Type of Institution			Co-education		
				Rural		
	Financial Status					
	Grant-in-aid	✓		UGC 2(f)		✓

	UGC 12B	✓		
	Grant-in-aid + Self Financing	✓	Totally financing	Self-

1.10 Type of Faculty/Programme

Arts	✓	Science	✓	Commerce	✓
PEI (Phys Edu)		TEI (Edu)		Law	
Engineering		Health Sciences		Management	

Others: NIL

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

University of Calicut, Kerala

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

Autonomy by State/Central Govt. / University	NO		
University with Potential for Excellence	NA	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	YES	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (Specify)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1	No. of Teachers	8												
2.2	No. of Administrative/Technical staff	2												
2.3	No. of students	1												
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	1												
2.8	No. of other External Experts	1												
2.9	Total No. of members	17												
2.10	No. of IQAC meetings held	6												
2.11	No. of meetings with various stakeholders:													
	<table border="1"> <thead> <tr> <th>Stakeholders</th> <th>No. of Meetings</th> </tr> </thead> <tbody> <tr> <td>Faculty</td> <td>2</td> </tr> <tr> <td>Management</td> <td>1</td> </tr> <tr> <td>Non Teaching staff</td> <td>1</td> </tr> <tr> <td>Others</td> <td>2</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>		Stakeholders	No. of Meetings	Faculty	2	Management	1	Non Teaching staff	1	Others	2		
Stakeholders	No. of Meetings													
Faculty	2													
Management	1													
Non Teaching staff	1													
Others	2													
2.12	Has IQAC received any funding from UGC during the year? If yes, mention the amount	YES, 3,00,000/-												

2.13	Seminars and Conferences (only quality related)										
	<p>(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC</p> <table border="1" data-bbox="424 450 1283 869"> <tr> <td>Total No.</td> <td>2</td> </tr> <tr> <td>International</td> <td>0</td> </tr> <tr> <td>National</td> <td>0</td> </tr> <tr> <td>State Level</td> <td>1</td> </tr> <tr> <td>Institution Level</td> <td>1</td> </tr> </table>	Total No.	2	International	0	National	0	State Level	1	Institution Level	1
Total No.	2										
International	0										
National	0										
State Level	1										
Institution Level	1										
	<p>(ii) Themes</p> <p>Enhancement in Teaching, Learning And Evaluation – A Path Way To The Future</p>										
2.14	<p>Significant Activities and contributions made by IQAC</p> <p>For quality improvement, IQAC has been set-up and is operational without any external funding. Its work is being streamlined and it is being empowered to act as an internal agency engaged both in academic and administrative auditor, engaged in continuous effort directed towards enhancement of quality in all the areas of operation to reach national and global benchmarks. IQAC was reconstituted after re-accreditation in 2012 with a vision to promote quality in teaching-learning and inculcate value based education. Significant activities by IQAC during this reporting year were:</p> <ul style="list-style-type: none"> • Conducted quality related National Conference • Thrust for introduction of new UG & PG courses. • Submission of proposal for Autonomy. • Submission of proposal for RUSA funding. • Decided to obtain UGC fund for IQAC. 										

2.15	<p>Plan of Action by IQAC/Outcome</p> <p>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 *</p>
<i>Plan of Action</i>	<i>Achievements</i>
Diversification of academic programmes by introducing new courses.	B.Com. (Cooperation), B.A. (English), BBA and B.Com. (Computer Application) would be introduced shortly under Self Financing stream.
Improving infrastructure	College library automated with bar coding system. All PG class rooms were furnished with modern furniture. Public address system was strengthened by providing sound boxes in all class rooms, Laboratories, department and library. CCTV camera installed in the main block building, library and Men's Hostel. Construction of the First phase of indoor stadium completed. First floor of ladies hostel completed. Construction of new academic block started. To improve water supply system a new open well was constructed.
Expansion of ICT infrastructure and connectivity.	One smart class room was established in each department. The library maintained a separate e-library section with computers and broad band facility. It includes 138 CDs, access of 4500 e-journals and about one lakh e-books. The library is automated with software Book Magic, major library functions like cataloguing and circulation are operated through this software. The whole collections of Books are Bar coded and it simplifies the circulation process.
Get more research projects and research grants.	Four UGC-funded Minor Research Projects. Dr. Mohammed Mustafa has been awarded post doctoral fellowship from Hokkaido University Japan. Prof. Mohammed Ali has been awarded PhD. Research papers were

	published by teachers in various national and international journals. Dr. A Usman has been awarded young scientist award by department of science and technology, Government of India. 14 teachers are doing M.Phil/PhD programme.
Maintenance of eco-consciousness in campus and community.	Rain water harvesting was conducted in the campus. Tree saplings were Planted in the campus. Students and staffs were actively participated in environmental awareness programme conducted by Department of Botany and NSS. Eradicated plastics from the campus. Suitably observed all national and international occasions of environment significance like World Environment Day, Ozone Day, Gandhi Jayanthi etc. Aforestation programme and organic farming were introduced in the campus
Enhancement of Teacher Competence.	Conducted one faculty Development Programme and one training programme for skill development. Eleven teachers had participated refresher/orientation course and 16 faculties participated orientation course. 3 faculties had participated in staff training conducted by the University. 6 of newly recruited faculties participated a capacity building programme. One faculty attended summer winter school.
Strengthening of student skill and support programmes.	The college had been selected for Additional Skill Acquisition Programme (ASAP) which is a joint initiative of General and Higher Education Departments, Government of Kerala. Under this programme students are trained to acquire additional skill to suit the requirement of the industry and job market and thus make them employable. A batch of 50 UG students were selected for the ASAP programme for this year. Scholar Support Programme (SSP) was also introduced in the college funded by government of Kerala. Under this Scheme,

	free coaching was given to weak students in all subjects to make them successful in University examinations.
Augmentation of teacher participation in conferences / seminars / workshops and paper presentations and publications.	Tremendous increase recorded in these areas when compared to previous reporting year (2012 – 13).
To promote social commitment and responsibility of student clan.	‘Welchem’ the extension activity cell of the college under department of chemistry offered services and activities for the benefit of the society. With the collaboration of district palliative care NSS unit conducted an orientation programme (6 th November, 2018) on palliative care. Every Saturday three selected NSS volunteers participated the home visit of palliative care. NSS unit conducted a self employment training programme for public and students in grass cutting by using the machines. Department of botany conducted water quality analysis at GUP School. Students took part in blood donation camp. College union organized an awareness programme on Eye Donation. 500 students signed willingness paper for donating their eyes.
To conduct programmes on scientific awareness so as foster scientific culture among students and community.	The Department of Chemistry organized UGC sponsored two day National Seminar on the topic “Chemistry our life our future” on 20 th and 21 st January 2014. A seminar on “recent approaches and scope of Biology – A global Scenario” was held on 7 th February 2014. Bhoomitra club of the College conducted a seminar on “Climate change and Environment”. In connection with the National Science day celebration, college conducted a seminar on recent trends in Science and technology on 26 th February 2014. The event was sponsored by Kerala State Council for Science and Technology. College conducted a workshop on “Non-Conventional Energy Sources”. As a part of Golden Jubilee celebration of MES, college

	organized a grand exhibition “ENTHUSIA-2014”. More than 35000 people were visited the exhibition.
Betterment of student support Services.	Under the UGC aided NET coaching centre of MES Kalladi College free coaching was given for students appearing for NET examination. Conducted coaching classes for students to equip them to face competitive examinations of public service commission and public sector bank. Various counselling sessions were handled by eminent psychologist.

\ * Academic Calendar attached as Annexure I

2.15	Whether the AQAR was placed in statutory body? Provide the details of the action taken	Yes, Management Analysed the steps taken by IQAC for quality enhancement of the institution and made suggestions for improvement.
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Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	6	0	0	0
UG	9	0	4	0
Others	8	0	0	0
Total	23	0	4	0

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

Choice Based Credit and Semester System for UG and Semester System for PG are available. Core electives exist for all UG programmes and ten open courses are available during fifth semester of study for UG programmes.

Choice Based Credit Cum Semester with Open option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	0
Annual	0

1.3 Feedback from stakeholders*

Alumni	✓	Parents	✓	Employers	✓
Students	✓				

(On all aspects)

Mode of feedback :

Online	✓	Manual	✓
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**Analysis of feedback provided in Annexure II*

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

As per the directions from Higher Education Department, Government of Kerala, University of Calicut has initiated modifications in syllabi and changes in regulations including evaluation methodology in the existing CHOICE BASED CREDIT AND SEMESTER SYSTEM (CCSS) for UG programmes. Several sittings of different Faculties and Boards of Studies had taken place in the University during 2013 -14 academic year to frame regulations and make necessary modifications and/or additions in existing syllabi. They have been submitted to the University. **Apart from updating syllabi of some of core courses and common courses, the current system of 4 – point direct grading pattern shall be replaced by a 7 –point indirect grading system.** The changes will take effect from 2014 – 15 admissions, the salient features of which are given hereunder.

- These regulations shall be called “Calicut University Regulations for Choice Based Credit and Semester System for Under-Graduate Curriculum 2014” (CUCBCSSUG 2014).
- Credits: Each course shall have certain credits. For passing the degree programme the student shall be required to achieve a maximum of 120 credits of which 38(22 for common [English] courses +16 for common languages other than English) credit shall be from common courses, a minimum of 2 credits for project and 2 credits for the open course. Maximum credits required for core, complementary and open courses put together are 82. However the credits to be set apart for the core and complementary courses shall be decided by the faculty concerned. The maximum credits for a course shall not exceed 5. Honours and dual core programmes are having separate credit distribution.
- ‘**Extra Credit**’ is the additional credit awarded to a student over and above the minimum credits required in a Programme, for achievements in co-curricular

activities conducted outside the regular class hours, as decided by the university. For calculating CGPA Extra credits are not to be considered.

- **‘Letter Grade’** or simply ‘Grade’ in a course is a letter symbol (A⁺, A, B, C, D, E, and F). Grade shall mean the prescribed alphabetical grade awarded to a student based on his/her performance in various examinations.
- Each letter grade is assigned a **‘Grade point’** (G) which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course. **“Grade Point”** means point given to a grade on 7 point scale
- **‘Semester Grade Point Average’** (SGPA) is the value obtained by dividing the sum of credit points obtained by a student in the various courses taken in a semester by the total number of credits in that semester. SGPA shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- **‘Credit point’** (P) of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: $P = G \times C$.
- **Credit point of a semester** is the product of SGPA of that semester and the total credit load of that semester.
- Credit point of a semester = SGPA X Credit load (Total credits) of the semester
- **‘Cumulative Grade Point Average’** (CGPA) is the value obtained by dividing the sum of credit points in all the semesters taken by the student for the entire programme by the total number of credits in the entire programme and shall be rounded off by two decimal places.
- The term ‘alternate pattern’ now in use for B.Com and non-traditional courses etc. Shall be changed as Language Reduced Pattern (LRP)

EVALUATION AND GRADING

Mark system is followed instead of direct grading for each question. For each course in the semester letter grade, grade point and % of marks are introduced in 7- point indirect grading system.

The evaluation scheme for each course shall contain two parts

(1) Internal assessment (2) external evaluation

20% weight shall be given to the internal assessment. The remaining 80% weight shall be for the external evaluation.

Internal Assessment: 20% of the total marks in each course are for internal examinations. The internal assessment shall be based on a predetermined transparent system involving written test, assignments, seminars and attendance in respect of theory courses and lab test/records/viva and attendance in respect of practical courses. Internal assessment of the project will be based on its content, method of presentation, final conclusion and orientation to research aptitude.

Components with percentage of marks of Internal Evaluation of Theory Courses are- Attendance 25 %, Assignment/ Seminar/Viva 25 % and Test paper 50%. For practical courses- Attendance 25 %, Record 50% and lab involvement 25 % as far as internal is concerned.

Attendance of each course will be evaluated as below-

Above 90% attendance	100% marks allotted for attendance
-	
85 to 89%	80%
80 to 84 %	60%
76 to 79 %	40%
75 %	20%

Moderation: Moderation shall be awarded subject to a maximum of 5 % of external total marks to be awarded in Semester. b) For a course concerned, the maximum of moderation awarded shall be limited to 10 % of the total marks to be awarded for the external course concerned. c) If a student fails for a single course, this limit can be enhanced to 15 % of external in the course d) However Board of examiners concerned, shall have the liberty to fix low percentage of marks for moderation subjected to the conditions mentioned in a), b) and c)

Grace marks: Grace Marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/ NSS/NCC/ Student Entrepreneurship) carried out besides the regular class hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. No credit shall be assigned for such activities.

External Evaluation: External evaluation carries 80 % of marks. External evaluation of Even (2, 4, 6) semesters will be conducted in centralized valuation camps immediately after the examination. Answer scripts of Odd Semester (1, 3, and 5) examinations will be evaluated by home valuation. All question papers shall be set by the university.

The external examination in theory courses is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined Scheme of valuation and answer keys shall be provided by the University. The external examination in practical courses shall be conducted by two examiners - one internal and an external, appointed by the University. The project evaluation with viva can be conducted either internal or external whichever may be decided by the BOS concerned. No practical examination will be conducted in odd semester. Practical examinations shall be conducted in the even semester (II, IV and VI) as per the decision of the appropriate academic bodies. After the external evaluation only marks are to be entered in the answer scripts. All other calculations including grading are done by the university.

Revaluation: In the new system of grading, revaluation is permissible. The prevailing rules of revaluation are applicable to CUCBCSSUG 2014. Students can apply for photocopies of answer scripts of external examinations. Applications for photocopies/Scrutiny/ revaluation should be submitted within 10 days of publication of results. The fee for this shall be as decided by the university.

INDIRECT GRADING SYSTEM

INDIRECT GRADING SYSTEM based on a **7 -point scale** is used to evaluate the performance of students.

- Each course is evaluated by assigning marks with a letter grade (**A⁺, A, B, C, D, E or F**) to that course by the method of indirect grading. An aggregate of **E grade with 40 % marks** (after external and internal put together) is required in each course **for a pass** and also for awarding a degree. Appearance for Internal Assessment (IA) and End Semester Evaluation (ESE-external)) are compulsory and no grade shall be awarded to a candidate if she/he is absent for IA/ESE or both. For a pass in each course 40% marks or E grade is necessary. A student who fails to secure a minimum grade for a pass in a course is permitted to write the examination along with the next batch.
- After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below. For the successful completion of a semester, a student should pass all courses. However, a student is permitted to move to the next semester irrespective of SGPA obtained.
- SGPA of the student in that semester is calculated using the formula

$$SGPA = \frac{\textit{Sum of the credit points of all courses in a semester}}{\textit{Total credits in that semester}}$$

10.7 The **Cumulative Grade Point Average (CGPA)** of the student is calculated at the end of a programme. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

$$CGPA = \frac{\textit{Total credit points obtained in six semesters}}{\textit{Total credits aquired (120)}}$$

SGPA and CGPA shall be rounded off to two decimal places. CGPA determines the broad academic level of the student in a programme and is the index for ranking students (in terms of grade points). An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on her/his CGPA

Method of Indirect Grading

- Evaluation(both internal and external)is carried out using Mark system .The grading on the basis of a total internal and external marks will be indicated for each course and for each semester and for the entire programme.

Indirect Grading System in 7 point scale is as below:

To find Semester Grade Point Average (SGPA) :

$$SGPA = \frac{\text{Sum of the creditpoints of all courses in a semester}}{\text{Total creditsin that semester}}$$

$$SGPA = \frac{C1G1 + C2G2 + C3G3 + \dots \dots \dots}{c1 + c2 + \dots \dots \dots}$$

Where G1, G2.....are grade points and C1, C2...are credits of different courses of the same semester

$$\text{Credit point of a semester} = SGPA \times \text{Credit load of the semester}$$

Seven Point Indirect Grading System

<i>% of Marks (IA+ESE)</i>	<i>Grade</i>	<i>Interpretation</i>	<i>Grade point Average (G)</i>	<i>Range of grade points</i>	<i>Class</i>
90 and above	A+	Outstanding	6	5.5 -6	First class with Distinction
80 to below90	A	Excellent	5	4.5 -5.49	
70 to below80	B	Very good	4	3.5 -4.49	First class
60 to below 70	C	Good	3	2.5 -3.49	
50 To below 60	D	Satisfactory	2	1.5 -2.49	Second class
40 to below 50	E	Pass/Adequate	1	0.5 -1.49	Pass
Below 40	F	Failure	0	0 - 0.49	Fail

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

Yes, English and Commerce and Management studies under
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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Other
70	54	15	0	0

2.2 No. of permanent faculty with Ph.D.

8

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
16	8	0	0	0	0	0	0	0	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	21
Visiting Faculty	2
Temporary faculty	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	22	22
Presented	2	16	10
Resource Persons	0	0	12

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

- Adoption of multimedia technology in teaching.
- Familiarization of high quality typesetting system latex
- Student's seminar using modern tools of ICT.
- Field training and workshops in syllabus – related areas
- Use of Digital Document Reader for direct projection of teaching material from text books and microscope slides.

2.7 Total No. of actual teaching days during this academic year: 195

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

Examination reforms are implemented by affiliated University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus Development as member of Board of Study/Faculty/Curriculum Development Workshop: 7

- (a) Tobin Theopilus, Dept. of Mathematics, is Mathematics Board of Studies member, University of Calicut.
- (b) K T Mohammed Kamaludheen, Dept. of Economics, Economics UG Board of Studies, University of Calicut.
- (c) Saithalavi P, Member of UG Board of Studies, Commerce and Management Studies, University of Calicut.
- (d) Dr. V M Ummer, Member of Urdu UG Board of Studies, University of Calicut.
- (e) Zainul Abid T, Member of Islamic History Board of Studies, University of Calicut

2.10 Average percentage of attendance of students: 90%

2.11 Course/Programme wise distribution of pass percentage: (2017 Outgoing batches)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	56	43	53	2	2	100
BBA	39	46	51	3		100
M.Com	13	31	54	8		100
B.Sc Maths	35	38	26	3		67
M.Sc Maths	8	17	33	17	5	72
B.Sc Physics	23	65	17	4		87
M.Sc Physics	12	25	33	25		83
B.Sc Chemistry	25	60	16			76
M.Sc Chemistry	12	25	67			92
B A History	37		76	22	2	100
M A History	19		80	20		100
B A Arabic & I His	28	7	58			65
BA Economics	40	10	80	5		95
M A Economics	18		89	11		100
B.Sc Botany	22	13	31	50		94

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

- Meetings of department council are held before and after examinations and any other programme.
- At the beginning of the academic year Annual Plan is published by all departments containing different programmes to be conducted during the period.

- Remedial and Tutorial classes are taken by the teachers in addition to regular lectures.
- Class PTA meetings are convened after each internal examination.
- Monthly reports submitted by Heads of Departments are scrutinised by the Principal. Electronic content development and preparation of ICT based teaching aids are given due consideration in the reports.
- Work diary maintained by faculty in Work Diary and monitored by Head of Departments.
- Purchase and use of ICT based teaching aids are encouraged by IQAC.
- Training workshops on innovative teaching methodology were conducted for teachers.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	11
UGC – Faculty Improvement Programme	2
HRD programmes	NIL
Orientation programmes	16
Faculty exchange programme	NIL
Staff training conducted by the university	3
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	1
Others	3

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	19	12	0	0
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- A Research Promotion Council has been constituted to function as a platform to discuss about the ongoing research activities of the faculty. The Council meets every month during which discussions are undertaken and papers are presented by teachers and PG students.
- Teachers are given constant encouragement to avail Major/Minor Research Projects from various funding agencies like UGC, KSHCEC, KSCSTE, DST etc. Four minor research were ongoing Seven research projects are operational at present and more are awaiting sanction from different funding agencies.
- Faculty especially those having research degrees and / or research projects are encouraged to publish their works in journals of commendable impact factor.
- Two minor research project were sanctioned by the UGC with the outlay of five lakhs and four ongoing minor research project were handled by faculties from different department.
- PG students were given freedom to pursue projects of their choice under strict guidance of their supervising teachers and they were encouraged to publish papers based on the research work.
- Teachers with doctoral degree are encouraged to take guidship in various universities.
- Archaeological excavation cell under department of history constituted for collecting monumental materials.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	4	2	0
Outlay in Rs. Lakhs	0	5.00	5.00	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	1	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range	1-3	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	Nil	Nil	Nil	Nil
Minor Projects	2years	UGC	5 lakhs	5 lakhs
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the	Nil	Nil	Nil	Nil

University/ College				
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify) FIST (DST)	Nil	Nil	Nil	Nil
Total		Nil	5 lakhs	5 lakhs

3.7 No. of books published

With ISBN No.	0
Chapters in Edited Books	0
Without ISBN No.	0

3.8 No. of University Departments receiving funds: NA

3.9 For colleges

Autonomy	0
CPE	0
DBT Star Scheme	0
INSPIRE	0
CE	0

3.10 Revenue generated through consultancy : 21340

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	3	2	0	11
Sponsoring agencies		UGC, KILA,	Kerala State Council for		PTA, College

		College Management	Science, Technology and Environment		Management
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3.12 No. of faculty served as experts, chairpersons or resource persons : 3

3.13 No. of collaborations: International Nil National 1 Any other 11

3.14 No. of linkages created during this year: Nil

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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	2	0	4	4

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them:0

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

1

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

JRF	0	SRF	0
Project Fellows	0	Any other	0

3.21 No. of students Participated in NSS events

Level	No. of Students participated
University	140
State	4
National	0

3.22 No. of students participated in NCC events

Level	No. of students participated
University	0
State	116
National	20
International	1

3.23 No. of Awards won in NSS: 2

3.24 No. of Awards won in NCC: 1

3.25 No. of Extension activities organized

University forum	<table border="1"><tr><td>0</td></tr></table>	0	College forum	<table border="1"><tr><td>9</td></tr></table>	9
0					
9					
NCC	<table border="1"><tr><td>2</td></tr></table>	2	NSS	<table border="1"><tr><td>8</td></tr></table>	8
2					
8					
Any other	<table border="1"><tr><td>4</td></tr></table>	4			
4					

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

- The college has been consistently interacted with the society, especially to make awareness about the scientific knowledge for solving the problems of farmers and weaker sections of the society. 'WELCHEM' the extension activity cell of the college under department of chemistry offered services and activities for the benefit of the society. WELCHEM offered Dry rubber content analysis, water analysis and training in soap manufacture. The following are the major services given by the centre in 2013-14 academic year.
 1. DRC(Dry Rubber Content) determination of field latex: one of the major agricultural products of the area is natural rubber. The prize of the latex is fixed on the basis of dry rubber content of the field latex. Planters of the surrounding area bring their rubber latex to determine the DRC.
 2. Water Analysis: In the Welchem centre, we are having a water analyzer. Health department and local bodies make use of the facility as and when required.
 3. Low cost production of high quality toilet soaps: with the help and support of IRTC(integrated Rural Technology Centre, Mundoor) the extension centre conducts workshop on low cost soap production for the public and students.
 4. Awareness Classes: The centre offers awareness classes to farmers about the advantage and disadvantages of the usage of fertilizers, fungicides, pesticides etc. And about the soil testing and leaf testing. A mini soil testing kit is available in the welchem centre.
 5. Quality Checking : fungicides like copper sulphate
- With the collaboration of district palliative care NSS unit conducted an orientation programme (6th November, 2018) on palliative care Dr. Rose Thomas, district palliative care officer conduct the class. Every Saturday three selected NSS volunteers participated the home visit of palliative care.
- NSS unit conducted a self employment training programme for public and students in grass cutting by using the machines.
- NSS units constructed a road in Akkipadam, Mannarkkad Grama Panchayath, during the 7 days residential camp started from 21st December to 27th December 2013.
- NSS volunteers of this college prepare the list of blood donors

- NSS programme officer Anu Joseph participated a get together function of KESS(Aids Control Society)
- Department of botany conducted water quality analysis at GUP School, Bheemanad on 28th January 2014.
- Nature camps were conducted in silent valley on 29-10-2013 and 05-02-2014.
- B Sc Mathematics students participated in one day seminar on “ Eye donation” and some of them signed on agreement for Eye donation
- Students took part in blood donation camp held on 12-03-2014 organized by C H cultural centre and Al salama Hospital Perinthalmanna.
- Usman Vengasseri , served as judge in the ‘inspire exhibition award’ for school students in palakkad held at pathirippala Government HSS on 14th July 2013.
- As part of Golden jubilee celebration of ‘MES’ a grant exhibition “ENTHUSIA-2014” was organized in this college. More than 35000 people visited the grant event.
- Department of Economics conducted a socio-economic survey on “Relevance of financial inclusion in the socio-economic development of mannarkkad Panchayath.
- Production of low cost power supply and photo detectors for UG and P G lab.
- College union organized an awareness programme on “ Eye Donation” on 13-03-2014 500 students signed willingness paper for donating their eyes, Ottapalam Constituency MLA Sri K Hamza Handed over the prepare willingness paper to the authorities of Al salama Hospital Perinthalamanna.
- Department of History conducted an excavation and got a lid of Nannangadi from payyanadam.
- As part of homage to Nelson Mandela a condolence meeting was arranged by the department of history.
- Post Graduate Students of department of history conducted an archaeological site visit at Edakkal cave, wayanad on 17th February 2014.
- As part of Kerala Piravi celebration college union conducted short story writing competition on 7th November 2013.
- College union conducted Raghavan master remembrance programme.
- College union conducted a Photo Exhibition on 31st January 2014 at the college auditorium. The photos were from the collections of Girish Marengalam.
- College union organized a Short film festival for public on 3rd February 2014. The festival was inaugurated by cine artist Nilambur Ayisha.

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	22.93 Acres	NIL	NA	22.93 Acres
Class rooms	43	4	Management	47
Laboratories	08	NIL	NA	8
Seminar Halls	01	NIL	NA	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	----	NIL	NA	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	-----	14.42554 lakhs.	UGC	14.42554 lakhs.
	NIL	NA	NA	NA

4.2 Computerization of administration and library

- Admission and registration related data of the students,
- Pay-roll related data of the teaching and non-teaching staff (SPARK)
- Data regarding college library have been computerised in due manner.
- Library is linked to INFLIBNET.
- Student scholarship are registered and availed through e – grants.
- Internal assessment details are conveyed to the University via online.
- Office has Wi Fi and wired broadband connection.
- Entire administrative machinery is interconnected through LAN.
- Registration of university examination.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35780	3978062	948	296964	36728	4274756
Reference Books	940	308395	44	18379	984	326774
e-Books	NIL	NA	NIL	NA	NIL	NA
Journals	36	27659	2	5020	38	32670
e-Journals	4500	5050 Open access		Open access	4050	5050
Digital Database	-	-	-	-	-	-
CD & Video	138	-	41	-	178	-
News Papers	10	9500			10	9500
Magazines	12	12324	NIL	NA	12	12324

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	46	02	10	NIL	NIL	01	10	04
Added	10	NIL	10	01	2	01	0	0
Total	56	02	20	01	2	02	10	04

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

- Department of physics conducted a workshop on python programme on 20th August 2013.

- Department of Economics conducted two day workshop on Statistical Package on Social Science” on 27th & 28th February 2014.
- An half – day workshop session on “Use of ICT in Institutional Quality Enhancement” in connection with IQAC organized seminar on “Enhancement in teaching learning evaluation a pathway to the future” on 20th November 2013.
- Department of botany conducted one day workshop on information technology and bio informatics to B Sc students on 16th January 2014.
- Department of botany conducted training to use blast tool for UG students on 9th February 2013.

4.6 Amount spent on maintenance in lakhs:

i)	ICT	0.37800
ii)	Campus Infrastructure and facilities	19.92721
iii)	Equipments	1.53848
iv)	Others	2.88981
	Total :	24.73350

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

As a part of induction programme IQAC provided training classes for the newly admitted students regarding curricular and co curricular activities. All the heads of the departments and teachers as well as different statutory and other functional bodies like PTA played their positive roles in enhancing awareness about Student Support Services. With a view to improve general discipline of the college and to keep close interaction between staffs and students a better tutorial system were maintained under the monitoring of the IQAC. Tutors will keep regular watch over the progress and conduct of the students.

All applications including university examination application and representation to the principal shall be made only through the concerned tutors. The progress and conduct of the students will be intimated to the parents by the tutor. Tutors of individual classes were entrusted with the duty of ensuring the availability of student support services (including e-grants, scholarships, counselling services etc) to their students.

To help the poor and deserving students a separate fund were maintained. Improve the cultural activities of the students, a cultural forum were instituted to boost the talents of the students in sports and cultural performance. As a part of delegation of duty of IQAC, a team of five teachers were given the charge of student support services. The team was in charge of monitoring different scholarships and career opportunities as and when they are notified and reporting it to administrative wing for onward transmission to students via class tutors. Information about availability of scholarships and job/competitive examination opportunities are transmitted to students through notices and public address system. Career Guidance and placement Cell are proactive in their functioning. Final year UG students were provided productive sessions on career guidance and personality development under the monitoring of IQAC.

5.2 Efforts made by the institution for tracking the progression

- Heads of departments, faculty and management actively play the lead role in student's related activities such as documentation, analysis of the performance and resultant progress of the students in their examination and other academic activities.
- Overall review in IQAC meetings.
- Direct and telephonic interaction with parents about improvement in academic performance of students and counseling requirements.
- Holding discussion in department council meetings and also in general staff meetings.
- The progression in teaching-learning activities are tracked through:
 - Feedback from students.
 - Regular meet up with parents by conducting class PTAs.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1457	221	----	0

	No	%
Men	596	35
Women	1082	65

(b) No. of students outside the state

3

(c) No. of international students

0

Last Year						This Year					
Gen eral	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
194	271	1	972		1408	237	208	3	1215	2	1678

Demand ratio: UG 45/1 PG: 20/1 Dropout % 2

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

The Additional Skill Acquisition Programmes (ASAP) started in the 5th December 2013. Thirty students are selected from the first semester student. The ASAP also organised various Orientation programmes like summer skill training programme and training partner scheme for VIth semester students.

Continuation of existing support schemes like career guidance, Entry into Service Coaching (ESC), Students Support Programme (SSP) and Additional Skill Acquisition Programmes (ASAP).

Department of Physics conducted a physics Talent search Exam sponsored by Association of Physics Teachers Kerala on 28th September 2013.

Coaching classes were conducted for UGC.

No. of students beneficiaries: 350

5.5 No. of students qualified in these examinations

NET	<input type="text" value="4"/>	SET/SLET	<input type="text" value="3"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text" value="1"/>	UPSC	<input type="text"/>	Others	<input type="text" value="0"/>

5.6 Details of student counselling and career guidance:

- The Career Guidance Cell organized an orientation Programme on ‘How to Face Competitive Examination’ for V semester UG students in July 2013.
- A career orientation programme was organised by Jc Hamza held on 25th November 2013 for VI semester students.
- JC Shameem provided Career guidance – cum - coaching firm in Kerala provided a Career Guidance class for III B.Com students on 13th January 2014.
- A training programme was organized for the selected students from final year degree classes on 15th Feb 2014. The resource person was Jc Musthfa Hashim.
- Conducted a motivation class for 1st year BSc students on 14th February 2014 on “How to overcome exam stress” by JC Deepak R Menon.
- Department wise Career orientation was conducted for final year UG students.
- M.E.S Kalladi College is very conscious about the mental health of the students. Dr. A.K Mumtaz M.Sc,M.Phill, P.hd, P.G.D.P.C , Department of chemistry, M.E.S Kalladi College is a professionally trained psychologist, social worker, and

counsellor, whose help is available to students without charge . Teacher works with individuals, groups of students and offers consultation, counselling, and referrals to other mental-health professionals. It can assist students with personal problems and difficult concerns or situations they encounter while at the college and at society, including stress, anxiety, depression, relationship distress, low self-esteem, procrastination, sexual concerns, or family problems. Special services are given to the students who were participated in the various competitive exams and extracurricular activities for their best performance in the activities.

- The final year students of all the departments were given special counselling classes to enhance their interest in higher studies. To give self confidence to participate in M.Sc, P.hd entrance examinations, competitive exams for jobs in private and government sectors. The students participating in extracurricular activities were given series of classes to decrease their stress and anxiety.

A counselling class was organized for the students on 10th July 2014. Counselling sessions were provided to the needy students to meet the academic and non academic concert of the students as per their requirements. The students of each class are given an introductory class on stress/ emotional problems and then encouraged to come forward to talk personally to the counsellor. Relaxation techniques, Stress relieving methods are elaborated to the class/group. Classes and sessions are held regularly once every month.

- The personal counselling conducted to the students helped to achieve a positive mental health for the students, ability in resolution of problems by themselves, improves personal effectiveness, decision making capacity etc.

No. of students benefitted: 370

5.7 Details of campus placement:

Students of our institution participated in the career fares organised by various agencies: 160

5.8 Details of gender sensitization programmes

<ul style="list-style-type: none"> • Women cell organised a one day seminar on 'women and human rights' for final year degree students on 24th September 2013, • In this year cell organised a craft class for second year girl students, vasntha Lakshmi teacher took a class about fabric painting ,galas painting etc. • Cell organised awareness classes about legal literacy with an eminent advocate for first year classes. <p>Women cell conducted an open forum about past and present campus friendship.</p> <ul style="list-style-type: none"> • Above all cell conducted many entertainment and hygienic programs for girls. • A debate was organized by the Women's forum on the topic "Vivahapraayavum Anaacharangalum" (Marriageable age and Bad Customs' by college Union under the monitoring of women's Forum on • The College Women's forum organised a Quiz Competition on the topic "women as achievers" <p>As a part of International Women's Day women's Forum has conducted a seminar on the topic 'need for safety for women Empowerment' on 6th March 2014. Women cell conducted an open forum about past and present campus friendship</p>
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5.9 Students Activities

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

State/ University level	36
National level	0
International level	0

No. of students participated in cultural events

State/ University level	31
National level	0
International level	0

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

State/ University level	7
National level	0
International level	0

Cultural

State/ University level	6
National level	0
International level	0

5.10 Scholarships and Financial Support

	Number of students	Amount*
Financial support from institution	37	37,000
Financial support from government	1321	4296010
Financial support from other sources	89	1,32,000
Number of students who received International/ National recognitions	NIL	NA

**Scholarships are online and the amount is transferred to the bank account of student*

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: Grievance redressal cell if functioning in the college: There were no such major grievances from the students last year.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To develop the institution into an organization which embodies, fosters and protects normative relationship and action patterns and performs functions and services which are valued in the environment

Mission

To transform the existing pattern of domination in the society, to create new social meanings, to generate new categories of knowledge and hence new social roles.

6.2 Does the Institution has a management Information System: Yes

- In the administration of the college a well-defined and computerised Management Information System is established in the institution. However, Management Information System operates by holding meetings of the Governing Body and various committees and subcommittees like College Managing Committee, IQAC, Admission Committee, Planning Board, Staff Council, Purchase committee, Examination Committee, Library Advisory Committee, and Academic Monitoring Committee etc.
- Together with this student admissions, e-grants disbursal, internal grade uploading and staff salary bill submission are fully computerized.
- The policy decisions are taken after thorough discussions and the resolutions are well circulated among all levels of the staff and management.

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

6.3.1 Curriculum Development:

Faculty Members who are members in Boards of UG and PG Studies of the university make the institutional representation in communicating the suggestions on curriculum development. Four members of the faculty were involved UG curriculum development during 2013 – 14 academic year in the wake of UG syllabus revision and restructuring. Other faculties who are Board Members have actively participated in meetings related curriculum development. The new syllabi for UG will take effect from 2014 – 15 admission.

6.3.2 Teaching and Learning

- Use of technology in teaching.
- Matters of students were delivered using modern tools of ICT.
- Participation of teachers in Refresher Courses and other Faculty Development Programmes.
- Familiarization with new technologies and also to make students aware of methods which are inaccessible in real situation due to institutional constraints.
- There emerged a method of preparing questions based on topics taught in class rooms.
- To help slow learners and more clarity of subject matter, Remedial coaching and tutorial system were introduced in the educational system.
- Conducted one faculty development programme and one training programme in innovative teaching in the institution.
- For the timely completion of syllabi, academic monitoring is followed.
- Field training and workshops in syllabus – related areas in some science subjects and commerce.
- Major initiatives were undertaken to improve teacher competence by ensuring participation of newly recruited teachers in state government - sponsored teacher training programmes.

6.3.3 Examination and Evaluation

- Being an affiliated institution, the College is bound to follow the examination pattern and schedule implemented by the University of Calicut.
- Internal examinations are held regularly in all subjects to complete the examination process.
- As to improve the discussion habit of the students Group discussions are also adopted.
- Submission of the Special sessions is held after grades submission of internal examinations to identify and analyze the strength and weaknesses of the students. Class level PTA meetings are conducted and corrective measures are taken thereafter.

6.3.4 Research and Development

- A well equipped Research promotion council has been adopted in the college with the objective of improving the Research atmosphere in the college and is holding monthly meetings to undertake paper presentations and discussions on research activities. In the meetings Paper presentation of the PG and research students are also permitted to express their views on various areas of Research.
- Special awareness classes were provide for the faculty members to approach for research grants
- Calls for minor and Major Research projects were intimated to the faculties' trough the Research Promotion Council. Faculty members are given all support to pursue M. Phil and doctoral research, and Post Doctoral works.
- Teachers are also granted duty leave for participation and / or paper presentation in seminars/ workshops.
- Students are encouraged to participate in seminars and paper presentation competitions.
- Faculty members, especially those having research degree and / or research projects are encouraged to have as many research publications as possible in each academic year. So also PG students are advised to publish their project work as research paper.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New books, journals and e- resources are added in the library based on the suggestions of the Library Advisory Committee.
- New desktop computers and laptops of latest configuration, printers, scanners, LC displays, and other modern equipments have been purchased for office use and installation in seminar hall.
- Institution website has been revamped for better viewing and utility.
- Construction of a new Commerce Block is planned to accommodate more classrooms.

6.3.6 Human Resource Management

- Optimal utilization of available human resource is the key to the realization of goals of the institution considering the existing staff (teaching and non-teaching) strength of the college.

- Shortage in manpower is regularly intimated to the Government via the College Managing Committee and Central Management.
- Teachers of various departments voluntarily give efforts for the maintenance and upliftment of academic atmosphere.
- Delegation of authority is practiced to relieve burden and to ensure efficiency of works. This is done at departmental as well as institutional levels. All academic and extra-academic duties are equitably divided among faculty members.

6.3.7 Faculty and Staff recruitment

Teaching and non – teaching staff are recruited on ad-hoc basis to compensate the deficiency of employees for which Managing Committee is making reasonable payment. So also services of retired staff of proven skill are re-employed on contract basis wherever necessary.

Appointment to permanent vacancies is made by Management against posts sanctioned by the State Government. Two permanent faculties (Assistant Professors) joined service in 2013 – 14. Similarly twenty five guest lecturers, three part – time teachers and four non – teaching staff were recruited during this period.

6.3.8 Industry Interaction / Collaboration

- Department of chemistry made industry collaboration with Chethana Pharmaceuticals at Perintahlmnanna and common facility service center at Payyanad, Manjeri, Malappuram District.
- Silent valley Forestry and Nature club made collaboration with Agro forestry division of Forest department of Kerala
- Bhoomithra Sena club made a collaboration with Environment and Climate Change department, under Government of Kerala
- Janasree Harithsala Lab in Association with CCDU.
- In Collaboration with MES Industrial Institute, Mundur, provided job practical training to enhance employability of the students.
- Department of Botany made collaboration with Cheerakkuzhi Nursery, Kumaramputhur, in 2013-14 and gave training to students on different propagation techniques like budding, grafting, layering etc.

- Collaboration with Net Magic, Pattambi on information technology and related infrastructure.

6.3.9 Admission of Students

- Admission process for UG and PG programmes is initiated and allotment of students is undertaken by the affiliating University through a Centralized Admission Process (CAP). This system offers facility for online submission of single application for admission to various degree programmes in multiple colleges affiliated to the University. CAP helps students to submit applications to affiliated colleges of their choice through simple online steps. This hassle-free process is time – saving, cost-effective and ensures transparency in admission. Students can opt up to 30 programmes of their choice on priority basis from affiliated colleges.
- The seats available in the colleges are classified as merit, reservation and community / management seats. Merit seats are filled by the University purely on the basis of merit. The seats of reservation category are earmarked for SEBC / BPL / SC / ST / OBC etc. and for candidates from Lakshadweep / Persons with disabilities / Sports etc. Community seats in the College are filled by the Management on the basis of merit among candidates belonging to Muslim community. Management seats in aided and self-financing courses are filled by the Management.
- CAP ID is mandatory for admission in any category of seats.
- The Principal constitutes an admission committee to monitor the admission procedure. The CAP system places certain restrictions on the part of the college in flexibility of student selection process. However, the institution is keeping utmost care to ensure the input quality of students securing admission under community and management streams.

6.4 Welfare schemes for

Teaching	GPF, Facility to avail loan, Group insurance, All admissible leave and LTC. Staff Association fund, credit Society, Cooperative Store, SLI,
Non teaching	GPF, Facility to avail loan, Group insurance, All admissible leave,SLI.

Students	Government aid for minorities , various scholarships, stipends, Alumni gold medals, PTA scholarships, Scholarship for differently abled students Career guidance cell, tutorial classes, remedial coaching etc. Emergency financial support in case of accidents or illness occurring from the college is met by PTA.

6.5 Total corpus fund generated:

Self financing course fee: 2423710

Aided course fee: 1378885

6.6 Whether annual financial audit has been done? Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Deputy Director of Collegiate Education, Government of Kerala. E-Patasala, Bangalore	YES	IQAC
Administrative	Yes	Deputy Director of Collegiate Education, Government of Kerala. M A Moideen Associates, Ernakulam. General (A&E) Kerala MES Central Colleges Committee	YES	IQAC

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

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

NA

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

Conducted department wise alumni meet regularly in the campus. Commerce Alumni association distributed scholarships to the B.Com students and contributed a scanner. Mathematics alumni donated academic books for department library. The NSS and the Alumni Association jointly organized an Independence Day Quiz and patriotic song competition on 14th August 2013. Feedbacks were collected by the departments from alumni.

6.12 Activities and support from the Parent – Teacher Association

PTA Executive Committee met 6 times and general PTA meeting held twice during 2013 – 14. To strengthen the poor students PTA provided fees concession. Contributed a loan advance amount of rupees 1, 20,000/- towards salary of guest lecturers. Students of exceptional brilliance in extracurricular activities were provided with special prize. Class PTA meetings were highly effective in tracking student performance and adopting necessary corrective measures. Topper scholarships were provided to strengthen the capacity of the students Suggestion regarding infrastructure, syllabus etc were taken seriously. Due to this syllabus revise happened next year. Feedback systems were collected.

PTA Provides financial and moral support for overall development of students by providing facilities for Seminars and Association activities. PTA Providing financial assistance to students for participating arts and sports meet at university and national level.PTA allotted fund for enhance infrastructural facilities (Study Chairs for PG classes and ceiling fans for all UG & PG Classes).

- P.T.A. Prize & Cash Awards
 - Special cash award to University Examination rank holders
 - a) I Rank Rs 1000 each
 - b) II Rank Rs 750 each
 - a) III Rank Rs 600 each
 - Cash award to top scorers in University P.G. final examination Rs. 500 each
 - Cash award to top scorers in University Degree final Examinations Rs. 300. each

- Cash award to top scorers of University II year Degree Examinations Rs. 250. each
- Cash award to top scorers of Ist year University Degree Examination Rs. 250. each
- Proficiency award to top scorers in Half yearly Examinations for I DC, II DC Rs.250.
- Cash award to students for outstanding performance in extracurricular activities.
- Conveyance allowance to physically challenged students
- Financial assistance to purchase sports equipments
- Financial support to various activities of NSS and NCC

6.13 Development programmes for support staff:

- Training programmes were conducted for non-teaching staff.
- Department of Computer Science of the college has provided computer training to office staff whenever required to update their knowledge in data management.
 - College offers assistance for attending and paper presentations in national seminars for developing their skills.
 - ICT and smart classroom training
 - College motivate to attend staff participation in various Orientation Programmes conducting other institutions, Colleges and Universities.

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

The Bhoomitrasena club has begun a campaign on less plastic campus. Department of Botany maintains an herbal garden in the campus. Students are actively participated in the planting of seedling in connection with the Environmental observation. Class rooms are well ventilated with enough light so as to save electricity. Campus were made plastic free by replacing vinyl banners with electronic displays and cloth banners. Awareness classes were provided for Students and staffs and provided direction to switch off lights, fans, computers and other electronic equipments after their use. Rain water harvesting programme conducted systematically. In campus Littering is prohibited and tree litters are buried to promote organic enrichment of soil instead of burning them.

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.

Synopsis presentation for PG students.

Conducted SPSS training classes to PG students

Conducted Doctoral committee to evaluate the project work status of PG students

Green House and Herbal Garden familiarises students with different horticulture practice like vegetative propagations trainings.

Classrooms are equipped with ICT gadgets.

Awareness campaigns and environment protection classes and nature camps under the auspicious forestry and nature club and Bhumithrasena club.

Introduction of monthly counselling session for students.

Conducted competence development programmes for staff in the institution.

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

Jubilee block were constructed (Self-financing Block) .Ground floor were equipped with 4 classrooms such as B.Com (cooperation), B.COM (Computer Application).B.B.A (English).

Commendable increase recorded in these areas when compared to previous reporting year.

Water scarcity was an acute problem in the campus. Many strikes were happened in the campus o solve this issue a pond was constructed.

Institutional cultivation conducted by Botany Department.

CCTV installed in the campus.

Two computer courses were introduced.

Conducted one faculty Development Programme and one training programme in Innovative Teaching Methodology.

In connection with the National Science day celebration college conducted a seminar on Recent trends in Science and technology on 26th February 2014. The event was sponsored by Kerala State Council for Science and Technology. College Conducted a workshop on “Non-

Conventional Energy Sources”.

As a part of golden jubilee celebration of MES, college organized a grand exhibition “ENTHUSIA-2014”. More than 35000 people were visited the exhibition.

7.3 Give two Best Practices of the institution

(Annexure III & IV is attached)

7.4 Contribution to environmental awareness / protection

- Bhoomithra Club- Observation of environment significant days like Ozone Day, Environment Day suggested by UN , campaigns for environment protection. Bhoomithra club observed world environment day on 05-06-2013, bird watching day observed was observed on 12-11-2013 and Ozone day was observed on 16-09-2013. Eco-friendly bags were distributed among staff members.
- Awareness provided for sustainable development.
- Cultivation of Bamboo saplings by Bhoomithra club on 16th, 19th & 20th August 2013. Saplings were provided by the forest department.
- Mushroom cultivation was done in the field of laboratory on June, August and November 2013.
- Department of botany conducted water quality analysis at GUP School, Bheemanad on 28th January 2014.
- Nature camp was conducted at silent valley on 29th October 2013 and 5th February 2014.
- Tree Saplings were planted in the campus.
- Tree litter and other organic wastes are buried instead of burning.
- A project for vegetable cultivation has been started in the campus under the guidance of Krishi Bhavan.
- A Seminar on “ Roof Gardening” Organised on 3rd march 2014.
- On 30th August 100 NSS volunteers planted different types of trees inside the campus.
- Ozone day was observed on September 16th September 2013. A talk on “Ozone depletion” was delivered by Dr. Usman Arerath. Painting Competition was conducted in connection with Ozone day celebrations.
- Haritha club was constituted in the college under the guidance of department of agriculture, Government of kerala. A project for vegetable cultivation has been started in the campus.
- Final year Botany student visited TBGRI, Thiruvananthapuram & Thenmala Ecotourism centre on 12th to 15th December 2014.

7.5 Whether environmental audit was conducted? Yes

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

The SWOT study was completed after extensive consultations among its core team members and with various stakeholders. The core team was formed accommodating the heads of all main departments, College Managing Committee and the Principal. Copies of RUSA draft document were circulated in all departments to get a clear vision about its aims, objectives and modus operandi. The core team under the headship of the Principal met six times and had consultations/brain storming sessions in participatory mode. Core committee and sub-committees were constituted which had diverse groups from science, humanities and commerce departments, establishment section, library staff, alumni and students. This helped to figure out and determine the institutional strengths, weaknesses, opportunities and threats and accordingly action plan was drafted as per the priorities. Two meetings each of PTA and students were convened by the SWOT analysis team to derive suggestions from them. Unanimous decision arrived at was there is an urgent need to frame a vision plan which can be effective and practiced in carrying forward the activities of the institution with latest and improved national and international educational standards.

SWOT – SUMMARY

Major areas in which the institution is performing well at present (strengths), potential lacunae where it needs betterment (weaknesses), scope for improvements in future by efficient harnessing of available resources (opportunities) and limitations/factors that interfere with some of the fields of development (threats) were exposed during the analysis. Major conclusions of SWOT study have been described below. Major strengths fall in infrastructure category and major weaknesses are exposed in academic, ICT – related infrastructural and extra-curricular fields. Opportunities are available in ICT – linked areas, new courses, research and consultancy and green initiatives. Important threats revealed were

found to be linked directly or indirectly to the poor financial background of rural area in which the institution is located.

Strengths: The infrastructure segment was found to be near-satisfactory. Ample land measuring 22.93 acres with constructions spread over more than seventy five thousand six hundred and ninety one (75691.sft).With adequate infrastructure by way of well ventilated and illuminated lecture rooms, laboratories, administrative block, lavatory facilities, INFLIBNET connected library with reading room, computer centre, cafeteria, gymnasium, prayer rooms, seminar halls, auditorium, co-operative store, parking spaces, playground, etc. is reckoned as a very positive situation. The College also provides adequate opportunities to socially, educationally, economically differently-abled and marginalized sections of the society. The managing committee has sensed the pulse of the local population of the area as demonstrated by the introduction of 9 UG and 6 PG programme during the current academic year. Subject wise significance and high performance skill modification has made in some departments.

Well qualified permanent faculty as per UGC Norms become strength. Many of the classrooms have LCD projectors and laptops. Availability of broadband connectivity during working hours facilitates the teaching and learning environment. But Faculties are following ICT enabled methods for teaching and they are in an incessant process of knowledge upgrading and dedicated teaching. NCC, NSS, Bhoomithrasena Club, Science Forum, Nature Club etc are trying their best in imparting social service through various programmes. Student support formulae like career guidance, scholarships, tutorial system and remedial coaching are in full swing. The college exemplifies an institution of religious and gender equity and harmony with a perfect mix of men and women students from different communities. The staff clan is not an exception with respect to this. Moreover, more than seventy percent of students are women; a fact which is in tune with the declared vision and mission of the institution that restate education of women.

Weaknesses: Major inadequacies are lies in research, extension and consultancies. Lack of commendable published works from faculty seems a major let down. Absence of major research projects may be counted as an important pitfall. Non-availability of adequate non-teaching staff including suitably qualified laboratory assistants is a further obstruction. Number of ICT enabled class room's needs to be increased along with modernization. Total automation of library and administrative office needs urgent attention. Inadequate technical

staff is one of the important pitfall of the institution. Dropout of bright girl students is very high due to social taboos. Language issues are a barrier. In the present scenario of availability of diverse Governmental scholarship schemes, financial support to students requires more emphasis. The apparent unwillingness of students to participate in arts and sports events is something worth that needs immediate intervention. Library facilities and resources have to be improved to a greater extent.

Opportunities: It has been found that the wired broadband and LAN more often suffers from technical snags. Setting up of a Wi-Fi hotspot will be a solution to this hindrance. Likewise the college website needs to be more lively by accommodating advanced features like virtual classrooms, option for online submission of assignments and interaction platform for teachers, parents and students. Initiation of Memorandum of Understandings with industries/other institutions/laboratories/co-operative sector and establishment of linkages with such firms could reinforce innovations. Since the college is situated in rural area, therefore service to local poor can be assured in sectors abetting the agriculture, literacy/e-literacy. Since the tribal area is very close to our college, preservation and promotion of tribal cultural art forms provide yet another opportunity. Being a tribal area near to college, where there is a possibility of natural calamities, training on disaster management is a much needed course. Introduction of more number of innovative/value added UG/PG/Certificate courses could broaden the social commitment of the institution. Students could publish their findings in journals/periodicals with the help of teachers supervising their works. To supplement the eco-friendly culture, opportunities exist for green energy, green fuel, rain water harvesting, waste minimization and green computing practices. Providing basic training in office management and accounting to all students and interested public is viewed as a promising idea.

Threats: The locality of the college is a typical example for a rural area which hardly attracts students from distant places. Enhancement of public transport (by pressurizing Governmental authorities) is a needed means to meet the transportation issue of the students. Further sizable chunks of student community are coming from economically low income group due to which some of them drop their studies halfway. Another section of dropouts are

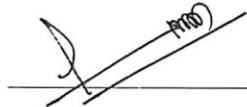
girl students who were forced to discontinue their education after getting married. Parental awareness programmes and initiation of earn-while-learn (accounting, technical assistance, servicing of simple electronic home appliances, more technologically oriented computer literacy programmes etc.) might prove helpful to eliminate the issue. Extending financial supports to all deserving students could limit income-related dropouts. It is observed that traditional subjects including Humanities, Pure Arts, Science fail to attract quality students as such courses does not guarantee employability of the pass outs. Majority of students with low input quality find it hard to follow the lessons which lead to unsatisfactory results. More rigorous remedial coaching sessions are needed to solve the problem and eliminate this threat. There is more threat in this area regarding the negligence of tribal's in the study content.

8. Plans of institution for next year

1. Decided to conduct coaching classes for SPSS Training classes for PG Students
2. Timely completion of ongoing construction of new buildings.
3. Special learning programme for slow learners in tune with SSP.
4. Mentoring system to be introduced
5. To conduct programmes that improve academic performances of PG students
6. Publication of articles in journals/books by the faculty members to be encouraged.
7. Maintenance of infrastructure and learning resources.
8. Award for extension activity
9. To organize environment awareness campaigns and nature camps.
10. To observe environment significant days suggested by UN.
11. More membership in E journals, E books
12. Boost the activities of Alumni
13. To conduct more students involvement programmes like exhibitions and symposiums.
14. Increase the accession of students and teachers to library
15. Scholarships to students
16. Competence building initiatives: Guidance for competitive examinations, career counselling, soft skill development, etc.
17. Implementation of e-governance
18. Introduction of new UG and PG programmes.
19. Welfare schemes for teaching and non teaching staffs (GPAI and Festival Allowance)
20. Performance appraisal system for Department.
21. Establishment of students counselling centre.

22. Establishment of centre for moral study.
23. Gender Equity programmes.
24. Green practices in campus.
25. Organising programmes for nurturing folklore arts
26. Initiatives to address local advantages especially tribal community.
27. Construction of new compound wall.
28. Professional development programmes for TS and NTS
29. Apply for more seminars/conferences/workshop etc and major and minor research projects from varied funding agencies.

Name Dr. HASEENA . V . A



Signature of the Coordinator, IQAC

Name Dr. O.P. Salehudeen



Signature of the Chairperson, IQAC