

M E S KALLADI COLLEGE MANNARKKAD

Affiliated to University of Calicut

Re-Accredited by NAAC with A Grade (CGPA 3.20)



THE ANNUAL QUALITY ASSURANCE REPORT

2015-16

Submitted by

Internal Quality Assurance Cell (IQAC)

MES KALLADI COLLEGE MANNARKKAD

MANNARKKAD COLLEGE P O, PALAKKAD (Dist.)

KERALA – Pin-678583

Phone: 04924-223414

Email: info@meskalladicollege.org

THE ANNUAL QUALITY ASSURANCE REPORT 2015-16

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, 04924-222377 08078462377
	Name of the Head of the Institution	Dr. O P SALAHUDHEEN
	Tel. No. with STD Code:	04924 – 223414,
	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.p hp

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			2015-16		
1.8	<p>Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC</p> <p>AQAR 2013-14 submitted on 30-10-2018</p> <p>AQAR 2014-15 submitted on 08-11-2018</p>					
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	YES
UGC-Innovative PG programmes	NO	Any other (Specify)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1	No. of Teachers	10										
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	19										
2.10	No. of IQAC meetings held	9										
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>7</td> </tr> <tr> <td>Management</td> <td>2</td> </tr> <tr> <td>Non Teaching staff</td> <td>1</td> </tr> <tr> <td>Students</td> <td>1</td> </tr> </tbody> </table>	Stakeholders	No. of Meetings	Faculty	7	Management	2	Non Teaching staff	1	Students	1	
Stakeholders	No. of Meetings											
Faculty	7											
Management	2											
Non Teaching staff	1											
Students	1											
2.12	Has IQAC received any funding from UGC during the year?	NO										
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="421 360 1281 645"> <tr> <td>Total No.</td> <td>3</td> </tr> <tr> <td>International</td> <td>0</td> </tr> <tr> <td>National</td> <td>0</td> </tr> <tr> <td>State Level</td> <td>0</td> </tr> <tr> <td>Institution Level</td> <td>3</td> </tr> </table>	Total No.	3	International	0	National	0	State Level	0	Institution Level	3
Total No.	3										
International	0										
National	0										
State Level	0										
Institution Level	3										
	<p>(ii) Themes</p> <ul style="list-style-type: none"> • Recent Trends in Quality Enhancement in Higher Education • Capacity Building Workshop • Research Methodology in Social Science 										
2.14	<p>Significant Activities and contributions made by IQAC</p> <ul style="list-style-type: none"> • To strengthen internal quality culture, IQAC conducted orientation sessions, workshops, seminars, and talks for teaching and non-teaching staff. At the same time it also held periodic meetings with department faculty representatives to mount up and categorise the data related to the various activities of the college. • Structured orientation programme were arranged for all faculties on 'Recent trends in quality enhancement in Higher Education- its challenges and opportunities'. • The University Syllabi of the various programmes were enriched through, lecture sessions, group discussions and e-learning etc. • An effort were taken to stimulate all PG departments to start coaching classes for NET/JRF examinations and also to organize remedial coaching classes for weaker students under the Student Support Programme (SSP) and Walk With the Scholar (WWS) scheme of Higher Education Department, Government of Kerala. • Consistent monitoring by IQAC has done for the functioning of Additional Skill Acquisition Programme (ASAP), Scholar Support Programme (SSP) and Walk With Scholar (WWS) Programme. 										

	<ul style="list-style-type: none"> • IQAC played a full of zip part in underpinning the skill development initiatives of the college by co-ordinating the actions of various clubs and forums. • IQAC made Academic Calendar activities presentable and accessible before the Staff Council and General Body. • Monitored the observance of important international and national days of significance and organized workshops and talks. Students are motivated to observe the important days • Synchronized with the Library to make available various levels of orientation programmes to the new recruits and first year students. • Monitored to make a revision in Feedback from students, parents and alumni and a summary were prepared and suggestions were forwarded to the college council for operation. • Efforts to rationalize and fortify mechanisms towards effectual documentation. • Separate sheets for departments for SWOT analysis were given. • A quarterly arrangement of department activities were presented before the IQAC committee and it pointed out the areas requiring attention and improvement with regard to efficiency and quality and brought them to the notice of those concerned. • IQAC maintained Institutional quality and accountability.
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>
Introduction of new professional Courses	Started B.Sc. Food Technology, B.A Mass Communication and M.Sc. Botany in self financing stream.
Initiatives for starting up of new Research Centre	The Departments of Chemistry and Department of History have applied for Research centre, for which inspection commission has been constituted by

	University of Calicut.
Encouraged the teachers to undertake Minor and Major Research Projects	Most of the faculty members are applied for the Minor Research Project. UGC has sanctioned Minor Research Project to seven teachers this year in various disciplines.
Introduction of Uniform Dress code for U G Students	As per the recommendation of IQAC and college PTA, dress code with common uniform will be introduced from this academic year for the UG students.
Establishing Vegetable seedling counter	The vegetable seedlings counter, an initiative of Botany Department was inaugurated.
Strengthening of ICT infrastructure	Commissioned a sophisticated computer lab.
Strengthening the placement drive	Career Guidance & Placement Cell conducted placement drive "Ascension-Rising to your potential". Six hundred students were attended the interview of various companies. Organized <i>ICICI Bank Campus Recruitment Drive 2015</i> on 14 th December attended 300 candidates from various parts of the state nearly 40 students were selected. Organize placement training programme for final year students.
Completion of Indoor Stadium	The Indoor Stadium constructed under UGC 12 th plan is nearing to completion.
Renovation of Archaeological Museum	The infrastructural facilities of Archaeological Museum and department of history renovated.

Day Care Centre	College established a day care facility, a secure place and environment during working hours for children of staff and students.
More Extension activities under NSS	NSS Units had organized extension programmes, such as cleaning of Taluk Government Hospital, observance of world Environment Day, Street Play and cycle expedition and campaign against AIDS.
Building of a new examination hall for Conducting University examination	A new examination hall has been constructed with 160 seating capacity
Promotion of local people's access to the College Computer Lab	Local community access college computer lab every Friday 3.00 to 4.00 PM
Improve the Hostel Facilities	A ladies hostel was commissioned this year with the assistance of UGC and Management. It provides accommodation to 80 students. Men's Hostel was renovated with management assistance. It accommodates thirty six students
Initiatives to be taken to enhance the cultural performance of the students.	After a long spell of time, our student's bagged third price with 106 points in the A-zone festival.
Planning more studies to focus on the Socio-Economic aspects of Tribal community in Attappady.	Students for Department of History and Economics conducted a field study on the socio-economic aspects of Tribal community in Attappady. On the basis of this study College management decided to start a medical centre for Tribal community in Attappady area.

Improvement of physical infrastructure.	The college had achieved infrastructural development, unlike previous years. The educational complex building was renovated and second floor was constructed to accommodate new self financing courses. A new block is constructed to accommodate a computer lab and class rooms. On the top floor of Islamic History wing new class rooms have been constructed. A separate toilet has been constructed for students with UGC assistance. A new examination hall has been constructed with Management fund. Food technology lab was constructed.
Best Teacher Award	Not Executed

** Academic Calendar attached as Annexure I*

2.15	<p>Whether the AQAR was placed in statutory body?</p> <p>Provide the details of the action taken</p>	<p>Yes, Management</p> <p>Analyzed the steps taken by IQAC for quality enhancement of the institution and made suggestions for improvement.</p>
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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	7	0	1	0
UG	16	0	2	0
Certificate (Add On)	1	0	0	0
MES KIT Course	9			
Total	33	0	3	0

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

Choice Based Credit Cum Semester with Open option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	26 (18 UG + 8PG).
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.

Syllabus revision pertains to the Affiliated University. During 2015-16 syllabuses of some of the programmes were revised.

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

Yes, UG Department of Food Technology, UG Department of Mass communication & Journalism and PG Department of Botany.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Other
70	46	17	0	7

2.2 No. of permanent faculty with Ph.D.

12

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
6	7	0	0	0	0	0	0	6	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	34
Visiting Faculty	1
Temporary faculty	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	135	5
Presented	0	14	0
Resource Persons	0	5	0

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

- Teaching methodologies: The use of ICT enabled teaching, video lectures, were promoted in all departments to enhance the learning experience. Smart class room and power point presentation.
- Activity based learning: Students are encouraged to conduct field trips, surveys, role plays to improve the learning process.
- Group discussion and Debate.
- Academic mentors and Personal Mentors are assigned to ensure the identified students and guided.
- Field training, Industrial Visits and workshops in syllabus – related areas.
- A unique endeavor by the Quiz Club in association with Library Club facilitates to the learning process in an interesting manner.
- Shared teaching among Departments.
- Book Talk.
- Film Screening.
- Students' seminar using modern tools of ICT.

2.7 Total No. of actual teaching days during this academic year: 202

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: 8

2.10 Average percentage of attendance of students: 86

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

B.Com	53	64.5	26	2	0.00	92.5
BBA	35	14	37	2	0.00	89
M.Com	18	17	22	39	0.00	78
B.Sc Maths	38	48	28	0.00	0.00	76.31
M.Sc Maths	20	25	35	15	0.00	75
B.Sc Physics	33	63.6	18.18	3.03	0.00	84.8
M.Sc Physics	12	25	25	33.3	8.3	91.67
B.Sc Chemistry	36	72.2	16.6	0.00	0.00	88.8
M.Sc Chemistry	12	33.33	66.67	0.00	0.00	100
B A History	39	0.00	59	41	7	100
M A History	19	0.00	78	21	0.00	100
BA Arabic & Islamic History	24	29	42	8	0.00	79
M.A Islamic History	12	8	67	8	0.00	83
BA Economics	42	28.5	59.5	2.5	0.00	90.5
M A Economics	15	13.3	86.7	0.00	0.00	100
B.Sc Botany	27	59.25	18.5	11.1	0.00	88.88

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

- IQAC monitors and facilitate the activities of the College council in all respects. All the programmes were monitored by IQAC.
- Continuous efforts were taken to collect Feedback on teaching and evaluation and analysis has done for the same. Necessary steps to be implemented for the teaching methods adopted are formulated in IQAC.
- Remedial and Tutorial classes are taken by the teachers in addition to regular lectures.
- After each internal examination Class PTA meetings are convened.
- Results of internal and external examinations are discussed in IQAC and essential suggestions for improvement are given.

- Methods were implemented for promoting faculties for ICT based teaching.
- The tutorial sessions are encouraged and tutors are treated as the local guardians of their wards. Students are selected for various activities and awards and scholarships based on the recommendations by the tutor only.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	0
Orientation programmes	6
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	5
Others	7

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	26	7	Nil	Nil
Technical Staff	1	1	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- One of the major goals of IQAC of our institution is to develop a research culture and to inculcate a need to strive towards excellence. We have structured our research related activities based on the attempts of enhancing research promotion and writing. A workshop for teachers on “importance of Research writing in the changing structure of Research” was organised by the IQAC. Dr K.P Mani (Head of the Department of Economics, University of Calicut) was the resource person.
- IQAC organised lectures and workshops for students and faculty members to whet their research skills.
- The Department of Chemistry and Department of History have applied for Research centre, for which inspection committees have been constituted by university.
- Understanding the significance of ethical considerations in research, IQAC insists in sensitising the student community. In this regard, IQAC and the Department of Library conducted a State Level Awareness Programme on Anti Plagiarism Software (Urkund) at institutional level. Smt. Femin (librarian) delivered a lecture on “Intellectual Property and Plagiarism”.
- For the purpose of Research Promotion, IQAC provides frequent updates to the faculties on national, international seminars, symposiums, FDPs, and workshops. IQAC assists scholars and faculties to submit their research proposals and also instrumental in assisting departments to organise seminars.
- Workshops on IPR and research methodology are planned.
- Dr. Haseena, Asst. Professor, Economics was conferred the Best Minority Researcher Award.
- Dr. Sereena, Asst. Professor botany has been nominated as a member to the Editorial Board of the Journal of Pharmacy & Medicine an international Journal.
- Dr.Mohammed Musthafa has been selected for post Doctorial Fellowship at Hokkaido University, Japan.

- Mr. Azad.P Asst.Professor Economics has been selected under FIP for doing Ph.D.
- IQAC supervises Research Methodology classes conducted in all the PG departments.
- Department of Botany published proceedings of National conference on “Trends and Innovations in Biological Research” in association with Malabar Botanical garden and Institute for Plant Science, Calicut.
- Two Day workshop on Statistical Package for Social Science (SPSS) on 17th June 2015.

3.2 Details regarding Major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	2	2
Outlay in Rs. Lakhs	0	2.00000/-	0	0

3.3 Details regarding Minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	11	7	2
Outlay in Rs. Lakhs	1.05		960000	165000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	6	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	2	0

3.5 Details on Impact factor of publications:

Range	4-5	Average		h-index		Nos. in SCOPUS	
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	1	KSHEC	2.00000/-	1.00000/-
Minor Projects	1.6	UGC	12.20000/-	3.35000/-
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (<i>other than compulsory by the University</i>)	0	0	0	0
Any other(Specify) FIST (DST)	5	Dept. Of Science & Technology	50.00000/-	0
Total	3	-	64.20000/-	4.35000/-

3.7 No. of books published

With ISBN No.	1
Chapters in Edited Books	4
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 : 15000

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	3	1	0	12
Sponsoring agencies		UGC			PTA, College Management

3.12 No. of faculty served as experts, chairpersons or resource persons : 8

3.13 No. of collaborations: International 0 National 4 Any other: 4

3.14 No. of linkages created during this year: 3

3.15 Total budget for research for current year in lakhs :

From funding agency	0	From Management of University/College	0.20
Total	0.20		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0

	Granted	0
Commercialized	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	1	1	0	0	2	4

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

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
International	0

3.22 No. of students participated in NCC events

Level	No. of students participated

University	0
State	182
National	34
International	0

3.23 No. of Awards won in NSS: 1

3.24 No. of Awards won in NCC: 8

3.25 No. of Extension activities organized

University forum	0	College forum	17
NCC	4	NSS	12
Any other	0		

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

- Department of Computer Science organised basic computer literacy programme in puthuvappadam tribal area.
- Department of commerce initiated tax consultancy service for college staff and general public.
- Department of commerce conducted An Awareness Programme about Banking Services.
- Department of commerce initiated Pan Card Services.
- Department of physics conducted an electrical power consumption survey in Mannarkkad Taluk.
- Department of commerce (self-financing) spent a day in Old Age Home.
- Vegetable Seedling production and sale: Vegetable seedlings are grown in trays by using organic manure and compost prepared in the college. The seeds of high yielding varieties of vegetables like tomato, brinjal, lady's finger and seedlings of winter crops like cabbage and cauliflower are provided by Mannarkkad

Krishibhavan. The sale of the seedlings was done through cooperative store of the college.

- Department of Botany in association with Mannarkkad Agricultural Division a High tech vegetable garden was established. The aim of the vegetable garden is to grow organic vegetables appropriate for different seasons and sale locally. Mannarkkad Krishibhavan provides all the technical supports including irrigation facilities, seeds and seedlings grow bags and manure for growing vegetables. They also provides training programmes of seedling preparation, manure preparation etc...
- Department of economics conducted a study on “impact of nationalisation policies on arab countries in NRI’s families”.
- Department of economics conducted a field survey on the socio-economic status of tribes in Attappady.
- ‘WELCHEM’ the extension activity cell of the college under department of chemistry offered services and activities for the benefit of the society. The following are the major service given by the centre. 1) DRC (Dry Rubber Content) determination of field latex. 2) Water Analysis 3) Soap making unit
- The Arabic department is doing functional works in Arabic, such as translation of visa, driving license, residence permit, marriage certificates etc... from Arabic to English and vice versa. People from various parts of Palakkad district are approaching the department for this work.
- Department of Commerce and management studies organized a programme on ‘Caring for senior citizen through old age home visit’.
- Financial Inclusion Awareness Programme for tribes in Attappadi- largest tribal settlement in Kerala .The programme is becoming a model in the region for implementing the government schemes through the students. They cleared many doubts regarding banking operation such as, how to open an account, minimum balance, Withdrawal amount per day, benefits of inclusion etc...
- Micro insurance awareness programme for BPL Community. To give an awareness about micro insurance policies to BPL families nearest to College and there by securing financial empowerment.
- Students from the Department of Mass communication and Journalism visited Muthalamada Endosulfan affected area. The survey found that 13 people were

affected by cancer, 13 were found to have genetic disorder, 15 suffered from heart attacks, 23 had high blood pressure and 22 people lost their eye sight. The students had conducted a general awareness campaign about the impact of Endosulfan.

- College union organized a programme for the rehabilitation of the flood affected people in Chennai.

Activities of NCC

- In connection with International Yoga Day celebrations, Yoga practice conducted on 21 June 2015 at the college seminar hall organized by 28 Kerala Battalion NCC, Ottappalam. 396 SD and 244 SW cadets and 11 ANOs and 5 PI staffs from various troops of 28 Kerala NCC and 9 Kerala Naval NCC were participated in the program.
- In connection with 67th NCC Day celebration NCC (Army wing) NCC cadets visited KARUNYA M.S.S. DESTITUTE HOME, 55th Mile, Nattukal, Palkkad Dt. on 22 November 2015. 119 cadets participated in the event. Cadets collected an amount of Rs. 3000/- from themselves and contributed to Karunya M.S.S. Destitute Home.
- NCC (Army wing) cadets had organized a mass run- “NCC Day Run” from M.E.S. Kalladi College to Kumaramputhur- Chungam and back on 22 November 2015.
- NCC Naval Cadets conducted a Blood donation camp as a joint venture of Government Blood Bank, Palakkad and HDFC Bank. 69 students including cadets donated blood.

Activities of NSS

- In order to spread the message of Swach Bharath mission by the Government of India, the volunteers of NSS joined their hands for the campus clean up drive. They neatly carried out the cleaning of the campus premises and gave a natural charm to the college campus. This also ensured the minimal amount of plastic wastes in the campus surroundings.
- A massive blood donation camp was conducted under the combined auspices of NSS units of the College and Health Department of Mannarkkad. More than 50 students donated their blood to blood bank.
- As part of the children’s day celebrations of the year 2015-2016, the NSS units had conducted a visit to the nearest Kindergarten school and cleaned its premises. They also coloured the walls of Kindergarten school so as to bring some colours in to the life of children.

- **PARAPLEGIA:** A palliative family meet was conducted on 5th February 2015, Thursday at taluk hospital, Mannarkkad. The student volunteers of MES Kalladi College participated in the programme and trained people in umbrella making and other skills which can make people self-sufficient. They were so enthusiastic to have learnt these skills which make them very positive towards life.
- AIDS is a nightmare of the last century that has so far taken away a huge number of lives all over the world. In order to make aware the young minds on this; NSS volunteers had organised various programs on 1st December, 2016- World AIDS Day.
- Students from two NSS batches joined in the volunteering activities as part of Special volunteering duties like, parking control, food & refreshment arrangements in connection with elections to Constituent Assembly & Panchayaths in 2015 & 2016.
- **PULSE POLIO DAY VOLUNTEERING:** As part of the annual Pulse Polio Immunization, NSS volunteers actively participated in all the days of Pulse polio Immunisation at Mannarkkkad, Taluk Hospital. It is essential that pulse polio mission should be carried out effectively otherwise it will affect the young generation.
- **CAMPAIGN ON ANTI NARCOTIC DRUGS:** The NSS units of the college decided to organize a speech on the abuse of narcotic drugs. This had created awareness against narcotic drugs among the students of the college.
- **Village adoption and community orientation:** NSS Units of college adopted Kumaramputhur village for its community oriented programme. The units organised various programmes to reinforce the community orientation at different level including periodic surveys, epidemic awareness campaigns, anti-plastic campaigns, donating blood etc...
- **Participation in Home Care:** In collaboration with Palliative Care unit of Mannarkkad Taluk Hospital, two volunteers of NSS units visits bed ridden patients on Wednesdays.
- On October 2nd, Gandhi Jayanthi was observed by conducting a cleaning programme at Government Hospital Mannarkkad. NSS volunteers had cleaned the premises and the rooms of Taluk Hospital, Mannarkkad.

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	22.93 Acres		22.93 Acres
Class rooms	51	11	Management	62
Laboratories	8	2	UGC+ Management	10
Seminar Halls	1	0	Management	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	57	7		64
Value of the equipment purchased during the year (Rs. in Lakhs)	31.95624 lakhs.	7.64090 lakhs.	UGC+ MANAGEMENT	39.59714
Others (Ladies Toilet)	NA	1	UGC+ MANAGEMENT	1
Exam Hall		1	PTA	1

4.2 Computerization of administration and library

The library provides access to various e-sources .Computerized catalogue searching is available in the library. LAN facilities in departments, IQAC, library and administration office facilitates easy functioning. Our MIS, All the departments are equipped with computer and internet facility. Office has Wi-Fi and wired broadband connection. Admission and registration related data of the students are computerized. Pay-roll related data of the teaching

and non-teaching staff (SPARK) are made through SPARK. Data regarding college library have been computerized in due manner. Library is linked to INFLIBNET. Student scholarship are registered and availed through e – grants portal. Internal assessment details are conveyed to the University via online and entire administrative machinery is interconnected through LAN.

4.3 Library services:

	Existing Up to 31/05/2015.		Newly added 01/06/2015-31/05/2016		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37258	4625,555	792	395,170	38050	5,020,725
Reference Books	997	354397	31	227,045	1028	581,442
Journals	34	23785	10	35,220	44	59,005
e-Journals	4050	5050	-	-	4050	5550
Digital Database	-	-	-	-	-	-
CD & Video	178	-	-	-	178	-
Magazines	12	12860	-	-	12	13460
Newspaper	10	9800	-	-	10	10020

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	87	04	20	01	2	02	11	04
Added	0	0	0	0	0	0	2	0
Total	87	4	20	01	2	2	13	4

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

- Department of Economics had conducted SPSS training on 17-6-2015 by inviting Dr.Sameer Babu, Assistant Professor, Aligarh Muslim University, Malappuram.
- Under Graduate students were trained to prepare and use Power Point presentation at Department level orientation Programme.
- Department of English initiated Blog writing among students
- Organized Software training to UG students on 12-01-2016 by Mohammed Shammeem. (SINET Technology, Perinthalamaanna)
- Conducted One day Workshop on ‘E-Business’ on 23rd January 2016 by Department of Commerce and Management studies.
- Department of Mathematics organized a training programme on “Application of Mathematics in Computer Science” on 1st March 2016.
- Department of computer Science organized Software development programme on 12th January 2016.
- Department of Computer Science organized a programme on IT in Teaching and Learning.
- Students are given an orientation to facilitate their access to e-resources. An institutional level training on the use of Anti-Plagiarism software (Urkund) was provided to the students and faculties.
- Imparted training on Information technology and Bioinformatics to U G students.
- Trained B.sc Botany students to use BLAST for preparing PPT.
- PG and UG final year students have the INFLIBNET access.

4.6 Amount spent on maintenance in lakhs:

i)	ICT	-
ii)	Campus Infrastructure and facilities	83.26650
iii)	Equipments	6.16500
iv)	Others	39.37640
	Total :	128.80790

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC prepared a structured Orientation Programme at two levels; Institutional and Departmental.
- On the day of commencement of classes this programmed had conducted to make aware the Freshers on various Student Support Services available in the Campus.
- The first year UG and PG students are familiarized with the campus, its facilities, clubs and forums, rules and regulations.
- Librarian Department wise orientation to the first year students on the use of facilities available in the library is provided by the.
- Details regarding scholarships, financial aids, concessions are given in the college handbook and website which is made available to each student.
- Notifications regarding scholarships and student support services such as ASAP, Walk with the Scholar and Vocational Training are announced using the public address system and are also displayed on the notice board.
- Tutors of each class have to make sure that the students of their respective classes are aware of all the student support services provided by the college.
- Special coaching has been organized for educationally backward students after a screening test and in the light of the first internal examinations.
- Peer coaching sessions have been introduced to help the differently-abled students.
- Students are given the choice of enrolling any one of the clubs and associations for co-curricular activities.
- Regular career guidance programmes offered in the college to create awareness in the current trends in employment and higher studies.
- Students are given opportunity to work in students union for conducting the scheduled events of the academic calendar.
- Regular monitoring of remedial classes, mentoring and tutorial sessions.
- IQAC updated the service of the resident counsellor for tackling the counselling need of the students.
- IQAC monitored all type of competitions in the institution to improve the student's capacity and capability.

5.2 Efforts made by the institution for tracking the progression

- Performance of students in internal examination, attendance, achievements and participation in co-curricular activities are monitored by tutors.
- Mentoring sessions enable the teachers to identify students with learning disabilities and attempts are taken to address their issues.
- MIS has been installed and it acts as a medium that enables easy access to student profile, attendance and result.
- PTA general body meeting is held twice every year. Student, teacher and parent interactions are arranged to discuss the progress of students in each class.
- General Alumni meet is held every year.
- Class teachers record the student performance at the academic and non-academic levels.
- Special efforts are taken by the institution to maintain records of student's progression during their studies of UG and PG.
- Apart from the regular routine, the process includes documentation, comparison and discussion of the performance and progress of the students in their examinations and other academic activities. Direct and telephonic interactions were made with parents and / or local guardians about improvement in academic performance of students and counseling requirements.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1403	577	0	0

	No	%
Men	662	33
Women	1318	67

(b) No. of students outside the state

2

(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
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220	268	2	1176	1	1667	269	213	8	1486	4	1980
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Demand ratio: UG 45/1 PG: 20/1 Dropout % 2

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

- Walk With Scholar (WWS) for advanced learners.
- Scholar Support Programme (SSP) for slow learners.
- Coaching classes were conducted for UGC - CSIR – JRF & NET (Science stream) and UGC – JRF & NET (Commerce and Humanities stream).
- Department level coaching had arranged for PG entrance examinations of Universities.
- Department of Mathematics organized one day programme on the topic “Mathematics for Competitive Examinations”.

No. of students beneficiaries: 240

5.5 No. of students qualified in these examinations

NET	6	SET/SLET	8	GATE	1	CAT	0
IAS/IPS etc		State PSC	1	UPSC		Others	0

5.6 Details of student counseling and career guidance

- IQAC focuses on nurturing global competency and employability of students by guiding them to perfect their skills in self-learning.
- Under the Walk With Scholar Scheme, college organized classes on several relevant topics such as interview skills , career opportunities, professional certifications, self esteem and skill management, personality development, communication skills and the concept of employability, technology based learning, placement oriented training on presentational skills, profile building, resume writing and mock interviews etc...
- Mentoring system is strengthened at class and departmental levels.
- Students who are part of the WWS programme were taken to visit prestigious institutions like University of Hyderabad, MANUU, EFLU, TISS, INCOIS etc... to provide them an opportunity to realign their goals based on new trends in higher studies and research.
- Special sessions were provided to deal effectively with stressful situations in life and provide support to students in needful situation.
- Career Guidance cell organized a one day workshop on 'Recent Trends in Career Guidance' on 21st October 2015.
- With the help of eminent psychologists Mr. Jishad, Counselling sessions were arranged to help the students to solve the problems in academic as well as personal life.

5.7 Details of campus placement:

A campus recruitment drive had organized in association with Navajeevan Associates for manager post in various companies at Bangalore. On 14th December 2015, ICICI Bank organized **Campus Recruitment Drive 2015**. 300 candidates attended from various parts of the state nearly 40 students were selected. Also organized a placement training programme for final year students.

Students of our institution participated in the career fares organized by various agencies: 600

5.8 Details of gender sensitization programmes

Women cell conducted a legal awareness class for first year students on 17th September 2015. Advocate. Jasmine Kolasseri (Legal advisor, Counsellor) was the resourceperson. She delivered a talk on “Legal Protection for Women”. Women cell organized a paper presentation competition for PG students about the topic “Gender inequality” on 14th October 2015.

Women’s cell conducted a Fashion fiesta based on different cultures of Kerala on the eve of Kerala Piravi, on 2nd November 2015. Women Cell conducted a counseling class about the topic “Be a Wonder Woman” on 7th January 2016. An essay writing competition conducted for UG students on 8/3/2016 in connection with international Women’s day celebrations. Essay write competition was conducted on the “topic women empowerment”.

Women cell arranged a programme on “ Women and Human rights” The class spread light on the various psychological aspects of women. There after the speaker interacted with students in which students clarified so many of their doubts regarding human rights. The students very much enjoyed the session. About 120 students participated in the session.

5.9 Students Activities

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

State/ University level	132
National level	31
International level	0

No. of students participated in cultural events

State/ University level	37
National level	0
International level	0

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

State/ University level	28
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National level	0
International level	0

Cultural

State/ University level	11
National level	0
International level	0

5.10 Scholarships and Financial Support

	Number of students	Amount*
Financial support from institution	37	37000/-
Financial support from government	1278	39.39435
Financial support from other sources		
Number of students who received 6 International/ National recognitions		

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

5.11 Student organized / initiatives

Fairs	: State/ University level	<input type="text" value="2"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition:	State/ University level	<input type="text" value="2"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

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.

IQAC directed the Grievance Redressal Cell to meet with student representatives from each class to ensure that student needs and grievances are understood and support/solutions offered promptly.

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

Management Information System (MIS) has been in use effectively. Through this system, parents and students can access the progress in studies and other relevant matters in the college from anywhere. Regular 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 had conducted. Along with this, Student admissions, e-grants disbursal, internal grade uploading is done online. Staff salary bill submissions are done through SPARK. Library is partially automated. Web oriented information management system (Total Campus Solutions) is effectively implemented.

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

6.3.1 Curriculum Development

The institution ensures effective curriculum delivery through a well planned and documented process. The college introduced Bachelor of Mass Communication, Bachelor of Food Technology this academic year. The college follows the curriculum prescribed by the University. Eight teachers are members of Board of studies of the Universities. These members in their capacities and in consultation with the others make recommendations to include necessary modifications in the curriculum. Institution integrates cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum. The departments collect structured feedbacks from students, teachers, alumni

and parents every semester. These feedbacks so collected are analyzed and obligatory actions are taken based on them. For making an improvement in curriculum development, faculty members were actively involved.

6.3.2 Teaching and Learning

The college follows the reservation policy of the University and the Government while admitting students. The departments assess the learning levels of students admitted and organize special sessions for the advanced learners and slow learners. Most classrooms of the college are ICT enabled for effective teaching with learning management systems and e-learning resources. The institution conducts training programmes for teaching efficiency enhancement. IQAC monitors teacher performance after reviewing student evaluation of teachers and provides suggestions to maximize teaching effectiveness. Every teacher makes a semester wise lesson plan and goes about with this plan as per the academic calendar of the college. Field visits, study tours, book talk participation in exhibitions, weekly film screening, and surveys make the teaching learning process more creative and innovative. The institution also has a mechanism to deal with examination related grievances, which are solved in time bound and efficient manner. The programme outcomes and course outcomes for all programmes offered in the institution are stated and displayed to the stakeholders.

6.3.3 Examination and Evaluation

The college follows continuous evaluation system and it has a mechanism of internal assessment which is transparent and robust in terms of frequency and variety. The college conducts two internal exams in each semester. Each student is asked to submit a minimum of two assignments in a semester. For the benefit of students with low grade, a re-test is conducted after remedial coaching sessions. The college follows the University schedule to conduct external examinations at the end of each semester. Group discussions are also adopted. Internal scores are published promptly and parent meetings are held periodically. Punctuality is given utmost importance in submission of assignments and projects of students.

6.3.4 Research and Development

One of the major goals of IQAC of our institution is to make a systematize research and inculcate a need to strive towards excellence. We have structured our research related activities based on the attempts of enhancing research promotion and writing. IQAC organized lectures and workshops for students and faculty members to whet their research

skills. A workshop for teachers on “Importance of Research writing in the changing structure of Research” was organized by the IQAC. Understanding the significance of ethical considerations in research, IQAC insists in sensitizing the student community. In this regard, IQAC and the Department of Library conducted a State Level Awareness Programme on Anti Plagiarism Software (Urkund) in institutional level. IQAC supervises Research Methodology classes conducted in all the PG departments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library monitoring committee is functioning in the college. New books and journals are added to the library to enrich the knowledge base. The laboratories are upgraded with new equipments as per the requirements. New desktop computers and laptops of latest configuration, printers, scanners, LC displays and other modern equipments are purchased. Set up new food technology lab. Construction of chemistry research lab started. A new examination hall has been constructed with the 160 seating capacity. A ladies hostel was commissioned this year with the assistance of UGC and Management. It provides accommodation to near about 80 students. Men’s Hostel was renovated with management assistance. It provides accommodation to Thirty six students. The Educational complex building was renovated and second floor was constructed to accommodate new self financing courses. A new block is constituted to accommodate a computer lab and class rooms. On the top floor of Islamic History wing new class rooms have been constructed. A separate toilet has been constructed for students with UGC assistance.

6.3.6 Human Resource Management

Faculty development programme are organized under the aegis of IQAC with financial support from the management. Scarcity in manpower is regularly intimated to the Government via the College Managing Committee and Central Management. The managing committee is taking prudence in handling the shortage of staffs, if any. Entrustment of authority is practiced to mitigate burden and to guarantee 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. In terms of Human Resource Management, the institution practices decentralization and participative management. Organizational structure of the institution including governing body, administrative set up and various teaching faculties function under well structured procedures. The interpersonal and intrapersonal relationships are well maintained from top to the bottom of the hierarchy. Effectiveness of

various bodies, committees etc. is made evident through minutes of the meetings and the implementation of their resolutions. Faculty development programme are organized under the aegis of IQAC with financial support from the management.

6.3.7 Faculty and Staff recruitment

Appointment to permanent vacancies is made by Management against posts sanctioned by the State Government. Teaching and non-teaching staffs are recruited on ad-hoc basis to compensate the insufficiency of employees for which Managing Committee is making reasonable payment. Recruitment of the Faculty and other staff are done by MES Central Management Committee in tune with all the norms proposed by UGC, State and Central Governments. Merits of the candidates are given preference in appointments. In this regard the services of retired staff of proven skill are re-employed on contract basis wherever necessary.

6.3.8 Industry Interaction / Collaboration

Various departments and clubs have established in collaboration with different industries and other organizations.

6.3.9 Admission of Students

Admission process for UG and PG programmes is initiated and allotment of students is done by the affiliating University through Centralized Admission Process (CAP). Admissions to management quota seats are done considering the merit of the candidates.

6.4 Welfare schemes for

Teaching	For permanent teaching staff, there are various welfare schemes under the Government of Kerala. Group Accident Insurance Scheme for Adhoc faculty members started with full funding from management. GPF, SLI, Staff Association fund, Salary advance facility in case of any inadvertent delay in salary payment, Staff welfare Cooperative society, Staff welfare fund etc
Non teaching	Yes. For permanent non teaching staff there are various welfare schemes under the Government of Kerala. GPF, Facility to avail loan, Group insurance and admissible leave as per the KSR.

Students	Government aid for minorities (OBC and others), SC/ST scholarships, various other scholarships, stipends, Alumni gold medals, Alumni scholarship, 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. Free food to poor students, meet hospital bills of students in case of emergencies, issuing free books to poor students, Scholarships and Awards, Union fund, Magazine, PTA, Poor boys fund, fee reduction for special category students in Hostel. Reduction in semester fees in self financing.
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6.5 Total corpus fund generated: Self financing course fee: 123.21750/-
Aided course fee: 16.32140/-

6.6 Whether annual financial audit has been done? Yes

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

Audit Type	External	Agency	Internal	Authority
	Yes/No		Yes/No	
Academic	No		Yes	IQAC
Administrative	Yes	Deputy Director, Collegiate Education, Accountant. 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

Alumni contribute significantly towards the development of infrastructure, library, learning resources and other facilities of the college. Alumni provide financial assistance to weaker students. Alumni contribute significantly towards the development of departments, learning resources and other facilities of the college. Cash prizes and scholarship to the students were offered by Alumni and provide financial assistance to weaker students. Regular Departmental Alumni meetings were conducted. Get-togethers party for year-out volunteers were conducted by NSS.

Department of commerce and management used to convene its alumni meet on 26 of January every year. Decided to open a bank account for Alumni Association. Alumni act as important placement agency for their respective department students. As they are working in different parts of the world their inputs regarding job market is very useful.

6.12 Activities and support from the Parent – Teacher Association:

Parent Teachers Association is always active in the overall development of the college. Last year also they contributed generously for various activities of the institution. . It monitors the discipline in the institution. We collect parents feedback regularly and incorporate their suggestions in the decision making process. Endowment scholarships were given to students who have special achievement in arts and sports.

1. Participation of students in the A zone festival.
2. 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
3. Cash award to top scorers in University P.G. final examination.
4. Cash award to top scorers in University Degree final Examination.
5. Cash award to top scorers of University II year Degree Examination.
6. Cash award to top scorers of Ist year University Degree Examination.
7. PTA award to University rank holders.

8. Financial assistance to purchase sports equipments.
9. Financial support to various activities of NSS and NCC.
10. Financial support for the participation of students in sports/arts competitions outside the campus.

6.13 Development programmes for support staff:

Department of Computer Science of the college is providing computer training to office staff whenever required to update their knowledge in data management.

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

The College campus is maintained by the Nature Club members as a plastic free zone. We insist the students not to use the plastic materials inside the campus. Provided separate dustbins in various places of the campus for bio-degradable as well as plastic wastes. NSS unit conducted a class on the need for environmental protection. In order to propagate the message of Swach Bharath Mission by the Central Government of India, the volunteers of NSS joined their hands for the campus clean up drive. They neatly carried out the cleaning of the campus premises and gave a natural charm to the college campus. This also ensured the minimal amount of plastic wastes in the campus surroundings.

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.

- Book talk is a weekly programme happens in department of mass communication and journalism in which students share their knowledge experiences and views started in 2015 October. It gives all students a wide range of knowledge and updating information in the field of literature.
- Film Screening and Debate: Every week internationally appreciated and award winning films and documentary will be screened. We screened 13 films and 9 documentaries. With each screening there will be a discussion on critical appreciation of the screened film.
- Identification of campus Tree.
- Conducted an Interactive session with JNU research scholar.
- Field Laboratory – Mushroom Cultivation and vermi composting laboratories provides practical knowledge for students.
- Green House and Herbal Garden familiarises students with different horticulture practice like vegetative propagations trainings.
- Synopsis presentation for PG students.

Plan of Action	Action taken
Renovation of Archaeological Museum.	Renovated Archeological museum with financial assistance from management.
Strengthening the placement drive.	Campus recruitment drive organized by the College in association with Navajeevan associates for manager post in various companies at Bangalore. 600 students participated.
Initiatives for starting up of new Research Centre	The Departments of Chemistry and Department of History have applied for Research centre, for which

	inspection commission has been constituted by University of Calicut.
Renovation of Men's Hostel.	Completed
Completion of new Ladies Hostel	A ladies hostel was commissioned this year with the assistance of UGC and Management. It provides accommodation to near about 80 students.
Building of a new examination hall to Conducting of University examination	A new examination hall has been constructed with the 160 seating capacity.
Vegetable seedling counter.	Department of Botany in association with Mannarkkad Agricultural Division A High tech vegetable garden was established.
More Extension activities under NSS.	NSS organised 14 extension activities in this year.
Renovation of educational complex building.	Completed
Introduction of Uniform Dress code for U G Students.	Introduced.
Construction of Boys toilet complex.	Commissioned
Local communities to access the college computer lab.	Every Friday 3.00pm to 4.00pm local people access the browsing facilities.
To start Extension Centre in Botany, Arabic and Chemistry.	Extension centre Started functioning

Day Care centre.	Started functioning.
Planning more studies to focus on the socio-economic aspects of tribal community in Attapady.	Conducted a field survey on infant mortality rate and related issues in Attapady tribal block.
Initiatives to be taken to enhance the cultural performance of the students.	After a long spell of time, our student's bagged third price with 106 points in the A-zone festival.

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

**Details are provided in Annexure III and IV*

7.4 Contribution to environmental awareness / protection

The institution has clearly focused on Environmental conservation in the campus. The students and staff actively participated in environment awareness programme conducted by Bhumitra Sena Club, Silent Valley forestry and Nature Club and Department of Botany.

- World Environment Day programme was conducted on 5th June.
- Ozone Day observation was organised on 16th September 2015. Sri C R Nilakandan presented a class on Ozone layer- Depletion and its effects.
- In connection with Ozone day 2015 collage making completion and exhibition was conducted.
- Bird Watching day Observed on November 12th 2015. In connection with this photography competition and photo exhibition conducted.
- Department of Botany and Zoology jointly observed world forest day and water day.
- 'Plant for the Planet programme'. As part of this programme planted the sapling of *Lakshmitharu*, which is a valuable medicinal plant near vegetable garden of the campus.
- Afforestation programme: in connection with the world Environment Day department organised an afforestation programme. As a part of this programme the students planted tree saplings in different localities of the campus. Tree saplings provided by Agro forestry division, Forest Department.

- Organic Manure preparing for vegetable garden by mixing coir pith compost, earthworm compost, pseudomonas in the ratio of 20:20:1. This organic fertilizer is used for the cultivation of vegetables in the garden.
- Let's unite to save trees: In order to learn to protect the nature and the environment, the environmental day was celebrated on 5th June by the NSS volunteers by planting tree saplings around the college campus. Both students and teachers did their part in adorning the college campus with shade trees. Students also participated in a Quiz competition arranged by senior NSS volunteers which enlightened them with more example of deterioration of habitat and revival methods. It was followed by a small exhibition that students arranged themselves to throw light on everyone and to present a warning that environment protection is the need of the hour.
- Banned flex banners and campaigns were made for reduction of plastic use.
- Department of physics observed Energy Conservation day on 14th December 2015.
- In order to draw social attention to a very relevant environmental problem, that is wetland degradation, a huge rally was conducted on 2nd February, World Wetland Day. The theme of the day "Save Wetlands for Disaster Risk Reduction" was upheld by every volunteer throughout the rally. The rally was conducted in association with the Botany Department and KSCSTE. The rally went through Mannarkkad Town and ceased in the banks of Kunthipuzha River. The rally gained wide attention from people every volunteer yelled out the slogans bearing the message of wetland conservation.
- Department of physics and Department of Islamic History jointly organised a programme related to "UN- International Year of Light" on 30th December 2015.
- Department of English conducted an interdepartmental collage competition on the theme of protection of nature.

7.5 Whether environmental audit was conducted? Yes

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

SWOT Analysis

Strength

- Well supportive parents.
- Highly committed and qualified Faculties.
- Provides platform for co curricular activities.
- Extensive extension activities with significant contribution from NCC and NSS.
- Contributing activities of different clubs and various associations.
- Furnished girls hostel.
- Well organized and supportive Alumni.
- Well-structured tutorial and mentoring system.
- Special focus for tribal student's empowerment.
- Eco friendly campus.
- Diverse demography reflects minority, SC/ST, backward community, female dominated and financially backward students.
- DST-FIST supported science departments.
- Well integrated counselling facility.
- Good infrastructure with sufficient amenities for effective teaching- learning.

Weakness

- Requirement of more financial assistances and sponsorships for coaching in various cultural and sports competitions.
- In some courses students were enrolled without any particular interest for subject.
- Working students find it very difficult to keep the timing of the college.
- ICT infrastructure is limited.
- Less placement drive.
- Lower placement records of students.
- Consultancies are carried out only in limited areas.
- Low enrolment of students in nationally reputed institutions.
- Less spacious PG classes.
- Lack of facilities for differently abled students.

Opportunities

- Opportunity for institutional tie-up – industry linkages.
- More certificate, diploma and advanced courses.

- Modernization of class rooms, updation of learning resources and strengthening of laboratories at UG and PG level.
- Up gradation of ICT infrastructure, subscription to e journals, access to E-lectures
- Additional facilities for differently abled students.
- Research profile of the faculty can be strengthened.
- Up gradation of PG Departments to the status of Research Departments.

Challenges

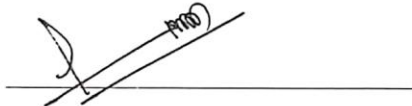
- Employability of the students despite of running a good teaching learning program,
- Bigger challenge in building up a vibrant research and consultancy culture.
- Too much attention on growing enrolment in terms of quantity and not enough on retention in terms of quality.
- Legal constraints from the industry level to form industrial linkage/ tie-ups.
- Time lag in publication of University examination results.
- Semester system suffocates co-curricular and extension activities.
- Postponement of examination affects the number of academic days.
- Lab injuries and lab accidents are increasing.
- Computer system failure.
- Lack of adequate campus recruitment.
- Lack of interest of girl students to pursue higher education due to marriage.
- Students belonging to educationally marginalised families.
- Lack of motivation among some of the students.

8. Plans of institution for next year

1. Improvement of ICT facilities.
2. Setup medical centre for tribes
3. Chemistry Research lab
4. Capacity Building workshop for Staff
5. LED light assembling unit
6. Inter collegiate competitions
7. To conduct more students oriented programme
8. International Film Festival
9. Add on course
10. Up gradation of P G department as research centre

11. More outreach programme
12. International journal of Arab Culture and Islamic Studies
13. More focusing on sports activities.
14. Increase the capacity of boys hostel
15. New class rooms
16. Audio-Visual theatre
17. Well equipped IQAC office
18. Construct conference hall with multi media lab facility in History and Chemistry Department.
19. Construct new research lab in department of history.
20. Planning to establish a civil service and PSC coaching centre.
21. Rest room for girls.
22. Identification of campus flora and filed studies.
23. CMA & CPT coaching classes.
24. Water Harvesting
25. Bio-gas Plant @ Ladies hostel

Name Dr. HASEENA .V. A



Signature of the Coordinator, IQAC

Name Dr. O.P. Salsheethen



Signature of the Chairperson, IQAC

Annexure I**Academic Calendar 2015-16**

Month	Activity Planned
June	College re-opening after summer vacation
	Staff Council Meeting
	Department meeting with Principal & IQAC Co-ordinator
	General Staff Meeting for Assigning other Duties of the faculties
	Meeting with various club/forum Co-ordinators- preparation of year plan
July	UG Admission
	III semester UG class begins
	Induction for Parents of I UG students
	I semester UG class begins
	Academic auditing by IQAC
	Model project viva for IV semester PG students
	Result Analysis of UG students
	Preparation of UG Tutorial Register by each Department
August	Induction for I UG students
	PG admission
	Preparation of PG Tutorial Register by each Department
	IQAC interaction with coordinators of various student support activities
	Enrolment of students to various student support programmes like NCC,NSS

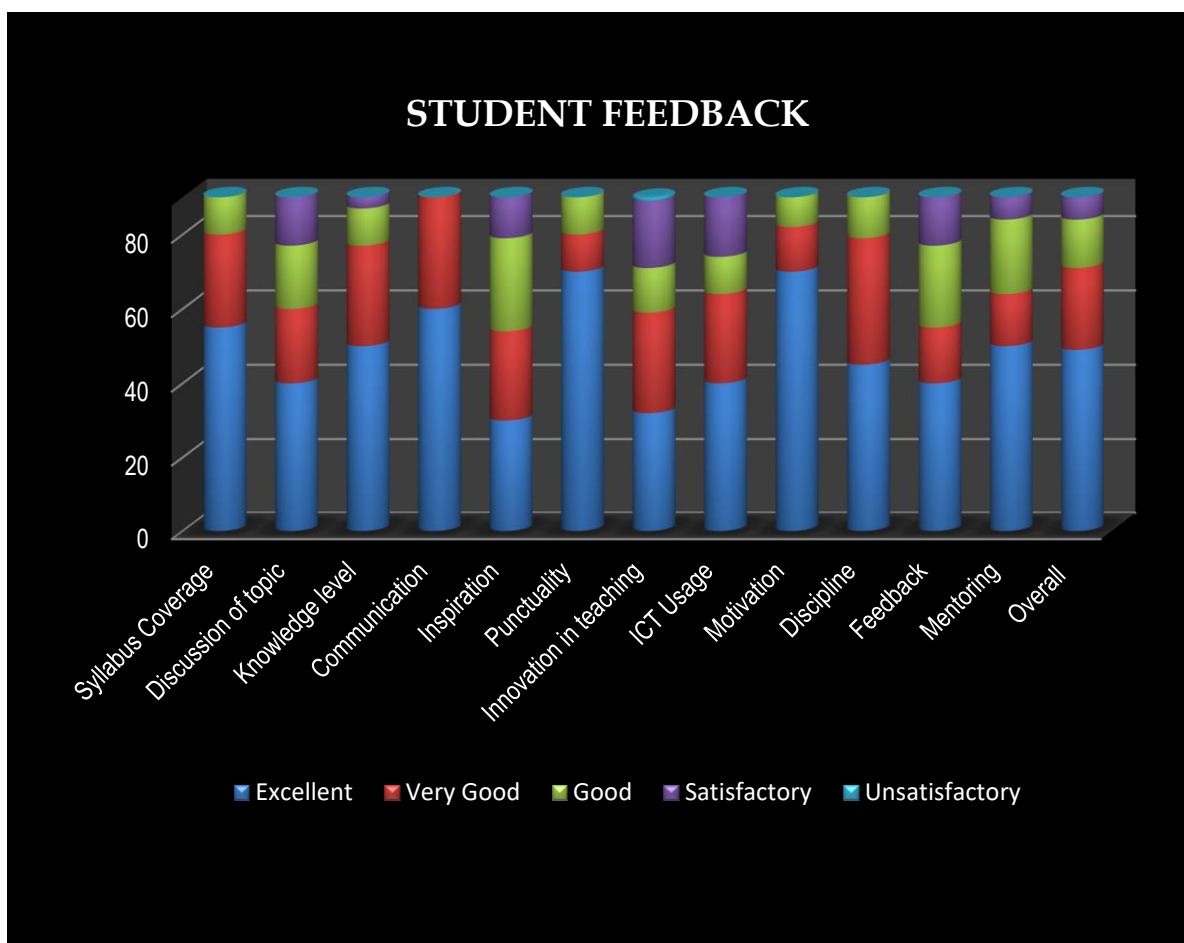
	etc...
September	First internal examination for I,III, and V semester UG (Class Wise)
	Capacity Building Workshop
	Orientation programme for first year PG students.
October	Second Internal Examination for I, III and V semester UG students (Centralised)
	IQAC interaction with various stakeholders
	Class PTA meetings for I,III, and V semester UG
November	First internal examination for I and III semester PG students (Class Wise)
	Result Analysis of PG students
	Submission of syllabus completion report to IQAC
December	Second Internal examination of I and III semester PG(Class Wise)
	National Seminar
January	First internal examination for II, IV and VI semester UG students (Class Wise)
	IQAC second leg of academic auditing
	Study tour / industrial visit for V semester UG students
February	Department wise Association Day Programme and Academic seminar
	Completion of Project of VI semester degree students (Class Wise)
	First internal Examination for II and IV semester PG students
	Second internal examination for II, IV and VI semester UG students (Centralised)

March	Submission of Department and various clubs Annual report to IQAC
	Feedback from various stake holders
	Class PTA meetings of II, IV and VI semester UG students
	Model practical examination for VI semester UG students
	Model project viva for VI semester Degree students
	Submission of syllabus completion report to IQAC
	Distribution of Proficiency prize and awards for academic excellence of UG & PG Students.

Annexure II

Feedback Analysis 2015-16

College maintains a powerful feedback mechanism. Feedbacks of the performance of the teachers and that of the programme and campus facilities are usually carried out at the end of the year. The responses in the feedbacks are analyzed by the IQAC and suggestions are made for further improvement. Feed back on the performances of teachers will be intimated to them if it is not satisfactory. The analysis of feedback on teaching, learning and evaluation is given below where the responses are presented in percentage.



PTA FEEDBACK

Sl. No.	Response	Frequency (%)		
		Yes	No	Have to improve
1	Does your son/ daughter have interest in coming to the college	Yes	No	
		90	10	
2	How do you evaluate the education received from the college?	Well	Average	Have to improve
		70	20	10
3	Is there an opportunity for interaction with teachers to clear the doubts?	Yes	No	Sometimes
		90	5	5
4	Are you satisfied with the facilities of college such as Library, Class Rooms, Laboratory, Canteen, Auditorium, etc?	Yes	No	
		95	5	
5	Are you satisfied in the co-curricular activities? (NCC, NSS, Arts and Sports, etc.)	Yes	No	
		90	10	
6	Do you feel the services of the college office satisfactory?	Yes	No	Have to improve
		40	10	50
7	Did you check the home works and study related matters of your child properly?	Yes	No	
		40	60	
8	Did you check the marks scored by your child in University exams on time?	Yes	No	
		30	70	
9	Are you participated in Class PTA / College PTA Meeting regularly?	Yes	No	Sometimes
		50	40	10

ALUMNAE FEEDBACK

Sl. No.	Response	Frequency (%)			
1	Are you proud to be associated with this institution as alumni?	Yes	No		
		100	0		
2	Rate the institution for their development activities	Most satisfactory	Satisfactory	Below satisfaction	Can't say
		80	15	0	5
3	Did the institution provide you proper facilities at library and labs?	Yes	No		
		86	14		
4	Does the institution provide internet accesses in the campus?	Yes	Not available		
		40	60		
5	Is the education imparted at college useful and relevant in your present job?	Yes	No	No Opinion	
		35	45	20	
6	Does the institution has Career Counseling cell or Placement Cell	Yes	No	Can't say	
		85	5	10	
7	Was the placement / Career counseling cell active in the institution?	Yes	No	Can't say	
		75	15	10	
8	Would you like to join college alumni association, if not a member?	Yes	No		
		90	10		
9	Have you participated in any alumni meet as now?	Yes	No		
		75	25		
10	If you are invited to deliver a special talk for your juniors, will you be interested?	Yes	No		
		90	10		

Annexure III

Best Practice-1

Title of the Practice

DREAMES (MES Drive for the Empowerment of Tribes in Attappady)

Goal

1. To ensure overall empowerment and standard of living of tribes in Attappady.

The Context

Attappady is the biggest tribal settlement in Kerala. College is situated near by educationally and economically backward area of this tribal region. Health and Education is the two fundamental dimension of the development of the society. The position of tribal health and education is more alarming, as these group inhabit in the remote forest and hilly areas far from civilization, they are largely unaffected by the developmental process going on the rest of the non-tribal areas of the state. It is in this context we thought to conduct tribal empowerment programmes in the two Panchayaths of Agali and Pudhur .

The Practice

We are executing various programmes in the tribal hamlets with special emphasis on educational and health empowerment of tribes. The execution of the project has done by the Department of Economics, History, Chemistry, Computer Science, Commerce, languages and NSS of the college. The various activities so far organized under this project are

- Inclusive survey on Infant Mortality and Health issues of tribal people in Nellipathy hamlet.
- Financial inclusion awareness programme conducted for two consecutive days by nine teams consisting of nine members each, headed by two faculties in nine s tribal hamlets.
- Educational Awareness programme- Computer literacy classes for secondary students in Puthuvappadam hamlet and guidance for students to take admission in our college in nine hamlets.
- Anti-narcotics awareness programmes.
- Self Employment Training: Grass cutting by using machines. Demo class in soap making and distributed soap kits for twenty nine families at MeleBothayar and Padavayal hamlet.

Evidence of Success

The participation of students in the tribal empowerment activities in the tribal colony has made positive changes in the mindset of students. The first ever-attempted program has created not only awareness among the public but also received appreciation from tribals. More than 50% of tribals in nine villages were ready to open savings account. With the initiation among students they collected details needed from those people who are ready to open account in the nearest bank. Increased Usage of ATM card among tribal students. Earlier they were reluctant to use it even though they had. Seven students from this area took admission in our college.

Problems Encountered and Resources Required

Even though we had planned many activities in the tribal hamlets, most of the programmes were not implemented due to busy academic schedule of the students. Transportation facilities to this area are not easily accessible. Some people showed a suspicious attitude towards teachers and students. Women were not ready to sit in the awareness programme. They were fear of losing their daily wages. Continuous persuasion and motivation needed to create positive attitude among tribal people.

Contact Details

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Annexure IV**Best Practice-2****Title:**

ACT ON: SERIES OF STUDENT ACTIVITIES

Objectives:

1. To make student able to understand media analytics.
2. To encourage the reading habit and create a platform for sharing their thoughts.
3. To identify global issues and study about sustainable development
4. Introduce students to the world of cinema
5. To engage students in socio environmental activities

Context:

The role of media plays a very important part in the in the moulding of the educational and cultural background of the students. Most of the students were not aware of the current affairs, especially development issues and the role of media. So it was a risky attempt to mould them in to a journalist's attitude. At this juncture, by understanding the need of the day a series of student activities were designed to implement.

The practice:

News analysis: Two hours of every Monday was reserved for this activity. Analysis of national and international news was held. It always keep students in touch of issues happened around the world.

Book talk: One hour of every Tuesday was scheduled for Book talk. This activity became a platform for students to share their thoughts on books they read previous week.

Frontier lecture: Ninety minutes of every Wednesday was designed for Frontier lecture in which two or three students would be prepared to present papers on global development and issues related to current affairs.

Film screening: A film was screened every Thursday in order to introduce them to the world of Art that cinema created. This initiative helped students to approach film more seriously and to learn about the influence of movies among people.

ACD- Active Citizenship Day: Every Saturdays were reserved for ACDs. It is specifically designed in the programme to foster an understanding of global development and role of a person in society.

Evidence of Success

News analysis made them capable of understanding media and its contents. They even started to publish a news journal.

Book Talk led the students to the world of reading and started to write their own articles.

Frontier Lecture enabled students to develop their communication, presentation and research skills. They began to identify global issues and understand those issues in all its dimensions.

Film Screening paved a way for students to approach film more seriously and they were part of international film festivals.

ACD initiative helped students to know about sustainable development. Students identified their role as a citizen and their commitment towards society.

Problems encountered and resources required

The challenges faced during the programme were media related books were not available in college library so that students had to depend on external library facilities. Filming screen and other facilities were not available permanently therefore we needed to rely on outsource facilities at initial stage.

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