

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

2017-18

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 2016-17

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.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			2017-18		
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> <p>AQAR 2015-16 submitted on 16-11-2018</p> <p>AQAR 2015-16 submitted on 31-12-2018</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 Self- financing	

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="422 340 1283 622"> <tr> <td>Total No.</td> <td>4</td> </tr> <tr> <td>International</td> <td>0</td> </tr> <tr> <td>National</td> <td>1</td> </tr> <tr> <td>State Level</td> <td>0</td> </tr> <tr> <td>Institution Level</td> <td>3</td> </tr> </table>	Total No.	4	International	0	National	1	State Level	0	Institution Level	3
Total No.	4										
International	0										
National	1										
State Level	0										
Institution Level	3										
	<p>(ii) Themes</p> <ul style="list-style-type: none"> • Acquiring API Score-A practical approach • Significance of Accreditation in the stream of Revised guidelines • Capacity building workshop for faculties 										
2.14	<p>Significant Activities and contributions made by IQAC</p> <ul style="list-style-type: none"> • College internal assessment and university examination results are informed to the candidates and parents through E- Mail/SMS. • To strengthen the quality of work 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. • Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process; • Structured orientation programme were arranged for all faculties on 'Recent trends in quality enhancement in Higher Education- its challenges and opportunities'. • Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes; 										

	<ul style="list-style-type: none"> • The University Syllabi of the various programmes were enriched through, lecture sessions, group discussions and e-learning etc. • Effort were taken to stimulate all PG departments to initiate 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 Scholar Support Programme (SSP) and Walk With Scholar (WWS) Programme. • 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 programs to the new recruits and first year students. • Monitored to make a revision in Feedback from students, parents and alumni and a summary was prepared and suggestions were forwarded to the college council for necessary action. • Efforts to rationalize and fortify mechanisms towards effectual documentation. • Development of Quality Culture in the institution; • 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</p>

	towards quality enhancement and the outcome achieved by the end of the year *	
<i>Plan of Action</i>	<i>Achievements</i>	
To encourage the use of ICT tools.	Started using ICT tools such as projector, PPTs, etc.	
To conduct more industry academia workshops	The workshops were conducted on institutional level and the idea of conducting industry academia workshops is under consideration.	
To encourage faculty to take up research projects	As an initiative to promote research, research centres for history and chemistry were started.	
To conduct developmental programmes like workshops, seminars and talks for teaching & non-teaching staff	Faculty improvement, HRD & orientation programmes were held to benefit teaching and non-teaching staff	
To attract more guest faculty	Increased the number of guest faculty	

* *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 Analyzed 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	8	0	0	0
UG	17	0	0	0
Certificate (Add On)	1	5	0	3
Total	26	5	0	3

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	25 (17 UG + 8PG).
Trimester	0
Annual	0

1.3 Feedback from stakeholders*

Alumni	✓	Parents	✓	Employers	✓
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Students	✓	
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(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 2016-17 syllabuses of some of the programmes were revised.

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

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Other
64	55	8	0	1

2.2 No. of permanent faculty with Ph.D.

9

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
1	6	0	0	0	0	0	0	1	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	52
Visiting Faculty	0
Temporary faculty	0

2.5 Faculty participation in conferences and symposia:

No.of Faculty	International level	National level	State level
Attended	-	28	35
Presented	-	26	25
Resource Persons	-	-	3

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

- Integration of ICT with teaching learning process.
- Virtual Teaching
- Problem based learning - a unique approach to instil scientific attitude towards feasible practical solutions
- Motivational Visits to Research centers and intuitions of nationally important.
- Annual calendar of event covering all activities during the year is published well in advance by the College every year.
- Transect Walk to the tribal hamlets and adopted villages.
- Community living programmes.
- Community Amenities Survey to give first hand exposure to social reality.
- Participatory learning: Group Discussion and Role Play to facilitate the learning.
- To ensure the qualitative improvement in teaching, the college insists on innovations in teaching methodology like: use of information and communication technologies and LCD projector.
- Field training, Industrial Visits and workshops in syllabus – related areas.
- Established academic review committee to follow the academic progress in the institute.
- Special focus on slow learners and high learners.
- Encouraging students to brainstorm in order generate innovative ideas
- Plan to conduct large group workshops.
- ICT oriented teaching learning including video and sound, animation, power point presentation.
- Interactive Teaching.
- Article Review from Journals.

2.7 Total No. of actual teaching days during this academic year: 180

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

Examination and Evaluation reforms are implemented by affiliated University. However the college has introduced continuous internal evaluation using MCQs.

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	46	13	65	15	7	100
BBA	35	17	17	37	29	100
M.Com	19	58	37	5	-	100
B.Sc Mathematics	37	22	38	2	-	62
M.Sc Mathematics	17	6	53	29	-	88
B.Sc Physics	43	19.05	54.76	-	-	73.8
M.Sc Physics	11	18.18	27.27	18.18	-	63.64
B.Sc Chemistry	45	37.77	44.44	-	-	82.21
M.Sc Chemistry	11	81.82	18.18	-	-	100
B A History	38	7	31	36	23	97
M A History	21	-	38	62	-	100
BA Arabic & Islamic History	24	-	6	29	19	54
M.A Islamic History	11	-	36	36	10	82
BA Economics	26	19.2	50	7.8	-	77
M A Economics	19	10.5	73.7	15.8	-	100

B Sc Botany	23	17.39	67	13	-	80
M Sc Botany	13	-	84.61	7.69	-	92.30
B.Com CA (Self)	30	-	40	30	13	83
B.Com Co-operation (self)	36	8	56	25	-	89
BBA (self)	26	-	35	46	27	77
B Sc Food Technology	23	3	3	3	1	43
B Sc Computer Science	15		33	-	-	33
BCA	24	-	13	20	13	46
B A Mass Communication	7	42.8	14.2	-	-	

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

- IQAC maintain quality standards in Teaching, Learning and Evaluation.
- Facilitating the creation of learner centric environment.
- Instrumental in feedback response from stakeholders and ensuring prompt execution of both promotional and corrective steps.
- Optimisation and integration of the modern teaching methods – Participatory learning, Transect Walk to the tribal hamlets and adopted villages, Community living programmes and Community Amenities Survey.
- 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.
- 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.
- IQAC consistently promoting faculties to integrate ICT with teaching-learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	4
HRD programmes	2
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	3
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	45
Others	0

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	24	8	Nil	Nil
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- Under the monitoring of IQAC initiatives taken by Research Promotion Council facilitated the establishment of Research Centre in History and Chemistry.
- Processed the files Two faculties from Chemistry and two faculties from History got guideship
- API scores classes for faculties were conducted
- Students were promoted to involve in more Research activities.
- IQAC assists scholars and faculties to submit their research proposals and also instrumental in assisting departments to organise seminars.
- For the purpose of Research Promotion, IQAC provides frequent updates to the faculties on national, international seminars, symposiums, FDPs and workshops.
- Awareness classes conducted for more depth of Research article from the students.
- Under the monitor ship of IQAC Department of English maintain a Research forum to enhance Research skill among literature students.

3.2 Details regarding Major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	2,00,000/-	-	-

3.3 Details regarding Minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	4	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	1-4	Average		h-index		Nos. in SCOPUS	

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	-	-	-	-
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/-
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3.7 No. of books published

With ISBN No.	5
Chapters in Edited Books	11
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 : 3500

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	6	12		24
Sponsoring agencies	UGC, Management	UGC	Management KSCSTE, BSE,NIT,		PTA, College Management, BSE,KSCTE ,Kerala State Civil Service Academy.

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

3.13 No. of collaborations: International 0 National 0 Any other: 10

3.14 No. of linkages created during this year: 4

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
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	0	0	0	0	0	0

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

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	200
State	160
National	0
International	0

3.22 No. of students participated in NCC events

Level	No. of students participated
University	340
State	49
National	57
International	0

3.23 No. of Awards won in NSS: 4

3.24 No. of Awards won in NCC: 3

3.25 No. of Extension activities organized

University forum	3	College forum	8
NCC	11	NSS	26
Any other	14		

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

Social Responsibility

- '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.
- The department of physics conducted one day workshop on “Assembling of LED bulbs and Tubes” on 2nd November 2017 by Dr. V C Suresh.
- In connection with Science Week Celebration On 18th Nov 2017 Department of Physics conducted Science Awareness class to students of nearby school.
- Students of Department of Mass Communication hosted an art event named *Chaakk* (Campus Biennale) deriving inspiration from Kochi Muziris Biennale. It was an occasion to explore the critical imagery as a mechanism process, reflect, and rewrite the history of the Campus Art. It gave a new experience of modern art, lights, apart from colour, sound and darkness played a great role in the exhibition. Campus Biennale lead viewers to the everlasting possibilities of art. Also it created a unique art culture for campus in all its aspects.
- On 3rd February 2018, a theatre workshop has been held in Department of Mass Communication. Film and theatre artists Anazul Akbar, Aroop Shivadas and Rashid from Kamura Art Community facilitated the workshop. It was a platform to share experiences in the field of art, theatre, creative writing etc as well as a co-learning space. One of the main activities done was, listening to the soul.
- Department of Mass Communication and Journalism organised Alchemy Media Fest on 7 & 8 March 2018. It was a get-together of dialogues, ideas, skills and knowledge.
- As part of Institutional Social Responsibility a Medical Centre is functioning for Attappady Tribal community. Two permanent doctors and six medical staff were recruited.
- In association with MES medical College perinthalmanna College had organized a mega medical camp for Attappady tribal community on 11th November 2017. NSS and Agali Grama panchayath. Free medicines were distributed.
- College staff and students conducted a fund raising campaign to offer Ambulance service for MES Medical Centre Attappady.
- Department of Commerce and Management Studies running tax consultancy services, Abdul Latheef K T is filing TDS quarterly and IT returns and Pan Card services for staff & outsiders.

- Department of physics, as part of its extension activities and energy conservation techniques has started LED light assembling unit.
- As part of our social responsibility programme, the PG Department of Commerce and Management Studies had conducted a REMEDIAL COACHING CLASS for the higher secondary students of nearby schools. The programme was conducted with an aim of providing assistance in the form of coaching classes for the educationally backward students and to impart teaching skills for the PG students. PG students undertook the responsibility to provide quality coaching classes.

Activities of NCC

- In connection with International Yoga Day celebrations 90 cadets (68 SD and 22 SW) participated and practices yoga at HSS Thottara on 21 June 2017 organized by 28 Kerala Battalion NCC, Ottappalam.
- In connection with International Yoga Day celebrations 26 Naval cadets participated and practices yoga.
- NCC Naval wing conducted Dengue awareness programme on 6th July 2017. The cadets had given a detailed description about dengue awareness.
- In connection with Gandhi Jayanthi, NCC naval wing conducted a wild life awareness programme on behalf of forest department followed by rally and cleaning programme.
- NCC naval wing of the college distributed Guppy Fish with the awareness of dengue fever on 11th November 2017.
- NCC naval wing organised a three day Trekking camp at Silent Valley National Park
- A blood donation camp conducted in association with District blood bank, Palakkad on 02.11.2017 in the seminar hall. 45 units of bloods of various blood groups were collected from the cadets.
- NCC naval wing organised a cycle rally with the awareness of blood donation on 4th December 2017.
- As a joint venture of NCC Naval Wing and HDFC bank conducted a blood donation and blood checking camp at the college on 7th December 2017.
- In connection with NCC Day Calibration 70 cadets visited ABHAYAM OLD AGE HOME, Payyanadam, on 24th November 2017. Cadets spend 3 hours with inmates and conducted various cultural programs along with the inmates of the destitute home.

Activities of NSS

- Village Adoption and Community Orientation: NSS units of college adopted Kumaramputhur village for its community oriented programmes in the year 2016-17. The units have conducted various activities to reinforce the community orientation at different level. Periodical surveys, epidemics awareness campaigns, plastic eradication, donating blood etc...
- PADHEYAM: The college NSS unit continued a humanitarian flagship project in association with the Taluk hospital to provide free lunch kits to the patients in wards of hospital during all Thursdays of a month. For that each student volunteer brought an extra packet of their lunch they prepared from home which were collected and given to those in need at the hospital.
- June 14, 2017-Conducted an awareness programme on blood donation in association with the Health Department .Mr.Toms, Health Inspector presented a paper on blood donation and its significance. A list of blood donation volunteers was also prepared.
- June 19, 2017-Conducted a health awareness survey in association with the health department and Mannarkkad Municipality in the surrounding areas of Nayadikkunu.60 volunteers participated in that survey and distributed notices to prevent dengue fever.
- On July 8th a programme (*Yuvasanthwanam*) was conducted under the president-ship of Mr.Toms Varghese about the house visit of NSS volunteers as a part of palliative care work.
- July 10, 2017-The NSS Volunteers distributed packets of bleaching powder and conducted a health awareness survey in the surrounding of the Campus.
- On July 14, planted the saplings of jack fruit tree at different places in the campus and its surroundings.
- September 23, 2017 Observed NSS Day. Fifty volunteers of the NSS Units conducted a health Survey in the Tribal Colony of Nechully to create an awareness regarding communicable disease and the significance of cleanliness.
- September 28, 2017-60 Volunteers participated in the Health Mission Programme of Mannarkkad Municipality. In connection with this the volunteers participated in the rally, mega cleaning programme and health Survey
- October 2, 2017 Observed Gandhi Jayanthi. Bio-diversity Park was inaugurated in the Campus by the DFO. 20 volunteers participated in the cleaning programme at the Taluk Hospital.

- Wild life conservation week was observed. 21 volunteers participated in the street play and folk songs at Mannarkkad town.
- October 3, 2017 -30 Volunteers participated in the waste management programme at Attappadi. The volunteers cleaned the wastes in the areas from Mukkali to Attappadi.
- November 01, 2017-Kerala Piravi was celebrated by laying foundation stone to the project of Abhayam, the home for the homeless.
- November 14, 2017 Celebrated Children's Day at the Anganawadis of Akkipadam and Pandikkad.
- December 11, 2017- Collected dresses from the students as part of Snehapudava and distributed it to the needy people.
- December 19, 2017-20 volunteers participated in the family meet of the Palliative care unit.
- Observed Communal harmony week 1/12/2017 to 6/12/2017.
- Conducted the Seven Day Camp at Kanjirappuzha from 24/12/2017 to 31/12/2017. The camp focused on cleanliness and environment protection.
- 22nd January 26, 2018 Republic Day was celebrated. NSS volunteers cleaned the public places including bus stand.
- Observed Road Safety Week 23rd April to 30th April 2018.
- Conducted Pre-monsoon cleaning programmes on 26th and 27th May, 2018.
- MEDICAL CAMP AT ATTAPPADY: Being located in the lush valleys of Western Ghats, the volunteers of College have an inextricable social commitment towards the silent valley and Attappaady hills. On 11th November 2017 a golden opportunity arrived to volunteers in the famous tribal medical camp at Kakkupady. The camp was held including departments of health sciences such as Ophthalmology, Gastroenterology, ENT, General medicine, Urology etc.

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 (in acres)	22.93 Acres	-		22.93 Acres
Class rooms (nos)	73	4	UGC	77
Laboratories (nos)	12	-	-	12
Seminar Halls (nos)	1	2	Management	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year (nos)	72	12	UGC	84
Value of the equipment purchased during the year (Rs. in Lakhs)	46,43,064/-	3.0	UGC, Management	49,43,064/-
Others (Building) (Rs. in Lakhs)		44,55,000/-		44,55,000/-

4.2 Computerization of administration and library

- Computer Assisted Administrative System is being used by the college to facilitates admission and registration related data of the students and registration of university examination.
- Library uses E-library management software to handle the Issue and Return, Barcode generation and Cataloguing of books.
- Various students' aid, Scholarships, fellowships and grants are promptly delivered through e-grant web portal and National scholarship web portal.
- Library providing question papers, syllabus, dissertations, e-books, etc.

- The library follows Open Access System.
- E-resources are accessed through INFLIBNET.
- Internal marks are uploaded to the University web portal.
- Feedback forms and Suggestion boxes are reviewed regularly by the Library Advisory
- ERP software-Total Campus Solution (TCS) makes easy the office administration; issuing TC, Communicating daily students' attendance and other information with parents.
- News paper reading sections have been developed.
- Access to full text articles through science direct, OVID etc. has enhanced quality teaching, learning and research.
- Internet facility with broadband connectivity is provided in the digital library
- Entire administrative machinery is interconnected through LAN.
- IQAC submitted proposal to the college management for upgrading Knowledge Resource Centre with RFID system.

4.3 Library services:

	Existing Up to 31/05/2016.		Newly added 01/06/2016-31/05/2017		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38187	5141432	72	19145	38259	51430577
Reference Books	1035	618327	-	-	1035	618327
Journals	33	287898	-	-	33	287898
e-Journals	4050	5750	-	-	4050	5750
Digital Database	-	-	-	-	-	-
CD & Video	178	-	-	-	178	-
Magazines	12	14260	-	-	12	14260
Newspaper	10	10750	-	-	10	10750

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centres	Office	Departments	Others
Existing	187	5	20	1	2	2	13	4
Added	-	-	-	-	-	-	-	-
Total	187	5	20	1	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.)

- In association with APT(Association of Physics Teachers) the department of physics has conducted an online model test for CSIR-NET examination for students from the college and outside on 07th June 2017.
- Net banking awareness class -“Going Digital” was conducted as part of RBI E-Literacy Awareness Programme On 21st August 2017.
- On 05-02-18, Monday a workshop on “**Employment Registration Campaign**” for UG and PG students conducted at MES KIT.The resource person was **Ms. Amritha**(Executive Trainer, Employability Centre). She explained the process of online Registration with the Employability Centre to the students. A total of 78 students registered themselves with the Employability Centre. The students successfully enrolled their details and got their user-id and password for further proceedings.
- The PG department of commerce organized a workshop on SPSS to PG students on 7-7-2018. Prof. Lakshmanan was the resource person.
- The PG department of economics organized a Two Day Workshop on Statistical Package for Social Science (SPSS) on 10th July 2017.

4.6 Amount spent on maintenance in lakhs:

i)	ICT	9.31200
ii)	Campus Infrastructure and facilities	72.50800

iii)	Equipment	3.0
iv)	Others	12.57240
	Total :	97.39240

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 programme had conducted to make aware the newcomers on various Student Support Services available in the Campus.
- Mentorship facility- faculty as mentors
- The first year UG and PG students are familiarized with the campus, its facilities, clubs and forums, rules and regulations.
- Students career guide program organised by academy.
- College Librarian gave orientation to the first year students at Department wise on the use of facilities available in the library.
- 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 other activities 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 offered in the college.
- Special coaching has been organized for educationally backward students after a screening test and on the basis of first internal examinations.
- Peer coaching sessions have been introduced to help the differently able students.
- Monitored all type of competitions in the institution to improve the student's capacity and capability.
- 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.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2300	268	0	0

	No	%
Men	1020	40
Women	1548	60

(b) No. of students outside the state

5

(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
262	200	10	1813	15	2300	231	210	11	2102	14	2568

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

- Coaching classes were conducted for UGC - CSIR – JRF & NET (Science stream) and UGC – JRF & NET (Commerce and Humanities stream).
- In association with APTthe department of physics has conducted an online model test for CSIR examination for students from the college and outside on 07th June 2017.
- Department level coaching classes had arranged for PG entrance examinations of Central and State Universities.
- On 23-10-17, a seminar on“Concept Presentation from Employment Exchange - Employability Centre conducted by Career Guidance Cell.
- Career Guidance Cell and College Students Union jointly organized an Employability Training Class in Montessori Education fordegree girl students.
- The department Commerce and management studies started **CMA** course on 22nd November 2017 in association with Institute of Cost Accounts of India .The classes will be on every Sundays.

No. of students beneficiaries: 240

5.5 No. of students qualified in these examinations

NET	11	SET/SLET	2	GATE	2	CAT	0
IAS/IPS etc	0	State PSC	3	UPSC	0	Others	8

5.6 Details of student counselling and career guidance

- IQAC focuses on nurturing global competency and employability of students by guiding them to perfect their skills in self-learning.
- Department of Physics conducted a Career guidance seminar for degree students on 15-07-2017.
- Guidance & Placement Cell organized an awareness class on Gearing up for Civil Services.
- Department of Arabic & Islamic History, organized a Students` CARRIER GUIDANCE ORIENTATION PROGRAMME “The way of Success”. Led by Mr. Samad Irivety (HRD Trainer, Passion Designer & Director of Infotain educational solutions) on 30-08-2017 at college Auditorium.
- A seminar on the topic “Entrepreneurship Awareness” was conducted by the Department of commerce on 18th January 2017. The main object of the seminar is to inculcate interest of entrepreneurship in young minds.
- 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.
- Special sessions were provided to deal effectively with stressful situations in life and provide support to students in needful situation.
- On Wednesday, 27th September 2017, **IGNIST**, a Bangalore based company functioning at INFOPARK, Kochi, organized an orientation class for 2nd year UG students.

5.7 Details of campus placement:

Rural Agency Recruitment: On Tuesday, 25th July 2017 LIC Branch – Mannarkkad conducted awareness cum recruitment programme for final year B.com, BBA and BA Economics students in the seminar hall.

On Thursday, 17-08-17, **Genius Group Global**, an academic based multi-national company conducted campus recruitment for MSC Physics / Chemistry / Botany / Mathematics students in MES Kalladi College for the post of research analyst. 19 students from 4th semester MSC

Physics / Chemistry / Botany had attended the recruitment drive. A panel of 5 interviewers including the Technical head, subject experts and HR manager had conducted the interview.

Students of our institution participated in the career fares organized by various agencies: 240

5.8 Details of gender sensitization programmes

- Department of Mass communication and Journalism Organised a Panel Discussion on “Gender Justice in Kerala” on 7th March 2018.
- As a message against the gender discriminations and as a voice of protest against violence against women, ‘International Women’s Day’ was celebrated by Department of English on 08th March, 2018. Different posters related to these issues were displayed throughout the campus and students honored some of the non-teaching staff.
- An awareness class was conducted to focus on the importance of menstrual hygiene of the students, a sanitary napkin vending machine and a napkin disposing incinerator was installed in the girls’ rest room and bath rooms in July 2017.
- Women cell conducted an awareness class on Women empowerment for second year students of college on 21st September 2017.
- To encourage the inner creative talents of student’s women cell conducted one craft class for PG students on 24th January 2018.
- Women Cell organised a seminar on “women empowerment” on the occasion of International Women’s Day celebrations, on 2nd march 2018.
- Women’s cell conducted an essay competition on 9th march 2018 on the occasion of International Women’s Day among degree and PG students
- Women cell conducted a Self Defence Training programme in association with janamythri police, Palakkad as “*Stree Suraksha Swayam Pathirodha Pariseelana Paripadi*” on 23rd March 2018.

5.9 Students Activities

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

State/ University level	172
National level	21

International level	0
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No. of students participated in cultural events

State/ University level	26
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	45
National level	7
International level	0

Cultural

State/ University level	14
National level	0
International level	0

5.10 Scholarships and Financial Support

	Number of students	Amount*
Financial support from institution	64	84000/-
Financial support from government	1126	38,24985/-
Financial support from other sources	10	1.00000/-
Number of students who received International/ National recognitions	0	0

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

5.11 Student organized / initiatives

Fairs: State/ University level	0	National level	0	International level	0
Exhibition: State/ University level	4	National level	0	International level	0

5.12 No. of social initiatives undertaken by the students

12

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

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

6.3.1 Curriculum Development

As our college is affiliated to the university, we follow the curriculum prescribed by the University. Our college has introduced extra classes to ensure that the students have a better understanding of the subjects. Guest lecturers are conducted wherein the eminent professors from esteemed institutions deliver lectures to our students. We encourage our students to learn through group discussions and case studies. Students are also encouraged to take up certificate courses.

6.3.2 Teaching and Learning

The college is keen on recruiting specialized faculty with an impressive past experience. Also, Influencers from various industries are also invited to deliver guest lectures and to conduct workshops. The college is also in the process of attaining CO & PO.

6.3.3 Examination and Evaluation

The college has to follow the examination process of the university. Also there are continuous internal assessments conducted like class tests and quizzes to evaluate the performance of the students. The college has also introduced online Multiple Choice Questions to assess the learning levels of the students so that the lecturers can focus more on such students.

6.3.4 Research and Development

The college is encouraging lectures to take up research projects and to involve the interested students. Management is also supporting the lectures to conduct research by providing them with incentives.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has implemented various ICT tools like Learning Management Solution, ILMS for effective learning of the students. MIS and OPAQ is also being used by the college for streamlining the processes. New books, journals, e-journals and other online content are added to the library regularly to enrich the knowledge base.

6.3.6 Human Resource Management

Qualified faculty are being recruited by the college for the improved learning and performance of the students. Various workshops are being conducted to improve the well-being of the teaching and non-teaching staff in the college.

6.3.7 Faculty and Staff recruitment

Appointment to permanent vacancies are being made by management against posts sanctioned by the State Government. The college is also recruiting doctoral faculties with a quality work experience as per the norms of the government.

6.3.8 Industry Interaction / Collaboration

Collaborations are being made with various companies in the industry to improve the placement opportunities that are being provide to the students. Also, the students are encouraged to take part in internship programmes conducted by the industry. The industry leaders were invited for guest lectures.

6.3.9 Admission of Students

The admission process for the students is followed as per the protocol of the University. The students are given admission on the basis of merit. The college is trying to bring in gender equality by filling the gap between number of male and female intake. Also, the students from other states are encouraged to take admission here.

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.
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.

6.5 Total corpus fund generated: Self -financing course fee: 1,82,45320/-
Aided course fee: 15,35015/-

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	No		Yes	IQAC
Administrative	Yes	Deputy Director,	Yes	IQAC

		Collegiate Education, Accountant. General (A&E) Kerala. MES Central Colleges Committee.		
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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: This organization has provided
scholarships to the meritorious students.

6.12 Activities and support from the Parent – Teacher Association: Funds for scholarship,
renovation of infrastructure & awards for teachers.

6.13 Development programmes for support staff: Workshops were conducted on human
resources development among others to empower our supporting staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly: Educating students
about the importance of clean & green environment.

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.

- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
 - *Feedback was reviewed and forwarded to the management*

<i>Plan of Action</i>	<i>Action taken</i>
Provide tools to teachers and students for effective learning	Started using ICT tools such as projector, PPTs, etc.
Implement established and emerging technologies to support academic programs.	Enhance engagement with educational and research institutions in the region
Host activities, events and speakers on campus	We have conducted workshops and invited guest faculty to create awareness among students.
Increase scholarship funding	We have organizations like Alumni Association & Parent Teacher Association that provide funds to the meritorious students
Enhance engagement with society and industry	The idea of conducting industry academia workshops is under consideration.
Improve internal support system	We have a Grievance Redressal Cell that address students' grievances and support them
Develop cleaner and a greener campus	Educating students about the importance of clean & green environment

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

College believes in promoting a society which cares for the environment, cares to protect, preserve and conserve. Realizing the importance of sustainable development many activities

are undertaken to make the campus environmentally friendly and students sensitive to ecological issues. College has an active 'Eco club' which has taken upon itself the onus to spread awareness and provide students several platforms to discuss the various environmental issues and deliberate on appropriate solutions towards the same. Events are organized to create awareness on campus like photography competitions, guest lectures, quizzes, documentary competitions etc. The college has established plastic free zone and made many efforts for carbon neutralization. All the laboratories are following good laboratory practices and systematic hazardous waste management

- In connection with "World Environment Day" an awareness class was conducted by Dr.Prabhukumar, Senior Scientist, AVS Kottakkal on 7th June 2017. The awareness class was on the topic "Environment and Climate Change and its influence on living organisms". Aforestation programmes were inaugurated by planting Phyllanthus seedlings in our campus.
- In connection with Ozone Day Observation an exhibition was conducted on Ozone and its role. A hand written magazine was prepared by forestry club members.
- In connection with World Wildlife week two club members Rinshida.K and ShameemaSulthana participated in a Quiz programme conducted by Silent Valley Forest Division and won 3rd prize at College level Competition.
- Forestry club organized a Nature trip to Silent Valley National Park on 4th August 2017 in order to create awareness about the protection of Nature. 19 Members were participated.
- As a part of aforestation programmes Nature Club members planted one tree sapling each in college campus near college ground and vegetable garden.
- As a part of *Entemaram* project of Green campus programme club members planted medicinal plants in Herbal Garden.
- In connection with World Wetlands Day club members participated in a seminar conducted by Botany Department and sponsored by KSCSTE.
- Identification and listing of 60 campus trees including medicinal and economically important plants were done.
- In connection with World forest Day an awareness class by Mr.Mohanakrishnan was conducted in association with Bhoomithra Club and NSS Unit of the College.

- 27 Nature Club members were participated in a Workshop at Mukkali named “Clean Mukkali Green Mukkali” conducted by Silent Valley National Park.
- As a part of wild life observation **Sapling of Medicinal plants were planted** in College campus and Herbal garden by members of different Clubs. The sapling were provided by Thiruvizhamkunnu Forest Division, Mannarkkad.
- **Bird Watching Day November 12-** on November 13th Bird Watching day was observed. A Film show on Migratory Birds visiting India was conducted. Students were given instructions to conduct Bird watching in their local places as an attempt to inculcate a concern for nature in them.
- **Rice Harvesting Festival** – Rice cultivation is one of the Best Practice of the Department of Botany in association with SajithaNalakath, a farmer at Kodakkadu. The staff and students frequently visited the field and got the field experiences on Paddy cultivation practices followed.
- **In connection with World Wetlands Day Celebration** 2018 Department of Botany organized a Seminar on 02nd February 2018 on the topic “Ecology of Wetlands Paddy”
- In connection with National Science Day a **National Workshop on Biological Techniques** was conducted on 28th February and 1st March 2018.
- **Plant Breeding Station Visit:** A visit to Regional Agriculture Research Station, Pattambi was conducted on 15th March 2018. Twenty Eight students and 3 faculties visited Tissue Culture lab, Rice station etc...
- As part of the ‘World Environment Day’, a speech competition was conducted by Department of English on the topic ‘Literature and Environment’ on 05 June 2017.
- **Environmental Day Celebration:** 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. 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

- UG students organized poster presentations in association with “Chandra Divas” on 21th July 2017.
- Department of physics celebrated Ozone day with various informative programme such as posters, awareness class etc. on 26th September, sponsored by KSCSTE.
- In connection with Ozone Day a **Seminar** was conducted by Department of Botany. During the interactive session followed the students discussed about different problems due to Ozone Depletion. An “**Exhibition on Ozone and its Role**” was conducted and a hand-written magazine prepared by students was also released.

7.5 Whether environmental audit was conducted? Yes

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

SWOT Analysis

Strengths

- Value based education is being offered to all the programmes in the college.
- New methodologies such as using software for teaching is in vogue.
- Feedback is collected being on-line from stakeholders and the changes are made in the curriculum accordingly.
- Academic audit is being conducted regularly.
- 7 research papers were published in an international journal and 4 in national journal.
- Our faculty published 5 books and edited 11 books in the year 2017 – 18.
- Our library is housed with more than 39,000 books.
- Scholarships are being provided by institution and government to the deserving students.
- 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. Also, alumni association is conducting yearly meetings.
- Coaching classes were conducted for UGC - CSIR – JRF & NET (Science stream) and UGC – JRF & NET.
- Conducting various activities to create awareness of social responsibility among students
- A number of welfare measures were taken for teaching staff, non-teaching staff and students.

- Field training, industrial visits and workshops are being conducted in syllabus related areas.

Weakness

- Our college is in a rural setup and is away from the urban advantages.
- More labs on the emerging areas of importance apart from the existing labs are to be established.
- More MNCs are to be attracted for placement of our students.
- Corpus fund is to be increased in the years to come.

Opportunities

- Hands on experiences provided to students help them to adjust quickly in the industry.
- Flexibility makes the students to choose the topics of their interest.
- Flexibility makes the students to get certificate programmes and add-on courses simultaneously.
- Our curriculum instils the confidence among the students to face competitive examinations.
- Faculty members are encouraged to indulge in research activities by providing incentives.
- There is much scope for the students for all round development.
- There is much scope for both students and faculty to participate in various committees and contribute their mite for the development of the college.
- Teachers are available even after the teaching hours to clarify the doubts of the students.

Challenges

- To orient the curriculum with the fast changing trends in the industry is a challenge.
- To attract the specialized faculty to this rural area is a challenge.
- Investment in technology to make the entire process of education technology-based is a challenge.
- It is a challenge to develop attitude of mind that helps for innovation.

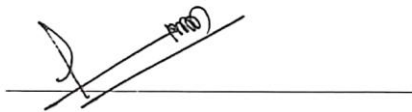
8. Plans of institution for next year

1. NAAC Re-accreditation.
2. Teachers Work Diary.

3. Writers Forum.
4. NIRF
5. Apply NIRF Ranking.
6. New Toilet Complex
7. Digital Kiosk in Office.
8. Capacity Building workshop for staff
9. Set-up IEDC
10. Establish Pre-marital Counselling centre.
11. More Certificate programme
12. Enrol students in MOOC Programme
13. Completion of lift work
14. Up gradation of Library with RFID
15. Installation of ATM counter inside the campus
16. More extension activities in tribal area for the overall development of tribal community.
17. Students insurance scheme
18. Global Alumni Meet
19. Each department should maintain minimum one MOU.
20. Industry collaboration
21. Online internal examination
22. Mobile App for students and parents.
23. Promote online Refresher course among faculties.
24. Apply Research centre in Commerce and Economics department.
25. Initiative for students self employment.
26. College Publication division
27. More Skill Development programme
28. Api culture Unit
29. Student help group
30. Planning Aquaculture Unit “ MuttathoruMeenkulam”
31. Students Initiatives in agro farming.
32. Reviving Mushroom Cultivation.
33. Training and promoting rain water harvesting
34. Digital Notice board
35. Waste Water Management

36. Solar energy plant
37. Collaboration being the newly approved research centre
38. More Add on Programme
39. Changing vision and mission of the institution.
40. Upgrading computer lab into Faculty Instructional Technology Centre.
41. Promotion of Cascade leadership.
42. Completion of Lift for physically handicapped students.
43. Youth Leadership Programme (YLP).
44. Youth Employability Programme(YEP)
45. Intensive Supervised Study Camp (ISSC) for Mathematics.
46. Upgrading libraryas a Knowledge Resource Centre with RFID technology
47. E-waste management.
48. Biogas Plant at canteen.
49. Student's appraisal certificates and awards for appreciating students achievements.
50. Completion of *KarunyaBhavan*- Housing Project.
51. Project for tribal hospital.
52. Office Modernisation.
53. Construction of Multi-storied building for housing, canteen, auditorium and student utility centre.
54. Installation of ICT gadgets in all class rooms.
55. Canvas for faculty.
56. Digital Display Board.

Name Dr. HASEENA .V. A



Signature of the Coordinator, IQAC

Name Dr. O.P. Salehudeen



Signature of the Chairperson, IQAC

Annexure I**Academic Calendar 2017-18**

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 (Centralized)
	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 (Centralized).
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**Curriculum Feedback – 2017 -18**

Question	Avg score	Total avg	Max score	Min score	Result
Are the essential questions on curriculum is aligned to the objectives and instructional processes?	0.98	1.05	2	0	Needs improvement
Are the instructional strategies and activities appropriate for the unit?	1.04	1.05	2	0	Needs improvement
Do the assessments and instructional activities align to the learning objectives?	1.03	1.05	2	0	Needs improvement
Do the assessments provide opportunities for students to adequately demonstrate their learning through higher order thinking?	1.07	1.05	2	0	Ok
Do the strategies and activities address the learning needs of ALL students, including students with disabilities and dual language learners?	1.05	1.05	2	0	Needs improvement
Should essential questions on curriculum be added, changed or deleted?	0.94	1.05	2	0	Needs improvement
The curriculum and syllabus are well organized and easy to follow.	1.07	1.05	2	0	Ok
The learning objectives are clear and appropriate to the needs of the students.	1.1	1.05	2	0	Ok
The texts / resources are appropriate for my students' level.	1.1	1.05	2	0	Ok
The texts / resources are sufficient - They cover most or all of what is needed to teach the course.	1.07	1.05	2	0	Ok

Total number of students taken the feedback: 294

- Curriculum Feedback consists of following questionnaire which is used to assess the adequacy and validity of the curriculum, to uphold the standards of learning.

- Feedback is taken online, average is calculated based on the Options-agree(1),disagree(2),no-opinion(0) and analysis report is generated real-time

Over – all Analysis

Based on the feedback given by the students, improvement is required on learning objectives.

However majority of the students agree that the curriculum designed at the institutional level meet their level of understanding and is satisfactory. Considering this no necessary actions have been taken for the above feedback.

Institutional Feedback – 2017-18

Question	Avg score	Total avg	Result
I am given enough freedom to contribute my ideas on curriculum design and development.	0.98	0.95	Ok
The University is providing adequate opportunities and support to the faculty and their family members.	0.86	0.95	Needs improvement
Board of studies is taking care to ensure the currency and relevance of the programme offering.	0.95	0.95	Needs improvement
Employability is given weightage in curriculum design and development.	0.89	0.95	Needs improvement
Representation from business and industry in PG Boards of studies is helpful in designing and improving the courses	0.9	0.95	Needs improvement
Sports infrastructure is adequate.	0.98	0.95	Ok
Student centered learning resources are available in the University.	0.91	0.95	Needs improvement
The administration is accessible	1	0.95	Ok

The administration is sincerely putting efforts for the development of the institution.	0.88	0.95	Needs improvement
The admission process adopted by the University is effective.	1.03	0.95	Ok
The buildings and furniture are well maintained.	0.99	0.95	Ok
The class rooms and furniture available are adequate.	0.99	0.95	Ok
The class work is taking place as per schedule.	0.98	0.95	Ok
The curriculum has been updated from time to time.	1	0.95	Ok
The evaluation system followed by the University is effective.	0.97	0.95	Ok
The examination system followed by the University is effective.	0.97	0.95	Ok
The faculty are given freedom to express their opinions.	0.99	0.95	Ok
The faculty are updating their knowledge and skills.	0.96	0.95	Ok
The infrastructure available in the department is optimally used.	1	0.95	Ok
The IQAC is working well for promoting quality in the institution.	0.86	0.95	Needs improvement
The labs are adequately equipped (wherever applicable)	0.95	0.95	Needs improvement
The library is managed effectively.	1.02	0.95	Ok

The library is utilized optimally by the faculty.	0.94	0.95	Needs improvement
The library is utilized optimally by the research scholars.	0.85	0.95	Needs improvement
The library is utilized optimally by the students.	0.94	0.95	Needs improvement
The procedure followed for acquiring new books and journals ensures right titles and journals in the library.	0.91	0.95	Needs improvement
The quality initiatives taken up during the last academic year are contributing for improvement.	0.94	0.95	Needs improvement
The system followed by the University for the design and development of curriculum is effective.	0.98	0.95	Ok
The teachers are encouraged to carry out research.	0.97	0.95	Ok
The teachers are encouraged to organize seminars/workshops/ symposia/conferences.	0.87	0.95	Needs improvement
The teachers are encouraged to participate in seminars /workshops/ symposia/conferences.	0.93	0.95	Needs improvement
The teachers are encouraged to take-up consultancy services.	0.9	0.95	Needs improvement
The teachers are encouraged to undertake extension service programmes	0.84	0.95	Needs improvement
The teachers are supported with adequate learning resources.	0.91	0.95	Needs improvement
The teaching aids in the department are sufficient and up to	0.95	0.95	Needs

date.			improvement
The timings of the Library are convenient	1.01	0.95	Ok
The toilets are sufficient for faculty and students.	1.09	0.95	Ok
The University is able to attract meritorious students.	0.88	0.95	Needs improvement

- The purpose of the feedback was to understand the development of the institute. Feedback was carried out from students and faculty members.
- Feedback is taken online, average is calculated based on the Options-agree(1),disagree(2),no-opinion(0) and analysis report is generated real-time

Total number of students taken the feedback: 105

Total number of faculty taken the feedback: 32

Over-all Analysis for students: Most of the questions aligned to institutional is satisfactory, However few students feel that the employability opportunities has to be improved. Based on this feedback institution is reaching out to companies for placements.

Over-all Analysis for faculty: Faculties who is given the feedback are satisfied with the infrastructure facilities available in the institution, however based on the feedback few faculties are not satisfied with the teaching aids provided in the campus, for this institution is take active measures and teaching aid facilities have been improved

Library Feedback

Question	Avg score	Total avg	Result
Are the Library Staff co-operative and helpful	0.88	0.77	Ok
Are the Net centre staff co-operative and helpful	0.71	0.77	Needs improvement
Are the required number of titles in your Subject available in the Library	0.81	0.77	Ok

Are there enough number of nodes Available in the Internet Centre	0.69	0.77	Needs improvement
Are you able make use of Xerox facility in the Library	0.38	0.77	Needs improvement
Are you able to access Internet Centre as and when you require	0.62	0.77	Needs improvement
Are you making use of educational online resources	0.68	0.77	Needs improvement
Are you satisfied with the available Reading space in the Library	0.85	0.77	Ok
Are you satisfied with the cataloguing and arrangement of books in the Library	0.86	0.77	Ok
How often do you visit the Library	1.24	0.77	Ok

Total number of students taken the feedback: 291

Total number of faculties taken the feedback: 31

Over- all Analysis: Students and faculties complain of not having the internet facilities in the library. Based on this institution is provided with a system with internet connection on working hours for both faculties and students.

Seminar / Workshop Feedback

Question	Avg score	Total avg	Result
I accomplished the objectives of this workshop.	1.17	0.96	Ok
I was well informed about the objectives of this workshop.	1	0.96	Ok
I will be able to use what I learned in this workshop	0.87	0.96	Needs improvement
I would be interested in attending a follow-up, more advanced workshop on this same subject	1	0.96	Ok

My questions were addressed and I feel comfortable contacting the Presenter in the event I have more questions	0.93	0.96	Needs improvement
Not enough information was presented	1.06	0.96	Ok
Participation and interaction were encouraged	0.81	0.96	Needs improvement
The instructor was helpful	1	0.96	Ok
The instructor was well prepared	1	0.96	Ok
The material was presented in an organized manner	1.06	0.96	Ok
The presenter encouraged questions and answered them clearly	1	0.96	Ok
The presenters communication style kept me focused and interested	0.86	0.96	Needs improvement
The program was well paced within the allotted time	0.86	0.96	Needs improvement
The seminar was clear and easy to follow	1.13	0.96	Ok
The workshop activities stimulated my learning	0.93	0.96	Needs improvement
The workshop was a good way for me to learn this content	0.86	0.96	Needs improvement
The materials distributed were helpful	0.73	0.96	Needs improvement
The meeting room and facilities were adequate and comfortable	1.1	0.96	Ok
This workshop lived up to my expectations	0.93	0.96	Needs improvement
Too much information was presented	1	0.96	Ok

Total number of students given the feedback: 20

A system has been devised to obtain feedback from the students on seminar/workshop conducted by the institution

Over-all analysis & Action taken: Based on the seminar/workshop feedback given by the students few points were considered and conveyed the message to the future eminent for active interaction.

Alumni Feedback

Feedback Framework

Following is the list of questions, which is taken by the stakeholders

Are you proud to be associated with this institution as alumni?

Yes No

Rate the institution for their development activities

Most Satisfactory Satisfactory Below Satisfaction Can't say

Did institution provide you proper facilities at library and labs?

Yes No

Does the institution provide internet access in the campus?

Yes No I don't Know

Is the education imparted at college useful and relevant in your present job?

Yes No No Opinion

Does the institution has Career Counselling Cell or Placement Cell?

Yes No Can't say

Was the Placement / Career Counselling Cell active in the institution?

Yes No Can't Say

Would you like to join college alumni association, if not a member?

Yes No

Have you participated in any alumni meet as of now?

Yes No

If you are invited to deliver a special talk for your juniors, will you be interested?

Yes

No

* Have you ever been recognized by any faculty of this institution, if yes kindly mention the details below

* Achievements made

* Most memorable moment in the institution

* How can you contribute to the development of the institution & students?

Any suggestions

Over-all Analysis : Feedback is taken by 13 Alumni, No major recommendations were submitted by the alumni

Parent Feedback

We have designed general feedback form for the parents where we find that there were no major concerns provided. Feedback questions have been uploaded in the college website.

COMPETENCE & COMMITMENT OF FACULTY			
<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
ENCOURAGEMENT PROVIDED TO STUDENTS FOR PARTICIPATION IN ACADEMIC FORUMS			
<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
DISCIPLINE PRACTICES			
<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
ENHANCEMENT OF STUDENT'S PERSONALITY			
<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
INFRASTRUCTURE FACILITIES			
<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
AVAILABILITY OF THE TEACHER IN AND OUT OF THE CLASS (INCLUDES AVAILABILITY OF THE TEACHER TO MOTIVATE FURTHER STUDY AND DISCUSSION OUTSIDE CLASS)			
<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
LEARNING RESOURCES SUCH AS LIBRARY, INTERNET, COMPUTER ETC			
<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor
RESPONSE & COMMUNICATION WITH THE COLLEGE			
<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Average	<input type="radio"/> Poor

The overall feedback from the parents shows that parents are well satisfied with the facilities and efforts taken by the institute.

Annexure III

Best Practice-1

Title of the Practice

Title: “GREEN CAMPUS CAMPAIGN “

Goal: The objective of this best practice is to

- Incorporate “Green Protocol” among students.
- Raise environmental awareness, understanding and knowledge among young people.
- Prepares young people to take a more active, positive and responsible role in the society.
- Engage the faculty and students in the activities to conserve the natural resources.
- Change the atmosphere of campus in to pollution free and ecofriendly manner.
- Develop measures to dispose the waste materials.

The context:

Environmental pollution and climate change being the major issue in global level can be met by movements at grass root level. As a part of Golden Jubilee Celebrations of Calicut University, it is decided to introduce Green Campus Campaign in 2017 in the Affiliated Colleges to impart environmental awareness among students and faculties by conducting different environment Protection activities. In this context, MES Kalladi College Mannarkkad also joined in the initiative to implement Green Campus Campaign.

The Practice:

The educational institutions have remarkable role to achieve sustainable development. The concept of Green Campus includes Environment protection; improve the quality of health and thus livelihood. By engaging and educating students and employees about conserving natural resources and reducing wastage especially plastic materials by the implementation of green protocol.

- 1) **EnteMaramProject:** It is a green initiative where Green campus volunteers and faculty representatives planted tree saplings in the campus. The initiative is under the guidance of the Botany Department to conserve indigenous plants.
- 2) **Water Management:** Effective management of water is by establishing facilities for Rain water Harvesting.
- 3) **Energy Management:** The cycle club in the campus promoted the use of bicycles by students and security guards.

- 4) **Green Power generation by using solar panels:** For the sustainable use of energy solar panels are implanted in boys' and girls' hostels to reduce the use of electricity.
- 5) **LED Bulbs:** LED bulbs are extensively used to reduce the consumption of electricity.
- 6) **Waste Management:** Installed Biogas plants in College Canteen and Boys Hostel to recycle the solid wastes generated on the same.
- 7) **Disposal of non-degradable wastes and degradable wastes:** Provided separate dustbins to collect different types of wastes.
- 8) **Measures to avoid the use of plastics:** Introduction of cloth banners instead of flexes in public functions. Use of stainless-steel water bottles and glasses instead of plastic bottles.
- 9) **Introduction of cloth bags by Bhoomithraclub.**
- 10) Use of Paper pens.
- 11) Organized plastic free Campus campaigns and awareness classes in World Environment day, World Wildlife week, World Ozone Day etc.

Evidence of success:

The green protocol is ensured by the green campus representatives in all the programs conducted in the campus. Use of Cloth banners in almost all the programs. Assignments and projects through e-learning and thus reduced the use of papers. Production and sale LED Bulbs helped to reduce energy consumption. Rain water harvesting facility reduced the risk of water scarcity in arid conditions. Increase the use of plastic free materials in public functions in the college. Set up a Compost facility in the campus.

Problems encountered:

Complete ban of the plastics could not be accomplished. Problem to change the attitude of faculty and students to change their mode of daily life in to a plastic free environment. The climatic conditions adversely affected the survival of many tree saplings planted under *EnteMaram* project. The recycling of non-biodegradable waste materials is very expensive and time consuming.

ContactDetails

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Annexure IV**Best Practice-II****Title of the Practice**

DREAMES (“MES-Drive III” for the Improvement in Education of Tribes in Attappady)

Goal

1. To improve the educational status of tribal students in Attappady

The Context

This Programme has started as the continuation of the DREAMES-1 and 11 (MES-Drive for the Empowerment of Tribes in Attappady and drive for the improvement of health status of tribals in Attappady). Access to educational institutions is a major factor for the educational backwardness of the tribal communities in Attappady. Since they largely live in remotely situated hamlets, they cannot have any easy access to schools, colleges etc. In Attappady the dropout rate is four times higher than the state percentage. The percentage of scheduled tribe students in MES Kalladi College is very less. College conducted survey to study about the educational background of the students in Attappady. It is realized that Dropout rate is very high in Secondary level. In Attappady there are more employment opportunities and these positions are not yet filled due to the lack of qualified students. On the context of lack of educational improvement in Attappady, extension cell of the college in association with M.E.S Medical college has taken initiatives to start an educational institution in Attappady. To reduce the dropout rate of tribal children in Attappady, efforts were taken by MES Management committee.

The Practice

Education centre in Attappady is working strongly for the improvement in education of tribals. Various activities so far organized under this project are:

- Comprehensive survey conducted to analyse the educational background of the tribals in Attappady. Post Graduate students from various departments were involved in this project.
- Course structure includes B.A (History) and B.Com
- Visited tribal hamlets to assess the educational situation.
- Provided motivation classes to the students
- Strengthened the working of Tribal resource centre
- Completely free education for the students.

Evidence of Success

There are a number of external factors that hinder tribal education. The schools in the tribal areas do lack the basic necessities. There is shortage of teachers. The remuneration of teachers of alternate schools is meagre. By the use of this programme many tribals become the beneficiaries of educational institution. More than thirty tribal students were joined in this institution. Tribals become more interested in studies and they showed a symptom of positive changes by this endeavour. Students achieved better results in internal test comparing with other centre. Students showed more interest in studies for the nearby hamlets, MES Educational centre was a big comfort as they have reduced their distance to reach school. The centre was the symptom of more relief to the tribals not only in matter of education, but also in all other matters related to the socio-economic empowerment.

Problems Encountered and Resources Required

We are running this educational programme with many issues such as inaccessibility to the settlements and interior nature of tribal hamlets, language barrier, cultural barriers, lack of tribal sensitive functionaries, lack of continuing efforts and negligence of tribal parents towards education.

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