

Annual Quality Assurance Report (AQAR)



SREE NARAYANA COLLEGE

KOLLAM

Kerala, South India 691001

Affiliated to University of Kerala

For the Period of 2014-15

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

**The Annual Quality Assurance Report (AQAR) of the IQAC
AQAR for the year 2014-15**

Part – A

1. Details of the Institution

1.1 Name of the Institution

SREE NARAYANA COLLEGE

1.2 Address Line 1

SREE NARAYANA COLLEGE

Address Line 2

KOLLAM

City/Town

KOLLAM

State

KERALA

Pin Code

691001

Institution e-mail address

snckollam@gmail.com

Contact Nos.

0474-2741793

Name of the Head of the Institution:

Dr. K.B. MANOJ

Tel. No. with STD Code:

0474 2741793

Mobile:

9447106774

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2002	2007
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

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

- i. AQAR 2009-10 on 23-05-2015
- ii. AQAR 2010-11 on 23-05-2015
- iii. AQAR 2011-12 on 23-05-2015
- iv. AQAR 2012-13 on 23-05-2015
- v. AQAR 2013-14 on 23-05-2015

1.9 Institutional Status

University State Central Deemed

Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

UNIVERSITY OF 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

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

Yes

UGC-Innovative PG programmes

Yes

Any other (*Specify*)

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Introduction and effective implementation of Walk With Scholar Programme.
- Overall quality improvement of the college.
- Promotion and facilitation of improved teaching-learning practices.
- Modernization of class room facilities.
- Encouragement for quality research in college.
- Strengthening and creation of vibrant cultural perspective through variety activities.
- Introduction of e-learning resources to student learning.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Procurement of I.C.T learning equipments such as multimedia projectors, smart interactive boards, and computers	Procured 16 of Smart interactive boards and LCD projectors for setting up of smart class room facility in various departments. Purchased eleven desktop computers, three UPS, one laser printer and one printer cum photocopier. This has substantially strengthened the ICT based teaching and learning process in the college.
Chemistry labs and seminar hall renovations	Upgraded the chemistry laboratories and renovated a seminar hall (S-23).
Better laboratory facilities for two new courses, MSc. Biotechnology and P.G. Diploma in Biomedical Sciences	Procured major and minor instruments for the MSc. Biotechnology and P.G. Diploma in Biomedical Sciences.
To encourage teachers to acquire higher academic degrees	Four faculty members have utilized sabbatical leave provision under the Faculty Development Programme of U.G.C. for completing Ph.D. work.
To motivate teachers to present and publish their research works	Number of paper presentations in seminars and conferences: <ul style="list-style-type: none"> • Two in International seminars, • Twelve in National conferences. Scientific papers published <ul style="list-style-type: none"> • Five in Peer Reviewed International Journals • Seven papers in National Peer Reviewed Journals.
New research projects	Four new minor projects with a total financial out lay of Rs. 5, 90, 000/- was sanctioned by UGC.
To renovate buildings	Completed truss work on the roof of the main building over the Economics department.

'Know Your Campus Flora'	Students identified the campus flora and created a 'Biodiversity Data Bank'.
Awareness on food adulteration	Conducted seminars on food adulteration.
To Launch of Plant Clinic	Identification of common diseases in plants and their management.
To Encourage ICT learning	Context for best Power Point presentation and awards for best presentation.
Field based Education	Visited industries, ecologically important places, laboratories etc. as part of study. Eg. JNTBGRI, Palode, KMML Chavara, CEPCI, Kollam, CMFRI Cochin etc.
To Extend UGC- NET weekend coaching classes for outsiders	Department of History extended the UGC-NET course to the NET aspirants outside the campus. A total of 74 sessions were provided to the students which also included two mock tests. The students are awaiting their results.
To launch of Civil Service Foundation Course for the beginners	This plan was only partially executed due to the time constraints of the faculty. In spite of this, a handful of orientation classes were conducted for the civil service aspirants, which comprised of the students from other departments as well.
To inculcate the value of Patriotism	A series of Poster exhibitions with a common theme with the participation of our students and from other colleges.
To inculcate the value of Compassion	Students were encouraged to visit destitute homes, orphanages, rehabilitation centres for mentally challenged, old aged homes etc.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body College Council

Provide the details of the action taken

This AQAR was placed in the College Council before submission. The report was thoroughly analysed by the members. Suggestions and comments for improvement were incorporated. The next Council meeting approved the corrected report.

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
Ph.D.	08	-	-	-
P.G.	14	-	-	-
U.G.	17	-	-	03
P.G. Diploma	01	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	40	03	-	03

Interdisciplinary	04	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	32
Trimester	--
Annual	--

1.3 Feedback from stakeholders* Alumni Parents Employers
Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

****Please provide an analysis of the feedback in the Annexure***

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

No

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	Asst. Professors	Associate Professors	Professors	Others
	131	53	78	--	--

2.2 No. of permanent faculty with Ph.D.

69

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	17	--	--	--	--	-	--	0	17

2.4 No. of Guest and Visiting faculty and Temporary faculty

27

2.5 Faculty participation in conferences, workshop and symposia:

No. of Faculty	International level	National level	State level
Attended	11	59	07
Presented papers	05	67	04
Resource Persons	--	14	08

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

- Usage of right blend of ICT based teaching aids such as Smart Boards, LCD projectors, National Programme on Technology Enhanced Learning (NPTEL) modules and e-resources.
- Quiz Verbal illustrations: Use of anecdotes and parables to illustrate the ideas discussed.
- Enacting of Drama and Role Play.
- Peer group teaching.
- Promotes online submission of assignments and seminar presentation through PPT.
- Learning History through Movies.

- Postgraduate students were encouraged to carry out research oriented projects and present their findings at national and state level conferences.

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

183

2.8 Examination/ Evaluation Reforms initiated by the institution:

- Under the supervision of the College Level Monitoring Committee (C.L.M.C.) one internal examination per semester was conducted.
- Frequent seminars, assignments, projects, etc. were also assigned as part of continuous evaluation.

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

19	00	03
----	----	----

2.10 Average percentage of attendance of students

88%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total passed	Pass %
B. A. English	51	47	92
B. A. Hindi	37	21	57
B. A. Malayalam	34	18	53
B. A. Sanskrit	13	08	62
B. A. Economics	68	39	57
B. A. History	49	28	57
B. A. Philosophy	54	19	35
B. A. Politics	66	41	62
B.Sc. Mathematics	54	34	63
B. Sc. Physics	33	22	67

B. Sc. Computer Applications	25	21	84
B. Sc. Chemistry	51	36	71
B. Sc. Botany	35	28	80
B. Sc. Biotechnology	24	22	92
B. Sc. Zoology	42	35	83
B. A. English	51	47	92
M. A. English	20	18	90
M. A. Hindi	16	16	100
M. A. Malayalam	18	15	83
M. A. Economics	16	13	81
M. A. History	15	12	80
M. A. Politics	20	16	80
M.Sc. Mathematics	20	16	80
M.Sc. Physics	18	13	72
M. Sc. Chemistry	15	10	67
M. Sc. Analytical Chemistry	13	07	54
M.Sc. Botany	16	14	88
M.Sc. Zoology	16	14	88
M. Com	18	17	94

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

- Formal feedback collection and analysis by IQAC team.
- Regular visits to all departments by IQAC members to monitor the functions of the departments.

- Continued support and motivation to facilitate student and faculty enrichment programmes.
- Modification of the student feedback form by including new parameters

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	16
UGC – Faculty Improvement Programme	02
HRD programmes	06
Orientation Programmes	05
Faculty Exchange Programme	00
Staff training conducted by the university/ other institutions	01
Summer / Winter schools, Workshops, etc.	09
Others (Short term courses)	02

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	50	04	--	--
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- Motivating teachers for their active involvement in research activities leading to Ph.D. programmes and paper publications in scientific journals.
- IQAC co-ordinates research activities and ensured adequate research facilities through Research Committee.
- The IQAC through the Research Committee orients the faculty about the grants available from different funding agencies.
- Promoting teaching faculty to prepare research proposals and timely submission to various funding agencies.
- Six teachers applied for externally funded projects.
- Four faculty members availed leave under the Faculty Development Program.
- Research guides were encouraged and promoted to take up new areas of research.
- Publication of the Multidisciplinary Biannual Journal '*Holistic Thought*'.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	05	00	-
Outlay in Rs. Lakhs	995,000	35,98,150	00	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	07	01	06
Outlay in Rs. Lakhs	5,25,000	11,25,000	1,60,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	07	06
Non-Peer Review Journals	--	10	08
e-Journals	04	--	--
Conference proceedings	02	12	10

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	03	U.G.C, D.S.T, K.S.C.S.T.E	45,93,150/-	36,93,973/-
Minor Projects	02	U.G.C.	18,10,000/-	16,30,500/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	64,03,150/-	53,24,473/-

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

ii) Without ISBN No. Books edited

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	11
Sponsoring agencies	--	U.G.C.	-	-	P.T.A, KSCSTE, ICPR, Kerala Hindi Prachar Sabha & Departments

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	--
International	Applied	01
	Granted	01
Commercialised	Applied	--
	Granted	--

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

Total	International	National	State	University	Dist	College
02	--	02	--	--	--	--

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

Some of the important programmes are mentioned below:

- ‘Share and Care’ programme sponsored by faculty members’ offers lunch for poor students.
- Blood donation camps.

- Thyroid detection camp in association with ‘Thyrocare Laboratory’ for students and public.
- Workshop on ‘Art of Bonsai’ and ‘Hands on Practice on Bonsai’.
- Poster exhibition on the ‘Dalit Movements in Kerala’ in association with Ayyankali Anusmarana Samiti.
- Science exhibition.
- Community based projects on the issues of fishermen, tribes, handloom workers, marginalized women, rubber plantation workers etc.
- Sanskrit spoken classes.
- Participation in ‘Plant a Tree-Save Our Earth’, ‘My Tree Challenge’ and ‘Ente Maram’ Project.
- Awareness classes on ‘Digital Literacy’, ‘Right to Vote’, ‘Women Rights’ etc.
- Visit to orphanages and geriatric homes,
- Lunch packets to inmates of Karunalaylam, a home for the destitute, once in a month.
- Visits and donation to school for mentally challenged.
- Donations to Pain and Palliative Care Centers.
- Distribution of learning materials, snacks and note books to economically backward students of our college and school kids.
- Classes on ‘Easy Methods for Calculations using Vedic Mathematics’ for school kids.
- Career guidance classes to school students.
- Distribution of vegetables to mid-day meal of schools.
- Donation of Clothes to the needy people through community connects.
- District Jail visit as part of International Human Rights Day.

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	27 acres	-	-	27acres
Class rooms	78	-	-	78
Laboratories	16	-	-	16
Seminar Halls	03	-	-	03
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	131	48	U.G.C. & P.D.	179
Value of the equipment purchased during the year (Rs. in Lakhs)	38.02	17.9	U.G.C. & P.D.	55.92
Others	-	-	-	-

4.2 Computerization of administration and library

- Office and Library were computerized.
- Important administrative circulars are circulated through e-mail.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	102905	17493842	125	35971	103030	17529812
Reference Books	5416	1354013	83	53956	5499	1407969
e-Books	88450		N-List-INFLIBNET renewed	2500	87585	2500
Journals	69		Renewed	65050		65050
e-Journals	3527		N-List-INFLIBNET renewed	2500	3527	2500
Digital Database	--					
CD & Video	-7					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	69	02	19	01	01	03	15	--
Added	11	01	01	--	--	--	--	--
Total	80	03	20	--	--	03	15	--

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

- The subscription of N-List-INFLIBNET was renewed.
- First year students were given orientation class on the use of internet browsing.

4.6 Amount spent on maintenance in lakhs:

i) ICT	1, 85,376/-
ii) Campus Infrastructure and facilities	2, 24,513/-
iii) Equipments	27,901/-
iv) Others	51,450/-
Total:	4, 89,240/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation to first year students on the day of commencement of classes.
- Distribution of Handbook containing academic calendar and details of all student support services.
- Introductory classes on Walk With a Scholar (WWS) and Student Support Programme (SSP).
- Short Orientation classes are arranged through tutors on choosing suitable open courses.
- Support the students by informing modalities for getting financial assistance from government, scholarships from various agencies etc.
- Co-ordination of Clubs, Committees and Forums.
- Peer group coaching sessions to help the differently-abled students.
- Remedial classes for needy students.
- Quick and prompt solutions are arranged for students' problems through Grievance Redressal Cell.

5.2 Efforts made by the institution for tracking the progression

- Tutors maintain biodata of their wards and update the document regularly. After analyzing the data, proper guidance is given to students.
- The meeting is held twice every year and student, teacher and parent interactions are arranged to discuss the progression of students in each class.
- The academic progression and results of internal assessments are discussed with parents.
- Necessary steps are taken based on parent feedback.
- Students on completion of their courses are asked to keep track on with the college through various e-mode facilities of the college.
- Annual Alumni Meetings.

5.3 (a) Total Number of

UG	PG	Ph. D.	Others
2385	497	66	-

students

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
1094	38

Men

No	%
1788	62

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
473	531	0	1775	3	2629	519	570	6	1787	3	2882

Demand ratio - 1:10

Dropout – 7.23%

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

- Orientation for Civil Service Examinations.
- UGC JRF/NET Coaching for NET aspirants.
- Coaching for JNU Entrance Examination.

No. of students beneficiaries

128

5.5 No. of students qualified in these examinations

NET	15	SET/SLET	8	GATE	6	CAT	-
IAS/IPS etc	-	State PSC	16	UPSC	5	Others	17

5.6 Details of Student Counselling and Career Guidance

- Academic and personal counseling to students by Career Guidance and Counseling Cell.
- One day seminar on 'Career Guidance and Counseling'.
- Psychological Counselling services to students and public.
- Individual counselling was given to students after analysing their bio-data.

No. of students benefitted

232

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	84	51	-

5.8 Details of gender sensitization programmes

Conducted Awareness programme on Women's rights by Women's study centre

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	51	1,26,570/-
Financial support from government	1,177	42,04,388/-
Financial support from other sources	36	71,000/-
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="1"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition:	State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the students

- Students visited Vikas Bhavan (School for mentally challenged) and a small donation was given.
- Students and faculty members participated in “My Tree Challenge” and planted trees in the campus.
- Students offer packet lunch to inmates of *Karunalaylam*, a home for the destitute, once in a month.
- The students visited RCC Kollam and provided food to the patients.
- Students’ participated in the tree plantation programme in the campus.
- Home and Education departments organise Anti Drug Campaign, ‘Safe Campus Clean Campus’ with the participation of our students.
- Anti drug awareness programme, ‘Mizhinanayaruthe’ by Home Department, Government of Kerala was promoted by our students.
- The students conducted socio-economic survey among the inmates of an Old Age Home in Kollam District.
- Blood donation drives.
- Awareness programmes on waste management.
- Participation in Social Forestry Programmes.

- Community oriented student projects dealing with Fishermen community at Neendakara and Thankassery, Marginalized women community, Tribal community etc.
- A Thyroid Detection Camp was conducted for students and public in association with 'Thyrocare Laboratory'.
- Awareness programmes on detection of adulteration in household spices.
- Training programme in mushroom cultivation.

5.13 Major grievances of students (if any) redressed:

- Grievances received from students of various departments by the College Level Monitoring Committee & Principal level were redressed properly.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- The institution’s vision is embodied in the exhortation of the Sree Narayana Guru: “Emancipation through Education”.
- Our Mission is to make the students skillful, competent in diverse fields of knowledge and activity, and to make them adaptive and broadminded, so that they would not face any friction in becoming compatible with the drastically and swiftly changing life situations.

6.2 Does the Institution has a Management Information System

No

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

6.3.1 Curriculum Development

- The affiliated colleges have very limited opportunity for innovative curriculum designing as the curriculum preparation is done solely by the university. However, the college can involve in the process indirectly when the faculty members are elected to various Academic Bodies like Board of Studies, Academic Council, etc.
- As Board of Studies members, 19 of our faculty contributed to academic activities at university level.

6.3.2 Teaching and Learning

- The college has an effective system of student evaluation which indicates the strengths and weaknesses of our teaching-learning process.
- I.C.T. enabled teaching-learning process has made students active participants in the classroom activities.
- Apart from classroom interaction, the following methods are used:
 - Guided library assignments, group discussion, seminars, debates, quiz, etc.
 - Inquiry–based learning through community survey, case study, industrial visits and field study.
 - Co-operative learning through group project work.
 - Peer group teaching within and outside the class hours.

6.3.3 Examination and Evaluation

- One internal examination per semester was conducted as part of the Continuous Evaluation.
- Seminars and assignments were given to the students during the commencement of each semester.
- Tutors made an analysis of the performance of students after every internal examination and at the end of every semester university examinations.
- The performance of students in university examination was analyzed in College Council meetings.
- Regular Department P.T.A. meetings were conducted at the end of each semester and the progress of the students was discussed with their parents.

6.3.4 Research and Development

- The Research Committee facilitated overall research activities and co-ordinated various departments to share available facilities.
- Research committee motivated teachers to participate and present their work in seminars and conferences.
- Details regarding minor and major research projects and postdoctoral fellowships were intimated timely.
- Six teachers applied for externally funded projects. Five major and seven minor projects are ongoing. Four minor projects were sanctioned.
- Eight departments are Research Centres of University of Kerala 66 research scholars are working under 33 research guides of the college.
- The college granted leave to teachers pursuing research under the Faculty Development Program. Four faculty members availed leave under the Faculty Improvement Program.
- The college publishes an interdisciplinary multilingual research journal entitled “*Holistic Thought*” which is approved by University of Kerala.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The general library is well equipped and computerised. The stack strength is 108,529 books. LIBSOFT software makes the lending transactions easy.
- Books worth Rs. 89,927/- were purchased during this year utilising U.G.C. and P.D. funds.

- A U.G.C. aided Network Resource Centre is functioning in the campus.
- N-List- INFLIBNET was renewed and all staff and students have access to 3527 electronic journals (Full text) and 87585 e-books.
- Language lab facility is available.

6.3.6 Human Resource Management

- The various clubs of the college have helped in tapping the potential of the students and discovering the leadership qualities of the teachers.
- The students were trained in various platforms like Clubs, College Union, N.S.S., N.C.C., Career Guidance and Counseling Centre, Women's Study Unit, Human Right Awareness Forum, etc.
- Teachers undertake additional charge of extra and co-curricular activities. Third and fourth semester students actively participated in club activities to ensure higher grades in CBCSS assessment.
- Non-teaching staff was given periodic training.

6.3.7 Faculty and Staff recruitment

- The teaching and non-teaching staffs were recruited according to the Government rules and regulations. For this, interviews were conducted by a board consisting of representatives of government, university and management.
- Selection of guest faculty was done on merit basis by the college itself. Preference was given to Ph.D. holders, U.G.C. /C.S.I.R-N.E.T. qualified candidates.

6.3.8 Industry Interaction / Collaboration

- No MOU was signed with any industry.
- Seven P.G. Project works were carried out in association with research institutes such as National Centre of Earth Science Studies (N.C.E.S.S.), Indian Rear Earths (I.R.E.), Kerala Metals Minerals Limited (K.M.M.L.), Chavara, the Cashew Export and Promotion Council of India, etc.
- Zoology U.G. students visited Central Marine Fisheries Research Institution (C.M.F.R.I.) and Tea Factory at Ooty. Chemistry U.G. students visited I.R.E., Chavara and English Indian Clays, Thiruvananthapuram..

6.3.9 Admission of Students

- Online admission through the university website as per the university schedule.
- The Admission Committee of the college monitors and supervises the part of the admission processes that has to be performed at the college level.
- Government rules were strictly followed for preparing the rank list.
- All reservation policies of the Government were strictly followed.

6.4 Welfare schemes for

Teaching	Medical reimbursement, Group Insurance Scheme, State Life Insurance, Staff Association, Personal Accident Insurance. Co-operative Society, etc.
Non teaching	Medical reimbursement, Group Insurance Scheme, State Life Insurance, Staff Association, Personal Accident Insurance, Co-operative Society, etc.
Students	24 Scholarships and Six Endowments. Financial support to the economically weaker students by P.T.A., Alumni and Teaching Staff Association. 'Share and Care' programme provides lunch, books, medical aid, etc. to poor students. 78 students are the beneficiaries.

6.5 Total corpus fund generated

Rs.12, 90,150/-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	IQAC
Administrative	Yes	AG & Dy.DC	Yes	Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The examination reforms are implemented by the University of Kerala. The Grade System has been converted to Grade-Mark System.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The university has formulated a set of norms for providing autonomy to the affiliated colleges.

6.11 Activities and support from the Alumni Association

- The Alumni Association provides financial and material support for the activities of the college and to student progression.
- Cash awards and mementos to university rank holders and graduate level toppers were offered on Prathibha Sangamam (Merit Day).
- Merit scholarships worth 71,000 were distributed for the financially backward and at the same time brilliant students.
- One lakh rupees was offered as fixed deposit by an alumnus for beginning new endowments for students.

6.12 Activities and support from the Parent – Teacher Association

- Assistance of Rs. 43, 71, 203/- were allotted for various developmental activities and regular maintenance of buildings and day to day activities of the college for the current year.
- Renovation of Seminar Hall and Administrative Assistance's room.
- Financial and medical assistance to needy students.
- Met the expenses for conducting C.B.C.S.S. internal examinations and Class P.T.A. meetings.
- Salary to guest faculty members.
- Salary offered to two security personnel, two office staff, three sweepers, and the night watch man and the computer operator.
- Paid the telephone, internet, cable, and electricity bills.

- Printed letter pads, various registers, facing sheets for internal examinations, tutorial forms, etc.
- Met forty percent of expenses for printing the college hand book.
- Financial assistance to very poor students and participants in the University Youth Festival.
- Campus cleaning expenses.
- Spent Rs 1, 15,740/- for the conduct of Prathibhasangamam (Merit Award Day) to honour University rank holders, talents in Sports and University Youth Festival.
- Financial assistance to various clubs and celebrations.
- Routine repairing and maintenance works at college.

6.13 Development programmes for support staff

- Computer training to support staff by Directorate of Collegiate Education.

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

- Students were requested to bring food in tiffin boxes.
- Department of Commerce promoted paper carry bags as an initiative to make the campus eco-friendly.
- Vehicular movement was banned beyond a marked area near the college gate.
- Digitalised maintenance of files to reduce the use of paper.
- A vermi-compost unit to convert the waste into manure.
- A vegetable garden has been set up and supplemented with bio-fertilizers.
- Maintenance of a Botanical Garden.
- Campus cleaning programmes.
- NSS volunteers observed environmental day and organised campus cleaning programme. Trees were planted in the college campus and steps were taken to conserve trees planted in previous years.
- Students and faculty members of Department of Mathematics participated in “My Tree Challenge” and planted trees in the campus.
- In the last year, on the world environment day the students of Department of Commerce arranged a five day eco-friendly programme. The theme was “Plant a tree-Save our earth”. As a part of the programme all students of Department of Commerce planted saplings in their homes.

- P.G. students of the Department of Economics were given an opportunity to study Environmental Economics and they were induced by the faculty to undertake Projects in this field.
- Department of Chemistry encouraged students to minimize waste in all walks of life. . Chemistry students involved in '*Ente Maram*' project in which they were supplied with seedlings. They maintained a medicinal garden and a vegetable garden.

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.

- Department of Sanskrit started Language proficiency classes, an effective attendance tracking system providing sufficient Personal attention and counselling (care club)
- Department of Commerce started special coaching for weak students after class as well as weekends.
- A Radio Club functions in the Department of Malayalam conducted in a in tie up with the community radio- *Radio Benzigar*.
- Effective Public Speaking training and Model Parliament were introduced by Department of Politics
- “Beyond the Text Book” was a venture started by Department of History for screening historic movies and documentaries once in every week to impart visual appeal to students what they learn in the class.

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

- The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly

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

Title: Online College Blog –“The Essence”

Goals: To ensure periodic digital documentation of all activities of college and an online presence.

Context: Documentations were usually done during the end of the academic year for the preparation of annual reports of the college, AQAR and IQAC reports. Regular and timely documentation was lacking.

Practice: We upload the photographs, brochures and details of all events which are conducted in the campus and upload on regular basis. We also collect annual reports of Departments, clubs, committees, and forums. The documents can send through email also.

Evidence of success:

- The Essence is an easy access of records while preparing AQAR, annual reports and IAQC reports.
- This is a healthy publicity for our college and it is accessible from anywhere in the world.
- Day to day programmes is updated real-time with quality images to inform the viewers.

Problems encountered: Internet facility

Facilities required: Computers, Scanners and Internet

Best Practices II

Title: Green Campus- '*Santhisthal*'

Goals: To ensure greenery and conservation of biodiversity

Context: In the current scenario of biodiversity loss and climate change we can 'Think globally and act locally'

Practice: The Biodiversity Club of the college, with the support of The Kerala State Biodiversity Board (KSBB), established a *Shanthistal* (a garden of Rare, Endangered and Threatened tree species). Twenty one tree saplings and six fruit trees are planted and protected at *Shanthistal*. Student volunteers watered and manured the saplings daily.

Apart from this, the college maintains a botanical garden, a medicinal plant garden with anti-cancer herbs and a green house where a lot of rare species including the lower group plants like Bryophytes, Pteridophytes and Gymnosperms. Angiosperms are spread over the campus.

Evidence of success:

- The value of biodiversity conservation was inculcated in Students, especially the volunteers.
- Floral and faunal diversity started to improve.

Problems encountered:

Volunteers couldn't take care of the saplings during holidays, vacations and

Facilities required:

Rare tree saplings and horticulture utensils, water supply

7.4 Contribution to environmental awareness / protection

The institution spread awareness and sensitized both the students and the community around the college regarding sustainable environment through the following programmes:

- Essay Competition in relation with 'Hiroshima Day'
- Poster competition on 'Beach Pollution'.
- A talk and Slide show on wild life, 'Nature Beckons'.
- 'Wildlife week 2014' was celebrated in association with WWF INDIA.
- Our Nature Club (Green Tree) has been registered with the Nature Club of India movement, WWF-India (Reg.No.KER305/2014-15), 52 students joined as members in WWF-India.
- Workshops on 'Art of Bonsai' and 'Try Your Hands on Bonsai'.
- A talk on Marine Pollution.
- Identification of campus flora and creation of a 'Biodiversity data bank'
- Participation in 'My Tree Challenge', 'Plant a tree-Save our earth' and 'Ente Maram' project.
- Maintenance of vegetable garden and medicinal garden.
- Class level awareness for students to bring lunch in Tiffin boxes to avoid waste accumulation.
- A vermi-compost unit and biogas plant to convert the waste into manure.

- Ban of vehicular movement beyond a marked area near the college gate to reduce pollution.
- Increased use of digitalized devices to reduce use of paper.
- Student projects like Assessment of beach pollution, Carbon foot printing, Utilisation of household fish wastes as manure etc.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT ANALYSIS OF THE INSTITUTION

Strength

- Geographically well placed by the side of an expanding town, trying its best to serve the cause of education among economically backward students.
- Providing affordable and quality education to the students of semi urban areas.
- Two first ranks in University of Kerala U.G. examinations.
- Faculty members published several scientific papers in peer reviewed journals with impact factor ranged from 0.714-1.508 with an average of 0.754.
- The strength of 16 U.G. and 13 P.G. departments, and eight Research Centres.
- The strength of the 33 research guides and fully fledged eight Research Centres with a rich past.
- Competent and committed faculty who maintain a strong teacher-student relationship.
- A number of teaching faculties are with Research degrees (Ph.D-68., P.D.F-06., and M.P hil.-36).
- Imparts Value oriented education with an emphasis on serving the society.
- Facilitation of research opportunities to M.Sc. students in premier research institutes like NIIST, CESS, VSSC, English Indian Clays, CTCRI and Research Centre, Ayurveda College thereby providing opportunity to join these institutions as Research Associates, Project Fellows etc.
- Support from management for creation of infrastructure and ICT leaning equipments.
- Application of modern teaching aids like LCD Projector, Smart Board, Laptops

etc thereby making the learning process more effective.

- Sound coordination and cooperation among the teaching and non-teaching staff.
- Conduct of timely Remedial classes for weak students.
- Sufficiently ventilated and spacious class rooms.
- Voluntary contributions made by the faculty towards the ‘Share and Care programme’, which give assistance in the form of lunch, books etc. induce the poor students to attend the class regularly.
- Publication of a multi disciplinary biannual research journal, *Holistic Thought*.
- Well stacked library with 1,08,529 titles, INFLIBNET facility, research journals with high impact factor etc.
- Representation of 19 of our faculty in various university bodies.
- Strong Alumni Association and Former Teachers’ Association, and their sincere and constructive cooperation.
- Efficient P.T.A.

Weakness

- Majority of students having poor affordability to pursue higher education.
- Rural students with poor level of Communicative English.
- Further improvement in Laboratory facilities for research scholars.
- Time constraints due to current Credit and Semester System.
- Delay in filling up faculty vacancies getting government approval.
- Government curtailment of postings, dearth of the regular teaching faculties and thereby the over dependence on the guest faculty.
- Inadequate time for research work.
- Lack of collaboration with other institutions or research agencies and low institution-industry interface.
- Inadequate Smart Class rooms and Audio Visual equipments.

Opportunities

- The presence of 33 research guides in the eight Research Centres is a strong motivating force for further development of the college.
- Possibilities to equip students with updated knowledge and soft skills to improve their global competency.

- Chances to empower and enrich the students of rural and semi urban areas with focused attention to cultivate their scientific skills.
- The expertise in research available in the college can open up new collaborations with research institutes, academic institutions and Non Government Organisations.
- Guidance for interested and deserving students for jobs and higher education.
- Possibility to do inter-disciplinary work with other departments of the college and different research centres.
- Provision of more attractive design and development of curriculum to attract students to the courses.
- Providing UGC/NET coaching for the NET aspirants and Civil Service Orientation classes so that they could carry on the preparation along with their course.
- Holistic development of the students in the congenial atmosphere of the College.
- To equip the students in such a way to face the challenges which they confronts.

Threats

- Increasing number of professional colleges (engineering/medical/para-medical) is a real threat to institutions like us who offer conventional programmes in pure science.
- Drop-out rate of female students owing to marital reasons.
- Poor communication skills of students and their under performances in Viva-voce and Campus Interviews.
- Majority of the students come from economically, socially and educationally backward environment and directing them to the main stream still remains a big challenge.
- General inclination towards skill oriented courses.
- Loss of academic sessions due to diverse reasons.

8. Plans of institution for next year

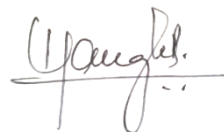
1. Strengthen college IQAC.
2. Formulated Best Practices for Departments.
3. Organise more National Seminars.
4. Lecture series by faculty on innovative topics.
5. Repairing and renovation of buildings.
6. Apply for more research projects.
7. Historical Museum
8. Extend the scope of Civil Service Foundation Course.
9. Plans to launch a cluster of programmes in a chosen tribal area as a part of Community Development Programme.
10. Collaboration with other educational institutions and Universities.
11. Introduction to Virtual Lab Technologies.
12. Continuation of 'Know Your Campus Wealth' programme.
13. Encourage Peer Group Teaching.

Name: **Sri. M. Sajeesh Babu**



Signature of the Coordinator, IQAC

Name : **Dr. K.B. Manoj**



Signature of the Chairperson, IQAC

_____*_*_*_____

UNIVERSITY OF KERALA
Academic Calendar for 2014-'15

Ac.D /1/CAL/2014

Arts and Science Colleges

Calendar showing the academic events for the Year 2014-15 for all the Arts and Science Colleges affiliated to the University.

Period	Events / Holidays / Important dates	Number of Working days	
02-June, 2014 to 05-Sept. 2014	Onam Holidays 06.09.2014 to 15.09.2014	June	21
	(Colleges close for Onam Holidays on 05/09/2014 Evening and Re-open on 16/09/2014)	July	22
		August	20
		September	5
		Total working days	68
16-September, 2014 to 19 December, 2014	Christmas Holidays from 20.12. 2014 to 29.12. 2014	September	11
	(Colleges close for 'X' mas Holidays on 19.12.2014 Evening and Re-open on 30.12.2014).	October	20
		November	19
		December	15
		Total working days	65
30-December, 2014 to 31 March, 2015	Summer Holidays from 31.03.2015 to 01.06.2015	December	2
	(Colleges close for Mid-Summer Vacation on 31.03.2015 evening - Vacation from 01.04.2015 to 01.06.2015)	January	21
		February	19
		March	22
	Total working days	64	
Total No. of working days in the Academic year		197	

Note:-New academic session (2014-'15) will begin on
01.06.2015 (Monday)

Sd/-
REGISTRAR

UNIVERSITY OF KERALA

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE
BASED

CREDIT AND SEMESTER (CBCS) SYSTEM -2014 ADMISSIONS

SECOND SEMESTER

27-01-2015	COMMENCEMENT OF CLASSES
10-02-2015	LAST DATE OF REGISTRATION FOR THE COURSES
23-02-2015	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
09-03-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
16-03-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
01-04-2015 To 31-05-2015	SUMMER VACATION
01-06-2015 To 10-06-2015	CONDUCT OF TEST PAPERS
15-06-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
19-06-2015	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
24-06-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
30-06-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
03-07-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
08-07-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
13-07-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
16-07-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
20-07-2015 To 31-07-2015	END SEMESTER EVALUATION(ESE)
31-07-2015	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

Note:

- In each semester, classes are to be engaged for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours shall be completed.
- If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for the academic event noted against it.

University Buildings

Sd/-

REGISTRAR

UNIVERSITY OF KERALA

**CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CBCS
SYSTEM -2013 ADMISSIONS**

FOURTH SEMESTER

18-12-2014	COMMENCEMENT OF CLASSES
20-12-2014 TO 29-12-2014	CHRISTMAS HOLIDAYS
30-12-2014	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
01-01-2015	LAST DATE OF REGISTRATION OF THE COURSES
12-01-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
02-02-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
16-03-2015 TO 20-03-2015	CONDUCT OF TEST PAPERS
09-03-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
23-03-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
27-03- 2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
31-03-2015	PUBLICATION OF RESULTS TEST PAPERS
31-03-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
03-06-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
08-06-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
11-06-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
15-06-2015 TO 30-06-2015	END SEMESTER EVALUATION(ESE)
30-06-2015	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS.

Note:-

- In each semester, classes are to be engaged for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours shall be completed.
- If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for the academic event noted against it.

Sd/-

University buildings

REGISTRAR

UNIVERSITY OF KERALA

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS)
SYSTEM - 2012 ADMISSIONS

SIXTH SEMESTER

08-12-2014	COMMENCEMENT OF CLASSES
19-12-2014	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
20-12-2014 TO 29-12-2014	CHRISTMAS HOLIDAYS
19-12-2014	LAST DATE OF REGISTRATION FOR THE COURSES
30-12-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
19-01-2015 TO 28-01-2015	CONDUCT OF FIRST SET OF TEST PAPERS
23-01-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
06-02-2015	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
02-03-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
02-03-2015 TO 10-03-2015	CONDUCT OF SECOND SET OF TEST PAPERS
10-03-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
16-03-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
20-03-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
20-03-2015	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
20-03-2015	SUBMISSION OF PROJECT/DISSERTATION
27-03-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
31-03-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
06-04-2015 TO 30-04-2015	END SEMESTER EVALUATION(ESE)
06-04-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
30-04-2015	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

Note:-

- In each semester, classes are to be engaged for 90 teaching days or for 450 hours. Any deficiency in this shall be made good either by conducting classes on holidays/Saturdays or engaging extra classes on working days so that the minimum teaching hours shall be completed.
- If any of the dates, prescribed in the calendar happens to be a holiday, the next working day shall be the prescribed date for the academic event noted against it.

University buildings

Sd/-

REGISTRAR

SREE NARAYANA COLLEGE, KOLLAM

STUDENT'S EVALUATION OF TEACHERS – 2014-2015

Sl no		Excellent	Good	Average	Poor
1	Subject knowledge of the Teacher	79	16	5	0
2	Communication skills	73	22	5	0
3	Motivating students to the subject	66	28	6	0
4	Presentation Style	62	28	9	1
5	Interaction with students	72	21	7	0
6	Maintenance of discipline of the class	69	22	9	0
7	Relationship with students	67	29	4	0
8	Punctuality and Regularity	73	26	1	0
9	Timely completion of the work allotted	70	28	2	0
10	Use of Teaching/Learning aids	65	27	8	0
11	Ability to step down to the student level of understanding	64	25	11	0
12	Encouragement of Co-curricular/Extracurricular Activities	68	24	7	1
13	Ability to establish relationship with parent	73	25	2	0
14	Encouragement for participation in social welfare activities	58	25	15	2
15	Inculcating research attitude	51	23	22	4
16	Class counselling and career guidance	62	26	12	0
17	Promoting value based education	65	28	7	0
	Suggestion for the improvement of quality of teaching				

Analysis of Student Feedback - 2014-2015

IQAC collected feedback from students at the end of each course for the evaluation of teachers. A survey method is used among students to evaluate the performance of their teachers. The data was collected by giving questionnaires consists of eighteen parameters. Awareness about each parameter was given in the classroom by the Feedback task force of IQAC team. Students mark their responses in respective columns.

In the evaluation process parameters such as knowledge, communication skill, presentation skill, and punctuality, motivating students, regularity and time management, use of innovative teaching methods including technology tools, encouragement to co-curricular activities, promoting value education, inculcating research attitude and class counselling and career guidance were included. The completely filled feedback from students were collected and subjected to a detailed analysis.

Four questions were included in the questionnaire for each parameter (Excellent, Good, Average, and Poor). The IQAC team collected and analysed the survey reports from various departments. The results were expressed in percentage. Based on the findings, a report was prepared. A summary is given below:

- Majority of the students were of the opinion that the subject knowledge of teachers were found to be excellent.
- 73% of the students have an impression that the teachers were excellent in their communication skill, punctuality and regularity and their relation with parents.
- The students remarked that the teachers were always supportive in co-curricular activities and maintain a good relationship with them.
- 64% of students have an opinion that teachers' ability to step down to the students' level of understanding was excellent.

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
