

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report
(AQAR) in Accredited Institutions
(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**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

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

Contents

| | Page Nos. |
|--|-----------|
| 1. Introduction | 4 |
| 2. Objective | 4 |
| 3. Strategies | 4 |
| 4. Functions | 5 |
| 5. Benefits | 5 |
| 6. <i>Composition of the IQAC</i> | 5 |
| 7. The role of coordinator | 6 |
| 8. Operational Features of the IQAC | 6 |
| 9. Monitoring Mechanism | 7 |
| 10. Mandatory submission of AQAR by NAAC | 7 |
| 11. The Annual Quality Assurance Report (AQAR) of the IQAC | 8 |

Part – A

| | |
|-------------------------------------|----------|
| 11. Details of the Institution | 9 |
| 12. IQAC Composition and Activities | 12 |

Part – B

| | |
|---|----------|
| 13. Criterion – I: Curricular Aspects | 18 |
| 14. Criterion – II: Teaching, Learning and Evaluation | 26 |
| 15. Criterion – III: Research, Consultancy and Extension | 36 |
| 16. Criterion – IV: Infrastructure and Learning Resources | 56 |
| 17. Criterion – V: Student Support and Progression | 61 |
| 18. Criterion – VI: Governance, Leadership and Management | 71 |
| 19. Criterion – VII: Innovations and Best Practices | 81 |
| 20. Abbreviations | 94 |

Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions***

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;

- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) 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;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will

detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A
AQAR for the Year 2015-16

1. Details of the Institution

1.1 Name of the Institution

LITTLE FLOWER COLLEGE
GURUVAYOOR

1.2 Address Line 1

PUTHENPALLY P.O

Address Line 2

THRISSUR DISTRICT

City/Town

GURUVAYOOR

State

KERALA

Pin Code

680103

Institution e-mail address

lfcollegegvr@gmail.com

Contact Nos.

0487-2556957
LITTLE FLOWER COLLEGE
GURUVAYOOR

Name of the Head of the Institution:

DR. SR. THRESIAMMA
DOMINIC M

Tel. No. with STD Code:

0487-2555220

Mobile:

9995304936

MS. ESTHER MANI

Name of the IQAC Co-ordinator:

Mobile:

9496169905

IQAC e-mail address:

lfcollegegvr@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN10105

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/05/RAR/095 dated MARCH 3

1.5 Website address:

www.littleflowercollege.edu.in

Web-link of the AQAR:

http://www.littleflowercollege.edu.in/AQAR2015-16.doc

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 | 3 star | | 2000 | 2001-2006 |
| 2 | 2 nd Cycle | A | 3.52 | 2015 | 2015-2020 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC : DD/MM/YYYY

07/06/2001

1.8 AQAR for the year (*for example 2010-11*)

| |
|-----------|
| 2015-2016 |
|-----------|

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

i. AQAR 2010-11 SUBMITTED TO NAAC ON 20/10/2012

ii. AQAR 2011-12 SUBMITTED TO NAAC ON 29/09/2012

iii. AQAR 2012-13 SUBMITTED TO NAAC ON 21/11/2013

iv. AQAR 2013-14 SUBMITTED TO NAAC ON 29/08/2014

v. AQAR 2014-15 SUBMITTED TO NAAC ON 03-03-2016

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ ☐ rate

Affiliated College Yes ☒ No ☐

Constituent College ☐ Yes ☐ No

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☐ Rural ☒ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☒

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

BCA ,BMMC, B.Voc

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

UNIVERSITY OF CALICUT

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

Autonomy by State/Central Govt. / University

NIL

University with Potential for Excellence

NIL

UGC-CPE

YES

DST Star Scheme

NIL

UGC-CE

NIL

UGC-Special Assistance Programme

ADD-ONS

DST

NIL

UGC-Innovative PG programmes

M.A. MULTI MEDIA

Any other (*Specify*)

Kerala Govt.
supported
Programmes-ASAP,
SSP & WWS, ED

UGC-COP Programmes

NIL

2. IQAC Composition and Activities

| | |
|---|----|
| 2.1 No. of Teachers | 8 |
| 2.2 No. of Administrative/Technical staff | 3 |
| 2.3 No. of students | 1 |
| 2.4 No. of Management representatives | 1 |
| 2.5 No. of Alumni | 1 |
| 2.6 No. of any other stakeholder and community representatives | 1 |
| 2.7 No. of Employers/ Industrialists | 1 |
| 2.8 No. of other External Experts | 1 |
| 2.9 Total No. of members | 17 |
| 2.10 No. of IQAC meetings held | |

| | | | | |
|---|------------------------------|---|---------|----|
| 2.11 No. of meetings with various stakeholders: | No. | 6 | Faculty | 10 |
| | Non-Teaching Staff /Students | 2 | Alumni | 1 |
| | | | Others | 2 |

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

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related)

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

| | | | | | | | | | |
|------------|----|---------------|---|----------|---|-------|---|-------------|----|
| Total Nos. | 20 | International | 2 | National | 4 | State | 1 | Institution | 13 |
| Level | | | | | | | | | |

(ii) Themes

| Sl No | Theme |
|--------------|--|
| 1. | Diamond Jubilee Closing Year activities |
| 2. | Changeover initiated for College with Potential for Excellence (CPE) |
| 3. | Teacher Quality Enhancement programmes, Enrichment Programme for Autonomous Status |
| 4. | Life Guidance, ,Personality enhancement and Soft Skill Management, Social Awareness and Proactive Measures on Health and Education |
| 5. | Human Rights and Drug Abuse |
| 6. | Observance of Bio diversity Week |
| 7. | Research trends in Computer Science |
| 8. | Democratic Challenge on Youth dividend |
| 9. | Swatch Bharath Activities |
| 10. | Acknowledging Academic Merits of Faculty and Students |
| 11. | Nurturing Blood Donation Camps |
| 12. | ‘Nirbhaya’ and Women Safety Week |
| 13. | Quality assurance through continuous evaluation |
| 14. | Social Commitment, Encourage Extension Programmes |
| 15. | Women Empowerment and Sovereignty |
| 16. | Assurance of Value Added Education |
| 17. | Competitive Skill Development |
| 18. | Eco- Sensibility |
| 19. | Waste and Resource Management Programmes |
| 20. | Academic Upgradation Programmes |

| | |
|-----|--|
| 21. | Observance of social and cultural Icons of India |
|-----|--|

2.14 Significant Activities and Contributions made by IQAC

| Sl. No | Activities |
|--------|---|
| 1. | Honouring the College on NAAC Accreditation with high Grade points |
| 2. | Organized Multifarious activities of Diamond Jubilee Celebrations |
| 3. | Organized Seminars on various career oriented and soft skill management system |
| 4. | Preparation of an Action Plan Calendar as per the proposed year plan of the various departments and assures its implementation. |
| 5. | Conducted soft skill training Classes |
| 6. | Conducted survey on the quality assurance and took necessary steps to sustain harmonious functioning |
| 7. | Conducted training on Competitive exams and personality development |
| 8. | Research Paper Presentation by Faculty members. |
| 9. | Updating of College Website |
| 10. | Evaluation of teaching learning process at the end of every semester |
| 11. | Cyber Security Classes |
| 12. | New Fitness Centre |
| 13. | Digital Data Filing and Transferring System |
| 14. | Office and Library automation |
| 15. | Effective 22*7 CCTV Surveillance |
| 16. | Encouraged faculty and student paper presentation outside the college |
| 17. | Support to conduct various Seminars and workshops both National and International |
| 18. | Organized value added Programmes |

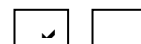
| | |
|-----|--|
| 19. | Published biannual Newsletter – Assisi Petals and College Magazine Assisi Blossom |
| 20. | Conducted Annual SWOT analysis. |
| 21. | Feedback of Teaching – Learning is collected and analyzed. |
| 22. | Conducted periodic meetings with faculty for quality sustenance and enhancement |
| 23. | Conducted regular Examinations both Internal and Model for academic excellence and gave suggestions to each department for academic progress |
| 24. | Self-defense training Classes |
| 25. | Transformational Classes |
| 26. | Mock Interview sessions |

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 *

| Sl. No | Plan of Action | Achievement |
|--------|---|--|
| 1 | Inculcating Research Culture for sustaining Quality of Education | Encouraged faculty and student paper presentation outside the College Promoted Registration for Ph. D and supported the faculty in applying for FDP |
| 2 | Encourage Research Aptitude in Campus | Research Paper Presentation by Faculty and students organized by various departments |
| 3 | Support Major and Minor Projects among Faculty members | Availing of MRP's by Faculty |
| 4 | Assuring possibilities of employability and developing healthy competition among students | Conducted training on Competitive exams and career guidance seminars |
| 5 | Soft skill development and Career | Organized Seminars on various career |

| | | |
|-----------|---|--|
| | Oriented Programmes to be organized | oriented and soft skill management system, Personality Development classes etc. |
| 6 | Organizing National and International Seminars for academic and research progress | Supported conducting various Seminars and workshops both at national and international level |
| 7 | Developing Social Awareness and sense of responsibility among students | Classes on social awareness and commitment to be organized for promoting better citizenship |
| 8 | Programmes related to self -sustainability and women emancipation | Driving classes, karate, yoga, computer courses, digital training, Multimedia courses etc. are organized regularly during week days. |
| 9 | Clean and Eco friendly Campus | Activities conducted to bring in awareness about eco sustainability and clean surroundings for health and hygiene |
| 10 | Bridge Courses, Introductory Classes, Motivation Classes, Internal/ Model Examinations, Peer learning etc. are organized systematically | Such Programmes help in guiding the students towards academic excellence |
| 11 | Life Guidance Programmes and Orientation Programmes | Guide the students towards being better Humans. |
| 12 | Regular Counseling and guidance instituted in the college for assuring healthy intellectual condition among students | Regular counseling is provided through tutorial classes and Counseling Programmes |



*** ACTION PLAN AND ACADEMIC CALENDER ATTACHED AS ANNEXURES.**

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

 Management ☒ Syndicate ☐ Any other body ☐

Details of the action taken

| Sl. No | Action |
|--------|--|
| 1. | Day Care Centre was renovated |
| 2. | Comfort zone for faculty and students was renovated |
| 3. | More Smart classes were introduced for better pedagogic realization |
| 4. | Faculty paper presentations organized regularly |
| 5. | Students Research paper presentations conducted |
| 6. | Encouragement to avail Major and Minor research projects |
| 7. | Regular publication of two interdisciplinary research journals Cognition and Investigare for disciplines of Humanities and Science |
| 8. | Support for the quantitative increase in paper presentations and publications by faculty and students |
| 9. | Increase in number of activities by Clubs and Association |
| 10. | Encouragement in organizing both national and international seminars and workshops |
| 11. | Support for conducting Exhibitions and Fairs |
| 12. | Conducting regular SWOT Analysis to gauge the needs of Faculty and Students |
| 13. | Regular Examinations conducted both internal and external for sustaining Academic quality |
| 14. | Bridge Courses, Introductory Classes, Peer group learning, tutorial classes and mentoring are organized for students. |
| 15. | Walk With Scholar Programme (WWS) and Student Support Programme(SSP) are regularly conducted for academic progress |
| 16. | ASAP Training programme conducted for the students for employment Possibilities while learning |

| | |
|-----|--|
| 17. | Entrepreneurial Development (ED) Club for encouraging Industrial & Business Opportunities |
| 18. | Providing various types of Endowments to support the needy students |
| 19. | Proficiency awards for toppers in academics to nurture excellence |
| 20. | Awards for co- curricular and sports achievements of the students |
| 21. | Job placement fairs and career guidance for students to attend campus recruitment Programme, Seminars and Workshops outside the campus |

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 | | | | |
| PG | 9 | | 6 | 3 |
| UG | 16 | | 6 | 8 |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | 10 | | | |
| Others | 9 | | | |
| Total | 44 | | 12 | 11 |

| | | | | |
|-------------------|---|--|--|---|
| Interdisciplinary | | | | |
| Innovative | 4 | | | 4 |

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

(ii) Pattern of programmes:

| Pattern | Number of Programmes |
|------------|----------------------|
| Semester ✓ | 9 |
| Trimester | |
| Annual | |

| Sl. No | Programme | Core Course | Complementary Course I and II |
|----------|-----------|---------------------------------|--------------------------------|
| 1 | | English Language And Literature | British History and Journalism |

| | | | |
|----|---------|-------------------------------------|---|
| 2 | B.A | Economics | History and Politics |
| 3 | | History | Economics and Politics |
| 4 | | Functional English | Indian Writing in English & American Literature |
| 5 | | Malayalam | Sanskrit Kerala Studies |
| 6 | B.M.M.C | Multimedia & Mass Communication | Introduction to Computer Media law & Ethics Fundamentals of multimedia Introduction to Cinema |
| 7 | B.Sc. | Physics | Mathematics and Chemistry |
| 8 | | .Botany | Zoology and Chemistry |
| 9 | | Zoology | Botany & Chemistry |
| 10 | | Mathematics | Statistics and Physics |
| 11 | | Computer Science | Physics and Mathematics |
| 12 | | Chemistry | Physics and Mathematics |
| 13 | B.Com | Finance | Managerial Economics Marketing Management E Commerce Management Quantitative Techniques for Business |
| 14 | BCA | Computer Applications | Mathematics |
| 15 | B. Voc | Pharmaceutical Chemistry | NA |
| 16 | | Tourism & Hospitality Management | NA |

| Sl.No | Programme | Electives |
|-------|-------------------------------------|----------------------------------|
| 1 | B.A English Language and Literature | World Classics in Translation |
| 2 | B.A Economics | Health Economics |
| 3 | B.A History | Archaeology Research Methodology |
| 4 | B. A Functional English | N A |

| | | |
|----|----------------------------------|---|
| 5 | B.A Malayalam | Media Studies |
| 6 | B.M.M.C | NA |
| 7 | B.Sc Botany | Biotechnology and Research Methodology |
| 8 | B.Sc Zoology | Aquaculture , Animal Husbandry & Poultry Science |
| 9 | B.Sc Mathematics | Graph Theory |
| 10 | B.Sc Computer Science | Operating System |
| 11 | B.Sc Chemistry | Analytical Chemistry |
| 12 | B.Sc Physics (Self financing) | Computational Physics |
| 13 | B.com(Self- Financing) | Indian Financial Reporting Standards Financial Management Financial Market & services Fundamentals of Investment |
| | | |
| 14 | B C A | Software testing & Quality Assurance |
| 15 | Pharmaceutical Chemistry | NA |
| 16 | Tourism & Hospitality Management | N A |

Open Courses offered by the Institution

| Sl.No | Department | Open Course |
|-------|--------------------|---|
| 1 | Mathematics | Mathematics for Natural Science |
| 2 | Zoology | Human Health and Sex Education |
| 3 | Chemistry | Environmental Chemistry |
| 4 | Economics | Banking |
| 5 | History | Historical Tourism |
| 6 | Computer science | Introduction to Computer and Automation |
| 7 | Botany | Horticulture and Nursery Management |
| 8 | English | Film Studies |
| 9 | Physical Education | Physical Activity: Health and wellness |
| 10 | Physics | Non- conventional Energy sources |

| | | |
|----|-----------------------|-------------------------------|
| 11 | Computer Applications | Introduction to Web Designing |
| 12 | Commerce | Basic Accounting |

PG Programmes

II. POST GRADUATE COURSES (Four Semesters)

| SL. NO | PROGRAMME | SEMESTER | AREAS OF STUDY |
|--------|---------------------------------|----------|--|
| 1 | MA English (Self- Financing) | I | <ul style="list-style-type: none"> British literature from the age of Chaucer to the 18th century British literature : 19th century Shakespeare Writing for Media |
| | | II | <ul style="list-style-type: none"> 20th century Literature up to world war II Criticism and Theory American Literature European fiction in Translation |
| | | III | <ul style="list-style-type: none"> 20th century British Literature post 1940 The English language and history and structure Post colonial fiction and Drama Malayalam Literature in Translation |
| | | IV | <ul style="list-style-type: none"> Indian English Literature Dissertation/Project American Ethnic writing Linguistics Indian English Fiction |
| 2 | M.A Malayalam | I | <ul style="list-style-type: none"> Ancient and Medieval Literature Modern Literature I Kerala culture Linguistics |

| | | | |
|---|------------------------------------|-----|--|
| | | | |
| | | II | <ul style="list-style-type: none"> • Modern Literature II • Literary Theories • Media studies • Folklore and Performing art form of Kerala |
| | | III | <ul style="list-style-type: none"> • Research Methodology • KunchanNambiar • Romantic Poetry • Sanskrit |
| | | IV | <ul style="list-style-type: none"> • Grammar • Comparative Literature • Modern Poetry • Sanskrit(Drama ,Dramaturgy and Poetics) |
| 3 | M.A Economics (Self- Financing) | I | <ul style="list-style-type: none"> • Micro Economics Theory and Application • Macro Economics I • Indian Economy • Quantitative Techniques I |
| | | II | <ul style="list-style-type: none"> • Micro Economics II • International Trade, Theory and policy • Macro Economics, Theory and policy II • Quantitative Techniques II |
| | | III | <ul style="list-style-type: none"> • Indian Financial system • Growth and Development • Fiscal Economics • Econometrics |
| | | IV | <ul style="list-style-type: none"> • Financial Market • Political Economy • Advanced Econometrics • Gender Econometrics |
| 4 | M.A Multimedia | I | <ul style="list-style-type: none"> • Comparative Study of Literature and Film • Digital Illustration and Typography • Print Media • Visual Communication |
| | | II | <ul style="list-style-type: none"> • Drawing for Animation • Digital field making Techniques • Photography, Videography and Lighting • Mintage and Montage |
| | | III | <ul style="list-style-type: none"> • New Media • Electronic Media and production • Modeling and Animation • Media Ethics and Law • Multimedia Authoring Tools |

| | | | |
|---|--------------------------------------|-----|---|
| | | IV | <ul style="list-style-type: none"> • Language of Film and Television • Advertising Media • Directional practice • Media Management and Media Research • |
| 5 | M.Sc. Chemistry (Self- Financing) | I | <ul style="list-style-type: none"> • Theoretical Chemistry I • Inorganic Chemistry I • Organic Chemistry I • Inorganic Chemistry Practical I • Organic Chemistry Practical I • Physical Chemistry practical I |
| | | II | <ul style="list-style-type: none"> • Theoretical Chemistry II • Physical Chemistry I • Organic Chemistry II • Inorganic Chemistry –Practical I • Organic Chemistry Practical I • Physical Chemistry – Practical I |
| | | III | <ul style="list-style-type: none"> • Physical Chemistry II • Inorganic Chemistry II • Inorganic Chemistry – Practical II • Organic Chemistry – Practical II • Physical Chemistry – Practical II <p>Electives</p> <ul style="list-style-type: none"> • Synthetic Organic Chemistry |
| | | IV | <ul style="list-style-type: none"> • Advanced Topics in Chemistry • Inorganic Chemistry – Practical II • Organic Chemistry – Practical II • Physical Chemistry – Practical II • Research Project <p>Electives</p> <ul style="list-style-type: none"> • Instrumental Methods of Analysis • Bioinorganic and Organic Metallic Chemistry |
| 6 | M.Sc. Mathematics | I | <ul style="list-style-type: none"> • Algebra I • Linear Algebra • Real Analysis I • ODE and Calculus of Variation • Discrete Mathematics |
| | | II | <ul style="list-style-type: none"> • Algebra II • Real Analysis II • Topology I • PDE and Integral Equations • Number Theory |

| | | | |
|---|---------------|-----|--|
| | | III | <ul style="list-style-type: none"> • Complex Analysis • Functional Analysis I • Topology II • Linear programming and its Application • Project |
| | | IV | <ul style="list-style-type: none"> • Functional Analysis II • Differential Geometry • Algebraic Number Theory • Measure and Integration • Project |
| 7 | M.Sc Botany | I | <ul style="list-style-type: none"> • Phycology, Bryology, pteridology & Gymnosperms, Mycology, Lichenology, MicroBiology & Plant Pathology • Angiosperm Anatomy, Embryology/ Palynology & Laboratory techniques |
| | | II | <ul style="list-style-type: none"> • Cell Biology, Molecular Biology & Biophysics • Cytogenetics, Genetics, Biostatistics, Plant Breeding & Evolution • Plant Ecology, Conservation Biology, Phytogeography & Forest Botany |
| | | III | <ul style="list-style-type: none"> • Plant Physiology, Metabolism & Biochemistry • Angiosperm Morphology, Taxonomy & Plant Resources, Biotechnology & Bioinformatics |
| | | IV | <ul style="list-style-type: none"> • Elective I- Plant Tissue Culture • Project work |
| | | | |
| 8 | M.Sc. Zoology | I | Biochemistry, Biophysics & Biostatistics |
| | | II | Physiology Ecology & Ethology Developmental Biology & Endocrinology |
| | | III | Cell & Molecular Biology Fishery Biology I Taxonomy, Biology, Physiology & Ecology, Fishery Biology II Capture & Culture Fisheries |
| | | IV | Immunology Micro Biology & Biotechnology Fishery Biology III, Harvesting, post harvesting technology & Marketing Project work |
| 9 | M.Com. | I | <ul style="list-style-type: none"> • Business Environment • Quantitative Techniques • Accounting for Managerial Decisions • Management Information Systems • Organizational theory and Behavior |

| | | | |
|--|--|-----|---|
| | | II | <ul style="list-style-type: none"> • International Business • Advanced corporate Accounting • IT Applications in commerce • Operations Research • Strategic Management |
| | | III | <ul style="list-style-type: none"> • Financial Management • Research Methodology for Commerce • Income Tax Law and practice • Advanced Cost Accounting • Project Work |
| | | IV | <ul style="list-style-type: none"> • Financial Markets and Institutions • Security Analysis and Portfolio Management • Strategic Financial Management • Financial Derivatives • Project Report and Viva Voce |

3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☒ Students ☒
(On all aspects)

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

SWOT ANALYSIS ATTACHED AS 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 |
|-------|------------------|----------------------|------------|--------|
| 45 | 35 | 8 | NIL | 2 |

2.2 No. of permanent faculty with Ph.D.

| |
|----|
| 14 |
|----|

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 |
| | 10 | | | | | | | | 10 |

2.4 No. of Guest and Visiting faculty and Temporary faculty : 47

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|--------------------|---------------------|----------------|-------------|
| Attended Seminars/ | 1 | 230 | 3 |
| Presented papers | | 200 | |
| Resource Persons | | | |

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

| Sl. No. | Programme | Department |
|---------|-----------|------------|
| | | |

| | | |
|----|---|-----------------|
| 1 | Tutorial Classes are established in order to create a rapport between teachers and students to create a better learning experience. | All Departments |
| 2 | Introductory Classes and Bridge Courses are organized by the faculty members to evaluate the students' aptitude. | All Departments |
| 3 | Pre Knowledge tests and preparatory training is provided for students in order to provide fundamental knowledge to the new learners. | All Departments |
| 4 | Peer group learning is promoted | All Departments |
| 5 | Walk With Scholar programme is initiated | All Departments |
| 6 | Remedial coaching is given to academically weak students of all departments | All Departments |
| 7 | Brain storming sessions, debates and discussions are organized as a part of teaching process in class rooms. | All Departments |
| 8 | Industrial visits, field visits, study tours, studio visits are arranged for experimental and practical learning | All Departments |
| 9 | Organize seminars, workshops and conferences by general as well as individual departments to initiate research culture and innovative learning | All Departments |
| 10 | Seminars, assignments, projects, dissertations etc. are conducted by students to widen the scope of knowledge | All Departments |
| 11 | Contributing information regarding ecofriendly atmosphere and environment responsive living | All Departments |
| 12 | Encourage the students towards resource management and waste management Programmes and reuse of available resources. | All Departments |
| 13 | Suggest and implement innovative methods after systematic evaluation of the academic performance of students. | All Departments |
| 14 | ICT enabled teaching learning methods, use of Smart boards and PPT etc. are introduced to lead the students towards virtual realization in knowledge acquirement. | All Departments |

| | | |
|----|---|--------------------|
| 15 | Student mentoring and counselling is provided by experts | All Departments |
| 16 | Periodic evaluation of the academic performance of the students are evaluated through surprise tests, frequent test papers, distribution of corrected papers and discussion for an improved performance is conducted. | All Departments |
| 17 | Enrichment Programmes for advanced learners and motivation classes for average learners are organized | All Departments |
| 18 | General PTA and Class PTA meetings are conducted in every semester for better learning pattern. | All Departments |
| 19 | Notes through web | Chemistry |
| 20 | NET coaching through electronic method | English |
| 21 | Identification of Butterflies visiting the butterfly garden by students | Zoology |
| 22 | Faunal diversity Register | Zoology |
| 23 | Animal Planet- Finding the Scientific name | Zoology |
| 24 | Glossary in Life Sciences | Zoology |
| 25 | Scientia- Current Information Corner | Zoology |
| 29 | Field Visit, Manuscript Publishing ,Quiz competitions, Exhibition, and Essay writing Competition, Symposium, Poster making, Placard Making. | History |
| 30 | Add on Course –Fundamentals of e-governance | Mathematics |
| 31 | Blog-sahrudaya.com | Malayalam |
| 32 | Introduced Intercollegiate Paper presentation event to promote research aptitude in students | B.C.A. |
| 33 | Faculty @ Home | Functional English |
| 34 | Research Forum for students | English |

| | | |
|----|---|---|
| 35 | Discussion and Debate sessions, use of language labs to improve communicative and linguistic skills | English |
| 36 | Workshops by experts, Creative Assignments | Multimedia |
| 37 | Discussion Method, Seminars and field work for better exposure of the subject. | Multimedia |
| 38 | Practical Classes in Professional Video – Audio recording, classes on Film Screening and Film making | Multimedia |
| 39 | Paper Presentations on various current economic topics by Students, discussion of current economic events | Economics |
| 40 | Manuscript magazine and Newspaper making by the students | English |
| 41 | Participation in International and National Seminars and workshops organized in other colleges | All departments |
| 42 | Participation in intercollegiate quiz, research paper competitions conducted by external organizations | All departments |
| 43 | Organizing fairs and exhibitions for direct learning experience. | All departments |
| 44 | Compilation of research paper presentations and creative anthologies of poems and articles by students | English |
| 45 | Creative skill honing of Multimedia learning in short film. Documentary & film Making | Multimedia English Functional English |

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

198

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

M.A. Multimedia Double Valuation

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

| | | |
|-------------------------|---|--|
| Dr. Shaijy Muringathery | St. Thomas College , Thrissur | Question Paper Setting |
| Mr. Jestin James | Kerala University, Thiruvananthapuram | Question Paper Scrutiny Board Chairman |
| Mr. Jestin James | St Thomas College, Thrissur | Question Paper Setting |
| Ms. Hitha Paulson | Kerala University, Thiruvananthapuram | Question Paper Setting |
| Ms. Hitha Paulson | St Thomas College Thrissur Question Paper Setting | Question Paper Setting |
| Ms. Hitha Paulson | Mar Ivanios College Thiruvananthapuram | Question Paper Setting |
| Ms. Hitha Paulson | Public Service Commission, Kerala | Question Paper Setting |
| Ms. Esther Mani | Sree Kerala Varma College, Thrissur | Naac Consultancy |
| Ms. Julie Domanic | Sree Kerala Varma College, Thrissur | Naac Consultancy |

2.10 Average percentage of attendance of students

97%

2.11 Course/Programme wise distribution of pass percentage :

| Sl.No | Name of subject | No. of students in the roll | No. of students presented | No. of students passed in first Class | No. of students passed in second Class | No. of students passed in third Class | Percentage of pass |
|-------|-------------------------------------|-----------------------------|---------------------------|---------------------------------------|--|---------------------------------------|--------------------|
| 1 | B.A English Language and Literature | 40 | 40 | 34 | 5 | nil | 97 |
| 2 | B.A. Economics | 53 | 53 | 44 | 1 | nil | 85 |
| 3 | B.A. History | 56 | 56 | 45 | 7 | nil | 93 |
| 4 | B.Sc. Botany | 32 | 32 | 29 | nil | nil | 91 |
| 5 | B.Sc. Chemistry | 36 | 36 | 32 | nil | nil | 89 |
| 6 | B.Sc. | 32 | 32 | 29 | nil | nil | 91 |

| | | | | | | | |
|-----------|--|-----------|-----------|-----------|------------|------------|------------|
| | Computer Science | | | | | | |
| 7 | B.Sc. Mathematics | 56 | 56 | 51 | 2 | nil | 95 |
| 8 | B.Sc. Zoology | 39 | 39 | 35 | nil | nil | 88 |
| 9 | B.A. Functional English | 22 | 22 | 22 | 3 | nil | 100 |
| 10 | **B.A. Malayalam | - | - | - | - | - | - |
| 11 | *B.Sc. Physics | - | - | - | - | - | - |
| 12 | * *B.C.A | - | - | - | - | - | - |
| 13 | B. Com | 39 | 39 | 32 | 5 | nil | 95 |
| 14 | **B.M.M.C | - | - | - | | - | - |
| 15 | **B. Voc. Tourism & Hospitality Management | - | - | - | - | - | - |
| 16 | **B. Voc. Pharmaceutical Chemistry | - | - | - | - | - | - |
| 17 | M.A Malayalam | 9 | 9 | 9 | nil | nil | 100 |
| 18 | M.Sc. Mathematics | 19 | 19 | 18 | 1 | nil | 100 |
| 19 | M.A. English | 18 | 18 | 14 | 3 | nil | 94 |
| 20 | M.A Economics | 7 | 7 | 5 | 2 | nil | 100 |
| 21 | M.Com | 15 | 15 | 12 | 1 | nil | 87 |
| 22 | M.Sc Chemistry | 12 | 12 | 12 | nil | nil | 100 |
| 23 | **M.Sc. Botany | - | - | - | - | - | - |
| 24 | **M.Sc. Zoology | - | - | - | - | - | - |

**Students of new courses and not appeared for final examinations in 2015-16

Rank in the University Exams : PG -4 University Ranks
: UG- 3 University Ranks &
A + Holders- 15

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

| | |
|-----|---|
| 1. | The basic tools of academic evaluation in each semester is assessed by Tests -2 credits, Assignment -1 credit, Seminar -1 credit, Attendance -1 credit |
| 2. | Student participation in academic/ value added /community extension activities as well as value education classes are evaluated. |
| 3. | Methods like initial tutorial sessions, Pre Knowledge Test class test and interactive sessions, Feed back mechanisms, Peer teaching, Assignments and Seminar presentations by students, Quiz Competitions in various disciplines etc. Are put forth to evaluate the teaching learning process. Communicative skills, computer application skills orientation are conducted accordingly by the departments related to their respective subjects. |
| 4. | Additional resources are availed through the exposure given to the students by their participation in seminars, workshops, conferences, inter collegiate Quiz Competitions, power point presentations and other proficiency improving Programmes organized by other institutions. |
| 5. | Organizes expert lectures and invited talks of eminent personalities |
| 6. | A thorough survey of students' response to the existing curriculum and students' feedback system is well maintained. |
| 7. | The department enhances the research aptitude of the students by organizing research forum and debate club |
| 8. | The internal marks of the model internal examination is published and the progress reports of the students are duly signed by the guardian of the student |
| 9. | The departments have formed self -study groups with a strategy of "Teach while you learn" to effectively channelize the learning skills of advanced learners for the growth of the peer group. |
| 10. | The students of Multimedia attend national and international film festival, visit T V channels and studios. During the class PTA and general PTA the parents meet the tutors and other teachers to analyze their ward's performance and progress. |
| 11. | They are provided with many opportunities of higher education or placement benefits under career guidance cell of the college. |
| 12. | Help them to access appropriate web links and learning assisted videos. |

| | |
|-----|---|
| 13. | Give opportunity to participate in On campus and Off campus interviews |
| 14. | Publication of best projects in the departmental journal |
| 15. | The departments provide essential reference materials of advanced topics. Awards and scholarships have been instituted by the College, well-wishers and Departments for encouraging and motivating such students to excel in curricular and co- curricular activities. |
| 16. | The Departments initiate with student supportive Programmes like remedial teaching which is availed by the students from economically backward /SC/ST/OBC/Minority strata. |
| 17. | Library provisions are provided with latest subject reference books, journals, books on competitive exams and career oriented Programmes, INFLIBNET, e - journals etc. |
| 18. | Simple exercises, small learning modules and tests are given to improve their learning efficiency. |
| 19. | Faculty –student council is arranged to interact on academic and non-academic issues |
| 20. | Teachers visit homes of students for evaluation of the learning exercise at home. |
| 21. | The tutor in charge keeps the attendance register of the students and submits to the office when asked for verification. As per the CBCSS system attendance is also graded in every semester. . |
| 22. | IQAC prepares an academic calendar as per the proposed Year Plan of the various departments and assures its implementation. |
| 23. | Organizes ICT orientation sessions. |
| 24. | Mentor tutorial activities and promotes student home visits by the faculty. |
| 25. | Under the Career Guidance Cell career oriented Programmes are organized. |
| 26. | At the end of every academic year the feedback on the teaching and learning process is e valuated and conducts annual SWOT analysis. |
| 27. | Conducts periodic meetings with the head of the departments to discuss the quality sustenance and enhancement. |
| 28. | Always follow the timely instructions and directives of University, Higher Education council, NAAC and UGC. |
| 29. | Interdepartmental paper presentations by faculty members are held every month for dissemination of interdisciplinary research. |

| | |
|-----|---|
| 30. | Conducts many value added Programmes for students. |
| 31. | LCD Projector and computers with internet facilities are utilized for teaching learning experience |
| 32. | Projection of learning materials with inserted video clippings, colourful photographs and graphs reduces the monotony of lecture and increases the attention span of students. Teachers promote students to use computers with Internet facilities for citing many research articles while writing dissertations as well as to prepare notes, assignments and seminars and paper presentations. |
| 33. | Science labs and language labs activities are devised to promote hands on independent exposure and interactive learning. |
| 34. | The class representatives act as catalysts for peer group learning process. |
| 35. | The infrastructure is constantly upgraded to meet the growing academic needs of the students. |
| 36. | Teachers actively take part in seminars, workshops and other training Programmes to equip themselves with advanced knowledge for the advantage of the students. |
| 37. | The peaceful and calm ambience in the campus is conducive for the effective Implementation of curricular and co-curricular activities of the students. |
| 38. | Student Grievance Redressal Cell provides avenues for suggestion and improvement to make the campus student friendly. |
| 39. | Equipments and books are procured through various projects |
| 40. | Retired and Old Staff Association (ROSA) members often visit respective departments, interact with new staff members and give necessary counsel and guidance. |

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|---|---|
| Refresher courses | 1. Sr. Sheeba A C from 29-06-2015 to 29-07-2015 |
| UGC – Faculty Improvement Programme | 1.Ms. Swapana Johny, M.G University, Kottayam 2. Ms. Haisel Mathew, M.G University, Kottayam 3. Sr. Sheeba A C, M.G University, Kottayam 4. Ms. Moly P.P , university of Calicut |
| HRD Programmes | Nil |

| | |
|--|--|
| Orientation Programmes | 1. Sr. Lovely Jacob A –from 15-05-2015 to 04-06-2015 in Pondicherry University 2. Ms. Alphy Jose in university of Calicut from 02-06-2015 to 29-06-2015 |
| Faculty exchange programme | Nil |
| Staff training conducted by the university | Nil |
| Staff training conducted by other institutions | Nil |
| Summer / Winter schools, Workshops, etc. | <p>1 Jessy Anto Therattil , UGC attended National Workshop on Micro scale Analysis in Chemistry in capillaries in St. Thomas College, Thrissur on 29-07-2015</p> <p>2.Lovely Jacob A attended UGC National Workshop on Micro scale Analysis in Chemistry in capillaries in St. Thomas College, Thrissur on 29-07-2015</p> <p>3. Lovely Jacob A attended UGC National Workshop on Review, Evaluation & Action Plan for UGC Community College & B Voc Centres in Tamil Nadu & Kerala at Jayaraj Annapakyam College for Women , Periyakulam on 20& 21 August 2015</p> <p>4. Theresa J Heloise UGC attended National Workshop on Review, Evaluation & Action Plan for UGC Community College & B Voc Centres in Tamil Nadu & Kerala at Jayaraj Annapakyam College for Women , Periyakulam on 20& 21 August 2015</p> |
| Others | - |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 18 | 5 | - | 3 |
| Technical Staff | | 1 | - | 1 |

Criterion – III

3. Research, Consultancy and Extension

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

| Sl. No | Activities | Department |
|--------|--|-----------------|
| 1 | The faculty is encouraged to hold National and International Seminars in their respective disciplines at the College availing the funds of various agencies. | All Departments |
| 2 | Encouraged to take up Major and Minor projects and M.Phil/Ph.D. | All Departments |
| 3 | Encouraged to attend and present papers at various seminars and workshops held at other institutions. | All Departments |
| 4 | Encouraged to attend orientation / refresher courses organized by the university. | All Departments |
| 5 | Paper publications by the faculty and Students are boosted. | All Departments |
| 6 | Experts from other institution are invited to provide classes to the faculty especially on modernized teaching methods including use of ICT | All Departments |
| 7 | Each of the faculty members is encouraged to present a paper of his or her own choice in front of the other faculty .This helps in enhancing the inter disciplinary competence of the faculty. | All Departments |
| 8 | The non-teaching staff is periodically given counselling and training classes to improve their performance in Library, Science and Computer Labs. | All Departments |

| | | |
|----|---|--------------------|
| 9 | All final year PG and UG students are doing projects as a part of their curriculum in and outside of college, in collaboration with other institutions Department has published the projects of our students named “Chem little Unified Projects” | Chemistry |
| 10 | Formation of Research Clubs comprising two faculty and 10 students | History English |
| | Lecture series Manuscript publication – Historia – 01.11. 2014 Conducting debates, workshops, symposium, seminar | |
| 11 | Research Journal-Malayalasameesha One Day Seminars on Research Methodology One Day Seminars On Cultural Studies Students Projects For P G Students Seminars And Assignments For U G & P G Manuscripts of P G & U G Malayalam | Malayalam |
| 12 | Decided to attend atleast one seminar of repute in a year Conducted intercollegiate paper presentation competition and decided to continue the same every year to promote research culture among the students | B CA |
| 13 | Tissue culture & Microbiology laboratory was set up Final year students are given microbiology related project works as part of the curriculum | Botany |
| 14 | The department maintains a research forum, with interactive sessions like; debate club, paper presentations and various other programmes. We encourage our students to attend and present papers in seminars organized by the departments in the college and other colleges. Our students are encouraged to avail external resources by motivating them to attend inter-collegiate quiz and other | Functional English |

| | | |
|----|--|------------------------------------|
| | Proficiency development Programmes. | |
| 15 | Training students to research the details of the topics from Internet, hands on training in film making, Editing, script writing, E book publications. | Multimedia English |
| 16 | Faculty members Dr. Mariamma Antony, Dr. Sr. Molykkutty M kanaimapady & Sr. Teresa J Heloise have undertaken Minor Research Projects | Statistics Chemistry English |
| 17 | ECONOMIC FORUM- a forum of research discussion of faculty & students | Economics |
| 18 | Releasing of Manuscript magazines “Ganitha dalangal” 4 Faculty members are doing Minor research projects and 2 Faculty members pursuing Ph.D Student participation in Quiz competitions & Seminars in and out side the college | Mathematics |
| 19 | Publication of two interdisciplinary journals Humanities and Arts Journal – COGNITIONS and Science Journal– INVESTIGARE | All Departments |

3.2 Details regarding major projects:

| SI No. | Name of the Faculty | Funding Agency & Period | Completed |
|--------|------------------------------------|-------------------------|---|
| 1 | Dr. Thresiamma Dominic M, (English | UGC 2010-2012 | From Effective Communicators to World Leaders: An In depth Study of Communicative Levels of the College Students of Kerala with Suggestions to Improve the Situation. |
| | | Outlay in Lakhs | Rs. 6,75,800/- |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|--------|-----------|---------|------------|-----------|
| Number | 3 | 3 | - | 15 |

| | | | | |
|---------------------|--------|----------|--|-----------|
| Outlay in Rs. Lakhs | 315000 | 825500/- | | 19,23,000 |
|---------------------|--------|----------|--|-----------|

List of Ongoing Minor Projects

| Sl No. | Name of the Faculty | Funding Agency & Period | ongoing |
|--------|--------------------------------|-------------------------|---|
| 1 | Dr.Mariamamma Antony | UGC | Study on Mittag Leffler Distributions |
| 2 | Sr Dr. Molykutty M. Kaniampady | UGC | Biochemical studies of Strychnosnux vomica a nd its medicinal application |
| 3 | Sr. Teresa J Heloise | UGC | Affirmative Intervention of Orphanages in Nation Building |

Completed Minor Research projects

| Sl.No | Name of Faculty | Topic | Dept. | Funding Agency | Period | Amount |
|-------|-------------------------|---|-----------|----------------|---------|---------------|
| 1. | Ms. Julie Dominic .A | Ecological pertinence on the psycho social contour of young learners; transcending rural and urban domain | English | UGC | 2012-14 | 95000 |
| 2. | Ms. Shaijy Muringathery | An analysis on the history and evolution of Kuthiyottom a traditional visual performing arts of Kerala | Malayalam | UGC | 2013-15 | 60000 |
| 3. | Ms. Sithara K. Urumbil | Phytochemical screening and antibacterial studies in <i>Solanum capsicoides</i> | Botany | UGC | 2013-15 | 160000 |
| | Total | | | | | 315000 |

Submitted Minor Research Projects

| | | | | | |
|---|--------------------------|--|-----------|-----|---------|
| 1 | Dr. Nirmala J. | A Comparative Study of Dalith Poetry in Hindi and Malayalam Languages | Hindi | UGC | 2012-14 |
| 2 | Ms. Esther Mani | Socio-cultural changes through women empowerment- a rural scenario | English | UGC | 2012-14 |
| 3 | Ms. Reely Raphael | The representation of women in social and ethnic relationship in the context of globalization | English | UGC | 2012-14 |
| 4 | Ms. Shobitha Joy | Semiosis of adaptation re-visiting culture in post modern theatre | Malayalam | UGC | 2012-14 |
| 5 | Sr. Vineetha George | The Impact of Mural Paintings on Christian Art in Kerala | Malayalam | UGC | 2012-14 |
| 6 | Dr. Laly Thomas Kotturan | Phytochemical studies of transaction metal complexes of dimedonebis (thiosemicarbazone) | Chemistry | UGC | 2012-14 |
| 7 | Ms. Jessy Anto | Nano composites - study on the property enhancement of natural rubber , carbon nanotube composites with ionic liquid as compatibilizer | Chemistry | UGC | 2012-14 |
| 8 | Ms. Annam Sini | Influence of folk and tribe culture in modern creative arts in Kerala | Malayalam | UGC | 2012-14 |

| | | | | | |
|----|-----------------------|---|-------------|-----|---------|
| 9 | Ms. Silpa Anand S | Confronting Cultural Erasure: Reinstating The Lost Into The Psyche Of Kerala | English | UGC | 2013-15 |
| 10 | Ms. Anne Jose | Synthesis and characterisation of polythiophene- carbon NanoTube composites | Physics | UGC | 2013-15 |
| 11 | Ms. Rose Paul | Finding the Propellant optimal Trajectory on Lunar Pinpoint soft Landing Using Conventional Non Linear Programming Algorithm | Mathematics | UGC | 2013-15 |
| 12 | Ms. Anju S. Mattom | Study of Homomorphism and Factor group of Fuzzy soft Group | Mathematics | UGC | 2013-15 |
| 13 | Ms. Alphy Jose | Study on structure properties of M-Fuzzy groups and fuzzy G-modules | Mathematics | UGC | 2013-15 |
| 14 | Dr. Thanuja A. Mathew | Studies on the effect of Pyriproxyfen a Juvenile Hormone Against on the ultra structure of accessory sex glands of the pupae of male <i>Spodoptera mauritia</i> . | Zoology | UGC | 2013-15 |
| 15 | Sr. J.Bincy | Casual nexus between power consumption and per capita GDP in Kerala and its Policy Implications | Economics | UGC | 2013-15 |

3.4 Details on research publications

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

1. Teresa J Heloise- Myriad Man's Vision of the new Women in Singularities- A trans disciplinary

biannual research journal ISSN 2348-3369 Vol.2 issue 2 July 2015

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | | UGC | 825500/- | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects (other than compulsory by the University) | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

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

1. .Mr. Justin George- Ethical Perspectives on the sermon on the Mount in Flowering Roots-

ISBN No. 978- 93-84110-05-5

2. Life: ISBN No. 978- 81-7255-076-9

Ms.Julie Domanic, Ms. Esther mani & Sr. Dani C Francis

3. Ecology & Cultural Semantics ISBN No. 978- 81-7255-077-6

Ms.Julie Domanic. Ms. Silpa Anand & Sr, Teresa J Heloise

4. Sr. Valsa M A – Woman Empowerment and Developing Economy in India since Reforms
ISBN No. 978-

81-8387- 739-8

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

☒

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

Rs. 9000/-

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | 2 | 6 | 12 | | 25 |
| Sponsoring agencies | | UGC | | | |

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

3.13 No. of collaborations

International

1

National

5

Any other

16

3.14 No. of linkages created during this year

28

3.15 Total budget for research for current year in lakhs :

From Funding agency

494950

From Management of University/College

24434/-

Total

519384

3.16 No. of patents received this year : Nil

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | - |
| | Granted | - |
| International | Applied | - |
| | Granted | - |
| 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 |
|-------|---------------|----------|-------|------------|------|---------|
| 6 | | | 3 | 2 | | 1 |

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

International level National 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: level

State level University
 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

- Little Flower College proudly proclaims social commitment as one of its core values and endeavours to actualize this motto through various activities.
- Victory Centre, a charitable venture undertaken by the institution, adopts differently abled girls and equips them with skills according to aptitude and ability helping them to be independent and financially stable.
- A fixed portion of the salary of the sister faculty is set apart for charity to the local community for housing projects, education, medical aid etc.
- Employment is provided to women from the local community belonging to financially backward families.
- Teachers generate funds to aid financially backward students and the local community for education ,marriage and medical purpose as and when needed

- Students and teachers visit old age homes and rehabilitation centres in the locality to understand and help them.
- Blood donation camps are held every year at the College.
- Students generate funds through various activities to help the local community who are in need.
- Students take free tuitions for the children in the adopted colony.
- Compulsory Social Service scheme and Swachh Bharath activities are undertaken as per University and Government of India norms.
- The students distribute noon meals among the beggars and the forlorn in the temple city occasionally
- Lunch packets are distributed among the patients at Govt. Hospital Chavakkad.
- The sister faculty pays regular visits to the homesteads of the locality providing counselling and spiritual assurance to troubled families
- Faculty visits to the households of the students to know their economic and social wellbeing.
- Adopts colonies, villages and old people.
- The Fitness Centre in the College is extended to the women in the locale.
- Produce multimedia productions and films to steer social change.

Students are benefited through the instilled qualities of social welfare, democratic values and humane culture. The social centres established and functioning in the college, some for more than 30 years, becomes an eye opener to create a well knit bond of concerned and committed citizens of the society. The following are some of our extension centres:

1. Victory Centre
2. Assisi social Centre (press)
3. Tailoring Centre
4. Day Care Centre
5. Homeopathic clinic
6. Counselling Centre
7. Computer Centre
8. Fitness Centre

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 | 18.18 Acres | | | 18.18 acres |
| Class rooms | 56 | | | 56 |
| Laboratories | 11 | 2 | | 13 |
| Seminar Halls | 8 | | | 8 |
| No. of important equipment purchased (\geq 1-0 lakh) during the current year. | 19 | | | 19 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 924654 | | UGC PD Account Management | |
| Others | | | | |

4.2 Computerization of administration and library

4.2 Computerization of administration and library

1. The office is fully automated with 8 computers functioning systematically
2. Admission process and the administration process is computerized
3. Upgradation of College Website
4. The library has been equipped with sufficient number of computers with the facilities of e-Lab
5. INFLIBNET Accessibility
6. Digital display of New Arrivals Substitution of electricity with solar energy(implemented)
7. Installation of CCTV networks in the campus
8. Digitalization and upgradation of the library
9. Updation of College website(implemented)
10. Upgradation of multimedia and technology lab(implemented)
11. Implementation of EDUSAT facilities within the campus(implemented)

4.3 Library services:

| | Existing(2014-15) | | Newly added (2015-16) | | Total 2015-16 | |
|------------------|-------------------|-------|-----------------------|-------|------------------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 52147 | | 7685 | 85600 | 59832 | |
| Reference Books | 5089 | | 65 | 18079 | 5154 | |
| e-Books | 102000 | | 100917 | - | 202917 | |
| Journals | 86 | | 20 | | 106 | |
| e-Journals | 6000- | | - | - | 6000 | |
| Digital Database | N-LIST | | N-LIST | 5000 | | |
| CD & Video | 3795 | | 210 | - | 4005 | |
| Others (specify) | 82 | | 82 | 18297 | 164 | |

4.4 Technology up gradation (overall)

| DEPARTMENT | CONFIGURATION | Nos, |
|--------------------------------|---|------|
| Department s& Classrooms | Intel R Core,1 GB RAM, HDD320 GB, Monitor 47cm | 17 |
| | Printer | 15 |
| | Laptop | 10 |
| | Projector | 12 |
| | Smart board | 8 |
| | | |
| Office Room | Intel@Corei3Processor,4GB, RAM,HDD-450GB, Monitor | 8 |
| | 47cm | 4 |
| | Printer | 1 |
| | Laptop | 1 |
| | Scanner | |
| Principal's Room | Computer (Intel@corei3 Processor, 4GB RAM,HDD450 GB) Monitor – LED 24 HDU | 1 |
| | Laptop | 2 |
| | Printer | 1 |
| | Scanner | 1 |
| | Projector | 1 |
| | | |
| IQAC Room | Computer (Intel@corei3 Processor, 4GB RAM,HDD450 GB) | 1 |
| | 450 GB, Monitor 47cm | |
| | Printer | 1 |

| | | |
|-------------------------|---|----|
| | Projector | 1 |
| Library | Window 7 Processor, 512MB,HDD 500 GB, Monitor 40cm | 10 |
| | Computer (Intel®core (™) i 3-3240 Processor, 4GB RAM,) cpu@3.40GHz) | 11 |
| | Scanner,copier&Printer(3 in 1) | 1 |
| | Printer | 1 |
| Network Resource Centre | ACER 32 Windows 7 professional, RAM 1 GB, HDD 500GB, Monitor 47cm, Processor Pentium(R) Dual Core | 10 |
| | Printer | 1 |

| Department | Configuration | Nos |
|--------------|--|-----|
| Computer Lab | HCL 32 Windows Professional RAM 2GB HDD 320GB Monitor 47cm Processor-intel R core i3 2120 | 16 |
| | LENOVO 32 bit windows7 professional RAM 2GB Processor intel R core i3 HDD 500GB Monitor 47Cm | 7 |
| | LENOVO 32 bit windows8 professional RAM 2GB Processor intel R core i3 | 1 |

Total Number of Computers

| | Total Computer s | Compute r Labs | Internet | Browsin g Centres | Compute r Centres | Offic e | Depart - ments | Othe rs |
|----------|------------------------|-------------------|----------|-------------------------|----------------------|------------|----------------------|------------|
| Existing | 179 | 70 | 14 | 10 | 20 | 10 | 21 | 34 |
| Added | 19 | 2 | 3 | 2 | 2 | 2 | 4 | 4 |
| Total | 198 | 72 | 17 | 12 | 22 | 12 | 25 | 38 |

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

- ❖ The College provides internet facilities to all the Departments. Free Internet and Browsing facilities are available for both Teachers and students at the Internet Cafe, Network resource Centre and at the e-library.
- ❖ At the Institutional level, the students are encouraged to make maximum utilization of technology in the preparation of projects, seminars, presentations and assignments. They are also encouraged to make use of smart boards available in their department
- ❖ Seminar halls for power point presentations.
- ❖ A full time computer centre is functioning in the College which can be maximum utilized by the faculty and students for learning various computer courses.
- ❖ The women of the locality are also given an ambience towards IT Education. Students browse internet to access journal archives and collect study materials.
- ❖ e- text is also made available
- ❖ All departments are provided with one smart class room. An open course on Information Technology is offered by the Departments to enhance technological competence.
- ❖ IT facilities in all Departments are upgraded as per the requirements.
- ❖ Each Department has sufficient number of Computers and Laptops in order to equip both the faculty and students to equip themselves towards Technical Education in this fast growing technical epoch.
- ❖ The Online Public Access Catalogue (OPAC) is provided to the users of library in a separate computer placed near the circulation Counter.
- ❖ Library processes have been automated for more than eight years with the library management software Book Magic 5.0 Software.
- ❖ The N-LIST Programme of the INFLIBNET centre at the college library provides 6000 e-journals and 202917 e-books.
- ❖ Books, journals and other materials can be photocopied at normal charge. Print outs are also provided. Reprographic service helps to preserve the documents and prevent the loss or mishandling of books.
- ❖ Current information is displayed on the e -notice Board . Important information is also put up separately on the e-notice board at the entrance of the library
- ❖ A small In house collection of e-resources like CD is available. For remote access internet search facility is also provided.

4.6 Amount spent on maintenance in lakhs :

i) ICT

227295

ii) Campus Infrastructure and facilities

5984135

iii) Equipments

924654

iv) Others

1493614

Total :

8629698

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC discusses the various needs of the students and take necessary actions to fulfill the same. IQAC collects the feedback by arranging Faculty-Student Council interaction on academic and non-academic issues and gauge student reaction.

Major student support mechanisms are:

1. ICT enabled Teaching, Student- centric Innovative pedagogic methodology, Infrastructure development, additions to resources like library, e-journal subscription, INFLIBNET, e.lab, Departmental Reading Corners, Smart class rooms.
2. Creative Activities and innovative interactions by 42 Clubs and Associations actively prevail in the campus with 100% student mentoring and moulding.
3. Promotion of research by conducting Seminars, Projects, Paper presentations by students, research journals, compilation of Research papers and Projects, wall magazines, hand written magazines etc.
4. Co-curricular activities - Literary Competition, Quiz competitions, , Anusmaranangal, Sahrudaya.com, Vayanolsavam, Vyazhavattam Arts, Festival, Annual Sports Meet, Participation in D-Zone, Inter-Zone Competitions
5. Community Extension Activities- activities of NSS, NCC, L.F Palliative unit, “Have a Meal Programme for the destitute”, Nature Club, Assisi Social Centre, Victory Centre, Health and Fitness Club, Homeopathic Clinic, Day Care Centre, Computer Centre etc. Blood Donation Campaign with IMA collaboration
6. Tutorial and mentoring, student home visit by the faculty, Student Welfare Association, Grievance and Redressal Cell, Women Cell,
7. Christian Activities, celebration of significant days etc. help in the healthy moulding and inculcation of values among the students.
8. Participation in Diocesan “Buon Natale” to create World Guinness Record
9. Vigilance awareness and Cyber Security issues Open Forum

5.2 Efforts made by the institution for tracking the progression

1. Entry level PKT
2. Internal exams
3. Remedial classes for weak students
4. Quiz competitions
5. Tutorial sessions
6. Teacher guardian
7. Teacher at home
8. Student support programme
9. Walk with Scholar
10. Teaching While Learning
11. Peer Group Teaching
12. Parents meet and Personal meeting with students

13. Internal tests and Surprise tests
14. Seminars, and Assignments
15. Power point presentation competitions
16. Exhibitions and Quiz competitions
17. Personal attention of faculty to all students
18. Slow learners are identified first through the marks obtained in the qualifying examination and then by conducting evaluative pre- examinations
19. Debates and Discussions
20. Counselling by experts
21. Career Oriented Programmes on every Tuesdays.
22. Workshops and classes on Personality Development
23. Communication Skills Orientation Programmes
24. Visit to Industrial areas
25. Co-ordination with prospective external agencies/ Industries/companies
26. Coaching class for students for various competitive tests such as bank Tests, PSC, etc.
27. NET/SET coaching Classes
28. Interior Decoration training Classes
29. Human Rights Classes
30. Legal Literacy Classes
31. Driving Classes
32. Traditional Kerala Drumming Classes
33. Yoga & Karate classes

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 1380 | 183 | - | - |

(b) No. of students outside the state

6

1. NidhiKumari - Bihar (English)

2

Students from Lakshwadeep

1. Sajitha Beegum- (English)

2. Fassela Beegum (Zoology)

(c) No. of international students

Men

| No | % |
|----|---|
| - | |

Women

| No | % |
|----|---|
| - | |

| | General | SC | ST | OBC | Physically Challenged | Total |
|-----------|---------|-----|----|-----|-----------------------|-------|
| Last Year | 713 | 229 | 8 | 498 | 5 | 1453 |
| This Year | 910 | 284 | 6 | 362 | 5 | 1567 |

Demand ratio 1:3 Dropout % 1.5

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

1. UGC-NET ,CSIR Coaching classes conducted
2. Bank Test and competitive Exam Coaching Classes
3. Soft Skill Development Programme- Delta Human Resource Development
4. Entrepreneurship Awareness Programme by KITCO – National Science and Technology for Entrepreneurship Development Board
5. Orientation Class on Bank Exams – IMS Learning Centre
6. Career Counselling Seminar – TIME, Thrissur
7. Career Guidance Seminar – Guiders Academy Thrissur

No. of students beneficiaries

896

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Student Counseling :

The Students are benefitted with a full time Counselor in the Campus and they are preferably allowed to meet the counselor for advice and guidance. This helps the students to be more attitude- oriented and professionally and academically skilled. The students are also guided during the Tutorial Sessions and they needy students are guided towards the counselor for better ethical and moral support. The Faculty Members are also free to avail the assistance of the counselor. Orientation Programmes are also conducted for both Faculty and Students aiming at a humane and better living prospects.

Career Guidance and Entrepreneurship Awareness Cell

The Cell is functioning effectively in the institution for guiding the students towards Entrepreneurial Skill Development. Both on Campus and Off Campus recruitment Programmes are entertained by the unit. Coaching Classes on NET, SET, BANKING, SOFT SKILL Development etc. are providing for the students in order to equip themselves to attain excellence in the competitive scenario.

No. of students benefitted

988

(II & II I YEAR UG, II YEAR PG)

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 1 | 119 | 11 | 50 |

5.8 Details of gender sensitization programmes : 7

| Sl. No | Programme | Date | Department |
|--------|---|--------------------------|---|
| 1 | Turning India's democratic Challenge to Youth Dividend in Collaboration with KESS | 18-8 2015 19-8-2015 | Economics |
| 2 | Empowerment of marginalized women workshop at Old age home Kottapadi to commemorate the senior Citizens day | 1-10-2015 | History B.Voc Tourism & Hospitality Management |
| 3 | An Economic Vigilance awareness seminar In collaboration with Guruvayoor Police and Canara Bank | 28-10-2015 | English |
| 4 | Breast Cancer awareness Programme in association with MI Hospital Engandiyoor | 29-10-2015 | IQAC |
| 5 | Signature Retrospection of the oppressed Feminity in Literature & Celluloid | 24-11-2015 25-11-2015 | Malayalam |
| 6 | Seminar on legal services for women on legal services & Constitution Day | 26-11-2015 | Women Cell |

| | | | |
|---|---|---------------|--------------------|
| 7 | Formulation with Entrepreneur Development Club in Collaboration with Department of Industries & Commerce, Govt. of Kerala | December 2015 | Women Cell ED Club |
|---|---|---------------|--------------------|

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 |
|--|--------------------|---------|
| Financial support from institution | 370 | 696500 |
| Financial support from government | 609 | 197,375 |
| Financial support from other sources | 250 | 50000 |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level 1

Exhibition: State/ University level 6 National level 4 International level

| Sl.No | Programme | Department |
|-------|--|--|
| 1 | Extension activity Exhibition at L F college, Guruvayoor | Chemistry |
| 2 | Philately Exhibition | Zoology & History |
| 3 | Exhibition On Freedom Struggle | History |
| 4 | Heritage Exhibition | History |
| 5 | Philately Exhibition | History |
| 6 | Mathematics Exhibition | Mathematics |
| 7. | Wild Life Photography Exhibition | English, Functional English |
| 8 | Book Exhibition | English, Functional English |
| 9 | Handicraft Pottery Exhibition | English, Functional English |
| 10 | Mural Painting Exhibition | English, Functional English |
| 11. | Film Festival | English, Functional English & Multimedia |

5.12 No. of social initiatives undertaken by the students

99

| | PROGRAMME |
|-------|---|
| MONTH | Social Initiatives |
| June | <ul style="list-style-type: none"> Plantlet distribution 'Bhoomikkorukuda' in association with Malayala Manorama Observance of Anti Narcotic Awareness Week Talk on Drug Abuse Exhibition of Nature Crafts |

| | |
|-------------|---|
| | <ul style="list-style-type: none"> • Swap Shop • Eco Club Awareness campaign in the Campus • Tourism club activities • <i>Pachappu</i> 2016 • <i>Vayanavaracharanam- Saparya</i> 2016 -1 week programme • Dream Narrating competition • Nature Craft Making competition • Eco-friendly beauty contest • Industrial / Field Visit |
| July | <ul style="list-style-type: none"> • Observance of World Population Day • Plastic removal from the whole campus - <i>Bhoomithrasena, Callow Club</i> and <i>Herbo Collegium</i> • Talk on Importance of diet. • QUIZ Competitions in connection with the First Death Anniversary of Dr.A.P.J. Abdul Kalam, • Photography Competition on ‘VICTOR GEORGE DAY’ • ‘U’ Turn – Personality enhancement programme • Competition On Green Farming Of Pea • Paper presentation Competition on “One child norm- Is it essential?” • <i>Orma</i> –Beppoor Sulthan (Shadow of Mangosteen) • Herbal Gardening • <i>Kanivu</i> – 2016-17 ‘ (Student welfare fund collection) • Edumate Activities - Opening of Dress Bank • Anti- war campaign • Poster Making Competition on World Population day • BMI Calculation for students • <i>Vanamahotsavam</i> – Eco Club Activities at Old Age Home, Kottappady • Old cloth collection and distribution in Old Age Home |

| | |
|------------------|--|
| August | <ul style="list-style-type: none"> • Celebration of World Photography week • Poster competition- International day against Drug Abuse • <i>India Art-</i> • Freedom Extravagance • “Freedom @ Midnight” • Patriotic poetry • Placard making competition • Independence Day- celebrations • Exhibition – Reminiscence of freedom struggle in connection with Independence day • Free Tuition for economically backward students of locality by III semester UG Maths students • Action for independence from pollution on the premises of the houses of students- Sharing of the Action- <i>Callow Club, Herbo Collegium and Bhoomithrasena Club</i> • Rally on Anti- Hiroshima Day |
| September | <ul style="list-style-type: none"> • Young Woman’s India: Hopes, Dreams and Reality • ‘ONAM BEATS FEST’ • <i>Athapookkalam</i> Contest with the wild flowers from locality- • Plastic removal by <i>Bhoomithrasena</i> & Callow club members • Teachers day- celebrations • Observance of Ozone Day • Onam kit distribution to Old age home |
| October | <ul style="list-style-type: none"> • Food fest and Talk on healthy food habits. • One week SHORT FILM FEST on current issues. • Ideologies of Mahatma Gandhi- 1 hour talk on Gandhi followed by a short film on the life of Gandhi • <i>Edassery Anusmaranam</i> • Space week celebration • Blood group detection week Stamp Exhibition in the campus in connection |

| | |
|-----------------|---|
| | <p>with Postal Day</p> <ul style="list-style-type: none"> • Gandhi Jayanthi week activities –Swach Bharath • Food Fest – World Food Day • Seniors Day – Visit & honouring the senior inmates of Sandeepani Mathru sadanam, Mammiyoor. |
| November | <ul style="list-style-type: none"> • Keralappiravi celebration • Survey- Quality checking of drinking water collected from college surroundings. • Class on Child Labour • Pro-Life Exhibition • <i>Nattukoottam</i> • Mother's meet |
| December | <ul style="list-style-type: none"> • World Literacy Week activities • Plastic removal by <i>Herbo Collegium, Bhoomithrasena & Callow club</i> members • A workshop on “ Research Methodology”- OSA Lecture Series • Food Fest for charity • Human Rights Day – Seminar & Essay writing competition • Christmas celebration • Energy conservation day Celebration • Awareness Class on AIDS • Faculty @ Home • Sharing of meals with the poor-Guruvayoor |
| January | <ul style="list-style-type: none"> • Zero plastics- reusing of plastics • Class on Organic Cultivation- <i>Bhoomithrasena Club</i> • Peace Photography Contest • Milky Way: Food fest • Republic Day celebrations • <i>Gandhismrithi</i> - Debate • 7.Survey On Use Of Multinational & Home Made Products in Everyday Life |

| | |
|-----------------|--|
| | <ul style="list-style-type: none"> • 8.Visit to Dementia Centre, Kottappadi • 9.Palliative Day- Palliative cell Activities |
| February | <ul style="list-style-type: none"> • Setting of pharmaceutical garden • Awareness class on MCA & other job opportunities • Entrepreneurship training programme and a talk with successful women entrepreneur • <i>Kavya Arangu.</i> • <i>Orma- ONV</i> • workshop on Cinematography • Programmes in connection with World Wetland Day • Marriage Counselling Course for Final year students • <i>Thanal Visit</i> |
| March | <ul style="list-style-type: none"> • Expert class on- New Trends in Medicines. • Talk on legal protection for women • World Women's Day • World Women's Day - Symposium • <i>Vallathol Anusmaranam</i> • Poster Making Competition in connection with Earth Day |

5.13 Major grievances of students (if any) redressed:

| Sl.No: | Grievances | Solution |
|---------------|---|--|
| 1. | Inconvenience About Line Bus | Faculty helped the Students To Stop The Bus. |
| 2. | Lack of sufficient number of fans in the class room | Informed principal and took necessary arrangements |
| 3. | No sufficient place for propel disposal of waste | Informed principal and the college provided separate bins for degradable and non - degradable wastes |
| 4. | Financial problems | Help from faculty, Department and Peer group |

| | | |
|----|---|--|
| | | |
| 5. | Family and Health issues | Consulted during the tutorial hours and suggested necessary remedies |
| 6. | Lack of Proper seating arrangement in newly renovated Classroom | Informed Principal and sufficient benches were provided |

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Be a Centre for Excellence in education; scientific-technological and communicative caliber; moral -spiritual and eco-centric values.

Mission:

Strive for a wise, humane, righteous, perfect world of empowered women with Little Flower Values.

6.2 Does the Institution has a management Information System : Yes

- The College Calendar disseminates preliminary Management information to parents. students & Faculty
- The annual College report is presented by the Principal to the community on the College Day
- The College report is published in the College magazine & distributed to the neighbouring community
- IQAC , Governing Council & PRO publicize needed information
- The College newsletter, 'Assisi Petals' released termly highlights the College activities and current events.
- The important events at the College are made known through News Papers.
- The PTWA and Alumnae gatherings held periodically form platforms for the dissemination of information.
- Feedback generated through various channels are meticulously reviewed and presented to the top management, student council and PTWA for Consideration and further action.
- Transparency in annual report presentation at PTA and general body meetings.
- Regular report presentation in general staff meetings and staff council meetings.
- Website updating conducted regularly
- Report presentation on the college day for the public
- Submission of MHRD Report to the HRD of Govt. of India
- Updation of events in College Website

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

6.3.1 Curriculum Development

- Curriculum pattern is designed by the University
- Suggestions for improving the Curriculum is specified to Board of Studies
- New Curriculum designed for B. Voc. Courses in Pharmaceutical Chemistry & Tourism & Hospitality Management
- Innovative approaches undertaken for implementing the Curriculum

6.3.2 Teaching and Learning

- ICT enabled teaching, internal evaluation, remedial coaching, tutorial sessions, Class Tests, Class diary by students and Teacher's diary by faculty, seminars, assignments, Regular Practical, student-teacher interactions.
- Advanced Audio-Visual techniques and Smart Boards are used to supplement the conventional classroom teaching
- Soft skills to enhance Class room learning
- Peer teaching /mentoring is encouraged
- Seminars & workshops to promote societal awareness
- Research oriented Programmes like research paper presentation for students,
- Research projects, Research forum, discussions , debates, manuscript magazines, field trip and study tours are introduced
- Major & Minor Research projects for faculty, Projects for students, paper presentations inside and outside the college and publications by faculty and students are promoted
- Walk With Scholar (WWS). Student Support Programme(SSP) & Additional Skill acquisition Programme(ASAP)

6.3.3 Examination and Evaluation

- Continuous Internal evaluation systems
- Slip tests
- Value education examination by the Christian Chair of the University
- Previous Knowledge Test (PKT)
- Quiz Programmes
- Practical examinations
- Internal & external examinations Projects
- Seminars
- Assignments
- Viva-voce
- Maintain Parents –Teacher –Student rapport as a means of evaluative process

6.3.4 Research and Development

- UGC Sponsored National and International Seminars
- Major and Minor Research Projects undertaken by the faculty under University and UGC guidelines
- Encouraged Faculty to participate in State Sponsored FLAIR Programme
- Faculty is encouraged to go on FDP
- Paper presentations and publications are made on large scale by the faculty
- A number of faculty members function as Research Guides
- Extension lectures are delivered by faculty members
- Research articles are published by the faculty
- Inter disciplinary Research journals *Investigare* of Science Discipline and *Cognitions* of Arts and Humanities are published.
- Research aptitude of the students are encouraged through research oriented activities like Research Clubs, Debate clubs etc.
- Projects for UG and PG Programmes are introduced as part of the curriculum.
- Student Project compilation implemented by various Departments
- Research publications by faculty
- Participation in workshop & seminars
- Organizing seminars
- Workshop and orientation classes for staff and students
- Visits to Research Institutes
- Well maintained Library with inter disciplinary books
- ICT enabled Library with INFLIBNET
- Computer labs
- Major & Minor research projects for faculty
- Faculty encouraged to undertake FDP for M.Phil, Ph.D, Post-Doctoral.
- Inter disciplinary Research Journals *Cognitions* and *Investigare* published
- Research Forum for students and faculty
- Inter University, Inter Collegiate and Inter departmental Paper presentation competitions.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Necessary upgradation of Infrastructural innovations for PG Courses in Zoology & Botany
- Library committee purchases books as suggested by staff and students
- Automated library & e-library
- N-List access
- Network resource centre
- Computer centre, Multimedia Lab , Studio suite, Shooting Floor
- ICT enabled Interactive class rooms & ICT enabled Departments
- Automated Administration
- Instrumentation room attached to science labs & Biotechnology Lab
- Science Museum and Heritage Museum
- Reading & research Room for faculty
- Rejuvenation of LFRC (Little Flower Research Centre)
- Smart board installation
- Digital Data Filing System
- Punching
- Synergia/e-notice board
- CCTV Cameras
- Online Data Transfer
- Website
- Institutional mail id for all members of staff

6.3.6 Human Resource Management

- On campus single residence facility for women staff.
- Advance payment of salary for guest faculty and management appointed staff on request.
- Reservation of seats for children and wards of the faculty under management Quota.
- Canteen and Physical fitness facilities.
- On campus medical consultation facility.

- Free use of College infrastructure for research purpose.
- Financial help given from the management fund for emergency requirements.
- Financial help given for construction of houses for non-teaching staff.
- Financial aid provided for treatment.
- Visits of faculty members during special occasions.
- Student support mechanism
- Extension Services
- ROSA
- SWA
- FWA

6.3.7 Faculty and Staff recruitment

- Notified through newspapers and Appointment is conducted according to the University rules in respective of reservation and qualification.
- The appointment of Assistant Professor on Contract is also conducted through Newspaper Notification and appointed accordingly as per the University rules regarding qualification and experience by Appointment Cell Coordinators & respective Appointment Councils

6.3.8 Industry Interaction / Collaboration

- CWRDM Calicut
- Amala Ayurvedic Research Centre Thrissur,
- Pollution Control Board Calicut
- Carborandum Universal Ltd. Koratty,
- Apollo Tyres Chalakkudy,
- Kerala Solvent Extraction Irinjalakkuda,
- RGCB Thiruvananthapuram,
- CMFRI Vizhinjam,
- ICAR Cattle Breeding Farm Thumboormuzhi,
- G.Tech Kunnankulam,
- Infoprism Centre Point Thrissur,
- EMMRC Calicut,
- COSTFORD, Ayyanthole,
- Keltron,
- SIDCO,
- Kerala Water Authority Thrissur,
- Dept Of Dairy Chemistry-Kerala Veterinary University Mannuthy,
- STIC Cusat,

- CMFRI Kovalam lab Chennai,
- Spices Research Centre Chelambra, Calicut,
- IIT Kharagpur,
- Rubber Park, Perumbavoor,
- Bishop Moore College, Mavelikara,
- IISC Bangalore, [Organic Chemistry Division],
- St. Joseph's Irinjalakuda,
- Marine Biology, Regional Center, Chennai,
- KFRI Peechi,
- Kerala Biodiversity Board, Trivandrum,
- Baby Marine Exports, Mandapam, Rameshwaram,
- Regional Analytical Laboratory, Calicut,
- KLD Cattle Breeding Station, Dhoni,
- Rosen Fisheries, Marathakara,
- Chandrika Products, Irinjalakuda,
- Carp Breeding Farm, Malampuzha,
- Krishi Bhavan, Guruvayur,
- Toonz Animation, Technopark, Trivandrum,
- District Soil Testing Lab, Pattambi.

6.3.9 Admission of Students

- Online merit based Single Window admission introduced by the University
- PG Admission is conducted through Online merit based Single Window according to the norms of the University
- Management & Community Quota admissions are executed fairly by the College Admission Committee.

•

6.4 Welfare schemes for

| | |
|---------------|---|
| Teaching | √ |
| Non- teaching | √ |
| Students | √ |

6.5 Total corpus fund generated

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 | UGC University of Calicut | √ | Governing Council |
| Administrative | Yes | Indian Audit & Accounts Department. Thiruvananthapuram Deputy Director of Collegiate Education | yes | Governing Council |

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?

- Change in evaluation mode& Question Patterns
- Internal & External Examinations
- Digitalized format used for uploading of internal marks
- Centralized Valuations Camps
- Common valuation schemes set by the University Model Examination

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

- Annual meeting of Alumni members
- Honouring the Retiring Staff and top scorers of University Examinations
- Support and guidance in Academic and non-Academic Activities of students
- Expert Lectures conducted by Alumane members in various Department.
- Information given to former students about the special activities of the dept. eg: - National Seminars / Workshops etc.

6.12 Activities and support from the Parent – Teacher Association

- Regular Meetings
- Financial Support provided for College Development
- Feedback
- Honouring the retiring staff
- Awarding the top scorers of University examinations
- Honouring Academic Excellence of Faculty & College

6.13 Development programmes for support staff

- Training Programmes to encourage and improve academic qualifications
- Welfare funds
- FWA
- Encourage to participate in Orientation, Seminars & Workshops

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

| Sl.No | Programe | Department |
|-------|---|---|
| 1. | Snippet distribution – 10 tips to help, save the environment in connection with the Environmental Day celebrations in the college | Zoology |
| 2. | Programmes for identification of Butterflies in the Butterfly Park in the college campus | Zoology |
| 3. | Plastic Removal from the campus | Bhoomithra club Members |
| 4. | Trees are planted by various departments and clubs during the Vanamahotsava and Environment Day celebrations Community | Botany |
| 5. | Surveyed the flora of the campus and have named and numbered all the trees | Botany |
| 6. | Preparation of seedlings& planting them in various parts of the campus | Bhoomithrasena club members & NCC members |

| | | |
|-----|--|-----------------|
| | | |
| 7. | Campus cleaning | All Departments |
| 8. | Animal Planet- Finding the Scientific name Community | Zoology |
| 9. | Faunal diversity Register Community | Zoology |
| 10. | CSS | All Departments |
| 11. | Segregation of Degradable and Non degradable disposal of wastes and safe disposal of e waste | All Departments |

Initiatives Undertaken for Eco Friendly campus

- ❖ Keeping pace with the Little Flower Value Eco-Sensibility, we train our students to be sensitive to the needs of the earth and environment.
- ❖ We propagate a respectful co-existence rather than utilization of earth. We have an Eco-Park honouring St. Francis of Assisi, the Patron Saint of Ecology.
- ❖ The College maintains Botanical Garden, Butterfly Garden, Herbal Garden and Vegetable Gardens.
- ❖ The heritage zone named Victoria Park is a beautiful garden in honour of our Pioneers especially Rev. Sr. Mary Victoria the first Principal.
- ❖ The campus records a total number of 780 coconut trees, 179 mango trees and 468 other trees.
- ❖ To conserve energy we have made it a point to use LCD monitors, CFL and LED bulbs.
- ❖ Sustainability principles and practices are instilled in the students through awareness Programmes and seminars.
- ❖ The college has its own high tension transformer of 38 KVA and a Generator, rating 82.5 KW. This provides the campus with uninterrupted power supply.
- ❖ Voltage fluctuation and damage to instruments is avoided through the installation of ELBS, Stabilizers and UPS (5 KVA – 6, 3 KVA - 4, 1KVA-12).
- ❖ Another contribution to the saving of power is by restricting the use of electricity in the College hostel by switching off the main connection for lights and fans during College hours when students are not expected to be in their rooms.

- ❖ A spacious Leisure Tower and benches under trees with sufficient natural light and air is provided for the students to spend their free time in study or other creative work without loss of power.
- ❖ Bio-gas plants are installed for cooking in the college hostel. Solar water heaters are also used here.
- ❖ The solar power backup with capacity of 1KW is utilized as a power source in the Physics laboratory and library.
- ❖ 24 hour power backup is available.
- ❖ A 10 KW solar power unit contributed by the PTWA to commemorate the Diamond Jubilee year of the College paved way for energy conservation in a systematic manner.
- ❖ Rain water Harvesting is done in the Campus is directed into the natural pond within the campus through carefully laid channels. This effectual design envisaged by the management has helped in retaining high ground water table level inside the campus and in the neighbourhood even during summer.
- ❖ The water channels are cleaned and maintained regularly.
- ❖ Rain water is harvested over the science block is collected and stored in synthetic tanks.
- ❖ About 3000lts of water is available usually. All the apparatus used by the students in the Chemistry lab is cleaned using this water.
- ❖ A Cactarium consisting of more than 60 varieties of Xerophytic plants and a green house nurturing a large variety of Pteridophytes are maintained here.
- ❖ An herbal garden with rare medicinal plants is maintained in collaboration with Oushadhi.
- ❖ The College also protects a few varieties of endangered plant species
- ❖ Minimal or no use of plastic is encouraged. The college collects plastic bags and supplies paper bags to the nearby stores once in a year.
- ❖ The students are encouraged to submit assignments for correction online thus reduce the use of paper.
- ❖ Segregation of the waste generated in the campus into bio, hazardous and that can be recycled.
- ❖ Saplings are supplied to students every year as a part of 'Green Campaign'. - Bhoomikkoru Kuda- A State Government initiative

- ❖ Every year a particular area in the nearby locality is adopted and saplings are planted and maintained by the college in these places.
- ❖ The College has planted saplings at Snehatheeram on the sea shore at Chavakkad.
- ❖ Saplings were planted and nurtured at nearby roads.
- ❖ Saplings were planted at Dementia Care Centre, Kottapady, Agathimandiram, Guruvayoor by NSS, NCC Volunteers and CSS.
- ❖ Special drainages are provided to direct chemical waste from the labs to a specially constructed closed land fill.
- ❖ E-waste is disposed through outside agencies. We try our best to minimize the use of hazardous polymers for educative or decorative purposes. Plastic waste, CFL blubs are collected in special pits.
- ❖ Provision is made to segregate and collect waste in different pits.

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.

Promotion of innovative new generation job oriented courses

- UGC Add-on courses :Certificate /Diploma/Advanced Diploma
- Self-designed courses functioning in the College (15)
- Teaching & Learning
- ICT enabled classes, Smart Class Rooms, Audio-Visual Room.
- Pre Knowledge test after admission and Special coaching class.
- Continuous evaluation of student progress achieved by frequent test papers,
- Remedial teaching for slow learners
- Enrichment programme for advanced learners
- Industrial visit, study tours, seminars, internships and workshops are promoted
- Scholarships and endowments to encourage students
- NET/SET & Bank coaching classes for P.G. students
- Effective tutorial system and Student Mentoring system
- Internet facility provided for wider reference work and better learning experiences.
- Innovative project works endorsed
- Students are provided with advanced facilities like Language lab, Video editing suits, Audio recording studio, and Preview theatre.
- Self-Transformation Centre-Living in Harmony for Psycho-Spiritual communicative self- Training.
- Teaching strategy is communicated to the students at the commencement of each semester. An overview of the year is presented by the college calendar.
- Special care is taken to update the library
- Availability of INFLIBNET
- Notes on different topics based on the syllabus are uploaded in the website for students
- Identification of Butterflies visiting the butterfly garden by students
- Faunal diversity Register
- Animal Planet- Finding the Scientific name
- *Scientia*- Current Information Corner by the Department of Zoology
- IMPULSE – student project compilation
- REFLECTIONS – Journal article review by students
- COGNITIONS & INVESTIGARE- Bi-yearly Arts & Science Research Journals

- International, National and Regional Seminars and Paper presentations
- Extension of heritage museum
- A National Level Lecture Demonstration on *Gotipova* an Odissi Art Form Was
- Organized 12 artists from Orissa *Natya Mandap* performed their state art form
- Peer group study.
- Economic Forum
- English Research Forum for Students
- Inter departmental Faculty Research Forum
- Cultural Incubation Centre

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

IQAC prepares an Action Plan at the beginning of the year with the details of the programmes to be organized by all the departments. IQAC also collected monthly reports and discussed improvements in staff meetings, necessary actions are taken and help provided to see the programmes that are organised as scheduled in the year plan. (Action Plan and Academic Calendar attached as Annexures)

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

Best Practice 1

Facilitation of Women Empowerment through Media Production

The University offers choice based credit semester as a pattern for all Programmes with the syllabus that is preset by the university. The academic innovations are basically restricted to programme offered both at PG and UG level. The College Management felt the need to promote innovative Programmes that would break the barriers of gender and encourage inclusion through student diversity and access to the latest technology.

Goal:

- Equity, inclusion and de-elitizing technology for women.
- Empowering women through new generation job opportunities and self - employment.
- Introduces students to the exciting world of innovative skills.

- Enable students to work with a variety of software including programs used for sound and video production, multimedia presentations, web and desktop publishing, and photo & image editing.
- Equip them to complete individual and group projects utilizing interactive methodologies and utilize their creative visions into projects.
- Familiarize with entertainment industry which commands job market
- Create self -actualized independent women.
- Contribute to community development.
- Promote self -employment and self- reliance.
- Steer social change through value added media productions.

The context

The College embarked on the ambitious journey to empower the women of Kerala who are to an extent discriminated through poor access locally to Programmes that are doing wonders in the job market. Lack of ample job opportunity after graduation is the greatest problem faced by the new generation. This creates despair, insecurity and lack of interest in life among them. The social intervention through highly technical courses like M A Multimedia, PG Diploma in Virtual Communication and ADD ON Courses like Television and Video Reporting have opened the vistas of new generation jobs like Film making, Journalism, Reporting and technical one's like Editing , Shooting , Directing and Casting, Graphics and animation.

Today is the age of Multimedia. Formerly this field was man dominated. Now the scenario is changing and women show interest to enter into its fascinating opportunities. Parents and society show inhibition in allowing our students entering media courses outside. So the College opens door for interested young women to study such courses through these new courses. We share a major part of our life with Multimedia or it is flooded by elements of high technology. Multimedia provides different content forms such as audio, video, text, images, and animation and hence is important in the society for use in business, education, and entertainment purposes by providing learning. Changes in communication technologies and media industries have led to the emergence of novel career opportunities. Media studies was initiated in the college to cater the needs and equip women for new career opportunities such as journalism, advertising, video editing, animation, graphic designing etc. The local stake holders are gradually realizing the huge potential unleashed by the creative innovation of providing a convenient platform at their doorstep to step in to world of global opportunities.

The practice

The Department of Virtual Communication/Multimedia is furnished with sufficient infrastructure. It has its own shooting floor, video editing suite, audio recording studio, animation lab, video cameras, still cameras etc. We create a professional media working atmosphere and by the end of the course the students comprehend current efficient design solutions and established standards for multimedia, and gain experiences in multimedia

processing. The short term courses offered are Multimedia Foundation Course, Graphic Design, Film Editing, Digital Illustration, Television and Video Production. The Department also offers PG course in Multimedia.

Evidence of success

- ❖ Women entry in media field
- ❖ 100% results
- ❖ 100% placement
- ❖ Short films shoot every year
- ❖ Awards for Department Films
- ❖ Kerala Film Audience Awards:
- ❖ Best Home Cinema Award- *Janma Saphalyam*
- ❖ Special Jury Award - *Snehapookal*
- ❖ Best Documentary- *Kripa Theertham*
- ❖ G-Tech award:
- ❖ Best Editing –*Global Warming*

Problems Encountered

Problems encountered are hurdles that the college has successfully countered. The initial programme PG Diploma in Virtual Communication was warmly welcomed by the stakeholders who were happy with the proximity of access to technology for their wards. The high monetary investment as a self- financing course soon waned their enthusiasm. The college took special efforts to introduce M.A Multimedia as an aided course there by proved to be more of a relief to the less privileged of the locality. Our institution is the first and only college to offer aided M.A Multimedia programme in Kerala. The curriculum and syllabi was designed by the college and approved by the University for the PG Diploma in Virtual Communication course as well as the Add –On courses Media Reporting and Editing, Television and Video Production and Multimedia foundation course.

The assurance of numerous employment avenues has buoyed up the sentiments of the faculty and students. The enrollment to the PG course is set to increase in the coming years. The social intervention strategy to upstart an equitable and inclusive education to all especially the less privileged among the gender sensitive is satisfying as well as challenging.

- Less accessibility to the main stream media in the present scenario.
- Lack of awareness about this course in the society for women.
- Enthusiastic students but unwilling family.

Resources

- Qualified Staff
- Professional multimedia studio

- Classes by professionals/experts from the media field
- Workshops
- Field trips
- Internship in media enterprises, channels and studios
- The constant need to update the technology to make the programme relevant and viable is a hurdle that the institution has to face down the years. We sincerely hope good seed money will help us tide over the challenge by being more enterprising and exploring new avenues for internal fund generation.

Best practice 2

Social Commitment, The New Age Manthra For Value Education

The college is unique with its own specially designed Social Extension Programmes to uphold the LF value – “SOCIAL COMMITMENT”, apart from the common social extension activities like Anti- plastic Awareness Programmes, Literacy Programmes, blood donation camps, saplings distributions etc.

Goal:

- Inclusion, Equity, Social responsibility are the core values for a just society
- To make students sensitive and responsive to social problems.
- Holistic development of young women
- To prepare young women architects of ideal families
- Create Social Commitment
- To strengthen the bond between society and institution
- Form closer Teacher-Student-Parent bond

The context

The College was established for the up-liftment of the neighbourhood through women higher education. The institution was constituted in 1955 to dispense quality education to the under privileged women of the neighbourhood, that faced the dire need for higher education of women. Victory Centre- a centre for differently abled young women was established named after our first Principal Sr. Victoria, to ensure imparting attitude of social responsibility to the students by caring and sharing the cultural training of differently abled. Assisi Social centre too ensures economic security to the less privileged women of the locality by offering a livelihood. The college extension activities are initiated to empower our students to be strong enough to face the challenges and tackle the hurdles with a prudent mind.

The practice

The Victory centre took under its wing the aurally, orally and physically challenged young women to train them in tools for self-reliance like tailoring, printing, binding, computing, photocopying and handicrafts etc. The Victory centre is assisted with a government grant and scholarships to its students as well as from benefactors like the Lillian Fonds of Netherlands. Assisi Social Centre caters to the day to day needs of the women of the financially backward families of the locality.

The College is always willing to stretch its helping hands to the poor and needy of the locality. The Institution has three adopted villages Moopen Colony, Aduputty Colony and Perakam Parish. The College also takes care of the other State labourers and their family located in Choolpuram under the Reader's Club. The students are encouraged to address the special needs and requirements of each colony. Funds are generated through innovative means to attempt necessary solutions that are universally accepted. The strong management, staff and 44 Clubs, Associations and Cells monitor the social commitment activities. The students from different streams and subjects are encouraged to study the problem which appeals to them and then attempt to necessary solutions. In the case of relevant cases the college provides moral and financial support

Evidence of success

- Created awareness in students about the harsh faces of life
- Developed emotional maturity in students to face crisis
- Provided skills for life feasibility
- Encouraged students to take part in societal development and services
- Instilled fellow feelings with the less privileged
- Inculcated positive behavior towards people in need or difficulty
- Reinforced the thought of responsibility in the young generation
- Contributed to the holistic development of the society

Problems Encountered

The challenge of handling live situations prompts the students to behave and develop an attitude that is ideal. The young impressionable minds tune to the high moral values and ethics needed to gain the trust of the members of the colony to help them raise their level of awareness towards a plethora of issues confronting them. The students attempt to solve issues like laying temporary roads for better transportation, solid waste management, plastic eradication and Anti Narcotic awareness.

- Lack of fund.
- Lack of time to cater much more service to the society.

Resources

- Management
- Staff
- Students

- PTWA
- Clubs
- Funds
- The Social extension Programmes under the aegis of various cells like the NSS, NCC, AIACHE and Departments all have proved to be a great success. The appreciation of the students efforts are well documented in the municipality. The collaborations and linkages prove the need for the human resource that is freely available in the institution. The right attitude and positive outcome has pushed up the number of Programmes conducted each year.

| SI No | ACTIVITIES | TARGET GROUP |
|-------|-----------------------------|---|
| 1 | VISIT TO DESTITUTES | Old age Homes at Kottappady and Anjoor Agathinmanthiram at Guruvayoor, Thanal at Muthuvattoor, Dementia Care Center at Kottappady, Bethany Orphange Kottappady St Joseph's Orphange Brahmakulum I J cultural center, Egandiyoor, Assisi Nilayam at Marathakara, Kasturbha Bhalika Sadhan at Guruvayoor, Charisma, Poovanchira, Sandeepini Mathru sadam at Mamiyoor, Kannara Jai Christo sadhan Mentally disabled children Edakulthur |
| 2 | SOCIAL SENSITIZATION VISITS | Hospitals Marthakkara Providence Pain and palliative care unit Faculty extension activity in Orphanage Faculty support among slum women |
| 3 | SOCIAL WORKS | Sahapadikoruveedu (New House for poor students) Free tuition for locals, Kasthurba Balika Sadan, Gvr. Computer literacy Programmes Cleaning of children's park and Anganvadi Guruvayoor, Agadhimandhiram Guruvayoor, Road cleaning and construction at Balika sadhan, ward 33 and 28 of guruvayoor Municipality House construction and repair Noon meal distribution for poor at railway station, bus stand and hospitals Collection of unused medicine and distribution to the needy Distribution of books and umbrella to local people Fund raised (Jeeva Karunya nidhi) by selling waste materials Help to LIFE- (auto rickshaw drivers) members Help to other State laborers Faculty members working as Para legal Volunteers Faculty members social service at Providence home for the old destitute women at Marathakkara, Charisma-home for the mentally deranged destitute at Poovanchira, among slum women at Aduputti, Orphan's at Infant Jesus Orphanage, Engadiyoor. |
| 4 | SOCIAL SURVEYS | Health survey in adopted colony Computer literacy survey Economic survey |
| | | Free eye test Free skin diseases checkup Free medical checkup |

| | | |
|----|------------------------------------|---|
| 5 | SOCIAL WELFARE PROGRAMMES | Free blood detection and donation camp Free homeopathy medical camp Organ donation agreement with Kidney Federation of India Soil analysis Water analysis Solid waste management and pipe composting Green India /Planting trees in the local area |
| 6 | SOCIAL AWARENESS PROGRAMMES | TB free campaign Anti -Narcotic campaign Anti- mosquito campaign Anti -women abuse Anti- child abuse Swachcha Bharat Abhiyan Anti- harassment Awareness of megalithic monuments Seminar on women empowerment for mothers Talk on kitchen Chemistry for mothers Computer Literacy training for mothers Counseling to mothers Power saving awareness programme. Life guidance Programmes for the local youth |
| 7 | COLLEGE SOCIAL SERVICE CLUB | Fund for the need of Education Fund for the need of Marriage Fund for the need of Death Fund for the need of Medical Treatment Fund for the need of Charitable Institutions Fund for the need of Construction and repair Fund for the need of Gift to the poor |
| 8 | FACULTY AT STUDENTS HOME | Visited students houses, gave necessary counseling and financial support and created rapport |
| 9 | SOCIAL CENTERS | Fitness Centre Victory centre for differently abled students Assisi social centre Tailoring centre Day Care centre Homeopathy clinic Counselling centre Computer centre Fitness Centre |
| 10 | ADOPTION CENTERS | Moopen Colony Adupooty Village Perakkam Parish Labour Camp – other state labourers |

7.4 Contribution to environmental awareness / protection

Keeping pace with the Little Flower Value Eco-Sensibility, we train our students to be sensitive to the needs of the earth and environment. We propagate a respectful co-existence rather than utilization of earth. We have an Eco-Park honouring St. Francis of Assisi, the patron saint of ecology. The College maintains Botanical Garden, Butterfly Garden, Herbal Garden and Vegetable Gardens. The heritage zone named Victoria Park is a beautiful garden in honour of our Pioneers especially Rev. Sr. Mary Victoria the first Principal. Provision is made to segregate and collect waste in different pits. The campus records a total number of 800 coconut trees, 182 mango trees and 468 other trees as in 2014.

To conserve energy we have made it a point to use LCD monitors, CFL and LED Bulbs. Sustainability principles and practices are instilled in the students through awareness Programmes and seminars. The college has its own high tension transformer of 38 KVA and a Generator, rating 82.5 KW. This provides the campus with uninterrupted power supply. Voltage fluctuation and damage to instruments is avoided through the installation of ELBS, Stabilizers and UPS (5 KVA – 6, 3 KVA - 4, 1KVA-12). Another contribution to the saving of power is by restricting the use of electricity in the college hostel by switching off the main connection for lights and fans during college hours when students are not expected to be in their rooms.

A spacious Leisure Tower and benches under trees with sufficient natural light and air is provided for the students to spend their free time in study or other creative work without loss of power. Biogas plants are installed for cooking in the college hostel. Solar water heaters are also used here. The solar power backup with capacity of 1KW is utilized as a power source in the Physics laboratory and library. 24 hour power backup is available. A 10 KW solar power unit contributed by the PTWA to commemorate the Diamond Jubilee year of the College paved way for energy conservation in a systematic manner. Rain water from all over the campus is directed into the natural pond within the campus through carefully laid channels. This effectual design envisaged by the management has helped in retaining high ground water table level inside the campus and in the neighbourhood even during summer. The water channels are cleaned and maintained regularly. Rain water falling over the science block is collected and stored in synthetic tanks. About 3000lts of water is available usually. All the apparatus used by the students in the Chemistry lab is cleaned using this water.

A Cactarium consisting of more than 60 varieties of xerophytic plants and a green house nurturing a large variety of pteridophytes are maintained here. An herbal garden with rare

medicinal plants is maintained in collaboration with Oushadi. The college also protects a few varieties of endangered plant species. Minimal or no use of plastic is encouraged. The college collects plastic bags and supplies paper bags to the nearby stores once in a year. The students are encouraged to submit projects for correction online thus reduce the use of paper. Segregation of the waste generated in the campus into bio, hazardous and that can be recycled. Saplings are supplied to students every year as a part of 'Green Campaign'. Every year a particular area in the nearby locality is adopted and saplings are planted and maintained by the college in these places. The College has planted saplings at Snehatheeram on the sea shore at Chavakkad. Saplings were planted and nurtured at nearby roads.

Saplings were planted at Dementia Care Centre, Kottapady, Agathimandiram, guruvayoor by NSS, NCC Volunteers and CSS. Special drainages are provided to direct chemical waste from the labs to a specially constructed closed land fill. E-waste is disposed through outside agencies. We try our best to minimize the use of hazardous polymers for educative or decorative purposes. Plastic waste, CFL blubs are collected in special pits.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

SWOC Analysis

Response from staff, students, well wishers and employees were considered for feedback. Questionnaire was used to get the feedbacks which consisted of those questions which are essential to know the strength and weakness of institution, teachers, management and the infrastructure. Questions were of objective type on four point scale i.e v.good, good, satisfactory and unsatisfactory.

| Strength | Weakness | Opportunities | Challenges |
|---|------------------------|--|--|
| Auditorium, Garden, Green campus initiatives | Counseling facility | New aided courses | Student dropout due to marriage and maternity |
| Discipline | Career guidance | Research initiatives and need for research departments | Govt. policies promoting self- financing courses |
| Campus atmosphere | Vehicle facility | Campus interviews | |

| | | | |
|---|------------------------------|------------------------------|--|
| Approachability to the management | Lack of job oriented courses | Audio visual aid in teaching | |
| Extra-curricular activities | | Energy conservation measures | |
| Relation between students and Dedication of the staff | | Skill orientation of courses | |

8. Plans of institution for next year

- ❖ Achieve Autonomous Status for the College
- ❖ Achieve Centre for Excellence
- ❖ International student Enrolment
- ❖ National and International seminars
- ❖ One Major research Project for each department and increase the number of Minor research projects
- ❖ International and National publications in Scopus , Web of Science And listed journals of UGC
- ❖ Water analysis unit by the Department of Chemistry
- ❖ Updating advanced ICT Resources
- ❖ To achieve 100% of renewable green energy in the campus
- ❖ To enhance targets for NET achievers
- ❖ University registered Research Centres
- ❖ Utilization of FLAIR opportunity
- ❖ Ph. D for all faculty
- ❖ Participation in training Programmes of other institutions by faculty
- ❖ More Academic Extension Activities
- ❖ International student exchange Programme
- ❖ Students projects in collaboration with Research Institutes
- ❖ Increase in the number of student placements
- ❖ Organize external funded International and National Seminars by the Department

- ❖ Participation in more International and National conferences and
- ❖ Workshops by faculty and students
- ❖ Distributing tissue culture developed plantlets of cultivated plants to
- ❖ Local population by the Botany Department
- ❖ STUDENT MENTORING PROGRAMMES : TOEFL/IELTS Coaching
- ❖ Mother PTA
- ❖ More innovative and unique Student Support Programme and Walk with a Scholar Programmes
- ❖ Invited talk as part of OSA lecture series to mothers & students on Women education
- ❖ Clean and Eco friendly Campus initiative Programmes

Name

Ms. Esther Mani

Name

Rev. Sr. Dr. Thresiamma Dominic M

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

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 |

.....

ANNEXURE -1

| ACADEMIC CALENDER 2015-16 | | |
|----------------------------------|------|---|
| JUNE | | |
| 1. | 1/6 | College Reopening- General Staff Meeting |
| 2. | 5/6 | World Environment Day Celebration |
| 3. | 9/6 | V Sem Class Begin |
| 4. | 13/6 | International Seminar BONASALUS |
| 5. | 19/6 | Reading Day Celebration |
| 6. | 23/6 | II Sem University Examination |
| 7. | 25/6 | Soft Skill Development Programme |
| 8. | 30/6 | General Staff Meeting |
| JULY | | |
| 9 | 1/7 | I Sem Classes begin |
| 10 | 14/7 | Shalom T V shooting |
| 11 | 20/7 | PTA Executive Committee Meeting |
| 12 | 22/7 | National Seminar By History Dept. |
| AUGUST | | |
| 13 | 1/8 | PTA Executive Meeting |
| 14 | 3/8 | Power point presentation and Speech Competition on the topic 'Dr. A.P J Abdul Kalam- A great Scientist and Super Patriot. |
| 15 | 12/8 | One day UGC sponsored National Seminar on "Emerging Research Trends in Computer Science |
| 16 | 21/8 | College Closes for Onam Holidays |
| 17 | 31/8 | College reopens after Onam Holidays |
| SEPTEMBER | | |

| | | |
|-----------------|-------------------|---|
| 18 | 5/9 | Teacher's Day Celebration |
| OCTOBER | | |
| 19 | 2/10 | Gandhi Jayanthi- Inauguration of Swatch Bharath Abhiyan |
| 20 | 7/10 to 15/10 | Vth Sem Model/Internal Examinations |
| 21 | 22/10 to 25/10 | Pooja Holidays |
| NOVEMBER | | |
| 22 | 2/11 | Kerala Piravi Celebration |
| 23 | 16/11 to 23/11 | I & III Sem Model /Internal Examinations |
| 24 | 16/11 to 23/11 | V Sem University Examinations |
| DECEMBER | | |
| 25 | 18/12 | College Closes for X'mas holidays |
| 26 | 28/12 | College reopens after X'mas holidays |
| JANUARY | | |
| 27 | 1/1/2015 | New Year Day Celebration |
| 28 | 22/1 | National Youth Day Celebration |
| 29 | 29/1/to 10/2/2016 | III Sem University Examinations |
| 30 | 30/1 | Gandhi Smrithi- |
| FEBRUARY | | |
| 31 | 22/2 to 28/2 | VI Sem Model /Internal Examinations |
| MARCH | | |
| 32 | 8/3 to 14/3 | II & IV Sem Model /Internal Examinations |
| 33 | 18/3 to 28/3 | VI Sem University Examinations |
| 34 | 24/3 to 27/3 | Easter holidays |
| 35 | 31/3 | College closes for summer holidays |

ANNEXURE -2

ACTION PLAN

| Sl. No | Event | Section | Department |
|--------|---|------------------------------------|------------|
| 1. | Snippet distribution – 10 tips to help, save the environment in connection with the environmental day celebrations in the college | Value added | Zoology |
| 2. | Awareness talk on Blood Donation in connection with World Blood Donors Day | Value added | Zoology |
| 3. | Snippet distribution –How to fight away Alzheimer’s disease in connection with the Alzheimer’s day celebrations in the college | Value added | Zoology |
| 4. | Visit to Thanal – Mental Rehabilitation Centre, Rajah Hospital, Chavakkad | Value added Community extension | Zoology |
| 5. | Cleaning at KSRTC stand, Guruvayoor as a part of ‘Swach Bharath Abhiyan’ | Value added Community extension | Zoology |
| 6. | Class on “Mammals of Western Ghats” for Zoology students in connection with Wildlife Week | Academic | Zoology |
| 7. | Stamp exhibition in the campus in collaboration with Department of History in connection with Postal Day | Co- curricular | Zoology |
| 8. | Quiz on Ozone Layer Depletion and Wildlife | Academic | Zoology |
| 9. | Club activities- CONNECTIONS – linking Man to Environment and Seminar on Biodiversity Conservation | Academic | Zoology |
| 10. | Awareness talk on AIDS in connection with world AIDS day | Value added | Zoology |
| 11. | Poster competition for students on “AIDS Awareness” | Skill oriented | Zoology |
| 12. | Collected materials from students and staff of the dept. contributed to Mathrusadanam as part of Christmas celebration | Community extension | Zoology |
| 13. | Tree plantation at Santhitheeram,Chavakkad | Community extension | History |
| 14. | Visit to Sandeepani Mathrubhavan, Mammiyoor | Community Extension | History |

| | | | |
|-----|---|--------------------------|--|
| 15. | Pusthakolsav Competition and Book Exhibition | Academic Extension | History English Functional English Malayalam |
| 16. | Observance of Anti Narcotic Day- Anti -Narcotic Campaign at Adopted Village- Mooppen Colony | Value Oriented Extension | History |
| 17. | National Level Essay Writing | Academic Extension | History |
| 18. | Workshop on Career Guidance and Goal Orientation to OSA | Academic Extension | History |
| 19. | Extension Lecture on Personality Development by faculty members | Value Oriented Extension | Economics History Mathematics Malayalam Sanskrit English Computer Science Chemistry |
| 20. | Anti-War Campaign on World Peace Day | Value Oriented Extension | History |
| 21. | Anti -Hiroshima Day Observance- Placard Making Competition, Rally | Value Oriented Extension | History |
| 22. | Visit to Dementia Care Centre, Kottappady on | Community Extension | History |
| 23. | Visit to Old Age Home, Kottappady on | Community Extension | Economics |
| 24. | Free Tuition at Adopted Village- Mooppen Colony | Academic Extension | Economics |
| 25. | Workshop on Writing Research Papers for publications | Academic Extension | Economics English Functional English |
| 26. | Gramolsav in Mooppen Colony | Community Extension | College |
| 27. | Socio-Economic Health Survey at Mooppen Colony | Community Extension | Economics |
| 28. | Life Guidance class to students | Value Oriented Extension | College |
| 29. | World Tourism Day observed with a Quiz Competition | Academic Extension | History |

| | | | |
|-----|---|--------------------------|--------------------|
| 30. | Exhibition was conducted in collaboration with ASI, Thrissur | Academic Extension | History |
| 31. | Heritage Museum Exhibition | Academic Extension | History |
| 32. | Swach Bharath Abhiyan- Cleaned The Roads | Community Extension | College |
| 33. | Philately Exhibition in collaboration with Dept. of Zoology and Dept. of Politics | Academic Extension | History Zoology |
| 34. | Value Education to students of Matha HSS Mannampetta , Sr.Valsa. M.A | Value Oriented Extension | History |
| 35. | Published Historia-Observed Kerala piravi by Cultural Activities | Academic Extension | History |
| 36. | Cleaned The Roads Of Mooppen Colony | Community Extension | College |
| 37. | National Education Day-Essay Writing Competition | Academic Extension | History |
| 38. | Visit to Infant Jesus Special School For Mentally Retarded at Eranellor | Community Extension | History |
| 39. | Visit to Amala Cancer Research Medical College-Palliative Ward | Community Extension | History |
| 40. | Visit to Amala Research Medical College-Cancer Ward | Community Extension | History |
| 41. | Extempore Speech Competition &Painting Competition By Tourism Club | Academic Extension | History |
| 42. | Visit to Marathakkara Providence Home | Community Extension | History |
| 43. | World Disabled Day-Visit to Victory Centre | Community Extension | History |
| 44. | Observing Human Rights Day | Community Extension | History |
| 45. | Debate Club Conducted Debate On Ideology Of Gandhi & Present Political Parties | Academic Extension | History |
| 46. | Visit To Pope Paul Mercy Home, Athani, Peringandoor | Community Extension | History |
| 47. | Visit To Pope Paul Peace Home, Athani, Peringandoor | Community Extension | History |
| 48. | X'mas Celebration with the families of adopted area | Community Extension | History |
| 49. | Distribution of Organic manure 'JAIVADHARA' | Community Extension | Chemistry |

| | | | |
|-----|---|------------------------------------|-------------|
| 50. | Adopted a house in Kottapadi with three old women with health problems. Students of chemistry department frequently visits them and helps them to bath and also clean their house . | Value oriented Extension | Chemistry |
| 51. | Distribution of Christmas kit to the poor people of Guruvayoor | Value oriented Extension | Chemistry |
| 52. | Interdepartmental Mathematics Quiz for Faculty members | Academic Extension | Mathematics |
| 53 | SET- NET coaching by our OSA members to PG students of our college and locality. | Academic Extension | Mathematics |
| 54 | Mathematics Exhibition in association with Annual Social Service Day. | Academic Extension | Mathematics |
| 55 | Release of manuscript magazine “Ganitha Dalangal Vol IV- Mathematics in daily life | Academic Extension | Mathematics |
| 56 | Free tuition to the students by our faculty member Sr. Reena P D & students | Community extension | Mathematics |
| 57 | In connection with “Swach Bharath Abhiyaan” by Govt. of India our faculty member Anju S Mattam, Dr. Mariamma Antony and our students cleaned the Guruvayoor private bus stand | Community Extension | Mathematics |
| 58 | Conducted Socio- Economic & educational survey in ward 36, Guruvayoor Municipality at Punnathoor road | Community Extension | Mathematics |
| 59 | Conducted Departmental Parents meet | Value oriented extension | Mathematics |
| 60 | Vegetable garden plantation by B.Sc. students | Value oriented extension | Mathematics |
| 61 | Beautification of campus in front of the department | Value oriented extension | Mathematics |
| 62 | Cleaning at Moopens Colony | Social Extension | Malayalam |
| 63 | Conducted a Computer Literacy Survey in the nearby wards 34,35,36 of Guruvayoor Municipality | Community Extension | B C A |
| 64 | Cleaning College Premises | Academic Extension | B C A |
| 65 | Cleaned the premises of Agathimandiram in connection with swach bharat abhiyaan by students | Extra -curricular | Botany |
| 66 | Visited inmates of Agathimandiram & Developed vegetable garden in the premises | Extra -Curricular & value-oriented | Botany |

| | | | |
|----|--|--------------------------------------|--------------------|
| 67 | Exhibition & Foot note preparation competition in commemoration with water conservation day for faculty & Students | Co- curricular & Value- oriented | Botany |
| 68 | Visited old age home - Sandheepani | Value-oriented | Commerce |
| 69 | Visited Agathimandhiram Guruvayoor. | Value-oriented | Commerce |
| 70 | Saathiya.-Community Service | Community extension programme | Functional English |
| 71 | MaD FE: Make a Difference | Community extension programme | Functional English |
| 72 | Photography competition on 'Clean Campus'. | Academic Extension | Multimedia |
| 73 | Department published its first annual magazine 'Mega Dig' | Academic Extension | Multimedia |
| 74 | Documentary on FCC history. | Social Extension | Multimedia |
| 75 | In connection with Media Day Reporting competition | Academic Extension | Multimedia |
| 76 | Essay competition on the topic "Ozone layer in a track to recovery" | Academic extension programme | Physics |
| 77 | Visit to Thanal | Community extension programme | Physics |
| 78 | Railway station cleaning as a part of Clean India project | Community extension programme | Physics |
| 79 | Quiz competition on Mars Orbiter Mission | Academic extension programme | Physics |
| 80 | Talk on "Physics in our daily life | Academic extension programme | Physics |
| 81 | Poster competition on 'Energy conservation' | Academic extension Physics programme | Physics |
| 82 | Distributed the materials collected from the students of physics department to orphanage | Academic extension programme | Physics |
| 83 | Self -Employment Training Camp | Academic Extension | Economics |
| 84 | Anti- Narcotic Day Campaign | Community Extension | Economics |
| 85 | Green Earth | Community | Economics |

| | | | |
|-----|---|---------------------|----------------------------------|
| | | Extension | |
| 86 | Jan Dhan Yojana | Academic Extension | Economics |
| 87 | Plastic Removal from the campus by Bhoomithra club Members | Value added | Bhoomithra |
| 88 | Quiz competition for students on “Plants and Environment” | Inter departmental | Bhoomithra |
| 89 | Hands on Training on Vegetable Carving | Skill Oriented | Bhoomithra |
| 90 | Inter Departmental Essay competition-Role of Trees on Sustainable development | Inter departmental | Bhoomithra |
| 91 | Inter Departmental poster making competition: Man, the protector and conservator of earth | Inter departmental | Bhoomithra |
| 92 | Setting of vegetable garden at Agathimandirum, Guruvayoor | Community extension | Bhoomithra |
| 93 | Inauguration of Wall Magazine, Chem zone | Academic Extension | Chem Club, Green Club |
| 94 | NSS Volunteers went to Santhitheeram at Chavakad and planted seedlings there in collaboration with Chavakkad Municipality and Harithasree project of Kerala Forest Department | Community extension | NSS |
| 95 | Preparation of seedlings& planting them in various parts of the campus by the Bhoomithrasena club members & NCC members | Community extension | Bhoomihtra Club & NCC |
| 96 | Awareness talk on Blood Donation in connection with World Blood Donors Day | Social Awareness | ZOEA |
| 97 | As a part of the observation of Vayanavaram, a programme at CRUP SCHOOL Kottappadi. NSS volunteers presented stories and poetries in the function and made interaction with students and taught them many stories and poetries. | Community extension | NSS |
| 98 | Soft skill development class | Academic Extension | Career Guidance & Placement cell |
| 99 | On World Population day a group discussion on the consequence of population explosion and remedies for the future. | Social Orientation | Mathematics |
| 100 | On World Population day a poster making competition on the consequence of population explosion and remedies for the future. | Social Orientation | Mathematics |
| 101 | Workshop on “Soft toy making” | Skill development | Career Guidance |
| 102 | Inauguration of Tourism club & a seminar on the topic ‘Relevance of Tourism’ Tourism club members conducted a field trip to | Social Awareness | Tourism Club |

| | | | |
|-----|--|--|---|
| | <i>Snehatheeram and SakthanThampuran</i> Archaeological Museum at Thrissur. | | |
| 103 | Entrepreneurship awareness programme” by Kitco sponsored by National Science and Technology for Entrepreneurship Development Board (NSTEDB) by Dept. of Science & Technology, Govt. of India | Skill development | Career Guidance |
| 104 | Social service activities of Dept. of chemistry : Adopted a house in kottapadi with three old ladies with lot of health problems. Students frequently visit them and help them to bath and clean their house .Helped them financially. | Social Extension. | Chemistry |
| 105 | III DC Mathematics Students participated in the one day Entrepreneurship awareness programme | Entrepreneurship Development | Career Guidance & Placement cell and Dept. of Mathematics |
| 106 | One hour Life Coaching class on Self Esteem | Skill development | Career Guidance & Placement cell |
| 107 | Essay writing competition on “Deshiyodhgradhanavum Mathasouhardhavum” | Academic orientation | College Union |
| 108 | Visit to old age home, Kottappady | Social Orientation | L F Palliative Care |
| 109 | Visit To Dementia Care Centre, Kottappady | Social Orientation | L F Palliative Care |
| 110 | Campus cleaning | Value oriented Extension | CSS |
| 111 | NSS volunteers celebrated Onam with the inmates of old age home and Dementia center at Kottapadi | Community Development Programme- Activity at the adopted village | NSS |
| 112 | Visit to Sandeepani Mathrusadanam, Mammiyoor | Social Extension | L F Palliative care |
| 113 | NSS 7 days special camp was conducted at Vazhappully ,ward no 41 of Guruvayoor Municipality | Social Extension | NSS |
| 114 | A socio-economic survey was conducted in ward 40 of Guruvayoor Municipality and the report submitted to the related authorities. | Social Extension | NSS |

| | | | |
|-----|--|--------------------------|-----------------------|
| 115 | A house construction Project was undertaken by NSS Volunteers as a part of their Special Camp. | Social Extension | NSS |
| 116 | As a part of Harithasree project NSS Volunteers have taken initiative for vegetable gardening in two aganawadies and a primary school at Vazhappully ,ward 41, Guruvayoor Municipality | Social Extension | NSS |
| 117 | On a blood donation camp was conducted with the help of IMA Thrissur at GuruvayoorMunicipality.The camp was a successful event with the participation of Youth Movement in Vazhappully | Social Extension | NSS |
| 118 | Ozone Day celebration | Academic Extension | Chemistry Department |
| 119 | Removal of plastic waste and proper disposal of waste | Social Extension | CSS |
| 120 | Poster making in connection with Ozone Day | Academic Extension | Chem Club, Green Club |
| 121 | Ozone day observed with an essay competition on the topic “Ozone layer in a track to recovery” | Social Extension | Physics |
| 122 | Seminar on Alzheimer’s Day and Care Taking | Value oriented Extension | NSS |
| 123 | In relation with world Alzheimer’s Day, a seminar was conducted in the college auditorium and a memory walk was done to Guruvayoor municipality office in collaboration with “Kottappadi Dementia Center and Kunnankulam | Value oriented Extension | NSS |
| 124 | Visit to Thanal – Mental Rehabilitation Centre, Rajah Hospital, Chavakkad | Social Extension | ZOEA, Physics |
| 125 | Career Counselling Seminar by Triumphant Institute of Mangement Education (TIME), Thrissur Centre | Skill Development | Career Guidance |
| 126 | A quiz competition in connection with ‘World Tourism Day | Skill Development | Tourism Club |
| 127 | Attended seminar on Alzheimers disease and participated in memory walk | Value oriented Extension | NSS & NCC |
| 128 | Uniform distribution in association with social service | Social Extension | College Union |
| 129 | Gandhi Jayanthi, Oct 2 ,students cleaned the various part of municipality such as KSRTC Bus stand, railway station ,Taluk hospital, nearby roads etc. | Social Extension | NSS |

| | | | |
|-----|--|------------------------------------|---------------------|
| 130 | Stamp Exhibition in the campus in collaboration with Department of History in connection with Postal Day | Co- curricular& Inter departmental | ZOOLOGY |
| 131 | Quiz on Ozone Layer Depletion and Wild life | Academic | ZOOLOGY |
| 132 | As a part of Swatch Bharat Project on NSS volunteers visited the adopted village ward-33 and cleaned the road. | Social Extension | NSS |
| 133 | Annual social service day | Social Extension | CSS |
| 134 | Mathematics Exhibition as a part of Annual Social service day | Academic Extension | Mathematics |
| 135 | Nature education camp at Eravikulam National Park under Munnar wild life division | Social Awareness | Zoology |
| 136 | NSS volunteers share the mid-day meal for the inmates of old age home and dementia care Centre at Kottappadi | Community Extension | NSS |
| 137 | Student Support Fund | Academic Awareness | Computer Science |
| 138 | Awareness talk on AIDS in connection with world AIDS day | Value added | Zoology |
| 139 | Parent's meet for Mathematics students & a talk on "Good parenting" | Awareness | Mathematics |
| 140 | International Students day Celebration | Students were motivated | College Union& IQAC |
| 141 | Participated in a training program on "Hospitality management & Behavioural Etiquette" | Community Extension | CSS |
| 142 | Conducted Socio Economic & Educational survey in ward 36 of Guruvayoor Municipality at Punnathhor road , Kottappady | Social commitment | Mathematics |
| 143 | World AIDS Day Observation and awareness Seminar | Awareness | NSS |
| 144 | Poster competition for students on "AIDS Awareness" | Awareness | ZOEA |
| 145 | Leadership Quality Improvement Training Program | Skill Development | NSS |
| 146 | Street play competition | Social awareness | Women cell |
| 147 | Career Guidance Seminar Operation, Guiders Academy, Thrissur | Career Orientation | Career Guidance |
| 148 | Poster competition in connection with energy conservation day | Academic Awareness | Physics |
| 149 | NSS volunteers took part in the Christmas celebration at the Dementia centre Kottapadi with the inmates of Tropical Health | Community extension | NSS |

| | | | |
|-----|---|---------------------|---------------------|
| | Foundation ,Kunnamkulam on | | |
| 150 | Distributed the materials collected from the students of physics department to orphanage | Social Extension | Physics |
| 151 | Collected materials from students and staff of the department contributed to old age home | Community extension | ZOEA |
| 152 | Visit to adopted area-help to old aged lady | Community extension | L F palliative care |
| 153 | Noon Meal for the Destitute | Community extension | FE |
| 154 | Awareness programmes for the Mothers | Community extension | Mathematics |
| 155 | Visit to agadhimandhiram, Guruvayoor | Community extension | FE |
| 156 | Free Computer Workshop for Victory Centre Students | Community extension | Computer Science |