The Annual Quality Assurance Report (AQAR) of the IQAC

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL, BANGLORE

By

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Year of Report: 2010-2011

Part A:

The plan of action chalked out by the IQAC in the beginning of the year

1. Improve the University examination results of students.
2. Improve the quality of faculty
3. Promote social equity by providing special care to the educational needs of the weaker and backward sections of the students
4. Provide students placement services
5. Foster the idea 'earn while learn'
6. Start new add on programmes
7. Promote innovative methods of teaching including ICT
8. Promote greater environmental awareness among the stakeholders
9. Complete the construction work of women's hostel

Achievements at the end of the year

- Two students have cleared UGC-NET in Commerce. Among them one, Master Rahul K Ramesh got JRF.
- Two M.Com students qualified for SET, a screening test for the eligibility of appointment of Higher Secondary School Teacher.
- Two students of M.Sc Chemistry qualified for UGC-NET examination.
- Two students of M.Sc Chemistry qualified for GATE examination.
- Kumari Maya K S, won first rank in M.Sc Chemistry from M G University.
- College Cricket team participated in the Inter-Collegiate Tournament and reached the pre-quarter final.
- Shuttle badminton team participated in the Inter-collegiate tournaments at University level.
- Two NCC cadets, Aby Kurian and Bimal Baby, participated National Integration camp held at Mumbai.
- Thirty-three (33) final year students got placements in the various campus recruitment programmes.
- College cricket team participated in Inter-Collegiate Northern zone cricket match and reached up to the pre quarterfinal.

- A new stadium was built with convenience for football, volleyball, handball, and a concrete cricket pitch.

- An amount of ` 1246000\- has been spent for minor construction, play ground maintenance, modernization of PG class rooms lab and library equipments and installing broad band connections.

- An amount of ` 1586000\-has been spent for purchasing computers, printers, LCD projectors, and white boards.

- An amount of ` 1009845\-has been utilised as financial aid to 168 economically weak students, stipend to 93 SC and ST students and 62 OEC students.

- An amount of ` 262000\-has been utilised as various scholarships to 40 students.

- An amount of ` 114451\-has been spent for purchasing additional books and periodicals.

Internal Quality Assurance Cell Activities

Part B:

1. Activities reflecting the goals and objectives of the institution:

- Student admissions have been done purely based on government norms, which contain provisions of reservations of seats for SCs, STs and other economically, and socially backward sections of students.

- Special classes were conducted free of cost for weaker students who had to clear their academic arrears.

- A well functioning Career guidance and placement cell has been functioning in the college and it organizes special programmes including lectures. In addition, the placement cell arranges for campus recruitments of major companies and provides other placement services.

- Remedial coaching classes have been arranged for slow learners and weak students.

- Continuing to conduct add on course in Functional English for improving communication skill of students.

- The administrative office staff members together with the faculty assist and help students in applying for various scholarships sponsored by the government.

- Deputes faculty for attending seminars, workshops etc.

2. New academic programmes initiated (UG and PG):

a. UG   Applied for sanction of B. A Communicative English

b. PG   Applied for sanction of M.A Economics and M.Sc Physics

c. Add on course in functional English.

3. Innovations in curriculum design and transaction:

The process of Curriculum Design

The respective board of studies of the university is the competent authority to design curriculum and the affiliated colleges are adopting the curriculum set by the university. The Mahatma Gandhi University has initiated to restructure its entire conventional annual stream degree programmes into "Choice Based Credit and Semester System" (CBCSS). The following faculty of our college have participated various workshops conducted for curriculum restructuring of the university.

1. Sri. K M Sasidharan, Selection Grade Lecturer in Chemistry
2. Sri M.R Bose, Selection Grade Lecturer in Chemistry
3. Dr. Roy Scaria, Assistant Professor in Economics

Members of the Board of Studies

Sri K.M Sasidharan, Selection Grade Lecturer in Chemistry, has been the member of UG Board of studies for Chemistry at MG University, Kottayam.

4. Inter-disciplinary programmes started:

While restructuring the UG programmes, the MG University introduced the system of open course. As per this provision, students who belong to any discipline can choose one course from among the alternative courses offered by various departments in a college. The courses offered in our college under the provision of open course are interdisciplinary in nature. Names of open courses offered are listed below.

a. Nano Chemistry and Nano –technology
b. Fundamentals of Economics
c. Amateur Astronomy
d. Capital Market and financial services
e. Physical, Health and life Skill Education

5. Examination reforms implemented:

The MG University has introduced semester system of examinations instead of earlier annual system of examinations as part of introducing Choice Based Credit and Semester System (CBCSS).

Internal Evaluation Examination

Internal evaluation examinations are conducted twice in a semester. A separate convener is appointed for organizing and convening such examinations. Besides, written and oral test papers are conducted at the class level. End Semester Internal evaluation Grades are awarded based on the performance of students in doing assignments, performance in presenting seminar papers, grades obtained in periodic internal evaluation examinations and attendance.

6. Candidates qualified NET/SLET/GATE etc.

Sl. No	Name of Examination Passed	Number of Students Passed	Subject/Area	Department
1	NET	2 2	Chemistry Commerce	Chemistry Commerce
2	SLET	Nil		
3	GATE	2	Chemistry	Chemistry
4	Any other (SET)	2	Commerce	Commerce

7. Initiative towards faculty development programme:

Summary Statistics

Sl. No	Name of Programme	Number of Faculty Attended
1.	Refresher Courses	3
2	Orientation Programmes	Nil
3.	Workshops	2
4.	Seminar	7
5.	Any other (specify)-Training programme by KILA	1

Faculty wise and item wise details

Name of Faculty	Department	Details of Programme Attended-subject/title etc.	Hoisting Institution/ university
Refresher Courses			
1 Bindu Sharmila T.K	Chemistry	Refresher course in Chemistry	Academic Staff College, University of kerala
2 Siju Sebastain	Commerce	Refresher Course in Commerce	University of Kerala
3 Binu C Kurian	Commerce	Refresher Course in Commerce	University of Kerala
2.Orientation Programmes: Nil			
3.Workshops:			
1.Dr. Roy scaria	Economics	Curriculum Development of P.G Programme	M.G University, Kottayam.
2. Dr. Roy scaria	Economics	Curriculum Revision of U.G Programme	M.G University
4.Seminar			
1.Bindu Sharmila T.K	Chemistry	Modem methods in herbal drug development	Bharatamatha College, Thrikkakkara,
2.Bindu Sharmila T.K	Chemistry		
3.Dr. Sreesha Sasi	Chemistry	Modem methods in herbal drug development	Bharatamatha College, Thrikkakkara,

Name of Faculty	Department	Details of Programme Attended-subject/title etc.	Hosting Institution/ university
4.Madhusoodanan Kartha N V	Commerce	Micro finance	M A College, Kothamangalam
5.Eldhose K V	Commerce	Knowledge Management	Govt. College, Thrippunithura
6.Siju Sebastain	Commerce	Capital Market	St. Alberts College, Ernakulam
7.Siju Sebastain	Commerce	Growth and prospect of Indian Financial market	NSS college, Manjeri, Malappuram
8.Siju Sebastain	Commerce	Impact of global meltdown on Indian Banking System	NSS college, Manjeri, Malappuram
9. Dr. Roy Scaria	Economics	Engendering Agricultural development-Problems and prospectus	Co-operative league in Development and Employment, Kanyakumari.
5.Others			
1. Madhusoodanan Kartha N V	Commerce	ToT-Training on Trainers	KILA, Thrissur

Research Degree Awarded -Summary Statistics

Sl.No	Degree Awarded	Number of Faculty
1.	MPhil	0
2.	PhD	1

Research Degree Awarded -Details

Sl. No	Name of Faculty	Department	MPhil/PhD	Area	University
1	Dr. Roy Scaria	Economics	Ph.D	Environmental Economics	Mahatma Gandhi University, Kottayam

8. Total number of seminars/workshops conducted:

Sl. No	Name of Programme	Title/Theme of the Programme	Hosting Department	National/ International or Regional	Number of Faculty Attended	Number of Students attended
1.	Seminar	Guidance Programme on Higher studies	Commerce	National	8	120
2.	Workshops	Nil				

9. Research projects a) Newly implemented: b) Completed:

Summary Statistics

Sl. No	Research Projects	Major	Minor	Total Amount Allotted
1.	Newly Implemented	Nil	Nil	
2.	Completed	Nil	3	200000
3.	On going		1	85000

Details of Research Projects

Sl. No	Principal Investigator/ Co-Investigator	Department	Category Major/ Minor	Area	Status	Funding Agency	Amount Allotted Rs.
1.	Dr.Krishnan Embran	Commerce	Minor	Decentralized Planning with special reference to Thirumaradi Panchayathu	Completed	UGC	40000
2.	Dr. V N Suresh	Commerce	Minor	Corporate Governance in Public Sector Companies	Completed	UGC	40000
3.	Dr. Roy Scaria	Economics	Minor	Impact of modern agricultural practice on pepper productivity	Completed	UGC	120000
4.	Sri Tojo Jose	Economics	Minor	Financial Stability, Financial Liberalisation and Financial Crisis in India	ongoing	UGC	85000

10. Patents generated, if any: Nil

11. New collaborative research programmes: Nil

12. Research grants received from various agencies:

Sl. No	Name of Funding Agency	Category	Amount Received	Total Amount Received
1	UGC	Major		285000
		Minor	285000	

13. Details of Research Scholars:

Sl. No	Name of the Scholar	Area of the Proposed Research Work	Whether Inter-disciplinary or not	Whether availed of the FIP scheme	Department/ University/ Institution
1.	Smt. Mary Micheal	Retail finance practices - old and new generation banks	No	Yes	Research Centre, St. Thomas College, Pala
2.	Sri. Tojo Jose	Capital flows and Cycle formation	No	No	CUSAT, Cochin
3.	Mary Ushas James	Informalisation of labour in the formal banking sector	No	No	M.G University, Kottayam
4.	Smt. Shima Mathew	Narratology	No	No	M.G University, Kottayam.
5.	Smt. Lashmi R Nair	Science Fiction	No	Yes	Kerala University, Thiruvananthapuram
6.	Smt. Bindu Sharmila T.K	Polymer Nano composites chemistry	No	Yes	CUSAT, Cochin
7.	Sri. Mathew T.M	Malayalam Poetry	No	No	Kerala University, Thiruvananthapuram
8.	Smt. Sheela Gopal	Organic Chemistry	No	No	M.G University, Kottayam.
9.	Sri. Ajimon George	Social deprivation of the marginalized among the marginalised	No	No	M.G University, Kottayam

14. Citation index of faculty members and impact factor: Nil

15. Honors/Awards to the faculty: Nil

16. Internal resources generated:

- Papers published in Journals- 4
- Chapters contributed to edited books – 4

17. Details of departments getting SAP, COSIST (ASSIST)/DST.

   FIST, etc. assistance/recognition: Nil

18. Community services:

- The department of commerce has developed an excel software for tax calculation. This programme is made available to the public and they use it on a large scale.

- The department of commerce has prepared questions for competitive examinations and the same has been uploaded to the website www.tcyonline.com for public use.

Extension Programmes/Activities of the College

Extension activities of the college are being largely organized by NCC NSS and Bhoo Mithra Sena Club. Various programme conducted in the benefit of the society are listed.

NCC

- Assisted Police officials for conducting elections to legislative assembly of Kerala Government.
- Assisting Police officials in controlling traffic.
- Deputing cadets for participating in Republic Day parades, Pre RD parades and other activities organized from the battalion headquarters.

NSS

- Two NSS units with strength of 200 students are functioning in the college.

- In connection with World Environment Day, June 5, the NSS units of the college have initiated a cleaning programme to ensure a 'plastic free campus' on 7th June, 2010.

- On the day of Independence also, the NSS units have arranged a cleaning programme in the college campus.

- The NSS units in collaboration with The Kerala State Legal Service Authority have organized a lecture on the topic 'Legal Literacy' for the second year graduate students. We intend to make the students and their parents aware of their rights and legal provisions on various issues.

Bhoo Mithra Sena Club

- The college has launched 'Bhoo Mithra Sena Club' under the auspices and funding of Government of Kerala for promoting environmental awareness among the stakeholders during the year 2010-11

- The club, in association with the NSS unit, raised a banana garden in the college premises. Now the club has been maintaining it.

19. Teachers and officers newly recruited:

As ours is a government college, teaching and non-teaching staff are appointed by the Director, Collegiate Education, Kerala based on the advice of appointment given by the Kerala PSC. Whenever vacancies arise, these are promptly reported to the PSC via the Director, Collegiate Education Department. In the beginning of each academic year, transfer of appointment of faculty members and other staff are allowed. Retirement vacancies are most probably filled in by transfer of appointment. Guest lecturers are appointed, strictly as per the guidelines issued by the state government, whenever the appointment of regular faculty is delayed,

20. Teaching - Non-teaching staff ratio:35:21

1.	Number of Teaching staff	35
2.	Number of non-teaching staff	21
3.	Teaching-non-teaching staff ratio	35:21

21. Improvements in the library services:

- New books are purchased by availing the funds sanctioned by UGC and plan fund of government of Kerala.
- The library collects previous year question papers to prepare a question bank for facilitating the students.
- The library has been working from 9 A.M to 5 P.M on all working days including Saturdays.
- A Library Advisory Committee, which has been functioning in the college, collects feedbacks from various stakeholders, analyse the feedbacks, and submits reports on it to the principal for further action.

22. New books/journals subscribed and their cost:

Sl. No		Quantity/Number	Cost
1	Books	468	109973
2	Journals	Nil	
3.	Periodicals	10	4478
4.	Other periodicals, if any	Nil	

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

In all UG and PG programmes, teacher evaluation based on student feedbacks is conducted based on the criteria listed below

Criteria of Student Feedback

- Knowledge level

- Method of teaching

- Communication skill

- Commitment and punctuality

- Learning materials

- Accessibility and fairness

Student feedbacks are collected from all departments through Heads of departments and class tutors. The feedback forms are sorted out, classified and evaluated by the IQAC team and a report of the evaluation result is submitted to the principal. The principal through the head of each department intimates each faculty of their student feedback evaluation results with specific suggestions for improvement.

24. Unit cost of education:

Total annual recurring expenditure/No. of students enrolled.

a. Including Salary component: 21895130/469=46685.

b. Excluding Salary component: 96500/469=206.

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

- The college has a well-computerised office. Each clerical staff is given a computer. Online communication facility is available with the university and the Director, Collegiate Education, and communications are sent and received online wherever necessary. Besides, salary bills of staff are processed online.

- With the advent of the Choice Based Credit and Semester System

(CBCSS), a major portion of the admission process is being administered by the university. It has established a single window system through which candidates can apply on line. A single application is suffice to express their preference for any number of institutions that offer a particular programme. Based on merit and provisions of reservation of the State Government of Kerala, the University allots the institutions in the order of preference opted by candidates. Actually, the students are admitted in the college by the principal and departments concerned purely based on the allotment of the university. If any of seats remain vacant, the departments concerned prepare separate rank list of applicants and give admission as directed by the Government and the University.

- Examination results are published in the university website and are available for public information.

- Mark lists and certificates are issued by the university on submission of application. They are issued as hard copy.

26. Increase in the infrastructural facilities:

Resources Relating to Information Technology

Sl.No	Items	Quantity/Number	Cost/Amount
1.	Computer (Desk Top)	8	360000
2.	Lap Top	1	18000
3.	Printer	1	45000
4.	LCD Projector/OHP	16	998000
5.	Any other (specify)-Facsimile	1	25000
6.	White Board	14	140000
		Total	**1586000**

Capital Resources

Sl.No	Items	Description/ Quantity/Number	Cost/Amount `
1.	Building	Minor construction	250000
2.	Play Ground	Maintenance	120000
3.	Stadium	Construction	*
4.	Equipments (specify)	Lab and Library	700000
5.	Any other (specify) Modernization of PG class Room		121000
6.	Broadband connection		55000
		Total	**1246000**
* The work of Stadium has been completed with Regional Development Fund of MLA			

27. Technology upgradation:

Teaching:

- Class rooms are modernized with LCD projectors and white boards. As far as possible, the faculty has been making use of them in delivering lecture classes.

Administration:

- The administrative office of the college is connected with Local Area Network (LAN).
- The government of Kerala has launched a new website, www.e-grantz.com for administering government sponsored scholarships. The college has been making use of this facility.
- In order to cope with power failure, physics and chemistry Labs are equipped with UPS and invertors.

28. Computer and internet access and training to teachers and students:

Computer Access to Teachers and Students

- Desktop computer and printer facility are available to the faculty members in all departments.

- The desk top facility is available at all B.Com and M.Com classes open for students.

Training Programmes Initiated and Attended.

- Commerce Faculty members Sri. Siju Sebstian and Madhusoodanan Kartha N. V attended the SPSS training at IMG, Kochi.

- In order to provide computer training to students, the college has appointed a trainer whose salary has been met from PTA funds.

29. Financial aid to students:

Item of Financial Aid	Number of students	Amount `	Total Amount `
KPCR	168	253848	253848
SC/ST Stipend	93	417663	417663
OEC Stipend	62	338384	338334
Other Government Sponsored Scholarship for merit 1.Suvarana Jubilee Scholarship	15	10000	150000
2.Central Sector Scholarship	6	10000	60000
3.Post Metric Scholarship	14	2000	28000
4.State Merit Scholarship	1	2000	2000
5.Kerala Higher Education Scholarship	1	12000	12000
6.Blind and Physically Handicapped Scholarship	1	4000	4000
7.Muslim Girls Scholarship	2	3000	6000
Total	**40**		**262000**

30. Support from the Alumni Association and its activities:

A Meeting of alumni is convened regularly. The College collects feedback from alumni members of the functioning and their perceptions of the functioning of the college.

31. Support from the Parent-Teacher Association and its activities:

- The college PTA supports the conduct of internal evaluation examinations

twice in a semester by bearing the whole cost.

- The PTA takes initiative for getting sanction of starting new courses from the university and Government of Kerala.

- In order to provide computer training to students, the college has appointed a trainer whose salary has been met from PTA funds.

- The PTA ensures the availability of safe drinking water in the college.

- Being a government College, all petty expenses relating to administration and contingency are borne from the PTA Fund.

- Proficiency Prizes adopted by various institutions and individuals are administered by the PTA.

32. Health services:

- Blood group identification camp was conducted under the auspices of NSS unit in the College.

- The NSS unit keeps separate list of students who are having the same blood group.

- During emergency and normal situations the students have been donating blood to the needy free of cost on request.

- Awareness programme was conducted by the Primary Health Center, Pampakuda under the auspices of NSS to prevent epidemic deceases.

33. Performance in Sports Activities:

Programmes conducted at the college level

- Annual sports meet was conducted in the college in which almost all students participated.

- Inter class tournaments were conducted in cricket and football.

Participation in the university/inter-collegiate level

- College cricket team participated in Inter Collegiate Northern zone cricket match and reached up to the pre quarterfinal.

A new stadium was built with facilities for football, volleyball, handball, and cricket.

34.Incentives to outstanding sportspersons: Nil

About 4% of the seats are reserved under sports quota and such seats are filled

as per the list of candidates issued by the District Sports Council at the degree level and State Sports Council at the Post Graduate level.

35. Student achievements and awards:

Academic Examinations

- Master Rahul K Ramesh has cleared UGC-NET Examination with JRF in commerce.
- Kumari Maya K S, won First Rank in M.Sc Chemistry from M G University

Sports

- College Cricket team participated in the Inter-Collegiate Tournament and reached up to the pre-quarter final.
- Football team and Shuttle badminton team participated in Inter-collegiate tournaments at University level.

Others

Sl.No	Name of student	Nature of award	Area/Event	Remarks
1	Aby Kurian		National Integration Camp at Mumbai	Participated
2	Bimal Baby		National Integration Camp at Mumbai	Participated

36. Activities of the Guidance and Counseling cell:

- Prof. Benny Kurian delivered a comprehensive lecture on Personality Development for a group of 240 students in four sessions on 3rd,4th , 18th and 28th of February, 2011

37. Placement services provided to students:

Coaching classes are provided to the students who belong to the category of SC/ST/OBC/BPL/Minority under the Entry Service Coaching Scheme funded by UGC.

Placement Details

Sl.	Companies/	Posts/	Number of

No	Institutions	Designation	students
1.	Eureka Forbs	Marketing Executive	12
2.	Sun Network	Account Processor	8
3.	Mahindra and Mahindra	Financial Executive	11
4.	Infosys (held at BPC College, Piravom)	BPO	1
5	Wipro(held at BPC College, Piravom)	WASE	1
		Total	**33**

38.Development Programmes for Non-Teaching Staff:

The staff of the administrative office of the college have participated three major training programmes.

Sl. No	Area/Theme of training	Number of staff participated
1.	Behaviour of last grade servants	3
2.	Training for supervisory staff	1
3.	Computer programme	1

39.Best Practices of the Institution

Teaching and Learning

- Total workload, both theory and practical in PG and UG programmes is evenly distributed among faculty members.
- Faculty members make use of power point presentations using LCD projectors to enrich their classes.
- The department of commerce has adopted the practice of group study among students.
- Faculty members issue timely guidelines to the students on reference books

and browsing websites.

Internal Evaluation

- Centralized examinations were conducted

- Prepares and circulates a calendar on internal evaluation examinations and other tests such as seminars and assignments / Practical at the beginning of each semester.

- Test papers are conducted after completion of every module.

- Assignments and seminars are given to students.

- Models are also conducted for practical examinations of UG and PG programmes in science.

- Software prepared in MS Excel is used for automated internal marks

- Internal evaluation grades are published for rectification of mistakes and omissions, if any, as reported by the students.

Administration

- Departmental meetings and discussions are regularly conducted.

- Petty expenses relating to the running of the departments are met from PTA funds and self-generated funds.

- Work division and allocation of courses to be taught by faculty are decided based on experience and interest.

- Alternative working arrangement is made if any faculty avails long leave.

- Lab facilities and requirements are well arranged at the beginning of the academic year.

Research

- Research work of PG students in the department of Chemistry have been carried out at various factories and laboratories. One copy of each dissertation is kept at the factories and laboratories concerned for further reference.

40. Linkages Developed with National/ International, Academic/Research Bodies:

- Five faculty members, who were appointed as 'observer' in the Kerala Medical and Engineering Entrance Examination, discharged their duties, competently.

41.Any other Relevant Information:

- Our college is the first public sector college which has introduced the smart class room facility in the Ernakulum district.

Part C:

Detailed Plan of the Institution for the Coming Year

1. Organize national seminars on emerging areas of learning.

2. Establish and provide internet facility in all the classrooms, departments, library and other administrative offices.

3. Modernization of both PG and UG classrooms,

4. Modernization of Laboratories

5. Boost remedial coaching classes for weaker sections

6. Install internet facility in all departments, library, administrative office, and classrooms.

Name & Signature of the   Name & Signature of the
Coordinator, IQAC   Chairperson, IQAC

Dr. Roy Scaria,   **Dr. Vijayamohanan,**
Assistant Professor in Economics   **Principal**