

CHRISTIAN COLLEGE KATTAKADA

Affiliated to the University of Kerala

AQAR 2014-2015



**Thiruvananthapuram
695572**

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

1.Details of the Institution

1.1 Name of the Institution

CHRISTIAN COLLEGE

1.2 Address Line 1

KATTAKADA

Address Line 2

KATTAKADA

City/Town

THIRUVANANTHAPURAM

State

KERALA

Pin Code

695572

Institution e-mail address

christiancollegektda@gmail.com

Contact Nos.

0471-2290357, 0471-2290243

Name of the Head of the Institution:

Dr. M. Snehalatha

Tel. No. with STD Code:

0471-2290357

Mobile:

8547054907

Name of the IQAC Co-ordinator:

Smt. Sunitha Rani S.P.

Mobile:

9446557065

IQAC e-mail address:

iqacchristiancollegektda@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

NIL

OR

1.4 NAAC Executive Committee No. &Date:

EC/58/RAR/087

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

1.5 Website address:

www.christiancollegektda.org

Web-link of the AQAR:

www.christiancollegektda.org/aqar.php

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

1.6 Accreditation Details

| Sl.No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|--------|-----------------------|------------|--------------|-----------------------|-------------------|
| 1 | 1 st Cycle | B++ | 81.75 | 2004 | 2009 |
| 2 | 2 nd Cycle | B | 2.55 | 2012 | March 2017 |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

23.05.2003

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

- i. AQAR____ 2011-2012_____ (08/12/2017)
- ii. AQAR____ 2012-2013_____ (08/12/2017)
- iii. AQAR____ 2013-2014_____ (08/12/2017)
- iv. AQAR____ 2015-2016_____ (08/12/2017)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI(PhysEdu)

TEI (Edu) Engineering Health Science Management

Others(Specify)

1.11 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF KERALA

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme

Yes

DST-FIST

✓

UGC-Innovative PG programmes

NIL

Any other (*Specify*)

UGC-COP Programmes

NA

2.IQACComposition and Activities

2.1No. of Teachers

14

2.2No. of Administrative/Technical staff

1

2.3No. of students

2

2.4No. of Management representatives

2

2.5No. of Alumni

2

2. 6No. 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

24

2.10No. of IQAC meetings held

3

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos International National State Institution Level

(ii) Themes

- **Research Oriented Education**
- **Value Oriented Education**

2.14 Significant Activities and contributions made by IQAC

- **Green Audit was conducted**
- **Research laboratories were revamped**
- **Subscription of new journals in the library**
- **Celebration of special days – ‘World Environment day’, ‘Wet Land day’ and ozone day. Programs arranged to protect greenery of the campus & distributed teak saplings to the students and staffs in the World Ozone day**
- **Promoting non teaching staff to attend in service programs conducting by Collegiate Education**
- **Student supportive Programs viz: WWS & SSP was implemented**
- **Coaching classes for competitive examinations – UGC/CSIR – NET/JRF & Civil Services.**

2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action | Achievements |
|--|--|
| Strengthening Alumni | Alumni meetings conducted in all Departments |
| Library | Subscription of journals in three PG departments from referred publishers |
| Enhancing the quality of Academics | Conducting regular programs from curriculum by the experts of other colleges |
| Social Awareness Programs | Students participated in <ul style="list-style-type: none"> ➤ Blood donation camp ➤ Visited an orphanage and lunch kits supplied to the members |
| Preventive measures in energy conservation and environment protection | Labels were placed in class rooms and office to switch off lights and fans after use Use of plastics inside the campus is prohibited |
| Reforms in Internal Examinations | Centralized Internal examination system was introduced in the college similar to University examination pattern |
| Support to educationally and economically backward students | Scholar support programme, personality development and counselling classes have been conducted |
| Applied for DST-FIST | FIST proposal accepted and presented before the committee and sanctioned for an amount of 50 Lakhs |
| Celebration and observance of nationally and internationally important days | Celebrated <ul style="list-style-type: none"> ✓ Environment Day ✓ Ozone Day |

| | |
|-------------------------|---|
| | <ul style="list-style-type: none"> ✓ National Science Day ✓ Wet Land Day |
| Sports and Games | Conducted <ul style="list-style-type: none"> ➤ Annual Athletic Meet, ➤ Intercollegiate Cricket Tournament etc |
| NSS activities | <ul style="list-style-type: none">) ‘Adukkalathottams’ in Thottambara village (500 filled grow bags distributed in houses)) World Environment day celebrated by planting 750 seedlings inside the campus and distributed 500 to the students and staffs) World Blood Donor day on 14th June 2014) Environmental study tour conducted on 17.08.2014) Seminar conducted on ‘Student Life and Media Addiction’ on 19.09.2014 (215 volunteers attended)) Neem plantation program) Food kits were distributed in a hospital for patients on 10.02.2015) Celebrated women’s day on 8.03.2015) Orphanage visit and food packets distribution on 21.03.2015 |

** Attach the Academic Calendar of the year as Annexure.*

15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Annexure III

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 | NIL | NIL | NIL | NIL |
| PG | 3 | NIL | NIL | NIL |
| UG | 9 | NIL | NIL | NIL |
| PG Diploma | NIL | NIL | NIL | NIL |
| AdvancedDiploma | 3 | NIL | NIL | NIL |
| Diploma | 4 | NIL | NIL | NIL |
| Certificate | 3 | NIL | NIL | NIL |
| Others | 1 | NIL | NIL | NIL |
| Total | 23 | | | |
| Interdisciplinary | NIL | NIL | | |
| Innovative | NIL | NIL | | |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Trimester | NIL |
| Annual | NIL |

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

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

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

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

Nil

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

Yes, Department of Zoology turned to Under Graduate Department with a strength of 30

Criterion – II

2. Teaching, Learning and Evaluation

| | | | | | |
|------------------------------------|-----------|------------------|----------------------|------------|----------|
| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors | Professors | Others |
| | 55 | 38 | 16 | 0 | 1 |

faculty

2.2 No. of permanent faculty with Ph.D.

22

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 |
| 3 | 3 | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

7

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 3 | 26 | 14 |
| Presented papers | 0 | 14 | 2 |
| Resource Persons | 0 | 0 | 15 |

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

- **Student's seminar**
- **ICT enabled class room teaching**
- **Well equipped department libraries**
- **Remedial teaching and tutorial system**
- **Interactive learning through field work, study tours; industrial visits, group discussions, quizzes, workshops, and academic seminars**

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

186

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

NA

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

4

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|--------------|--------------|--------------|--------------|
| | | Distinction % | I % | II % | III % | Pass % |
| UG | 323 | 5.57 | 24.76 | 29.72 | 16.71 | 72.84 |
| PG | 37 | 18.91 | 70.27 | 0 | 0 | 89.73 |
| | | | | | | |

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

Feedback collected from students

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 9 |
| UGC – Faculty Improvement Programme | 2 |
| HRD programmes | 2 |
| Orientation programmes | 3 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 0 |
| Staff training conducted by other institutions | 0 |

| | |
|--|----------|
| Summer / Winter schools, Workshops, etc. | 9 |
| Others | 2 |

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 | 11 | NIL | NIL | NIL |
| Technical Staff | 8 | NIL | NIL | NIL |

Criterion – III

3. Research, Consultancy and Extension

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

Proposal submitted to DST under FIST program

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|--------------|-------------|------------|-----------|
| Number | 3 | 1 | 1 | 0 |
| Outlay in Rs. Lakhs | 11.41 | 7.54 | 50 | 0 |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-------------|-------------|-------------|-------------|
| Number | 4 | 7 | 1 | 2 |
| Outlay in Rs. Lakhs | 3.85 | 7.90 | 1.00 | 7.00 |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|----------|
| Peer Review Journals | 6 | 4 | 0 |
| Non-Peer Review Journals | 5 | 1 | 3 |
| e-Journals | 3 | 0 | 0 |
| Conference proceedings | 0 | 0 | 0 |

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 | 2014-2015 | DST-FIST | 50,00,000 | |
| Minor Projects | 2014-2015 | UGC | 95,000 | 72,500 |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) | | | | |
| Total | | | 50, 95,000 | 72,500 |

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

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

| Level | International | National | State | University | College |
|---------------------|---------------|------------|---|------------|-----------|
| Number | 0 | 1 | 4 | 0 | 17 |
| Sponsoring agencies | | UGC | Kerala State Council for Science Technology & Environment (KSCSTE) | | |

3.11 No. of conferences

organized by the Institution

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | NIL |
| | Granted | NIL |
| International | Applied | NIL |
| | Granted | NIL |
| Commercialised | Applied | NIL |
| | Granted | NIL |

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 |
|-------|---------------|----------|-------|------------|------|---------|
| NIL | 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
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

-) **'Food for Needy'- Food kits were distributed in a hospital for patients on 10.02.2015**
-) **Orphanage visit and food packets distribution on 21.03.2015**

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|--------------|--------------------|---------------|----------------|--------------------|
| Campus area | 22.86 acres | Nil | Nil | 22.86 acres |
| Class rooms | 45 | Nil | Nil | 45 |
| Laboratories | 9 | Nil | Nil | 9 |

| | | | | |
|--|----------|------------------------------|------------|----------|
| Seminar Halls | 1 | Nil | Nil | 1 |
| No. of important equipments purchased (1-0 lakh) during the current year. | | Photocopying machine | PTA | 1 |
| | | Purchase of Computers | PTA | 5 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 2.28 | | |
| Others | | | | |

4.2 Computerization of administration and library

| |
|------------|
| Nil |
|------------|

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|--------------|------------------|-------------|----------------|--------------|------------------|
| | No. | Value (Rs) | No. | Value (Rs) | No. | Value (Rs) |
| Text Books | 30270 | 5,624,015 | 210 | 108,230 | 30480 | 5,732,245 |
| Reference Books | 1992 | 1,035,596 | 45 | 29529 | 2037 | 1065125 |
| e-Books | - | - | - | - | - | - |
| Journals | 25 | 25600 | 11 | 21600 | 36 | 47200 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | 230 | 20 | 20 | - | 250 | - |
| Others (specify) | - | - | - | - | - | - |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|-----------|------------------|------------------|----------|-------------|----------|
| Existing | 77 | 28 | 10 | - | - | 6 | 29 | 4 |
| Added | 16 | - | 1 | 10 | - | 2 | - | 3 |
| Total | 93 | 28 | 11 | 10 | - | 8 | 29 | 7 |

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

Nil

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-------------------|
| i) ICT | Nil |
| ii) Campus Infrastructure and facilities | 2,20,000/- |
| iii) Equipments | Nil |
| iv) Others | 5,67,655/- |
| Total : | 7,87,655/- |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ **IQAC organized Orientation classes for the students in the beginning of the academic year**
- ✓ **IQAC ensures all reserved category students to get the scholarships on time**
- ✓ **Provided Xerox Facility for Students in library**
- ✓ **Student IQAC ensures participation of students in curricular and co-curricular activities**
- ✓ **Functioning of Anti-Ragging**

5.2 Efforts made by the institution for tracking the progression

Criteria wise subcommittee convenors monitor the progression

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------------|-----------|--------|--------|
| 323 | 37 | | |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

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

Women

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

438 | 36.22

771 | 63.77

Demand ratio : 1:72

Dropout %: 1.75

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 392 | 177 | 21 | 490 | | 1230 | 229 | 190 | 20 | 636 | | 1209 |

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

Students are being trained for appearing in Competitive Examinations such as Banking Service, SSC, PSC, Railway Recruitment etc

No. of students beneficiaries

54

5.5 No. of students qualified in these examinations

NET 3 SET/SLET 0 GATE 0 CAT 0
 IAS/IPS etc 0 State PSC 1 UPSC 3 Others 10

5.6 Details of student counselling and career guidance

- Prof. Prasanna K. Mathew assigned as full time counsellor for students
- The Career Guidance Cell (CGC) provides services in full-time placements for both undergraduate and post-graduate students, counselling programs for students to get wide spread knowledge in various opportunities in higher education. This Cell is an initiative of a group of faculty in our college. The main objective of this cell is to provide necessary information to the economically backward students to achieve proper goal in education and career.

No. of students benefitted

42

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 |
| | | | |

| | | | |
|-----|-----|-----|-----|
| Nil | Nil | Nil | Nil |
|-----|-----|-----|-----|

5.8 Details of gender sensitization programmes

Women cell conducted periodic discussion on women empowerment

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 | PTA | ✓ Poor Aid fund & Medical aid - 41250/- ✓ Charity fund – 33500/- ✓ Sports fund- 43523/- |
| Financial support from government | 846 | Fee concession |
| Financial support from other sources | | |
| Number of students who received International/ National recognitions | | |

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college commits to maintain high educational standards to foster and inspire student success and to equip students for diverse job opportunities. By ensuring strong leadership and distinguished faculty to elevate the college to a centre for excellence, we create a enriched learning environment that empowers our rural students to transform their lives. Managed by the society for Higher Education of the CSI South Kerala Diocese, the college avows to uplift the rural neighbourhood socially and economically, by providing the youth opportunities of higher education. The curriculum that covers humanities, science, technology and commerce, provides the students of this developing area with the knowledge and expertise that are imperative for self-development. The major concern of the college include imparting quality education and training to the students and guiding them to be responsible citizens who are conscious in affirming their commitment to God, the society and humanity.

6.2 Does the Institution has a management Information System

Yes.

- ✓ College staff council including HOD 's and elected members
- ✓ For the smooth and effective functioning of the College, interactions with stakeholders comprising of
 -) Faculty
 -) Parents
 -) Alumni
 -) Students
- ✓ Feedback received from faculty, students, alumni and other stake-holders are considered for continuous review which is relevant to the changing needs of higher education.

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

6.3.1 Curriculum Development

Since the college follows curriculum of Kerala University there is little scope in internal curricular designing. A curriculum committee functioning in our college discuss periodically about the revision of curriculum and informs to the academic bodies of the University.

6.3.2 Teaching and Learning

-) Term-wise allocation of syllabus assignments, contents and fix dates for the term-end tests and prepare the academic calendar of that session.**
-) The departments organize student's seminars, quiz contests etc.**
-) Project work and dissertation work**
-) Field trip and Industrial Visit**
-) Result analysis and remedial coaching**

6.3.3 Examination and Evaluation

Semester system with continuous evaluation is followed. In each semester two internal examinations were conducted to evaluate the performance of the students. Second internal exam was conducted as model exam. The answer scripts are valued and issued to the students and for the below average students remedial classes were conducted.

6.3.4 Research and Development

- **During this academic year 2 international and 14 national publications were published in peer review journals**
- **One paper was presented in international conference and seven in national seminars.**
- **One major project & five minor projects were sanctioned by the Government funding agencies.**
- **Major project under FIST-DST was submitted**
- **Nine faculties participated in refresher courses and three were participated in orientation programme**
- **Two faculties were benefited under Faculty Improvement Program and nine attended in summer/winter school**

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. **Infrastructure has been improved in all departments.**
2. **Journals were subscribed and purchased**
3. **Annual budgetary allocation is made available to each department for purchasing equipments, text and reference books.**
4. **Ten computers were installed with internet facility in Library**

6.3.6 Human Resource Management

The human resource of the college is managed in a free and democratic manner.

- ❖ **As per the University Statutes a Student's Union is functioning with elected members.**
- ❖ **Staff Council discusses relevant matters regarding teaching and non-teaching staff.**
- ❖ **A governing body manages and improves the total human resource of the college.**

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government/ University norms. Selection committee includes Government nominee, University subject expert, management nominee, Head of the Department and Head of the Institution

6.3.8 Industry Interaction / Collaboration

End semester projects of PG students were carried out in collaboration with

- 1. Vikram Sarabhai Space Centre (VSSC)**
- 2. Centre for Earth Science & Studies (CESS)**
- 3. National Institute for Interdisciplinary Science and Technology (NIIST)**
- 4. Tropical Botanic Garden & Research Institute (TBGRI)**

6.3.9 Admission of Students

***Admission is strictly on the basis of merit. All rules & regulation, seat reservation policy of affiliated University and government are maintained.**

*** College give prospectus at the time of admission to the students, where students know the information about fees structure.**

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | <ul style="list-style-type: none"> ✓ Group insurance ✓ Employees Co-Operative Society ✓ Accidental Insurance Schemes ✓ Provident Fund ✓ Festival Advance ✓ Pension Schemes ✓ Gratuity |
| Non teaching | <ul style="list-style-type: none"> ✓ Group insurance ✓ Employees Co-Operative Society ✓ Accidental Insurance Schemes ✓ Provident Fund ✓ Festival Advance ✓ Pension Schemes |
| Students | <ul style="list-style-type: none"> ✓ Accidental Benefit Schemes ✓ Government Scholarships ✓ Students Endowment Scheme |

| | |
|--|-----------------------|
| | ✓ Award/Prize. |
|--|-----------------------|

6.5 Total corpus fund generated

Nil

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 | Collegiate Edn. | Yes | IQAC |
| Administrative | Yes | Collegiate Edn. | Yes | IQAC |

6.8 Does the University/ Autonomous College declares 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?

Since the college is affiliated to University of Kerala all the reforms made by the university regarding examinations are successfully implemented in the college.

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

Not Applicable

6.11 Activities and support from the Alumni Association

- ✓ **All departments have Alumni Association**
- ✓ **Alumni meetings were conducting in all departments**
- ✓ **Alumni contribution for departmental activities**

6.12 Activities and support from the Parent – Teacher Association

All Departments conduct regular meetings with Parents to provide feedback about the progress of their wards. We have a well-functioning PTA and the fund generated by the PTA is utilized for the welfare of the students. We have two college buses maintained by the PTA.

6.13 Development programmes for support staff

Regularly attend the training programmes conducted by the Collegiate Education Department.

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

Properly maintaining lawn, planting trees, rain water harvesting pits, awareness programmes on plastic free campus.

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.

-) **Improvement of Sports and infrastructure facilities from UGC Grant**
-) **Renovation of stadium in the college**
-) **Proper maintaining of Botanical garden**
-) **A journal named ‘Confluence’ was started publishing having research manuscripts from both arts and science**

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

Centralized internal examination system introduced in the college in accordance with University examination model

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

- 1. *To know a plant a day***
- 2. *Home for Homeless***

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

An Environmental club is functioning and following activities were performed

-) **Seminars were conducted**
-) **Rain water harvesting**
-) **Herbal garden**

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

-) **Faculty Profile**
-) **Serves the students of socially and economically backward**
-) **Major & minor research projects**
-) **PG courses**

Weakness:

-) **Lack of digital library**
-) **Limited toilet facilities**
-) **Less infrastructure**

Opportunities:

-) **Coaching classes for competitive examinations – UGC/CSIR –NET/JRF & Civil Services**
-) **Research centre**

Threats :

-) **Socio economic changes will not occur rapidly since college situated in remote area**

8. Plans of institution for next year

-) **Submission of project proposal to augment PG departments under the scheme of Selective Augmentation of Research & Development (SARD) of Kerala State Council for Science Technology & Environment (KSCSTE).**
-) **Setting up of Instrumentation labs for PG departments from DST, FIST fund**

Name **Dr. M. Snehalatha**

Name **Smt. Sunitha Rani S.P.**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I 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 II

Academic Calendar 2014-15

| | |
|--|--------------|
| Date of opening of the College for Academic Year | - 02-06-2014 |
| Date of closing of the College for Onam holidays | - 05-09-2014 |
| Date of re-opening of the College after Onam holidays | - 16-09-2014 |
| Date of closing of the College for Christmas holidays | - 19-12-2014 |
| Date of re-opening of the College after Christmas holidays | - 30-12-2014 |
| Date of Closing of the College for Summer Vacation | - 31-03-2015 |

Working Days

| I Term | | II Term | | III Term | |
|---------------------------|-----------|--------------------------|------------|--------------------------|-----------|
| 02.06.2014 to 05.9.2014 | | 06.09.2014 to 30.12.2014 | | 30.12.2014 to 31.03.2015 | |
| No of Working days | | No of Working days | | No of Working days | |
| June | 21 | September | 11 | December | 2 |
| July | 22 | October | 20 | January | 21 |
| August | 20 | November | 19 | February | 19 |
| September | 5 | December | 15 | March | 22 |
| Total | 68 | Total | 65 | Total | 64 |
| Total Working days | | | 197 | | |

Annexure-III
INTERNAL QUALITY ASSURANCE CELL
Christian College Kattakada
Thiruvananthapuram- 695524, Kerala

No. IQAC/2013/01

Dated: 24.3.2015

ACTION TAKEN REPORT

On the decisions of the second IQAC meeting held on 20.3.2015 the following actions were taken.

1. Implementation of FIST fund to purchase equipment's and to set up networking lab
2. Criteria wise sub committees were assigned with conveners for the active involvement of faculty to prepare AQAR and the plan of action for the next academic year 2015-16
3. Committee evaluated the quality improvement of faculty on the basis of participation in seminars/conferences/orientation/ refresher/ summer-winter schools and decided to give more chances for participation and presentation in national and international seminars/ conferences etc.
4. Regular Alumni meetings and feedback of parents should be collected and recorded properly in time

IQAC Co-ordinator

Principal

Annexure-IV
FEED BACK ANALYSIS
Christian College Kattakada
Thiruvananthapuram- 695524, Kerala

Analysis of Feedback from stakeholders

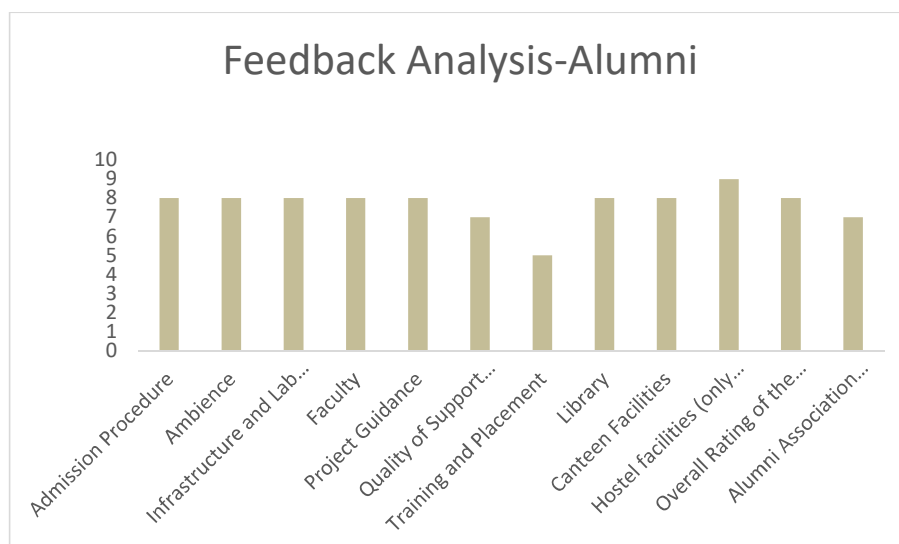
Feedback from Alumni

Alumni meet was conducted and the feedback on various criteria was obtained,

Alumni suggested to improve

-) ICT facilities in class room
-) Library journal subscriptions, magazines should be increased
-) Placement and training cell should be more active by conducting more placement orientation programs and inviting private firms for the campus recruitments
-) Infrastructure and lab facilities enhancement in PG Departments

The analysis of feedback is shown in a five point scale as follows,

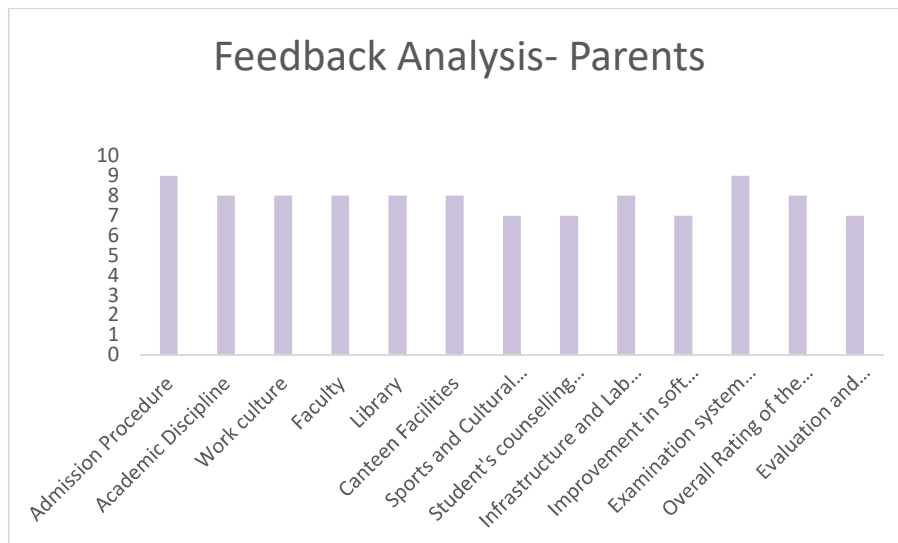


Feedback from Parent's

We collected valuable suggestion from parents on

- Admission Procedure
- Academic Discipline
- Work culture
- Faculty
- Library
- Canteen Facilities
- Sports and Cultural Activities
- Student's counselling Activities
- Infrastructure and Lab Facilities
- Improvement in soft skills, knowledge, ethics, morality, observed by you in your ward while studying in college
- Examination system adopted by the college
- Overall Rating of the College
- Evaluation and Feedback mechanism

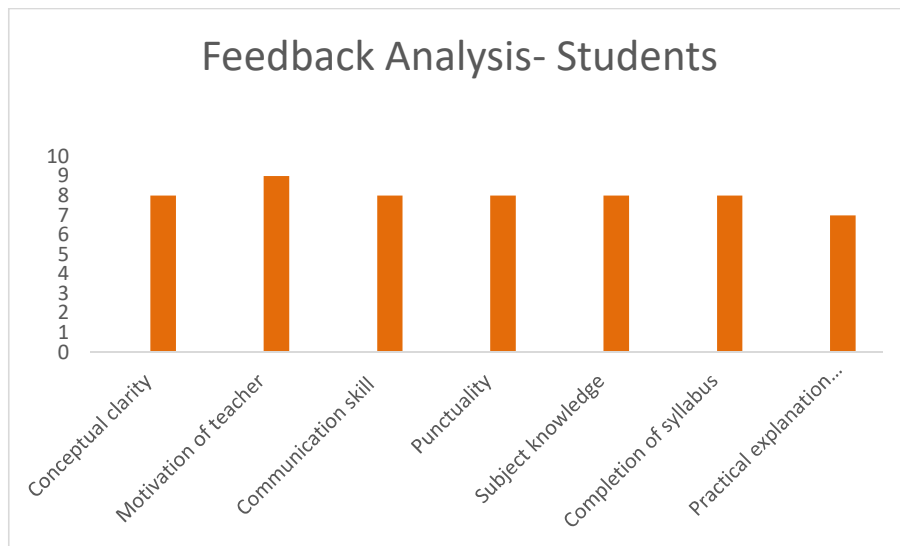
The following graph represents the Parent's feedback,



Feedback from Student's

Students gave their feedback about the teaching in the following points

- Conceptual clarity
- Motivation of teacher
- Communication skill
- Punctuality
- Subject knowledge
- Completion of syllabus
- Practical explanation with theory



Annexure- V

Best Practices -i

1. Title: *Home for Homeless*

2. Goal:

To build a house with the help of students and staff

3. Context:

A homeless family was selected and given direction was given to the students to collect money and materials for building the house

4. Practice:

Students were jointly involved in building a house for a poor family

5. photograph of Success:

Students could complete building the house

6. Problems Encountered and Resources Required

Problems encountered

) Involvement of all students

) Material collection

Resources Required

) Opening of new programmes to collect money

Best Practices -ii

1. Title : 'To know a plant a day'
2. Goal

Ayurveda drugs provide minimal side effects. Continuous use of herbal medicine based on the view of Hippocrates 'Food thy be the medicine' helps the generation to minimize the side effects of allopathic drugs and thereby turned towards nature.

3. Context

To be aware of the medicinal values & uses of different plants species present inside the campus.

4. Practice

Every day one authenticated plant was selected & collected from the campus under the guidance of the faculty of the Dept. of Botany. The plant is displayed in two different places in the campus,

At the entrance of the Science block and in front of the Library

A flannel board is fixed in the frame. On the flannel board the following details of the plant is exhibited.

- i. Name of the plant (common name & scientific name)
- ii. Medicinal use of the plant.
- iii. Occurrence & durability.

Post graduate students of Botany took the initiative to exhibit new plants daily.

5. Evidence of Success:

Both the students and the staff are aware of the sources of medicinal plants in and around the campus.

6. Problems Encountered and Resources Required

Problems encountered

) What Difficulty faced in collection?

1. Practical or
2. unavailability

) Article review of plants

Resources Required

) Books on the medical use of different plants species

