

# CHRISTIAN COLLEGE KATTAKADA

Affiliated to the University of Kerala

## AQAR 2012-2013



**Thiruvananthapuram  
695572**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year

2012-2013

### 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. Glory Mathew

Tel. No. with STD Code:

0471-2290357

Mobile:

9447586110

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:

*(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/58/RAR/087**

1.5 Website address:

**www.christiancollegektda.org**

Web-link of the AQAR:

**http://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 <sup>st</sup> Cycle	<b>B++</b>	<b>81.75</b>	<b>2004</b>	<b>2009</b>
2	2 <sup>nd</sup> Cycle	<b>B</b>	<b>2.55</b>	<b>2012</b>	<b>March 2017</b>
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> 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 \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)

iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)

iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI(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

Nil

UGC-CE

Nil

UGC-Special Assistance Programme

Yes

DST-FIST

Nil

UGC-Innovative PG programmes

Nil

Any other (*Specify*)

Nil

UGC-COP Programmes

Nil

## **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  Student  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

**1. Seminar on 'Quality of Higher Education and its perspectives'**  
**2. Workshop on 'Classroom Management'**

2.14 Significant Activities and contributions made by IQAC

- i. Continuous monitoring of teaching-learning process**
- ii. Setting up of ICT enabled class rooms in all departments**
- iii. Supporting the faculty to participate in seminars/ Conferences /workshops etc**
- iv. Organising Student Welfare programmes**
- v. Motivating the faculty to submit major as well as minor research projects to Government funding agencies**

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
Proposal for PG Course in Mathematics	University of Kerala accepted & recommended and forwarded to Government of Kerala for sanction
Subscribing new research journals/periodicals.	Subscribed new journals/periodicals (12 Nos)
Promoted faculty to submit minor and major research projects	Submitted minor and major research projects
Internal Examinations and results	Monitored examination process, evaluated scores and intimated to parents
Recruitment of permanent and guest faculty	Appointed permanent and guest faculty
Supporting educationally and economically backward students	Economic support was given by PTA and management <ul style="list-style-type: none"> <li>✚ An amount of 104025/- was given to students from poor aid fund &amp; sick student's aid</li> <li>✚ Management regularly provides support to poor students</li> </ul>
Sports and games	Achievements in sports and games in university level
Maintenance and purchase of computers	Allocation of funds from PTA <ul style="list-style-type: none"> <li>➤ An amount of 42650/- granted for computer maintenance</li> <li>➤ Five computers purchased and installed from PTA for an amount of 108500/-</li> </ul>
NSS Activities	<ul style="list-style-type: none"> <li>) Plantain farming</li> <li>) Celebrated 'Vayojanadinam'</li> <li>) Rain water harvesting pit preparation</li> <li>) 'Sandwanam' project for the treatment of poor patients</li> <li>) Fish farming</li> <li>) Seminar on 'Yuvaakalum Lahari Upabhogavum' conducted on 08.02.2013</li> </ul>
Special day Celebrations	Special days were duly celebrated, <ul style="list-style-type: none"> <li>▪ National Science day- one day seminar on 'Genetically modified crops and food security'</li> </ul>

\* Attach the Academic Calendar of the year as Annexure (Annexure II)

2.15 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	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
PG	<b>3</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
UG	<b>8</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
PG Diploma	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
Advanced Diploma	<b>3</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
Diploma	<b>4</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
Certificate	<b>3</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
Others	<b>1 (DCA)</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
<b>Total</b>	<b>22</b>			
Interdisciplinary	<b>NIL</b>	<b>NIL</b>		
Innovative	<b>NIL</b>	<b>NIL</b>		

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	<b>11</b>
Trimester	<b>NIL</b>
Annual	<b>NIL</b>



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.

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>56</b>	<b>28</b>	<b>28</b>	<b>0</b>	<b>0</b>

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
<b>11</b>	<b>2</b>								

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>1</b>	<b>8</b>	<b>9</b>
Presented papers	<b>8</b>	<b>13</b>	<b>0</b>
Resource Persons	<b>0</b>	<b>0</b>	<b>15</b>

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

**) Learner centric teaching through group discussion and presentation.**  
**Ñ Project work presentation.**  
**Ñ Study tours**  
**) ICT enabled teaching/ peer assisted learning**  
**) Invited talks, outdoor interactions, internal seminars, panel discussions on vital issues, screening documentary films and discussions**

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

**183**

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

**87.75**

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>UG</b>	<b>342</b>	<b>4.68</b>	<b>25.73</b>	<b>33.33</b>	<b>24.85</b>	<b>80.73</b>
<b>PG</b>	<b>38</b>	<b>7.89</b>	<b>71.05</b>	<b>0</b>	<b>0</b>	<b>79.43</b>

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	<b>1</b>
UGC – Faculty Improvement Programme	<b>1</b>
HRD programmes	<b>0</b>
Orientation programmes	<b>1</b>
Faculty exchange programme	<b>0</b>
Staff training conducted by the university	<b>0</b>
Staff training conducted by other institutions	<b>1</b>
Summer / Winter schools, Workshops, etc.	<b>4</b>
Others	<b>0</b>

### 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	<b>16</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>
Technical Staff	<b>10</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

## Criterion – III

### 3. Research, Consultancy and Extension

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

- |  |
|--|
| <ul style="list-style-type: none"><li>✓ <b>Encouraging faculty to pursue PhD</b></li><li>✓ <b>Submitting research proposal to get fund from UGC/DST/DBT etc.</b></li></ul> |
|--|

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>
Outlay in Rs. Lakhs	<b>11.41</b>	<b>7.54</b>	<b>7.54</b>	<b>0</b>

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>2</b>	<b>6</b>	<b>0</b>	<b>4</b>
Outlay in Rs. Lakhs	<b>1.75</b>	<b>5.95</b>	<b>0</b>	<b>5.50</b>

3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>4</b>	<b>5</b>	<b>1</b>
Non-Peer Review Journals	<b>0</b>	<b>3</b>	<b>0</b>
e-Journals	<b>1</b>	<b>0</b>	<b>0</b>
Conference proceedings	<b>0</b>	<b>0</b>	<b>0</b>

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	<b>2012-2013</b>	<b>UGC</b>	<b>7,54,000</b>	<b>-</b>
Minor Projects	<b>2012-2013</b>	<b>-</b>	<b>-</b>	<b>2,30,650</b>
Interdisciplinary Projects	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Industry sponsored	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Projects sponsored by the University/ College	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Students research projects <i>(other than compulsory by the University)</i>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Any other(Specify)	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Total	<b>-</b>	<b>-</b>	<b>7,54,000</b>	<b>2,30,650</b>

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

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>14</b>
Sponsoring agencies		<b>UGC</b>	<b>Kerala State Council for Science Technology &amp; Environment (KSCSTE)</b>		<b>PTA</b>

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent	Number	
	National	Applied
Granted		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	Nil	Nil	Nil	Nil	Nil	Nil

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

3

6

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

Nil

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

JRF **NIL** SRF **NIL** Project Fellows **NIL** Any other **NIL**

3.21 No. of students Participated in NSS events:

University level **171** State level **Nil**  
National level **Nil** International level **Nil**

3.22 No. of students participated in NCC events:

University level **101** State level **Nil**  
National level **7** International level **Nil**

3.23 No. of Awards won in NSS:

University level **Nil** State level **Nil**  
National level **Nil** International level **Nil**

3.24 No. of Awards won in NCC:

University level **Nil** State level **8**  
National level **Nil** International level **Nil**

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

➤ **‘Sandwanam’ project for the treatment of poor patients**

### 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	<b>22.86 acres</b>	<b>Nil</b>	<b>Nil</b>	<b>22.86 acres</b>
Class rooms	<b>45</b>	<b>Nil</b>	<b>Nil</b>	<b>45</b>
Laboratories	<b>9</b>	<b>Nil</b>	<b>Nil</b>	<b>9</b>
Seminar Halls	<b>1</b>	<b>Nil</b>	<b>Nil</b>	<b>1</b>
No. of important equipments purchased ( 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others		<b>1. Installation of water cooler/Heater</b>	<b>PTA</b>	<b>1</b>
		<b>2. Purchase of computer</b>	<b>PTA</b>	<b>5</b>

4.2 Computerization of administration and library

) Administration fully computerized ) Library partially computerized
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	<b>29330</b>	<b>53,69,000</b>	<b>590</b>	<b>1,30,010</b>	<b>29920</b>	<b>5,499,010</b>
Reference Books	<b>1890</b>	<b>9,68,462</b>	<b>55</b>	<b>36,623</b>	<b>1945</b>	<b>1,005,085</b>
e-Books	-	-	-	-	-	-
Journals	<b>16</b>	<b>2000</b>	<b>2</b>	<b>2000</b>	<b>18</b>	<b>4000</b>
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	<b>150</b>		<b>30</b>		<b>180</b>	
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>62</b>	<b>21</b>	<b>10</b>	-	-	<b>2</b>	<b>29</b>	-
Added	<b>9</b>	<b>5</b>	-	-	-	<b>2</b>	-	<b>2</b>
Total	<b>71</b>	<b>26</b>	<b>10</b>	-	-	<b>4</b>	<b>29</b>	<b>2</b>

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

**Computer awareness program for newly joined students**

4.6 Amount spent on maintenance in lakhs :

i) ICT	Nil
ii) Campus Infrastructure and facilities	3,65,000/-
iii) Equipments	1,62,400/-
iv) Others	13,07,345/-
<b>Total :</b>	<b>18,34,745</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC committee arranged orientation on students support services
2. Feedback was collected from the students, parents & alumni
3. Remedial coaching was given to slow learners
4. Awareness programmes for parents regarding Poor student Aid Fund from PTA and management

#### 5.2 Efforts made by the institution for tracking the progression

- Analysis of tests, examination results and the pass percentage
- Regular meetings with students & parents
- Counselling by class advisors and counsellors for students having poor academic record
- Strong support for remedial coaching

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
342	38	Nil	Nil

#### (b) No. of students outside the state

5

#### (c) No. of international students

Nil

Men

No	%
467	38.69

Women

No	%
751	62.17

Demand ratio : 1:55

Dropout %: 1.47

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
439	187	26	622	8	1274	339	143	25	701	4	1208

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

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

**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 awareness on 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

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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

5.8 Details of gender sensitization programmes

- ✓ **Orientation program**
- ✓ **Speech on gender equality**
- ✓ **Class wise presentations**

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution <b>From PTA</b>	<b>137</b>	<b>104025/-</b>
Financial support from Government	<b>835</b>	<b>Fee Concession</b>
Financial support from other sources		
<b>a. Faculty</b>	<b>15</b>	<b>7500</b>
<b>b. Student's Christian Movement</b>	<b>8</b>	<b>6000</b>
<b>C. Management</b>	<b>13</b>	<b>15000</b>
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.**

- ✓ **The Principal and the office superintendent handles the academic and administrative matters of the college**
- ✓ **The college staff council including the Principal, HODs and elected members regularly meets to decide important matters in the college**
- ✓ **Governing council in the management level monitor the functions of the college**
- ✓ **Public Information system works to answer the queries**

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

##### 6.3.1 Curriculum Development

- **Feedback from students and faculty was properly collected for effective assessment**
- **Suggestions are informed to the Board of Studies**

### 6.3.2 Teaching and Learning

- 1. The faculty of each department meet at the beginning of each academic session for term-wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session.**
- 2. Department wise students' seminars, quiz contests etc.**
- 3. Field study, Symposium, Project work and dissertation work were carried out by all the departments of the College.**
- 4. Group discussions and debates were conducted periodically**

### 6.3.3 Examination and Evaluation

- Semester system with continuous evaluation is followed.**
- **Two internal examinations is being conducted in each semester to evaluate the students.**
  - **The second internal exam was conducted as model exam.**
  - **Answer scripts are valued and issued to the students within a week**
  - **Remedial classes are being conducted for academically weak students**

### 6.3.4 Research and Development

**During this academic year seminars/ conferences:**

- ✓ **Attended: International -1 National- 8 State- 9**
- ✓ **Presented: International- 8 National- 13 State-0**

**Publications**

- ✓ **International Peer reviewed - 4**
- ✓ **National Peer reviewed - 5**
- ✓ **National Non Peer reviewed - 3**

**Major/Minor Projects**

- ✓ **Major projects- 0**
- ✓ **Minor Projects- 6**

**Faculty participation**

**Orientation Programs - 1**

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**To develop and update facilities in the library, ICT and infrastructure, the College has adopted the following strategies:**

- 1. The infrastructure has been remarkably improved.**
- 2. Latest text books and journals were purchased and subscribed.**
- 3. Annual budgetary allocation is made available to each department for purchasing equipment, lab maintenance etc.**

### 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.**
- ❖ The Staff Council discusses relevant matters regarding both 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 by following the rules & regulations of University of Kerala.**

**\* College provides prospectus to the students at the time of admission which shows course details, admission procedure and fees structure.**

6.4 Welfare schemes for

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

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 and annual meetings were conducted**

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 well-functioning PTA and the fund generated by the PTA is utilizing as follows**

- **Maintenance of class rooms**
- **Provides salary for guest lecturers, bus drivers, sweepers and gardeners**

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

- ) **More plants were planted in lawn**
- ) **Planting trees inside the campus**
- ) **More rain water harvesting pits**
- ) **Plastic free campus**
- ) **Smoke free campus**
- ) **Proper disposal of solid wastes**
- ) **Minimal use of chemicals in laboratories**

## **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.

- ) **Biometric system was introduced for the staff for keeping attendance record**
- ) **Installation of CCTV cameras inside the campus**
- ) **Installation of generator for the smooth functioning of academic activities**

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

- ) **Proposal submitted to the University to get PG course in Mathematics**
- ) **Minor projects were submitted to funding agencies**

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

- ✓ **Physical fitness and yoga for students and staff**
- ✓ **Vermicompost plant**

*\*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 the 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)

<p><b>Strengths:</b></p> <p>) Faculty Profile. • Scholarship for students • PG programmes</p> <p><b>Weakness:</b></p> <p>) Inadequate computer lab facilities ) Library facilities needs more improvement • Bathroom facilities need improvement • Lack of proper waste disposal systems</p> <p><b>Opportunities:</b></p> <p>) Subscription of online journals/ reference materials to enhance research</p> <p><b>Threats:</b></p> <p>) Inadequate grants for research and academic development activities</p>
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**8.Plans of institution for next year**

- |  |
|--|
| <ul style="list-style-type: none"><li>✓ Submission of proposal to get FIST fund from DST</li><li>✓ Submission of proposal for UG and PG programmes to the University of Kerala</li></ul> |
|--|

Name: MS. Sunitha Rani S.P.

Name:Dr. Glory Mathew

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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## 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

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## Annexure II

### Academic Calendar 2012-13

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Date of opening of the College for Academic Year - 01-06-2012

Date of closing of the College for Onam holidays - 27-09-2012

Date of re-opening of the College after Onam holidays - 03-09-2012

Date of closing of the College for Christmas holidays - 21-12-2012

Date of re-opening of the College after Christmas holidays - 01-01-2013

Date of Closing of the College for Summer Vacation - 31-03-2013

#### Working Days

I Term		II Term		III Term	
01.06.2012 to 27.9.2012		03.09.2012 to 21.12.2012		01.01.2013 to 31.03.2013	
No of Working days		No of Working days		No of Working days	
June	21				
July	21	October	19	January	21
August	17	November	21	February	19
September	19	December	15	March	21
Total	<b>78</b>	Total	<b>55</b>	Total	<b>61</b>
Total Working days			<b>194</b>		

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

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No. IQAC/2012/02

Dated: 22.3.2013

**ACTION TAKEN REPORT**

On the decisions of the second IQAC meeting held on 13.3.2013 the following actions were taken.

1. Faculty members were assigned for the AQAR preparation and the plan of action for the year 2013–14 have been prepared in consultation with the faculty.
2. The 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.
3. To start more certificate courses proposal should be send to state government as well as private agencies to enlighten the academic/technical knowhow of students.
4. Feedback of various stakeholders were analyzed and decided to reframe curricular/co-curricular aspects.

IQAC Co-ordinator

Principal

Annexure-IV  
**FEED BACK ANALYSIS**  
**Analysis of Feedback from stakeholders**

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**Feedback from Alumni**

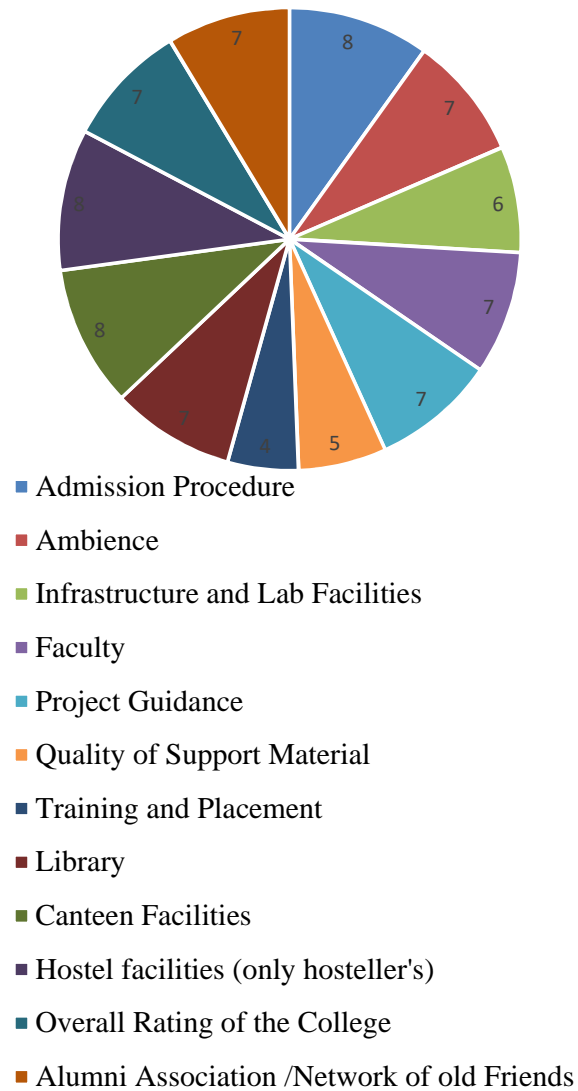
Alumni meet was conducted and the feedback on various criteria was obtained,

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 programmes and inviting private firms for campus recruitments
- ) Infrastructure and lab facilities enhancement in PG Departments

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

### Feedback Analysis-Alumni



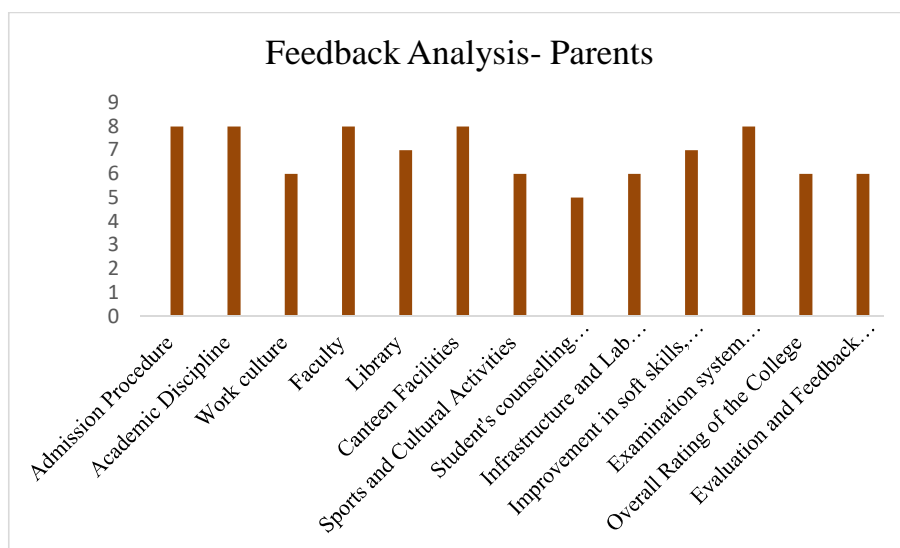
### **Feedback from Parents**

We collected valuable suggestion from parents on

- Admission Procedure
- Academic Discipline
- Work culture
- Faculty
- Library

- Canteen Facilities
- Sports and Cultural Activities
- Students counselling Activities
- Infrastructure and Lab Facilities
- Improvement in soft skills, knowledge, ethics and 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 Parents feedback,

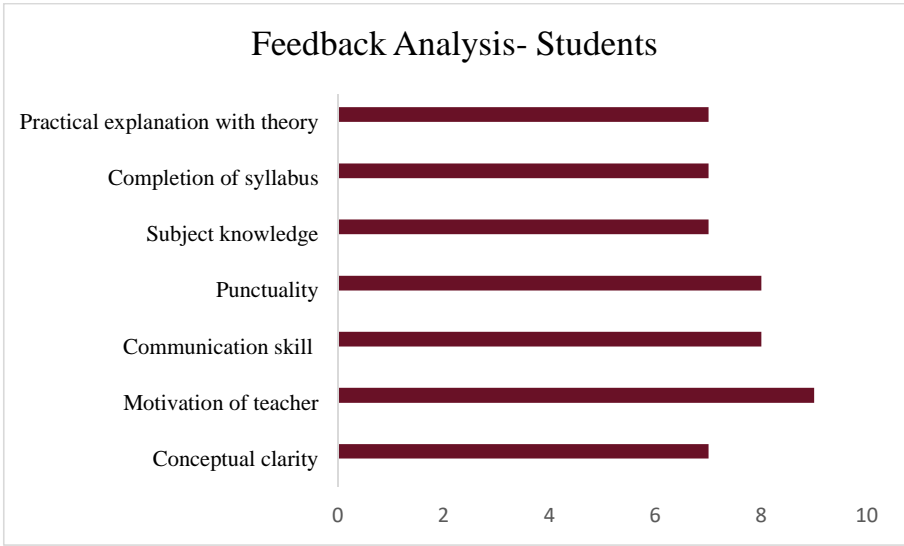


### **Feedback from Students**

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 Practice -i**

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**1. Title: Physical fitness and yoga centre**

**2. Goal:**

In the busy daily schedule it is very important to find time for physical exercises to keep the body active and for yoga to reduce the mental stress.

**3. Context:**

A person who is physically and mentally fit is capable of living life to its fullest. Physical and mental fitness play very important roles in our lives and people who are both, physically and mentally fit are less prone to medical conditions as well. In order to maintain a relaxed state of mind, a physical fitness and yoga centre is working inside the campus.

**4. Practice:**

After the regular working hours the fitness centre is open to the students and faculty. Regular exercise sessions are being done by the staff and students by making use of the equipment. Since the college is situated in a rural area students are more benefited with the equipment. Students are more enthusiastic in making use of the facilities of the fitness centre.

Continuous yoga is benefited in the campus by a well-trained faculty. Both the faculty and the students are participating in the yoga that nourishes the mental health

of the students and the staff. Everyday yoga refreshes the mind the staff and the students to help them work better.

5. Evidence of Success

Mental health and physical fitness of staffs and students

6. Problems Encountered and Resources Required

Problems encountered

) Short timings for students and staffs

) Less facility

Resources Required

) More equipment

## **Best Practice -ii**

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1. Title: **Vermicompost plant**

2. Goal:

Vermicomposting helps to recycle different kinds of organic wastes. The paper products and dry leaves from the campus were used as raw materials for vermicomposting. This helps in the management of solid wastes inside the campus.

3. Context:

Vermicast is the end-product of the breakdown of organic matter by earthworm. It contains reduced levels of contaminants and higher saturation of nutrients than the organic materials before vermicomposting. Daily waste collected from the campus is made use of to produce compost of nutrients from earthworm easily absorbed by the roots of plants. Unlike chemical fertilizers, vermicompost is not easily flushed from the soil because of the worm mucus that it contains.

4. Practice:

Student-members of the Eco club took steps to clean the campus and the waste obtained was made use of in preparing Vermicompost. Once in three months students jointly participated in the processing of vermicompost and the fertilizer obtained is used as manure for the vegetable gardening, plantain cultivation inside the campus. The students participated in this programme interestedly and started setting vermicompost plants in their own houses. This taught students how they can make the best use of the solid wastes in order to keep their premises clean. Moreover they could eliminate the

use of chemical fertilizers in favour of bio-fertilizers to keep the nutritive nature of the soil abreast.

5. Evidence of Success:

Vermicompost plant setting in the houses of students.

6. Problems Encountered and Resources Required

Problems encountered

) Regular processing is not possible because of tight schedule of the students and faculty members.

) Participation of students is less as only a single unit of vermicompost could be processed.

Resources Required

) More number of vermicompost plants inside the campus.