

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF THE IQAC: 2016-2017**



Carmel College, Mala

Submitted To

National Accreditation and Assessment Council (NAAC)

P.O Box No. 1075, OPP. NLSIU, Nagarbhavi,

Bangalore- 560072, India



CARMEL COLLEGE
Nationally Re-Accredited with A Grade(Third Cycle)
MALA – 680 732
Thrissur (Dt), Kerala
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Letter No. 196/2018, Date : 29/06/2018

From,

The Principal
Carmel College, Mala

To,

The Director
National Assessment and Accreditation Council
Banglore

Sub: Submission of AQAR 2016-17

Sir,

Greetings from Carmel College, Mala! Please find enclosed attachment with this mail the Annual Quality Assessment Report for the academic year 2016-17. Kindly acknowledge the same.

Thanking You,

Yours faithfully,



J. C. K. K.
Principal
Carmel College
Mala - 680 732

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The Annual Quality Assurance Report (AQAR)
of IOAC

PART - A

1. Details of the Institution

1.1 Name of the Institution

Carmel College, Mala

1.2 Address Line 1

Carmel College

Address Line 2

Mala P.O

City/Town

Thrissur (Dt)

State

Kerala

Pin Code

Pincode-680732

Institution e-mail address

carmelcollege @ rediffmail.com
carmelnaac@gmail.com.

Contact Nos.

0480-2890247
8593926610, 9497630247

Name of the Head of the Institution:

Dr. Sr. Lizy C.I

Tel. No. with STD Code:

0480-2890247

Mobile:

8593926610

Name of the IQAC Co-ordinator:

Ms. Lakshmi Salim

Mobile:

9400762481

IQAC e-mail address:

carmelnaac @ gmail.com

1.3 NAAC Track ID

(For ex. MHCOGN 18879)

KLCOGN11893

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

*This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC (SC)11/A&A/3.3 dated 19.01.2016

1.5 Website address:

carmelcollegemala.ac.in

Web-link of the AQAR:

<http://www.carmelcollegemala.ac.in/carmelcollege/user/files/AQAR%202014-2015.pdf>

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++		2004	2004-2010
2	2 nd Cycle	A	3.03	2010	2010-2015
3	3 rd Cycle	A	3.22	2016	2016- 2021

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

12-08-2005

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

2016-2017

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

i. AQAR 15-16 25-05-2015

1.10 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

1.11 Type of Faculty/ Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

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

Yes, UGC

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG Programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders 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.	<input type="text"/>	International	<input type="text" value="0"/>	National	<input type="text" value="0"/>	State
Institutional	<input type="text" value="2"/>					

(ii) Themes

- Career Guidance for the Degree final year students
- Research Methodology for the faculty.

2.14 Significant Activities and contributions made by IQAC

- Sensitization of all stakeholders towards quality sustenance.
- IQAC has regular contact with all the departments of the college and other support systems to execute its action plan and collect feedbacks from students, parents, stakeholders and alumnae about teaching process, college administration, college infrastructure, curricular, co-curricular and extra -curricular activities to enhance the quality of our college.
- IQAC monitors the Higher Educational Programmes like WWS, ASAP and SSP. A College Level Monitoring Committee for New Initiatives (including FLAIR, SSP and WWS) was formed to monitor the activities of the college and suggest measures to improve the effectiveness of the programmes.
- IQAC's Student Wing (Student Quality Assurance Cell) SQAC meets periodically to plan activities which will enhance the quality of student life on campus.
- Capacity building programmes are regularly organized for teaching/non-teaching staff and students. The IQAC, through its activities, has been an agent of change in the institution ensuring efficient performance of academic and administrative tasks.

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
Encourage the faculty members to pursue research and apply for research projects	FDP sanctioned to two faculty Organized seminar on Research Methodology
Encourage the faculty members to participate in refresher/orientation courses	Refresher-1 Orientation- 1
Infrastructure development	Completed the construction of New block for Commerce Programmes Renovation of Exam Room
To encourage the various departments to conduct invited talks by experts from respective field.	Organized seminars and workshops
Encourage the students to participate in the college, university, state and national level sports and games events.	Students actively participated in the College University, State and National level sports and games events and bagged several medals and awards.
To improve scholar support programme in collaboration	SSP spread to more students and modified its implementation.

with Kerala higher education council.	
To continue value education classes to help students recognize, encourage and inculcate moral values.	Value education classes are conducted for all the classes during the third hour of every Thursday.
Evaluation of departments	IQAC conducted the evaluation of departments as per a newly framed Performa
To strengthen remedial classes for slow learners.	Remedial classes are being conducted.

** Attach the Academic Calendar of the year as Annexure. (Annexure I)*

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- The management approved the plan of action and gave consent to implement them.

Criterion – I**I. Curricular Aspects****1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D				
PG	7		5	
UG	13		7	
PG Diploma	1			
Advanced Diploma	2			
Diploma	6	1		
Certificate	15	1		2
Others				
Total	44	2	12	2
Interdisciplinary	36			
Innovative				

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

Pattern	Number of programmes
√ Semester	22
Trimester	0
Annual	1

(ii) Pattern of programmes:

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

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

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

Yes. As part of enabling the students to face the challenges of a competitive society, the syllabus is revised and updated by the university in the board of studies meeting. The inputs and suggestions given by the subject experts and alumnae, are taken into consideration for reviewing the existing programmes.

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

No

Criterion – II**2. Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
22	19	3	0	0

2.2 No. of permanent faculty with Ph.D.

10

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
0	8	0	0	0	0	0	0	0	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

54

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	18	6
Presented papers	1	37	0
Resource Persons	0	1	3

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

- Integrating Cooperative/Collaborative Learning that encourages small group of students to work together to achieve their common goal
- Thrust is given to offer adequate practical exposure to the students through field trips and industry orientated courses.
- Additional Skill Acquisition Programme (ASAP) and WWS benefited students to acquire self- confidence and better communicative skill to pursue a bright career
- Technology aided teaching and learning through online classes, video conferencing, webinars and moodle programme, 'My Zone'

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

193

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

- Online exams and assignments

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

5

4

12

The staff members are involved in curriculum revision organized by university of Calicut. The syllabus is revised and updated to meet the needs of the students and our faculty members are involved in this process.

2.10 Average percentage of attendance of students

98 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division							Pass %
		A ⁺	A	B ⁺	B	C ⁺	C	D	
UG									
Botany	35	1	2	11	13	1	-	-	80%
Chemistry	29	-	6	9	11	-	-	-	90%
Applied Physics	29	-	-	11	11	1	-	-	79%
Mathematics	30	1	6	14	2	1	-	-	80%
B.Com	59	-	-	24	34	1	-	-	100%
Functional English	28	-	5	8	9	-	-	-	79%
Sociology	42	1	-	5	20	10	6	-	100%
Political Science	30	-		10	8	-	-	-	60%
Computer Science	22	-	2	7	11	-	-	-	91%
BBA	23	-	1	3	14	4	-	-	96%
B.Voc Software Development	2	-	1		1	-	-	-	100%
B.Voc Multimedia	5	-	-	-	1	-	-	-	20%

Community College	8	-	-	-	1	-	7	-	100%
PG									
History	14	-	-	4	6	3	-	-	93%
Sociology	11	-	1	6	2	1	-	-	100%
Botany	12	-	-	7	4	1	-	-	100%
M.com	15	-	-	1	11	-	-	-	80%
Mathematics	4	-	-	-	2	-	-	-	50%
English	5				3	1	1	-	100%

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

- IQAC promoted bridge courses to fill the knowledge gap at the commencement of each academic year.
- Proper and timely monitoring of curricular activities.
- Promoted various programme related to gender sensitization such as seminars, project, surveys, essays, debates, literacy programme etc.
- Promotion of special educational learning needs of mediocre and advanced learner.
- Data and information about the academic performance of the student is collected and analyzed; ways for further improvement are discussed.
- Feedback on teaching and learning are collected from students and analysed periodically by IQAC team.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	6	0	0
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

Research is one of the identified strategic areas of focus. The policies of the college to encourage faculty to take up research include:

- IQAC took initiative and help research cell to publish the research journal
 1. *Carmel Blaze*-which includes research articles of faculty from all streams and published annually
- Research Cell gives awards to the best dissertation in each PG department.
- IQAC in collaboration with research cell will keep an eye on updates from various higher education supporting system like UGC, KSCSHE encourage applying for project and seminars.
- IQAC publishes notices of schemes of various awards and fellowship on college notice board which will encourage faculty to apply for it.
- With the help of management IQAC provides support to the self financing department to conduct seminar and the faculty of self financing department to the research
- IQAC provides facilities from various departments for faculty to collaborate each other in their research activities.
- Each department submits an annual report as on the activities comprising academic activities, research and extension activities, innovations in teaching/ learning, publications, staff and student achievements, extra and co- curricular activities to the IQAC.
- Motivating the faculty to register for M.Phil/ Ph.D
- The IQAC, as part of its quality assurance and sustenance policy has systematized the conduct of faculty development programmes and orientation sessions for faculty on building truly engaged teachers, synergy in professionalism, mentoring, effective and innovative teaching methodologies

3.2 Details regarding Major Projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding Minor Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	2	-
Outlay in Rs. Lakhs	-	-	7,40000	-

3.4 Details on Research Publications

	International	National	Others
Peer Review Journals	20	15	1
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	9	-

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 organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	-	-	-	-

Minor Projects	2	UGC	7,40000/-	-
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				

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)

Re -
accredited
with A grade
by NAAC

3.10 Revenue generated through consultancy

Free consultancy

3.11 No. of conferences organized by the Institution.

Level	International	National	State	University	College
Number	3	6	1	0	39
Sponsoring agencies	Department	UGC, Department	IQAC		KSCSTE, Management & Departments

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

5

3.13 No. of collaborations International

1

National

13

Any other

3.14 No. of linkages created during this year

6

3.15 Total budget for research for current year in lakhs :

From Funding agency

212000/-

From Management/University/College

-

Total

212000/-

3.16 No. of patents received this year: Nil

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialized	Applied	
	Granted	

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

Total	International	National	State	University	District	College
5	1	2	2	0	0	0

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 SR 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	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="5"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text" value="-"/>

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

- NSS camps conducted to foster social responsibility amongst students.
- Legal literacy classes given to students of nearby schools
- Adoption of a village programme by various departments
- Hosted Red Ribbon Rally as a part of the AIDS day awareness programmes.
- .Blood Donation camp under the leadership of NSS
- Infrastructural facilities of the college are extended to the local community for conducting programmes in connection with Panchayath and Block levels
- Epidemic Preventive awareness Programmes was conducted through flashmobs and rallies with the help of the Local Self Government Department.
- Noon meal programme extended to the Mala government hospital.
- Programmes are conducted for maintaining communal harmony.
- World Environment day observed on 5th June .
- The college encourages the staff and students to take up various activities relating to extension and social responsibilities.
- Apart from the regular work, a number of faculty and students actively take part in various social activities through department associations, NSS, NCC, AICUF, Women cell, Health Club and Tourism Club.

- Day celebrations.
- Celebration of Environmental week by the different departments and associations.

Women Cell Activities

The Women Cell of Carmel College aims to empower women, helping them to identify their true potentials thereby enabling them to stand on their own feet. To impart as well as to cultivate a self-reliant mode of life style, there are facilities to acquire and learn different handicrafts.

a) General Tailoring :-

From the beginning onwards, the students are attracted to this corner. Early morning and late evening students came and started to learn the tailoring in general. Most of the students took it serious and began to acquire the stitches and learned to a variety of dressmaking systems. The girls, especially drop-out girls, also got admission since there is no basic qualification. Within 6 months, girls acquired the techniques in excellence in the Career. They got interest and made it as an earning device.

b) Embroidery :-

The Management started an Embroidery Coaching Cell also. The students who are learning tailoring methods, requested to get coaching embroidery devices. Most of the general tailoring students also started learning the Embroidery Skills.

c) Handicrafts :-

Modern girls are very interested in different types of handicrafts like Glass-painting, Flower making, Making of Soft toys etc. All the materials for each of these types could be bought as kits from shops. The learners, with the help of teacher, easily reassemble the packs or paint or make and complete the work. Within a short period, the interested student may achieve excellence in the working system.

d) This section is included with **Book-Binding** (Common), Spiral Binding and Note Book Making. 8 married ladies are working in this section. Nearly 20000 books are made within a year. The initial and incidental expenses are met by the Management. When the note-books are sold the ladies will get wages and they are running their family to an extent in this small venture.

e) There is a **library in the Women Cell**. The books from this wing are benefitted to the outsiders. The system of distribution is according to the need of the girls. The teacher in charge of

Tailoring Centre is taking the responsibility for the distribution. There is no fee for the library. Many of the drop out girls are benefitting by this system.

National Service Scheme

- The activities of NSS of the year 2016-17 formally commenced with World Environment Day celebrations by planting saplings in the campus.
- The NSS units conducted rally, walkathon and various literary and non literary competitions in connection with World Environment Day observation. The units observed International Day of Yoga and arranged theory and Practical class for students on Yoga. In connection with the observance of Plastic Free Day, campus cleaning was conducted.
- Conducted an awareness class on Consumer protection in association with Consumer Protection Cell.
- NSS Unit organized a one day seminar on 'JaivaKrishi'
- NSS Unit organized an awareness class on 'cybercrime' in association with Cyber Cell.
- The volunteers sincerely engaged in the distribution of handwritten pamphlets to make aware of the students the relevance of personal hygiene. With the support of IMA Blood Bank Thrissur, the NSS units along with NCC organised A Blood Donation Camp.60 volunteer's donated blood.
- As part of regular activities, the NSS units started vegetable gardening and harvested five times in this academic year.
- The units observed Road Safety Week vigorously with the support of C.I. Office Mala.
- The Seven Day Special camping programme – **Samanuayam** 2016 based on the theme 'Healthy Youth for Healthy India' was held at Snehagiri ,Valyaparambu. The camp was inaugurated by Adv. V.R. Sunilkumar MLA.
- The NSS units observed notable days such as Republic Day, World Environment Day, Independence Day, Teachers Day, NSS Day, National Blood Donation Day, World Non-Violence Day, World AIDS Day, Human Rights Day etc. with various literary and non-literary competitions.
- NSS Volunteers actively participated in various programmes like Pulse Polio eradication programme, workshop on Dalit and Adivasi issues in India, World Mental Health Care

programme, seminars on Gandhian Concepts, National Integration, Human Rights and Rights to Information.

- The NSS Volunteers participated in the residential programme conducted by Pain and Paliative Care Unit, Thrissur.
- NSS Units donated blankets to Govt Hospital, Mala under the voluntary scheme 'Kaithangu' by raising a fund through Skill Acquisition Programme.

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	17 ³ / ₄			17 ³ / ₄
Class rooms	49	5	Management	54
Laboratories	8	1	Management	9
Seminar Halls	4			4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	506		Management UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	316192/-		Management UGC	
others	-			

4.2 Computerization of administration and library

- Completed office automation.
- ICT has been integrated in the college activities.
- Internet is provided to staff and students at free cost. There is also a separate internet centre in the library.
- Library automation- Koha software is used for bar coding, access to book catalogue and issuing.
- The library provides open access to staff and students
- At the commencement of every semester, the librarian addresses the students, explaining the methods of using the library resources.
- Auto lib software facilities the borrowing and issue of books quickly.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27772	38363.00	664	165375.20	28396	203738.00
Reference Books	-	-	-	-	-	-
e-Books	300000	-	135000	-	3135000	5750.00
Journals	52	49007.00	45	45923.00	-	-
e-Journals	6000	5750.00	6000	5750.00	6000	5750.00
Digital Database	Green stone	-	-	-	Green Stone	
CD & Video	574		20		594	
Others (specify News Papers)	7	12540.00	6	11499	6	24039.00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	170	5	3	3	2	1	15	
Added	69	1					2	
Total	239	6	3	3	2	1	17	

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

- Online class training for faculty
- ASAP Training to students.
- Computer lab with internet facility.
- Computer and internet access training to teachers and students
- Orientation on MOODLE software for faculty.
- The library is equipped with open educational resources like the information and library network (INFLIBNET) for the assistance of the staff and students.
- Every department has been provided with computers & LCD.
- Expansion of E- technology has enhanced the use of computers in curriculum development, teaching - learning , evaluation and research.
- Students are encouraged to make of computers for power point presentations of their seminars and projects.
- Internet browsing is available for teachers and students at the internet centre free of cost during the working hours of the library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	1671255
iii) Equipments	316192
iv) Others	-
Total :	19,87447/-

Criterion – V

V. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC meets the students in class wise and encourages them to give their views and suggestions for the enhancement of quality of the institution.
- The students' wing of The IQAC, SQAC with one student from each PG and UG classes as its members gave suggestions and feedback.
- Regular workshop and training programmes for faculty and students on moodle, image editing, computer literacy etc is being organized by IQAC in collaborations with the department of Computer Science.
- Conducted a special awareness programme on Civil Service/Bank Coaching and PSC coaching.
- Information about new arrivals is published in the library notice board.
- New information related to various departments, clubs, associations, library etc. are conveyed to staff and students through notice board, public address system, circulars, computer language system etc.
- Career guidance and placement cell giving career counseling.
- Motivated Scholar Support Programme for slow learner students.
- Support and guidance for students in preparation for competitive exams.
- Conducting Orientation programme on student support services through academic advisors.
- Training and placement assistance through alumni.
- Display of placement brochures through departmental notice boards and placement cell.
- Conducted NET Coaching/ Civil Service coaching/ PSC & Banking coaching.
- Scholarships, Sports & games notices on the college notice boards.
- Feedback system followed
- Guest lectures on cultural values, spiritual values, life skill etc.
- Inculcated value system among students through motivational talks, value education classes and tutorial system.
- Motivated the students to use ICT like PPT presentation.

- Financial assistance extended to economically weaker students and personal counseling given by counselors and teachers minimize the dropout rate in the college.
- Add on courses and Soft Skill development programmes
- Mock interviews were conducted at the departmental level.
- The institution publishes its updated prospectus and handbooks annually. The information content is disseminated to students at the beginning of every academic year. During bridge course, the HOD of each department explains the salient aspects of the choice based credit system. The principal and the coordinators of extension service organizations explain the benefits of performing extension activities. The heads of department explain the course material and question pattern.
- Provided information regarding the academic progress of the students after weekly tests and mid exams and remedial classes are arranged for weak students after the college hours.
- Every year feedback in questionnaire form is taken from students, parents, alumnae, experts from other institution and other stakeholders to assess the quality and standard of the institution and measures are taken for further improvement.
- As per the suggestions of college IQAC, College website updated hand books and calendar are distributed among students; those provide all the information regarding fee structure and refund of caution deposit, rules and regulation of the college and its library, the various committees, clubs and associations, NSS, NCC, the Alumni, PTA, IQAC, Students union, internal assessment and the pattern of evaluation, the tutorial system, hostel facility, various endowment funds, the academic calendar etc.

5.2 Efforts made by the institution for tracking the progression.

- Video Conferencing Programms.
- Scholar Support Programme.
- Online Classes.
- Walk With Scholar Programme.
- Remedial Coaching.
- Tutorial and mentoring system.
- Meet - the- parent programme in each department.
- Class tests and internal assessment.
- Civil service, Bank Coaching, PSC and NET coaching for students under the centre for coaching and career planning.
- Departments maintain a register for recording the progress of students.
- Alumnae meet at least once in an academic year January 26th thus paving way for the departments to track their progression.
- The IQAC maintains correspondence with alumnae to track their progression.
- Students are asked to leave their permanent contact details for further correspondence when they leave the institution.
- Filing of student profile in concerned departments.
- Evaluation of seminars and assignments in connection with curriculum
- Recording of internal marks and comparing it with their previous marks.
- Maintaining healthy teacher- student relationship during course period.
- Keeping personal contacts with passed out students to understand their progression.
- The management encourages the faculty to adopt innovative teaching techniques such as computer assisted learning, project method, group discussion, pair work, peer teaching, presentations through PPT, referring e-journals, watching TV, Telecast programmes.

- The staff and students are motivated to participate and present papers in seminars/ workshops organized by our colleges and other colleges.
- Research climate and aptitude is inculcated in the staff and students through inter disciplinary research journals. Students and staff are motivated to do projects and publish research papers.
- The placement cell conducts training programmes for students and arranges job fair in collaboration with employers.
- Career/ placement cell training is given to final degree students in every summer to recruit the employability and career oriented programmes are organized regularly to prepare the students for campus interviews.
- The Alumnae association maintains consistent correspondence with alumnae.
- Tutors in the tutorial system and career guidance co- ordinators provide necessary guidance to students in the choice of their career.
- Add on courses help students get employment opportunities.
- Every department maintains a register for recording the progress of students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1187	201	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men

Women

No	%
0	0

No	%
0	100%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1293	83	3	118	0	1497	1176	130	7	84	-	1398

Demand ratio

1:12

Dropout %

0.96

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

- Special coaching for UGC NET/exams for those who aspire to become teachers is being conducted.
- Classes are arranged on Saturday for Civil Service, bank/ PSC aspirants.
- Classes in spoken English, Tax practices, Numerical aptitude and test of reasoning and skill development programmes such as art and craft course, interior Architecture designing , fashion designing, and ornament making are arranged for students.
- Students are provided the English daily, the new Indian express at a nominal rate of Rs. 200/- as annual subscription to promote reading and comprehension skills along with awareness on current affairs
- Walk With Scholar Programme
- Scholar Support Programme
- Career Guidance Cell
- ASAP

No. of students beneficiaries

1497

5.5 No. of students qualified in these examinations

NET

2

SET/SLET

GATE

CAT

IAS/IPS etc State PSC 2 UPSC Others

5.6 Details of student Counseling and Career Guidance

- A counseling centre is functioning in the college.
- Mentoring system is followed in each department.
- Career guidance and placement cell is providing guidance and help to students by conducting various personality development programmes, campus recruitment drives etc.
- Many orientation programmes for various career opportunities in banking, marketing, management, financial services etc. are conducted this year.
- Career guidance and placement cell provides guidance to the students regarding higher studies and employment. Career Guidance Cell gave coaching on all Saturdays except Second Saturday to the students for Civil Service, PSC, Banking and other competitive exams.
- The placement cell is continuing its activities to guide the students towards meaningful jobs as the logical corollary to their educational pursuits. It is very gratifying to record that many students get employment after the completion of their studies on their efforts. Efforts to propagate the idea of the need for training oneself for employment, honing one's skills and acquiring additional skills, especially communication skills, soft skills are the key activities of the career guidance and placement cell.

No. of students benefitted

1400

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	30	-	-

5.8 Details of Gender Sensitization Programmes

- Awareness regarding sexual harassment, cybercrimes, legal literacy, women's rights is given to all students. Talks by eminent personalities were organized in the campus.
- Classes were taken for personality development of our students.
- Awareness about sexual harassment is also created through value education classes, mentoring system and counseling sessions.
- Observation of International Girls Day and International Women's Day in the college.
- In addition to several activities of the fitness center, self defense training programmes like karate, judo and taekwondo as well as aerobic classes help to develop self esteem, confidence and empowerment among students.
- The contact number of the Janamythri police station, Mala has been kept accessible to students and at any time they can report any type of sexual harassment inside or outside the college campus to the principal/police who enable on patrolling.
- Whenever cases of harassment, eve teasing and exhibition in the bus or public places were informed the perpetrators were reprimanded and warned by the police.

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

Sports Achievements:

Event	National	State	University
Archery		Second	First
Football			Second
Ball Badminton		First	
Taekwondo			First
Cricket			Second

- Meenu Thomas and Rosna Prince-Selected to the Kerala State Ball Badminton Team.
- Meenu Thomas awarded as “STAR OF KERALA”
- Amrutha C.V- Gold medal winner (63 KG)- Calicut university Taekwondo Championship .
- Navaneetha M.S.-Gold medal winner (57KG)- Calicut university Taekwondo Championship .
- Sneha U.K-Gold medal winner (73KG)- Calicut university Taekwondo Championship .
- Anusree .P.B-Gold medal winner- Calicut university Taekwondo Championship .
- Reshma M.- Gold medal winner-(49KG) Calicut university Taekwondo Championship .
- Amrutha C.V Silver medal winner (63 KG)- Kerala STATE Taekwondo Championship .

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	25	32000/-
Financial support from government	551	2704704 /-
Financial support from other sources	-	
Number of students who received International/ National recognitions	-	-

5.11 Student organized / 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:

Implemented more facilities in the hostel as per students' suggestions

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: It is our vision to uplift the weak and downtrodden sections of society, especially the rural woman, so as to liberate her from the shackles of bondage to a new world of Light & Love.

Mission: We dedicate ourselves to the cause of empowering rural women with knowledge, inculcating in them the spirit of selfless love and compassion, spreading peace in the society living in harmony with nature and illuminating the world to eternity.

6.2 Does the Institution has a management Information System

Besides the above mentioned means of communication the college union including the association secretaries and class representatives of all the departments make the process of information dissemination quite easy.

- A whatsapp group called Carmel faculties
- A display screen is all effectively contributing to this information system.

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

6.3.1 Curriculum Development

- Teachers who are members of the Board of Studies, attend the meetings organized by the University for curriculum development and give suggestions.

- Faculty exchange programme for broader understanding the subjects.
- Curriculum is planned by the University. The college implements it in strict accordance with the existing rules and norms.
- The management encourages the faculty to attend any training programme conducted by the university regarding curriculum development.
- The management encourages the faculty to attend seminars and conferences to enrich their knowledge in the respective field providing proper funding and faculties got benefitted by this.
- Encourage the HODs to conduct departmental meetings before curriculum revision.
- Faculty are motivated to design and implemented value add-on courses, career oriented courses, added courses:- certificate courses/ interdisciplinary courses.
- The college follows the guidelines issued by the statutory regulatory bodies through board of studies, College Council and Governing Board of the college during curriculum revision.
- Encourages the departments to collect feedback on curriculum from stakeholders and eminent personalities.
- Regularization of Bridge course.

6.3.2 Teaching and Learning

- Along with their UG/PG courses, they are given guidance and training to appear for NET, Civil Service, Bank Coaching and other competitive exams.
- Programme such as the ASAP, WWS and SSP increase the efficiency and employability of the students.
- The Career Guidance Cell informs the students of any available opportunities or offer made by various companies with regards to recruitment.
- Students are encouraged to go for various education expos so that they are made aware of the various options available to them with regards to higher studies, research, internship etc.
- Conducted orientation programmes for the fresher's on evaluation pattern, choice based credit system and rules and regulations of the examination in the beginning of the academic year.

- ICT Enabled teaching, remedial courses, bridge courses, mentoring and tutoring, scholar support programme, group discussion, computer aided education, Audio- visual aids, Research Lab, field visit, tribal visit and lab visit. ASAP, Walk with scholar and scholar support programme.
- The college has well experienced and qualified lectures to teach all the courses.
- The faculties prepare their teaching plans and submit the same to the IQAC every semester.
- The principal of the college compares the teaching plans and the annually performance report of a particular teacher, and if necessary, discusses the matter in the academic council.
- Apart from classroom interaction meaningful learning is initiated through guided teaching and library assignments, group discussions, seminars, debates, quiz, viva etc.
- Inquiry based learning is provided through community survey, opinion polls, case study, industrial visit and fieldwork.
- Co- operative learning is facilitated through project work and on- the spot study.
- Peer learning is promoted within and outside the class hours.
- Faculty members are sent for national/ international programmes/ refresher courses every year. Financial assistance and leave is granted for them.
- Encourage the departments to conduct entry level tests and offer bridge courses to fill the gaps if any.
- Upgraded the infrastructure and learning resources.
- Academic calendar is provided to the staff and students in the beginning of the academic year in which the rules and regulations, academic activities and examination schedule are given.
- Peer group interactions are encouraged
- Remedial coaching continues.
- Students performance is also assessed by conducting continuous assessment tests, assignments, projects etc and remedial and tutorial classes are conducted wherever necessary.

- Teaching - learning process is made student centered through innovative teaching methodologies.
- Choice Based Credit Semester System was introduced for the UG & PG students.
- Arranged internal for the smooth conduct of examination.
- Followed external evaluation pattern and feedback mechanism to evaluate the teachers' performance and the feedback is reviewed every year.

6.3.3 Examination and Evaluation

- The evaluation and progress of the student are made known to the parents/guardians of the students so as to ensure that a holistic effort is made by the student, faculty and parents to help them improve.
- Publishing of the overall mark list on the notice board help maintain authenticity and transparency of the examination and evaluation system.
- Introduced online examinations for degree students
- CBCSS internal evaluation, Teacher's Diary, Tutorial system, Meet-the- parent programme, project and viva vocal, Assignment, seminar presentation, scholar support programme, walk with scholar.
- Internal Examinations are conducted as per the instructions of the University.
- University Examinations are conducted as per the norms and regulations of the University of Calicut.
- Semester system with continuous internal assessment (CIA) is followed.
- The principal and the heads of department monitor the performance of the students based on the analysis of teachers after every internal test and external examination.
- Faculty members took the role of chairmanship of the question paper scrutiny at various universities.
- The performance of students is analyzed in academic council meeting and governing body meetings.
- Single valuation
- The evaluation procedures are made know to the students by giving the pattern of question papers, distribution of marks and scheme of valuation.

- New teachers are made aware of the evaluation process by the senior faculty.
- Model examinations conducted by internal examination committee
- The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings.
- The college conducts two internal examinations in one semester as per schedule of the affiliating university.
- The college administration takes all the necessary steps for examinations.
- Mock viva conducted by departments.

6.3.4 Research and Development

- Faculty members are research supervisors at various university
- The college makes available a good number of journals and related materials in the central library.
- The college also encourages the faculties to participate in various seminars/ conferences/ workshops etc where they can exchange their views with the peers on the frontier knowledge.
- The college provides all necessary infrastructures (including laboratory, internet, Xerox machine, etc) to the teachers for research.
- Research Lab, Minor research projects, Teachers pursuing Ph.D, Research guide ship.
- Classes are engaged with the help of smart class room, multi- media classroom and audio visual theatre.
- In a lid to encourage research activities of the faculties the period of opting for FIP has been reduced from five to three years after joining the service.
- Teachers are encouraged to pursue research degrees.

- Taking initiatives in promoting research climate a research committee is established recruitment faculty of research aptitude. The college has established an inter disciplinary research cell (IDRC) and formed a research committee to facilitate, monitor and encourage the research activities. It meets regularly to discuss and motivate the faculty for academic expansion.
- Providing research incentives.
- Flexible time table and financial assistance to attend and participate in seminars/ workshops/ conferences etc at the regional/ state level.
- Faculty members with Doctorate degree are encouraged to take up the role of internal guides to their peers pursuing research and publications.
- Research culture among the student body is cultivated through academic programmes which promote research aptitude. Thus a project is made a mandatory criterion for course completion. Projects are so identified that they inculcate a scientific temperament in them.
- Promotion of Minor research projects & Major research projects.
- The staff are motivated to do M.Phil and Ph.D , Refresher courses.
- The best research work of the students are recognized and awarded by the research committee.
- The staff and students are informed about various fellowships and schemes available under UGC and they are encouraged to apply for them.
- Research facilities like SPSS (research facilitator software), free internet, INFLIBNET, DEL NET , research journals are available at institutions.
- The college also encourages the faculties to participate in various seminars/ conferences/ workshops etc where they can exchange their views with the peers on the frontier knowledge.
- The research committee of the college helps the teachers who want to apply for project to various funding agencies, viz, UGC,DST,DBT,CSIR, etc. The committee provides the necessary information and guidelines for the same.
- The college provides all necessary infrastructures (including laboratory, internet, Xerox machine, etc) to the teachers who undertaken research project.

- Every year College Management spending 1 lakh for research purpose.
- Teachers are encouraged to write in national and international journals and books

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Creation of new DTP lab and class room, staff room.
- Up gradation of labs
- In order to encourage the use of library, the award for the best library user is given.
- The library council conducts meetings on a regular basis to take a feedback of staff and students in order to make the library more user friendly.
- Computerized book binding has made the working of the library more efficient.
- Examination hall furnished to facilitate the smooth conduct of exams.
- Our institution is a member of N- LIST (National Library and Information Services Infrastructure of scholarly content) which is working under INFLIBNET (Information and Library Network Centre) that provides accesses to Electronic Journals and Electronic books to eligible colleges. The annually in the library for two days.
- To create awareness among the students about the latest arrivals and quality reference, book exhibition is held annually in the library for two days.
- OPAC (Online public access catalogue) facility is provided in the library and students are trained to use it.
- To inculcate the habit of reading good books the library conduct competition to students, such as Best Reader, Reading Week etc.
- A well equipped automated library with new Koha software. It is used for bar coding, access to book catalogue and issuing.
- Three generators are installed in the different sections of the college.

6.3.6 Human Resource Management

- The WWS, SSP, ASAP, NET, PSC, IAS and Bank coaching to the interested students has helped them improve their overall programme.
- Intensive training to sports students aiming to participate in state, district and national level competitions.
- Recruitment of qualified staff, Orientation and refresher courses, Motivational programmes, Annual appraisal of staff, Tours and get-together, administrative training programmes. Physical training for sports personnel.
- The IQAC organizes workshops for teaching as well as Non-teaching staff to enhance their competency.
- Training programme for NET examinations are conducted in the college.
- Computer training for non-computer science students are offered through the computer science department.
- Students are encouraged to participate in the training programmes organized by the other institutions.
- Add on and certificate courses are conducted for the students to enhance them to acquire additional knowledge and skills in different spheres of study.

6.3.7 Faculty and Staff recruitment

- Faculty and staff recruitments are done as per the rules and regulations of CMC Management, under the University of Calicut and vide the statutory orders of the Government of Kerala, UGC.

- The institution follows a systematic procedure for faculty and staff recruitment. The principal forwards staff requirement proposals to the management. The management advertises in the local and national daily newspapers. The applications received are short listed and called for an interview. Interview is followed by demonstration class and finally the right candidate is chosen.
- The short listed eligible candidates are interviewed by selection committee comprising subject experts nominated by Calicut University, principal, director government norms, manager and head of the department.
- The posts for both teaching and non- teaching in the aided stream are sanctioned by the director of collegiate education based on the work load of the individual department submitted by the college.
- For un-aided or management staff, notification is given to the national and local news papers with eligibility, qualifications and the date of interview and a five member selection committee comprising of correspondent, principal administrative officer, manager, management nominee, government , head of the concerned department and a subject expert from the college, selects the candidate.
- The college seeks permission from department of higher education, Kerala to conduct the interview for selection of staff.
- The selection of the teaching and non- teaching staff is conducted according to the rules of the Govt. of Kerala.

6.3.8 Industry Interaction / Collaboration

- Collaborations with industries for Departments of Vocational Studies, Chemistry, Botany and Applied Physics
- Industrial Visit and Study tours are also conducted in this regard.

- Established Collaborations with Industries for B.Voc and Community College courses
- Courses that develop skills highly in demand in the industrial sector
- Interaction between students and industrial representatives.
- Collaborations with other institution .
- Departments of Applied Physics, Chemistry, and Botany collaborated together to form a club named ENCON club and various programs were conducted.
- Department of Sociology has collaboration with national or regional NGO,S for conducting curricular and co- curricular, extracurricular activities. that is CEVA, BRAIN SOCIETY, AWARD, SOUVHRIDM.
- The institution organizes National level seminars/ conferences in collaboration with industries.
- Industrial visits are organized regularly.
- Under the tourism club, seminars, field trips etc arranged in collaboration with government of Kerala.
- Collaborative learning is also facilitated by conducting a child protection training for students of Arts departments under the leadership of department of Sociology.
- The management encourages the departments to identify industry collaborators for curriculum design and development, certificate courses, projects, internships, field trips, industrial visits, guest lectures, workshops, seminars, placements, career guidance etc....The institution has taken the initiative to create a synergy with the industry. The management also encourages the students to attend the off campus interviews conducted by the industries.
- The college has constructive relationship with various institutions of the nearby locality to work on various outreach and extension activities.

6.3.9 Admission of Students

- Minority , SC/ST, Physically challenged are duly considered.
- 20% is set apart for the backward community to ensure equity and justice.
- Admission conducted as per the University norms and government orders.
- All admission information is placed on university and college website an/ or notice boards.
- Admission is purely on merit basis and done in transparent procedure.
- Well communicated admission process with course features highlighted through news paper advertisements.
- Reservations are strictly followed as per state government.
- Admission committee of the college comprising the principal, vice principal, heads of the departments and senior faculty ensures transparent and effective admission process.
- As the step the applicants are counseled by the faculty to create an awareness among the students regarding courses offered, career prospects, campus culture, rules and regulations and various other add- on courses designed for the holistic development of the students.

Criteria for

UG Admissions:

Sanction of seats is given by Calicut university.

Merit and Interview:

Admissions are made on the basis of merit, co- curricular activities and the interview.

PG Admissions:

State government norms are followed, whereby PG Admissions are based on the OU- CET rank (a common test conducted by state agency) and marks obtained by the candidate in the qualifying examination.

- Admission for both UG and PG is done by the University. (Online registration).
- Admission to Management and Community seats are also done as per the University norms.

- Strict transparency and admission rules are adhered to by the College.
- Admission committee verifies the candidate's eligibility and admits the candidates as per the norms.
- Efforts are made ensure that all students seeking admission to the various courses stay informed through different modes of publicity.
- The college strictly adheres to the government norms in the admission process giving chance to the meritorious students belonging to the various sections of the society.
- The date of admission and other related news are announced in college notice board and through local media. Moreover, the same has been uploaded in the college website for wide circulation.

6.4 Welfare schemes for

Teaching	Bank, Store, Insurance, Medical reimbursement, Festival allowance, Tour programmes, Interim relief for newly- appointment staff, Canteen , counselling centre, Loan system, MRP, FDP etc.
Non teaching	Bank, Store, Insurance, Medical reimbursement, Festival allowance, Tour programmes, Canteen , counselling centre.
Students	SSP, WWS, NSS, NCC, Women cell, Canteen, Tour, Counseling, Placement cell, AICUF, Jesus Youth, Clubs and forums Bank Scholarships, management poor fund and chavara-euprasia

- ESI facility is provided for all the non- teaching staff.
- Salaries are promptly paid.
- Increments for all faculties were given.
- Leave encashment facility.
- Financial assistance and emotional support is given to the staff in times of medical emergencies and other personal tragedies.

6.5 Total corpus fund generated : 8716438

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			✓	IQAC
Administrative	✓	Management Secretary and CMC educational Secretariat.	✓	IQAC

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- ▶ Shift from year wise scheme to semester system giving scope for continuous internal assessments.
- ▶ The office of the controller of examinations has done computerization of the entire examination system. Registration of examination forms, conduct of examinations and uploading the semester examination results are carried out as per schedule mentioned in the college calendar.
- ▶ The hall tickets, processing of examination application forms, allocation of register numbers and seating arrangement have been computerized.

- ▶ The introduction of continuous internal assessment with innovative methods of evaluation like presentations/ seminars, creative assignment, mini projects have created a learning atmosphere right through the focusing the attention of the students on incremental learning and internalization.
- ▶ Examinations are conducted as per the University norms and regulations.

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

The university provides all the necessary support to the college. It encouraged and gave feedback at every stage to the college to take up activities to enhance quality in all the aspects admissions, curriculum design, teaching - learning, research, student support activities, etc- during inspections, interactions in BOS meetings, Academic council meeting, governing body meeting, personal interactions by the management. The university gives suggestions to promote autonomy in the colleges.

6.11 Activities and support from the Alumnae Association

- ▶ Alumni Get together on January 26th every year.
- ▶ Financial assistance, Classes and seminars, Community outreach programmes.
- ▶ The alumni association of the college works hand- in- hand with the PTA and the college management.
- ▶ It extends whole hearted support to all the proposals put forwarded by the college management meant for the development of the institution.
- ▶ Sponsored hundred chairs and a web camera to the college.
- ▶ Alumni members honored Dr.Princy K.G, Head Dept of Chemistry for winning national and international awards.

6.12 Activities and support from the Parent – Teacher Association

- The PTA of the college has greatly contributed in various areas activity such as the outreach programmes, NSS activities like camping, financial assistance for sports or any other student activity.
- Contributed one lakh rupees for sports and fine arts activities
- Contributed three lakhs rupees towards the maintenance of exam hall

6.13 Development Programmes for Support Staff

- Regular orientation programmes for the support staff are conducted.
- Both in house and outhouse training are also provided to them in order to keep them updated.

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

- Special caring given to garden in the campus
- Department of Botany gave prize to the best vegetable garden
- Tree plantation programme
- Encourages the use of cloth cover instead of plastic in the college

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.

- Short film *Nerkazcha*, a joint venture of Departments of English and Vocational Studies
- Students of each department got an opportunity to attend educational expo outside the college and were able to interact with educational experts
- As part of providing community services nearby schools and colleges were adopted by various Departments of the college.

- NSS and NCC jointly conducted Blood Donation Camp in our college
- Eminent academicians gave lectures through video conferencing
- 21 Day Residential Training Programme, ASAP conducted at our college.

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

Plan of Action	Action taken
<ul style="list-style-type: none"> • To arrange awareness classes on general topics 	Arranged classes on traffic, health, cybercrime and the like by various clubs and NSS.
<ul style="list-style-type: none"> • To organize intercollegiate Fests 	IT Fest CAMPAZOTICA-2K17 organized by Dept of Computer Science

<ul style="list-style-type: none"> To apply for motivational visit to reputed institutions under the auspices of Walk With Scholar Programme 	Visit to EFLU and Central University, Hyderabad
<ul style="list-style-type: none"> To encourage interdepartmental/ interdisciplinary ventures 	Short film <i>Nerkazcha</i> , a joint venture of Departments of English and Vocational Studies
<ul style="list-style-type: none"> To encourage reading culture within the campus 	A book fair in the college in association with DC Books and a Book Talk organized by library
<ul style="list-style-type: none"> To improve the infrastructure 	Renovation of Exam Hall
<ul style="list-style-type: none"> To celebrate special days with different programmes 	Celebrated different days like environment day, Ozone Day, Reading week, International Youth day, Photography day, Hiroshima Nagasaki Day, Population Day, Coconut Day etc with debate, quiz competition and exhibition etc

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

Best Practice I

Title of the Practice: Loving Embrace

Goal : Carmel aspires to be a tree of bounty, an ever sustaining bark that promote the lustrous growth of its branches and leaves, providing shelter and solace to all around. Here we grow together like the leaves of a tree, as members of one big family, sharing and caring, encompassing everyone, especially the marginalized and deprived around us within a **loving embrace**.

In this temple of knowledge we believe that the first step towards building a better world is to get to know one another, to appreciate each other and extend a helping hand in times of need so that

one can surpass all odds and become achievers. Born from this loving intent is the Faculty@home programme.

Students are also encouraged to help one another, see for themselves how those on the fringes of society undergoing different forms of deprivation live, empathize with them and help create a bond of love that is inclusive in nature.

The Context: Carmel, a college for women run by the Sisters of the Congregation of the Mother of Carmel, has the explicit vision and mission of empowering rural women with knowledge and inculcating in them the spirit of selfless love and compassion and thus creating an ideal society. In its efforts to fulfill this ideal, the college has initiated various activities other than the many curriculum enrichment programmes. Majority of the students are first generation learners (Table Criterion: 2.5.4) who come from the lower stratum of society and face various difficulties such as a drunken father, broken families, ailing parent, family problems, financial constraints etc. that adversely affect their morale and overall performance. Without first addressing these problems to a certain extent it is impossible to expect them to perform well in their studies and come up in life. So teachers take pains to build a rapport with the students by getting to know them on a personal level.

Simultaneously students are involved in various linkages programmes for the marginalized and extension activities meant to uplift the local women and make them self-reliant. This promotes a feeling of oneness and the need for selfless service and consideration for others in students.

The practice: To strengthen the teachers-student relationship and to be of substantial assistance to them, teachers step out of their comfort zone - the classroom, and visit students at their homes. Faculty members of each department visit the homes of their students and conduct meaningful interactions with their parents and family members. These visits are generally conducted on Fridays so that staff and students are not hard pressed for time. This provides the teacher an opportunity to understand and communicate with them on a personal footing and equips her to access their needs and provide professional guidance. Students coming from economically weak backgrounds are given financial assistance in the form of free books, uniforms, meals, fee concessions, exemption from contributions made towards field trips and study tours. Teachers

handle these issues very subtly so that their dignity and self esteem remain intact. In case where families are beset with problems like alcoholism and its fallout, they are directed to councillors for expert advice. House construction -Sahapadikkoru Veedu-, partial house construction, financial assistance for buying medicines etc. are a result of such interactions.

Each department has a linkage with either an old age home, orphanage, school for the challenged or palliative care centre which they visit and with whom they spend time and entertain with songs, skits and dance performances. They present them with sweetmeats, dress, and toiletries and engage in cleaning activities. Students also visit the Government Hospital and jails. They help clean the private bus stand, government hospital, premises of the panchayath as part of their civic sense. 'Fast a meal - Feast a friend' and 'One rupee - One life' are initiatives that students actively participate in. They also conduct tuition classes for school going children in English, Mathematics and IT.

Various medical camps, awareness classes on health and hygiene, creation of kitchen gardens, surveys, entrepreneurial assistance are all conducted to uplift the people of the locality and make staff and students aware of their social obligations.

Evidence of Success : The results have been very encouraging. There has been a marked improvement in the overall performance of students in curricular, co-curricular and extracurricular activities. Dropout rates have also shown considerable reduction. Parents are more at ease when met on their home turf and ready to open up and speak freely on matters related to their children and their study pattern. As far as teachers are concerned they get to know their students more personally and find it easier to understand and deal with them. There is a greater warmth and closeness in the teacher-student-parent relationship.

The linkage programmes have a two way effect. On the one hand it is a matter of great joy for the inmates to have someone care, listen and entertain them in their too often lonely, deprived and forsaken condition and on the other hand it acts an eye opener for the students. Their young enthusiastic minds fill with love and consideration for them and they resolve to be more humane in their approach to others. They also realize how fortunate and blessed they are in comparison and that they were making mountains out of mere anthills in their lives. This makes them view things in the right perspective.

All extension activities have benefitted the community. Distribution of 14 sewing machines, financial support for higher education, creation of kitchen gardens, knowledge transfer in the adopted villages, tuition classes for school going children, energy conservation techniques, water literacy programmes, awareness on government policies etc. have helped them in one way or the other in attaining self sufficiency and to stand on their own feet. The various medical camps, funds to buy medicines and care for palliative patients, address their health issues to a certain extent.

Problems Encountered and Resources Required : The tight schedule of the semester system leaves little time for house visit and teachers are hard pressed to find sufficient time. This is further aggravated when students reside in far flung places where conveyance is difficult. Visiting the homes of the hostelites and children with both parents working, poses another problem. Travelling expenses is another issue. Finding time for linkage and extension activities is also a great hurdle in the present semester system.

Notes (Optional): Education is not just gaining a lot of knowledge or information, passing exams and getting high paid jobs but making us better people who are committed to inclusive growth. The institutions task is not restricted within its four walls but has to move beyond, become part of the society and be an instrument of change. This practice helps create better individuals, a good society and an ideal world.

Contact Details : Dr. Sr. Lizy.C.I

Principal
Carmel College, Mala,
680732 – PIN

Best Practice II

Title of the Practice: Academic Audit

Goal: The prime purpose of an educational institution is to impart quality education, foster a spirit of enquiry, creative thinking, critical reasoning and analytical approach to reach the higher echelons of learning. Academic excellence is what we aspire to attain. For this as in any other programme, quality checks have to be put in place so that there are no lapses and if there are any, a procedure by which to identify and rectify it at the earliest are set in place. Such an audit helps

the institution attain its goal, the teacher grows to her/his full potential and the student achieve quality education.

The context: In recent year educational institutions seem to sprout like mushrooms soon after the rains and there has been a shift in emphasis from what you learn to where you learn, for ultimately it is that which determines the quality of education attained. Innovative, interesting, interactive and student-centric methods have to be adopted to channel the inquisitive youthful minds in the right direction so that they acquire a love for the subject that they learn. It is the duty of the teacher to ignite this spark and help them give vent to their thoughts by opening up diverse avenues of expression and growth. Covering the syllabi alone does not produce the desired outcome. For this the various initiatives of the clubs and forums, career oriented and skill development programmes and curricular and co-curricular activities have to be chalked out and conducted. Through this Academic Audit the institution tries to do a SWOC analysis, that is, reinforce our strengths, overcome our weaknesses, utilize our opportunities and equip ourselves to face the challenges.

The Practice: An Academic Audit Committee comprising of the Principal as chairperson, a senior faculty as coordinator and 2 faculties and IQAC coordinator as members was formed. They were entrusted with the task of preparing a format for the documentation of the academic details of departments. Among other details it gives prime importance to paper presentations, publications, minor/major research projects, collaborations and academic awards to promote research mentality and a spirit of enquiry among the staff. Departments are entrusted with the task of collecting all academic details of the programmes they offer, clubs and forums functioning under them, enrichment programmes offered, linkage and extension activities conducted, field trips and study tours, teaching-learning methods incorporated, evaluation procedures adopted and the quality of the staff and students. An external expert with the consent of the Academic Audit Committee is invited to scrutinize and evaluate the academic quality and excellence of the department. S/he then issues a certificate which is handed over to the Committee who passes it on to the Governing Body via the Principal for any remedial measures to be implemented.

Evidence of Success : Any form of evaluation automatically leads to identifying key issues and concerns that ought to be given due consideration, encourages a systemic approach, promotes

proper up-gradation, ensures regular documentation, leads to a scrutiny on whether the goals and objectives of a programme tally with the final outcome and introduce remedial measures. On the whole it leads to an overhauling of the entire system. Departments are forced to conduct a SWOC analysis which very often reveals quite a lot of strengths that energize us, help us face and overcome our weaknesses, identify our opportunities and make the best of it and meet the challenges that lie ahead. In short we are purged off the defects that exist and fortified to face the future as a result of the Academic Audit.

Problems Encountered and Resources Required: The implementation of the Academic Audit posed no difficulties whatsoever. Staff and students geared up for the situation and everything was conducted with ease and efficiency.

Notes (Optional): An Academic Audit helps us realize where we stand and this very realization acts as an incentive to make us want to scale greater heights and achieve excellence.

Contact Details : Dr. Sr.Lizy C.I
Principal
Carmel College, Mala,
680732 – PIN

7.4 Contribution to environmental awareness / protection

- Organizing Environmental Awareness lectures by Science Departments, CSS and NSS
- Tree plantation inside campus
- Celebration of Environment Day by various clubs especially Nature Club
- Dept of Botany distributed sapling of *Moringa* Plant to all staff and students in the campus
- CSS encourages gardening

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis

Strength	Weakness	Opportunities	Threats
Reaccredited with 'A' Grade by NAAC (Third Cycle)	No academic freedom in restructuring courses	The accreditation by NAAC has enabled the college to avail development grants and UGC sponsored programmes	Continuous need to revise the course
Smart class rooms equipped with audio visual amenities	Not able to attract good percentage students for post graduate courses	Developing scientific temper and research culture	Migration of students to other institutions
Collaborations with reputed institutions and industries	Shortage of reference books in a few departments		Migration of experienced faculty
Well qualified and dedicated faculty			
Caters to the need of economically weaker section			

Criterion – VIII

8. Plans of institution for next year

- To modification and extension of the indoor stadium
- To apply for more research centres
- To construct seminar halls.
- To organize more national seminars, workshops etc
- To undertake more minor and major projects
- To sign MoU- s with reputed organizations
- To apply for more courses
- To conduct more academic seminars/workshop for quality improvements.
- To arrange counselling facility to all students with the help of Carmel Family Counselling center.

Name Lakshmi Salim

Lakshmi

Signature of the Coordinator, IQAC

Name Dr. Sr. Lizzy C.T.

Dr. Sr. Lizzy

Signature of the Chairperson, IQAC

Principal
Carmel College
Mala - 680 732.



ANNEXURE

<i>Carmel College Handbook & Calendar 2016-17</i>			
JUNE 2016			
DATE	DAYS		PARTICULARS
	Wed		Re-opening of college after summer vacation
2	Thu		
3	Fri		First Friday, Feast of Sacred Heart
4	Sat	H	
5	Sun	H	World Environment Day
6	Mon		
7	Tue		
8	Wed		Feast of Bl. Mariam Thressia
9	Thu		Tuition fees with a fine of Rs. 15/-
10	Fri		
11	Sat	H	Second Saturday
12	Sun	H	
13	Mon		Feast of St. Antony
14	Tue		World Blood Donor Day
15	Wed		
16	Thu		
17	Fri		
18	Sat	H	
19	Sun	H	Father's Day, Tuition fees with a fine of Rs. 20/-
20	Mon		
21	Tue		International Yoga Day
22	Wed		
23	Thu		
24	Fri		
25	Sat	H	
26	Sun	H	International Anti-Drugs Day
27	Mon		
28	Tue		Feast of Immaculate Heart of Mary
29	Wed		Feast of St. Peter and St. Paul, Tuition fees with a fine of Rs. 10/-, Re- admission fees Rs. 50/-
30	Thu		
			No. of working days: 22

<i>Carmel College Handbook & Calendar 2016-17</i>			
JULY 2016			
DATE	DAYS		PARTICULARS
1	Fri		First Friday
2	Sat	H	
3	Sun	H	St. Thomas Day
4	Mon		
5	Tue		
6	Wed	H	<i>Id-ul-Fitr</i>
7	Thu		
8	Fri		
9	Sat	H	Second Saturday
10	Sun	H	
11	Mon		World Population Day
12	Tue		Malala Day
13	Wed		
14	Thu		13 hour Adoration
15	Fri		Patroness Day
16	Sat	H	Feast of Our Lady of Mother Carmel (CollegePatroness)
17	Sun	H	
18	Mon		
19	Tue		
20	Wed		
21	Thu		
22	Fri		
23	Sat	H	
24	Sun	H	
25	Mon		
26	Tue		I Internal of 3 rd Sem., Kargil Vijay Diwas
27	Wed		
28	Thu		Feast of St. Alphonsa
29	Fri		
30	Sat	H	
31	Sun	H	
			No. of working days: 20

<i>Carmel College Handbook & Calendar 2016-17</i>			
AUGUST 2016			
DATE	DAYS		PARTICULARS
1	Mon		
2	Tue	H	<i>Karkadaka Vavu</i>
3	Wed		
4	Thu		
5	Fri		First Friday
6	Sat	H	Hiroshima Day
7	Sun	H	Friendship Day
8	Mon		I Internal Exam of 5 th Sem.
9	Tue		Quit India Day, Nagasaki Day
10	Wed		
11	Thu		
12	Fri		International Youth Day
13	Sat	H	Second Saturday, Organ Donation Day
14	Sun	H	
15	Mon	H	Independence Day, Feast of Assumption of Our Lady
16	Tue		
17	Wed		
18	Thu		
19	Fri		World Photography Day
20	Sat	H	
21	Sun	H	
22	Mon		
23	Tue		
24	Wed	H	<i>Sreekrishna Jayanthi</i>
25	Thu		
26	Fri		
27	Sat	H	
28	Sun	H	<i>Ayyankali Jayanthi</i>
29	Mon		Feast of St. Euphresia, National Sports Day
30	Tue		
31	Wed		
			No. of working days: 20

<i>Carmel College Handbook & Calendar 2016-17</i>			
SEPTEMBER 2016			
DATE	DAYS		PARTICULARS
1	Thu		
2	Fri		First Friday, World Coconut Day
3	Sat	H	
4	Sun	H	
5	Mon		Teacher's Day, Feast of Bl. Mother Theresa, I Internal Exam of 1 st Sem.
6	Tue		
7	Wed		
8	Thu		International Literacy Day
9	Fri		College closes for Onam Holidays
10	Sat	H	Second Saturday
11	Sun	H	
12	Mon	H	<i>Bakri Id</i>
13	Tue	H	<i>First Onam</i>
14	Wed	H	<i>Thiruvonam, Exaltation of the Holy Cross, Hindi Diwas</i>
15	Thu	H	<i>Third Onam</i>
16	Fri	H	<i>Fourth Onam, Sree Naryanaguru Jayanthi, World Ozone Day</i>
17	Sat	H	
18	Sun	H	
19	Mon		College re-opens after Onam Holidays
20	Tue		
21	Wed	H	<i>Sree Narayana Guru Samadhi, International Day of Peace; Alzheimer's Day</i>
22	Thu		Rose Day for Welfare of Cancer patients
23	Fri		
24	Sat	H	
25	Sun	H	
26	Mon		
27	Tue		World Tourism Day
28	Wed		
29	Thur		World Heart Day
30	Fri		
			No. of working days: 16

<i>Carmel College Handbook & Calendar 2016-17</i>			
OCTOBER 2016			
DATE	DAYS		PARTICULARS
1	Sat	H	Feast of St. Teresa of Lisieux
2	Sun	H	<i>Gandhi Jayanthi</i>
3	Mon		II Internal Exam of 5 th Sem
4	Tue		
5	Wed		
6	Thu		
7	Fri		First Friday
8	Sat	H	Second Saturday
9	Sun	H	
10	Mon	H	<i>Maha Navami</i>
11	Tue	H	<i>Vijaya Dashami</i> , International Girl Child Day
12	Wed	H	<i>Muhram</i>
13	Thu		
14	Fri		
15	Sat	H	Feast of St. Teresa of Avila
16	Sun	H	
17	Mon		II Internal Exam of 3 rd Sem.
18	Tue		
19	Wed		
20	Thu		
21	Fri		
22	Sat	H	
23	Sun	H	
24	Mon		UN Day
25	Tue		
26	Wed		
27	Thu		
28	Fri		
29	Sat	H	
30	Sun	H	<i>Diwali</i>
31	Mon		Rosary Rally, II Internal Exam of 1st Sem., National Unity Day/ Rashtriya Ekta Diwas
			No. of working days: 18

<i>Carmel College Handbook & Calendar 2016-17</i>			
NOVEMBER 2016			
DATE	DAYS		PARTICULARS
1	Tue		<i>Kerala Piravi</i> , All Saints' Day
2	Wed		All Souls' Day
3	Thu		
4	Fri		First Friday
5	Sat	H	
6	Sun	H	
7	Mon		World Cancer Awareness Day
8	Tue		
9	Wed		
10	Thu		
11	Fri		Education Day
12	Sat	H	Second Saturday
13	Sun	H	
14	Mon		Children's Day
15	Tue		
16	Wed		
17	Thu		
18	Fri		
19	Sat	H	
20	Sun	H	
21	Mon		
22	Tue		
23	Wed		Canonization of St. Chavara and St. Euphressia
24	Thu		
25	Fri		
26	Sat	H	
27	Sun	H	
28	Mon		
29	Tue		
30	Wed		
			No. of working days: 22

<i>Carmel College Handbook & Calendar 2016-17</i>			
DECEMBER 2016			
DATE	DAYS		PARTICULARS
1.	Thu		World AIDS Day
2.	Fri		First Friday
3.	Sat	H	
4.	Sun	H	
5.	Mon		
6.	Tue		
7.	Wed		
8.	Thu		
9.	Fri		
10.	Sat	H	Human Rights Day, Second Saturday
11.	Sun	H	
12.	Mon		
13.	Tue		
14.	Wed		National Energy Conservation Day
15.	Thu		
16.	Fri		College Closes For Christmas Holidays
17.	Sat	H	
18.	Sun	H	
19.	Mon	H	
20.	Tue	H	
21.	Wed	H	
22.	Thu	H	
23.	Fri	H	
24.	Sat	H	
25.	Sun	H	Christmas
26.	Mon		College Re-opens
27.	Tue		
28.	Wed		
29.	Thu		
30.	Fri		
31.	Sat	H	
			No. of working days: 17

<i>Carmel College Handbook & Calendar 2016-17</i>			
JANUARY 2017			
DATE	DAYS		PARTICULARS
1	Sun	H	New Year Day
2	Mon		Chavara Day Celebration
3	Tue		Feast of St. Chavara Kuriakose Elias, Founding father of CMC
4	Wed		
5	Thu		
6	Fri		First Friday
7	Sat	H	
8	Sun	H	
9	Mon		
10	Tue		I Internal Exams of 4 th and 6 th Sem., World Laughter Day
11	Wed		
12	Thu		National Youth Day
13	Fri		
14	Sat	H	Second Saturday
15	Sun	H	
16	Mon		
17	Tue		
18	Wed		
19	Thu		
20	Fri		
21	Sat	H	
22	Sun	H	
23	Mon		
24	Tue		
25	Wed		
26	Thu	H	Republic Day
27	Fri		
28	Sat	H	
29	Sun	H	
30	Mon		
31	Tue		
			No. of working days: 21

<i>Carmel College Handbook & Calendar 2016</i>			
FEBRUARY 2017			
DATE	DAYS		PARTICULARS
1	Wed		Ist Internal Exam of 2 nd Sem.
2	Thu		
3	Fri		First Friday
4	Sat	H	World Cancer Day
5	Sun	H	
6	Mon		
7	Tue		
8	Wed		
9	Thu		
10	Fri		
11	Sat	H	Second Saturday
12	Sun	H	
13	Mon		
14	Tue		
15	Wed		
16	Thu		
17	Fri		
18	Sat	H	
19	Sun	H	
20	Mon		II Internal Exam of 6 th Sem.
21	Tue		
22	Wed		
23	Thu		
24	Fri	H	<i>Maha Shivaratri</i>
25	Sat	H	
26	Sun	H	Lent Begins
27	Mon		Ash Monday
28	Tue		National Science Day
			No. of working days: 19

<i>Carmel College Handbook & Calendar 2016</i>			
MARCH 2017			
DATE	DAYS		PARTICULARS
1	Wed		
2	Thu		
3	Fri		First Friday, National Defence Day
4	Sat	H	
5	Sun	H	
6	Mon		II Internal Exams of 2 nd and 4 th Sem.
7	Tue		
8	Wed		International Women's Day
9	Thu		
10	Fri		
11	Sat	H	Second Saturday
12	Sun	H	
13	Mon		
14	Tue		
15	Wed		World Consumer Day
16	Thu		
17	Fri		
18	Sat	H	
19	Sun	H	Feast of St. Joseph
20	Mon		
21	Tue		
22	Wed		World Day of Water
23	Thu		
24	Fri		World TB Day
25	Sat	H	Annunciation
26	Sun	H	
27	Mon		
28	Tue		
29	Wed		
30	Thur		
31	Fri		College closes for Summer Holidays
			No. of working days: 23