

**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR) OF THE IQAC: 2013-14**



**Carmel College, Mala**

**Submitted To**

**National Accreditation and Assessment Council (NAAC)**

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

**Bangalore- 560072, India**

**CARMEL COLLEGE , MALA**  
**The Annual Quality Assurance Report (AQAR)**  
**Of the Internal Quality Assurance Cell ( IQAC)**  
**2013-2014**

The IQAC of the college is extremely pleased to submit its Annual Quality Assurance Report of the year 2013-2014.

The IQAC consists of following members:

- |                             |  |
|-----------------------------|--|
| a) Chairperson              | : Sr. Dr. Kochuthresia M.I   |
| b) Coordinator              | : Dr. Licy A.D   |
| c) Professors               | : Ms. Mary Joseph<br>Ms. Princy K.G<br>Ms. Lakshmi Salim<br>Sr. Rini Rapheal<br>Ms. Vidhya Francis |
| d) Management Nominees      | : Sr.Deepthi CMC<br>Dr. Licy C.I<br>Dr. Jaseentha M.O  |
| e) Administrative Officials | : Sr. Alphonsa T.O<br>Smt. Baby C.G  |
| f) Local representative     | : A.V.Thomas   |
| g) Student representatives  | : Aparna Balakrishnan<br>Athira E.K  |
| h) Alumni representatives   | : Ms. Meena Chako<br>Ms. Pretty John   |
| i) Industrialist            | : Mr. Wilson Kandamkulathy   |
| j) External Expert          | : Ms. Jaya Naresh  |

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# *Our 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.

# Our 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.*

# *Our Goal*

**To help young women in their pursuit of intellectual and professional excellence which will lead to the total formation of the human person as much for their own enrichment as for the service of the society and the nation in the spirit of Christ.**

# Our Objectives

- \* To promote the total development of the young woman in her uniqueness.
- \* To liberate her from economic dependency by inculcating in her a proper work culture.
- \* **To instill in her a desire to attain excellence.**
- \* To help her think in a clear, fearless and independent manner.
- \* **To equip her to see and apply knowledge so as to find solutions to human problems.**
- \* To make her conscious of her social obligations.
- \* To mould her to be an agent of peace, harmony and universal brotherhood.
- \* To sensitize her on the social, ethical and cultural values.
- \* To help radiate true 'Light' through 'Love'.

# Our Motto



**The Annual Quality Assurance Report (AQAR)**  
**Of The IQAC**

**1<sup>st</sup> April - 31<sup>st</sup> March 2014**

**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  
carmelmala@gmail.com.

Contact Nos.

0480-2890247

9745519342, 9497630247

Name of the Head of the Institution:

Dr.Sr. Kochuthresia M.I

Tel. No. with STD Code:

0480-2890247

Mobile:

9745519342

Name of the IQAC Co-ordinator:

Dr. Licy A.D

Mobile:

9497630247

IQAC e-mail address:

carmelnaac @ gmail.com

**1.3 NAAC Track ID**

KLCOGN11893

*(For ex. MHCOGN 18879)*

**1.4 NAAC Executive Committee No. & Date:**

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

EC/52/RAR/63, 28-3-2010

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

**1.5 Website address:**

carmelcollegemala.ac.in

**Web-link of the AQAR:**

<http://www.carmelcollegemala.ac.in/page.php?id=NDC=>

*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++		2004	2004-2009
2	2 <sup>nd</sup> Cycle	A	3.0	2010	2010-2015

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

12-08-2005

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

2013-2014

**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            9-10            23-12-2010
- ii. AQAR           10-11           11-11-2011
- iii. AQAR          11-12           29-12-2012
- iv. AQAR          12-13           22-12-2013
- v. AQAR            13-14           15- 11- 2014

### 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*)

University of Calicut

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

etc,

**Yes, UGC**

Autonomy by State/Central Govt. / University

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*)

B.Voc  
sponsored  
by UGC

UGC-COP Programmes

**2. IQAC Composition and Activities**

**2.1 No. of Teachers**

7

**2.2 No. of Administrative/Technical staff**

2

**2.3 No. of students**

2

**2.4 No. of Management representatives**

3

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.  International  National  State  Institution Level

(ii) Themes

- Conducted a one- day seminar for the teachers to prepare proposals to be submitted to the UGC and State Higher Education Council.
- A one day orientation programme for the faculty, ' Considering and Accepting the Reformatations in the Education'.
- A one day orientation programme for the parents of the first year students.
- Facilitating active learning.

**2.14 Significant Activities and contributions made by IQAC**

- Remedial Coaching Programme.
- Promoted the use of technology in teaching and learning.
- Made assessment of the performance of the teachers.
- Supported the NCC, NSS ,Women Cell and other organizations to come out with innovative community related programmes.
- Used the land of the college productively especially for the agricultural purposes.
- Took steps to appointed qualified permanent teachers.
- Took steps to ensure regularity and punctuality of the students.
- Tried to accumulate funds from UGC funding agencies.
- Prepared the AQAR of 2013-14.
- Published a research journal and conference proceeding of the teachers belonging to various disciplines.
- Action initiated to begin the process for reaccreditation of the institution in the following academic year.
- Conducted a one- day meeting for the teachers to prepare proposals to be submitted to the UGC and State Higher Education Council.
- Provided financial assistance from management to departments for minor project and seminars.
- Initiated steps to construct house for the poor students with contributions from students, teachers and alumni under the management housing project.
- Encouraged the faculty members to include innovative practices for the peer

- Records various programmes and activities of the college.
- Motivates the staff and students to use technology in the classrooms like OHP, PPT, Video lessons, peer teaching and recording etc.
- Action plan was drawn at the beginning of the academic year to identify month-wise programs to be conducted by all department , and committees for quality sustenance and development.
- Communication skills/ job skills/ soft skills general aptitude development through certificate courses were offered to students by all departments.
- Faculty are motivated to do research work( M.Phil, Ph.D).
- Management induced faculty to write research articles and sponsored them for research seminars & workshops.
- Encourage faculty to attend workshop/ seminars/ refresher courses.
- Publication of research journal ' Carmel Blaze' was regularized. IQAC have given directions to start add- on- course from next academic year. IQAC is constantly evaluating the attendance of students as well as teaching learning process through feedbacks.
- It conducted evaluation in the form of questionnaire and take feedback from students, staff , stakeholders and alumnae to assess the quality of the teaching/ learning process.
- Conducted remedial coaching for backward students to enhance their learning capability.
- Conducted personality development programs, career guidance & pre placement training programs for the students with the support of alumnae.
- Strengthened linkages with other institutions and industries.
- Extended rural development programme like giving training in Tailoring , binding , embroidery in adopted village namely Pinapadu.
- Student feedback on teachers was conducted .
- Encouraged the faculty members to pursue research in their respective field of the study.
- Equipped the students of the college with the knowledge of the latest trends in their respective field and to prepare them to meet the requirement of the competitive world.

- Updated the already existing automated software installed in the institution.
- The proposal of the IQAC was approved by the management and funds were allocated for the beautification of the campus.
- Faculty development workshops for teaching and non- teaching staff.
- Documentation of college activities.
- Assist the principal in ensuring quality in day to day administration.
- The IQAC plans for various academic and non- academic activities.

**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 .**

<b>Plan of Action</b>	<b>Achievements</b>
Complete library automation	Completed the automation process of the library
Infrastructural development	Completed the construction work of ladies hostel
Evaluation of teachers	Completed the evaluation of teachers in a newly framed Performa
Promotion of ICT enabled teaching and learning process	All departments use ICT enabled teaching and learning methods
Update and digitalize existing files in the departments/ clubs/ associations	Updated, consolidated and digitalized the files

Rope in new courses	M.Com, M.A English Literature, BBA, M.Sc Botany , B.Voc courses sanctioned.
Use the land of the college productively	Practiced agriculture in the college campus by the nature club.
Appoint teachers with calibre and merit	Appointed new permanent teachers with high calibre
To encourage all the department to conduct national seminars	Botany department conducted a UGC sponsored national seminar on the topic' Uses of Biotechnological Tools for Bio-resources Conservation'  Chemistry department conducted a UGC sponsored national seminar on the topic' Modern trends in Chemistry',.
To publish a research journals with ISBN Number and conference proceedings of the teachers belonging to various disciplines.	Published a journal and conference proceeding of the teachers belonging to various disciplines.
Encourage the faculty members to participate in various seminars.	Faculty members participated in various different seminars ( <b>Annexure I</b> )
To encourage the faculty members participate in refresher/ orientation courses.	Faculty members participated in refresher/ orientation courses.
To apply for B.Voc programme and commercialized college	B.Voc sanctioned

programme.	
To encourage various departments to apply for major and minor projects.	Various departments have submitted their proposals for major and minor projects.
To encourage the various departments to conduct invited talks by experts from respective field.	<b>(Annexure II)</b>
To 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. <b>(Annexure III)</b>
To request the management to allocate fund for the beautification of the campus and minor research projects and seminars.	The management allocated fund for the beautification of the campus.
To submit proposal for the renovation of NAAC/IQAC room.	Report sanctioned by NAAC.
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 Tuesday.
To encourage research culture among students by	Project work is given due weight age in internal assessment. This year started one journal for students.

making ' project work' a part internal assessment and start to publish one journal.	
Admission all the seats are to be filled up.	All the seats in aided stream were filled up.
To increase the programme options available to students in terms of diplomas and certificates	Certificates courses were offered.
To organise skill development programme for non- teaching staff.	Workshop on ' Good interpersonal relationship' was organized for the benefit of non teaching staff.
To strengthen remedial classes for slow learners.	Remedial classes are being conducted.
To start a few more useful Add- on courses.	Add on courses are started.
Enhance tutorial system	Tutor for each class were appointed and conducted 30 minutes tutorial session in every week.
To start scholar support programme in collaboration with Kerala higher education council.	SSP Introduced completely
To try to finish the construction of ladies hostel.	Ladies hostel construction is existing stage.

To cater to the needs of slow learners through extra classes programme.	Remedial classes were conducted to help the slow learners improve their academic performance.
Strengthen extension activities	As part of extension activities many programmes was conducted
Preparation of SSR	NAAC steering committee was formed and SSR preparation initiated.
<ul style="list-style-type: none"> <li>• The IQAC meets once in team and discuss various issues relating to curriculum changes and progress of the institution to keep in par with the current needs.</li> <li>• It reassess the activities planned and executed by various departments and committee and documents them.</li> <li>• The IQAC Coordinator in consultation with other members prepares the AQAR and places it before the management for verification. The management modifies and finalize the Annual Quality Assurance Report.</li> </ul>	

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

**2.16 Whether the AQAR was placed in statutory body**      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- |  |
|--|
| <ul style="list-style-type: none"> <li>• The management approved the plan of action and gave consent to implement them.</li> </ul> |
|--|

## Part – B

### 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
PhD				
PG	6	3	5	
UG	10	1	4	
PG Diploma				
Advanced Diploma				
Diploma	8			
Certificate	15	3		2
Others				
<b>Total</b>	39			
Interdisciplinary	36	3		
Innovative		3		

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

Pattern	Number of programmes
√ Semester	39
Trimester	
Annual	

**(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)

*\*Please provide an analysis of the feedback in the Annexure (Annexure V)*

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

Yes,

- Syllabi that develop skill and interest in students
- Devoid of unnecessary elements
- Student friendly
- Topics related to current scenario
- The university revises the syllabus both in practical's and theory every 3 to 4 years as per the recommendation of Board of Studies in various subjects. The same syllabus is followed by all the affiliated colleges.
- Depending on the needs of the students to face the competitive society, the syllabus is revised and updated by university in the board of studies meeting. The inputs and suggestions are given by the subject experts and alumnae, is taken into consideration for reviewing the existing programmes.

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

Yes,

- BBA, Department of Management
- Started M.Sc Botany, MA Literature, M.Com .

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	21	9		

#### 2.2 No. of permanent faculty with Ph.D.

13

#### 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
9									

#### 2.4 No. of Guest and Visiting faculty and Temporary

24

3

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	12	2
Presented papers	2	9	2
Resource Persons		5	

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

- ✓ Smart class Rooms.
- ✓ Technology aided teaching.
- ✓ Current and up-to-date software.
- ✓ Bridge courses.
- ✓ Enrichment programmes.
- ✓ Publish a research journal.
- ✓ Conducted study tours for giving the pupils first - hand experience in their respective disciplines.
- ✓ Using language lab to enhance communicative skills.
- ✓ ICT enabled teaching- learning process.
- ✓ Additional Skill Acquisition Programme (ASAP) benefited students to acquire self- confidence and better communicative skill to pursue a bright career
- ✓ Scholar support programme introduced with the help of high education.
- ✓ Lecture by experts in the respective fields
- ✓ Institution has adopted innovative teaching methods like OHP (Over Head Project) transparencies, Power point presentations(PPT), Subject Video lessons, Interactive Boards, supply of subject materials, use of language lab and computer labs, usage of accountings packages like Tally, Spreadsheet etc.
- ✓ Group discussions, peer teaching, student seminars, Assignments, Study Projects and Class rooms tests etc.
- ✓ Case studies
- ✓ Role plays
- ✓ Experiential learning- Fields visits/ Industrial visits/ Outdoor shooting
- ✓ Hand - on experience- internships, projects
- ✓ Guest lecture through online
- ✓ Article reviews on various topics
- ✓ Student- centred teaching were introduced.

- ✓ The college offers value education classes to enhance the moral and ethical values among students. Yoga and Karate is made for all students with the aim to help the students to be fit both physically and mentally and defend themselves in times of insecurity.
- ✓ LAPTOP, DESKTOP, LCD and internet connections are made available in each department to adopt innovative methods in teaching and learning.

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

191

**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
- Internal assessment
- Group discussions

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

3

9

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 every staff members is 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				
		Distinction %	I %	II %	III %	Pass %
Botany	24	20.8%	66.7%			87.5%
Chemistry	24	21%	54%	9%		84%
Applied Physics	23	4.3%	60.86%			65.2%
Mathematics	22	63.6%	22.7%			86.36%
B.Com	44	54.5%	43.1%	2.2%		100%
Functional English	25	36%	36%			72%
Sociology	35	37%	43%			80%
Political Science	37	8%	70%	13%	8%	95%

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

- The IQAC co-ordinates the monitoring system for quality competently and successfully.
- The IQAC monitor and evaluates the teaching learning process by conducting periodical meetings.
- Encourages the college council to discuss important academic matters that deserve attention.
- Intimates the management about the facilities to be provided for smooth conduct of the teaching - learning process.
- Ensures that the general and the departmental timetables are prepared on time.
- Organises workshops, seminars, orientation programmes for stepping up quality.

- Ensures that all the academic, administrative and financial matters are expedited and carried out in a competent manner.
- Taking regular feedbacks on teacher quality. The feedback is evaluated by planning, evaluation and UGC committee along with IQAC members and necessary measures are taken to maintain the quality education.
- Creation of learning environment in classes which motivates critical thinking, creativity and scientific temper.
- Making project and field experiences as compulsory part of courses.
- 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.
- 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.
- IQAC has given suggestions and recommendations to renovate and strengthen the ASAP tutorial SSP and remedial coaching practices.
- IQAC proposed to purchase books relevant to academic needs. It collects feedback responses from students and monitors academic audit periodically. The cell looks into and evaluates the teaching learning process and endeavors to modernise its supporting system.
- It conducts evaluation in the form of questionnaire and takes feedback from students, staff, parents, alumni and external experts alumnae to assess the quality of the teaching/ learning process.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	2
Staff training conducted by other institutions	23
Summer / Winter schools, Workshops, etc.	1
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	17			
Technical Staff	3			

## 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:

- Ensured smooth and effective functioning of the research cell.
- Conducted seminars and classes to instill the demand and interest for research.
- Included more faculties in research.
- Take action for set up an video conference hall.
- Encourage staff to start new minor/ major research projects.
- Advise research cell to start new journal for students.
- Motivating the faculty to register for M.Phil/ Ph.D
- Providing seed money , study leave and research incentives for projects.
- Encourage Research facilities like SPSS (Statistical Package for Social Science) , free internet, INFLIBNET, DEL NET , research journals.
- Flexible time table to attend and participate in seminars/ workshop/ conference etc at the regional/ state level.
- Faculty are encouraged to present papers and as a result 21 papers are presented by the faculty during the year.
- Eminent resource persons are invited to conduct workshops/ seminars/ guest lectures on topics of research interest.
- Faculty members with Doctorate degree are encouraged to take up the role of guides to research and publications .
- The IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty to do higher studies, refresher courses and projects.
- It motivates the staff and students for research publications, articles, reviews and books.
- The staff and students are informed about various fellowships and schemes available under UGC and they are encouraged to apply for them.

- Research is a significant activity of the college. In order to promote quality research, we published one research journals for staff.

### 3.2 Details regarding major projects : Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		4	2	
Outlay in Rs. Lakhs		492500/-	34,0000/-	

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	3	16	
Non-Peer Review Journals			
e-Journals	2		
Conference proceedings		1	

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	1,80000/-	11,0000/-
	2	UGC	1,10,000/-	1,20000/-
	2	UGC	15,0000/-	65,000/-
	2	UGC	142500/-	
	2	UGC	60000/-	40000/-
	2	UGC	190000/-	130000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	1	Souhredhum	50,000/-	25,000/-
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

**3.10 Revenue generated through consultancy**

Free consultancy

**3.11 No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number	1	3	1	-	30
Sponsoring agencies	-	UGC Brain society	Higher education		College

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

7

**3.13 No. of collaborations** International  National  Any other

1  5

**3.14 No. of linkages created during this year**

18

**3.15 Total budget for research for current year in lakhs :**

From Funding agency  From Management /University/College  1 Lakh  
 Total  1 Lakh

**3.16 No. of patents received this year**

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

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

Total	International	National	State	University	District	College

**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	<input type="text" value="125"/>	State level	<input type="text" value="8"/>
National level	<input type="text" value="10"/>	International level	<input type="text"/>

**3.23 No. of Awards won in NSS:**

University level	<input type="text"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="2"/>	International level	<input type="text"/>

**3.24 No. of Awards won in NCC:**

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="1"/>	International level	<input type="text"/>

**3.25 No. of Extension activities organized**

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="5"/>
		Any other	<input type="text"/>

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

- Two acres of vegetable cultivation was initiated by the college.
- Awareness programmes on the harmful effects of drugs and alcohol.
- Adoption of a village programme.
- Conduct of Mother's Meet.
- Hosted Red Ribbon Rally as a part of the AIDS day awareness programmes.
- Christmas celebration with the poor and the destitute of the Old Age Home at Puliylakkunnu, Mercy home.
- NSS campus were conducted to foster social responsibility amongst students. Infrastructural facilities of the college are extended to the local community for conducting programmes in connection with Panchayath and Block levels.

- NCC cadets were selected to be sent to various state level and national level camps.
- Epidemic Preventive awareness Programmes was conducted including street plays 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 with a pledge to protect environment on 5th June 2013.
- 'Road traffic literacy campaign' conducted.
- Ozone day observed on 5th October 2013 by chemistry department.
- Orphanage visit organised by departments and handed over many day to day useful thesis.
- 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.
- Outreach programmes like Blood donation camps, HIV- AIDS awareness, Rain water harvesting awareness, Healthy awareness programmes, mass media , energy conservation, environment etc. were organized at adopted village, and in the college campus.
- Arranged study tours, field trip, court visits, tribal visit and industrial visits by all departments hand other associations.
- Organised adult education and skill development programmes were conducted .
- Clean & green programme was arranged in and outside the campus.
- "Teach to learn- learn to teach" programme conducted at schools (Soccorso high school mala, Rossario school Kallur and Carmel school Kumbidy and Mt. Carmel School, Pariyam by the initiative of the departments- Sociology, Maths and Political Science) .
- Day celebrations.
- International women's day was celebrated in the college by women cell.
- Celebration of Environmental week by the different departments and associations.

- Solidarity day was conducted by political science departments.

### **Women Cell Activities**

To impart as well as to cultivate a self reliant mode of life style, there are facilitates to acquire and learn different handi-crafts.

#### **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 a 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 buy 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.

From 2013-'14, about 50 students are getting coaching in the same.

**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 making 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 is 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**

### **Inauguration of regular activities -2013-14**

The regular activities of the NSS Units for the academic year 2013-14 was formally inaugurated by our Principal Dr. Sr.Rosmary on 21<sup>st</sup> June 2014 .In her inaugural address she focused on the topic “ Ideal NSS Volunteer and her role in the society”.

### **World environment day**

NSS units celebrated the World environment day on 5<sup>th</sup> June 2013 by various awareness programme including planting the saplings in the campus.

### **Green Thrissur Project**

Thrissur Developmental officer Mr.K.Radhakrishnan inaugurated the “Green Thrissur” Project that is *Dasalakshachaya* in our campus on 12 /7/ 2013. He delivered a speech on Nature an its conservation.

### **Independence Day**

In connection with Independence Day we conducted Competitions on speeches in different languages , Desabakhiganam and skit on 15/08/2013. The prizes were distribute on the same day.

### **Special camp**

Our seven day special camp was held at St.Antony’s Balabhavan Puliylakunnu during Onam holidays ( 16/09/2013 to 22/09/2013.) The camp was based on the topic ‘Healthy youth for healthy India’ .The camp inaugurated by Rev.Fr.Seby Nadavaramban, Director St.Antony’s Balabhavan Puliylakunnu. We made vegetable garden in 300 houses in 6,7,wards of Mala Grama panchayath. The other activities of the camp were Ayurveda medical camp, House visiting, palliative care, old age home cleaning ,free tution, cultural training and onam celebration etc.NSS volunteers visited the high tech vegetable garden in vadama and learned the procedure of relay farming. The NSS fraternity arranged a colorful programme on Onam. District Lions Club members were also with us for celebration. Lions club sponsored the *onasadya* to NSS volunteers. Valedictory session of the camp inaugurated by Smt. Indira

Sivaraman, President, Mala Gramapanchayath. Principal Sr. Rosemary presented the memento to volunteers.

### **Anti-alcoholism campaign**

As a part of awareness on Alcoholism, the NSS volunteers of METS Engineering college, Mala played a street play on the theme “Anti-alcoholism” in the campsite and in the Puliylakkunnu junction” followed that a talk given by Dr. Subramanyan, Psychologist, Medical college, Thrissur..

### **Ozone day**

We observed ozone day on 18/09/2013 and conducted essay writing competition and poster presentation competition to volunteers.

### **NSS Day celebration**

NSS Day observed on 24<sup>th</sup> September, volunteers visited old age home , puliyilakkunnu and made the inmates happy by various entertainments

### **Harithamitha celebration**

We celebrated Harithamitha on 27/09/2013 .We congratulated Mr.Joseph pallan the state award winner of Harithamitha by presenting the ponnada and memento. He gave training on relay farming to the NSS volunteers.

### **Awareness programmes**

District NSS Co-ordinator Prof. K.N Ramesh took a class on “Youth and Society” on 11/10/2013. He emphasized the role of volunteer in the campus and society.

Leadership class was taken by Mr. Joshy P.A ,Project manager AWARD on 18/10/2013.

“Protection of women” class conducted by Adv .Jisha Manoj on 08/11/2013

### **Paliative care project**

NSS volunteers actively involved in the One rupee One life Paliative care project. As a part of Paliative care project we visited the ”Santhwanam” Koodapuzha and helped them financially On 2/11/2013. Paliative care awareness programme conducted in college by Indian Paliative Care Society on 13/12/2013.

### **Legal literacy class**

Legal literacy class were given to all students by the leadership of NSS ,Adv. Kishore Kumar

led the class on 22/11/2013.

### **World AIDS Day**

On Dec 2<sup>st</sup> World AIDS Day, awareness given to the whole student by Dr. Asha Xavier, Senior Medical Officer, Govt. Hospital, Mala

### **Organ donation awareness**

NSS units organized Organ donation class by Mr. Manoharan A.P ,Executive member , All india kidney federation on 06/12/2013.

### **National Rural health mission programme NRHM**

As a part of National Rural health mission programme we conducted an awareness programme on health. Sr. Rini Maria was the Resource person and took a class on “Changing life style and diseases”.

NSS volunteers and programme officers participated in all seminars and workshops conducted by university and various colleges.

## **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	16 3/4	1	Management	17 3/4
Class rooms	42	3	Management	45
Laboratories	4	1	UGC	5
Seminar Halls	4			4
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	359	48		407

Value of the equipment purchased during the year (Rs. in Lakhs)		25,01,332		25,01,332
Amount spent for other needs				115,80,241

#### 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 beginning 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	25555	450,695900	1008	260064	26503	450955964
Reference Books	1069	1201426.25	37	66552	1106	1267978.25
e-Books	-	-	Inflibnet			
Journals	137	61018	8	3950	145	64968
e-Journals	-	-	3+ Inflibnet	12110	3+ Inflibnet	12110
Digital Database	-	-	-	-	-	-
CD & Video	494	7798	12	-	506	7798
Others (specify) News Papers	7	11943	-	-	7	11943

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	79	3	2	3	2	1	13	
Added	36	2						
Total	115	5	2	3	2	1	13	

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

- ASAP Training to students.
- State level training programme for non teaching staff organised by KSHEC.
- Computer lab with internet facility.
- Computer and internet access training to teachers.
- 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.
- Department of computer science organized an orientation programme on Basic computer usage degree students in class wise.
- 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.
- Training to staff and students on ICT ,B.Voc course (Multimedia and software development sanctioned by UGC).

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	11,13,795
ii) Campus Infrastructure and facilities	
iii) Equipments	104,66,446
iv) Others	25,01,332
<b>Total :</b>	140,81,573/-

#### Criterion – V

### 5. Student Support and Progression

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

- Updated prospectus / handbooks is published annually and information is provided to the students through these documents.
- 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.
- Special orientation programmes are conducted by the management has been established to deal with e- grants, scholarships, bills etc.
- Latest updates are available in the college website also.
- Career guidance and placement cell giving career counselling.
- Scholar support programme started for slow learners.
- 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.
- NET Coaching/ civil service coaching/ PSC & Banking coaching.
- Walk with scholar programme in collaboration with Kerala Government. Orientation programmes at the beginning of the year.
- Scholarships, Sports & games notices on the college notice boards.

- Guest lectures on cultural values, spiritual values, manual, 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 counsellors and teachers minimize the dropout rate in the college.
- Add on courses for development of soft skills were offered.
- 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 departments explains the salient aspects of the choice based credit system. The principal and the co- ordinators 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.
- 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.
- 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 calender etc.

Teachers -in - charge of various programmes and Jr. Superintend are advised to address the new comers/ existing students on the opening day of their classes and class wise campaigns are also conducted whenever a new programme is listed by IQAC or any new

information about student support services is communicated from university and government.

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

- 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.
- Alumni meet at least once in an academic year thus paving way for the departments to track their progression.
- The IQAC maintains correspondence with alumni 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 organised 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 organised regularly to prepare the students for campus interviews.
- To create social awareness among the students the following clubs were introduced
  1. RED ribbon club
  2. Anti Ragging club
  3. Consumer club
  4. Human rights forum
- 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
888	102		

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

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

No	%

Men

No	%
990	100

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	50	1	45	2	861		79	2	48	1	990

Demand  ratio  Dropout %

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

- Coaching class for PSC/ Bank/ Civil service examinations conducted.
- 26 students of this college were selected for residential programme of additional skill acquisition programme conducted by the Government of Kerala.
- SSP (Student Scholar Programme)
- Coaching classes for competitive examinations
- WWS (Walk with Scholar)

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 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.
- Career guidance for final year students by Career Guidance Cell.
- Department of Sociology conducted a add- on course on counselling and guidance.
- Students were benefitted by the personal counselling.

- Many orientation programmes for various career opportunities in banking, marketing, management, financial services etc. are conducted this year.
- Many resource person from various training institutions visited and conducted classes this year under the banner of career guidance centre.
- As a part time counselor visits the students wise in a week and gives personal guidance to the students who are in need.
- Career guidance and placement cell provides guidance to the students regarding higher studies and employment.
- Placement cell arranges campus interviews for placement in various companies.
- 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

990

### 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
3	350	2	

## 5.8 Details of gender sensitization programmes

- ▶ Timely seminars, workshops and study classes are conducted Women to sensitize the students on gender issues.
- ▶ Awareness camps were conducted for the female students on the topic ' Health and Hygiene'
- ▶ Women's Day was celebrated under the guidance and supervision of the Women Cell of the College.
- ▶ The women cell conducts a number of programmes on various issues related to gender problems.
- ▶ An awareness programme on Gender Equality and Women Rights was conducted.

## 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:

1. Overall Championship in Thrissur District Athletic Meet 2013-14.

2. Archery team participated in Calicut university Archery championship and became overall champions in women section.
3. Vinaya Surendran, Sijisha T.S. & Nisreen V.B. selected to the Ernakulam Zone Senior Women's Cricket Team.
4. Jesna Jose N & Soorya N.S – District & State Archery Team members.
5. Jesna Jose N - Calicut University Archery Team member- Individual Champion – FITA
6. Sigma K.K. Calicut University Archery Team member- Runnerup
7. Soorya N.S - Calicut University Archery Team member- 2<sup>nd</sup> Runner up- FITA
8. Hockey- 11 Runner up in Calicut University Championship.
9. Cricket.: 11 Runner up in Calicut University Cricket Tournament
10. Bavitha K.K, Vinaya Surendran & Sijisha T.S.- Calicut University Team Members
11. Bavitha K.K. represented Kerala State in different One day, Two day & Club Cricket
12. Cycling: Runner up in Calicut University Cycling Champions

### **5.10 Scholarships and Financial Support**

	Number of students	Amount
Financial support from institution	262	358,200
Financial support from government	568	78,9,000
Financial support from other sources	64	1,12,620
Number of students who received International/ National recognitions	4	

**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:**

- Increased the number of reference books
- Library hours are increased
- Arrangement of Bus Pass facility.
- Installation of cooler in all floor.
- Construction of toilets in all floor.

## **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**

Yes, adequate information is made available by the teachers to the HOD'S who report to the Principal. The Principal in turn reports to the Manager. The institution has management information system and the following systems have greatly helped to make the administration process effectively.

- Centralized sound system in every class rooms and departments.
- Intercom connections are provided in every department and other rooms to transfer information.
- Student attendance
- Evaluation and examination procedures and results.

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

#### 6.3.1 Curriculum Development

- Teachers attend the meetings organised by the University for curriculum development and give suggestions.
- Teachers prepared syllabi of B.Voc.
- Teachers prepared syllabi of add on courses, certificate courses.
- 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.
- The institution focuses on multi skill development of students and encourages the departments to offer skill based elective courses to students irrespective of their major subjects.
- Encourage the HODs to conduct departmental meetings before curriculum revision.
- Faculty are motivated to design and implemented value added courses:- certificate courses/ interdisciplinary courses.
- The college follows the guidelines issued by the statutory regulatory bodies through board of studies, Academic council and governing board of the college during curriculum revision.
- Encourages the departments to collect feedback on curriculum from stakeholders and eminent personalities.
- Regularisation of Bridge course.
- Introduced the scholar support program & Add-on- course.
- Board of studies, members of the attended the meetings at university.
- Feedback was taken regularly from students , staff and other stakeholders.
- Besides the core syllabus are given many options to learn skill and knowledge based electives and certificate courses.

- Staff doing the duty of chairman of Board of examination.
- The institution focuses on multi skill development of students in order to ensure employability. Curriculum under CBCS enables to conduct programmes throughout the year so as help students acquire the necessary soft skills for employment.
- All the skill based elective courses are available to students irrespective of their major subjects. The facility enables students to choose the courses of their interest and for future development.

### **6.3.2 Teaching and Learning**

- 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.
- A faculty orientation program on building truly engaged teachers was conducted on 5<sup>th</sup> June 2013.
- An orientation and a workshop on Moodle software were conducted to the faculty.
- Faculty are given free membership to prestigious bodies/ libraries like Hyderabad Management Association, All India Management Schools Association , British Library etc. , for their academic enrichment.
- In- house training session on computer usage is conducted by the department of Computer Science at the beginning of every year. Faculty enrichment programmes like computer awareness programme, presentation skills etc. are organized by internal resource persons from other departments.
- The college has well experienced and qualified lectures to teach all the courses.
- 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.
- Teachers are encouraged to use ICT as their teaching aids to make their classes more interesting and effective . For this , the college provides necessary infrastructure , namely , PC, laptop, LCD projectors, smart board, interactive board etc to the departments and audio- visual room.
- Most of the teachers prepare the study materials and distribute the same to the students.
- 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.
- Experiential learning is promoted through field visits/tribal visit industrial visits
- Internships / Projects.
- 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 centred though innovative teaching methodologies.
- Choice based credit 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.
- 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.
- 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 .

### **6.3.3 Examination and Evaluation**

- CBCSS internal evaluation, Teacher's Diary, Tutorial system, Meet-the- parent programme, project and viva voca, 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.
- The performance of students is analyzed in academic council meeting and governing body meetings.
- 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.
- Single valuation.

- Results published through notice boards.
- 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.

#### **6.3.4 Research and Development**

- The college make 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 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.
- 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.
- Teachers are encouraged to write in national and international journals and books.
- 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.
- Research facilities like SPSS ( research facilitator software), free internet, INFLIBNET, DEL NET , research journals.
- 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.
- The college make 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 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.

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

- Completed library automation, INFLIBNET, e- journals, Internet facility enhancement, computer lab, language lab, Digital seminar hall, Software installation in various departments, Office automation completed, Video conference hall, Online classes.
- 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.
- Fridge is provided to Zoology and Chemistry departments to preserve the liquids, chemicals and for other purposes.
- Lap top, Desk top and printers are made available to the staff in almost every department
- The college has taken many measures to protect the environment such as making soak pits, vermin compost unit, water harvesting, greenery campus with number of plants and trees etc.
- The college has initiated for change the class room a smart class rooms.
- All the library books are bar coded.
- 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.
- Management adopts a regulated mechanism to create, upgrade and enhance infrastructural facilities for quality sustenance and enhancement of the teaching learning process.
- Library committee based on interaction with the students and faculty members.

- The library is well equipped with required titles and volumes of text books, e-journals, ICT facilities catering to the needs of the students from different streams.
- The library service is to be improved by initiating computerized process for book lending.
- To improve the teaching- learning process the college plans to introduce more number of smart boards in the class rooms.
- Moreover new class room and other rooms will be constructed with grant received from UGC.
- 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**

- 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 organises 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.
- HR planning is done based on the workload in the departments.
- HOD's in coordination of the principal plans for the faculty requirement.
- Orientation of the newly recruited staff and present faculty.

- The qualified and competent teaching and non- teaching staff members are recruited. The institution also creates conducive atmosphere for higher studies of the staff members. It constantly motivates the faculty members to do research activities.
- Teachers are given additional charge for various extra- curricular and co- curricular activities.
- Training and development programmes for teaching and non- teaching staff are conducted as per the requirement.
- The institution has very dedicated, committed and genuine faculty and visionary management.
- The college has adequate number of qualified and competent lectures to handle the courses.
- Incentives are given to the staff for their outstanding performance in their concern subjects.
- The faculty extended their services as resource persons, BOS members in various reputed colleges, university examination observers, academic audit team members, team manager and coach for sports team, etc.
- The staff are encouraged to attend number of international and national seminars/ workshops, conferences and refresher courses.
- Staff members have the opportunity to pursue Ph.D and M.Phil under faculty development programme of UGC.
- Seminars, workshops, computer training programmes are arranged for the faculty to enhance their skill and knowledge.
- The college authority encourages the faculties to pursue research works that help them to update in the frontier area of knowledge.
- Along with a good number of research journals, various daily news papers, magazines and news bulletins are subscribed to help the staffs.
- The college plans to organise some workshop/ seminars/ training programme etc for quality improvement of the faculty and the staff.
- The college authority convenes staff council meeting as and when require to discuss and address various problems of the staffs.

### **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.
- 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 board. 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**

- Courses that develop skills highly in demand in the industrial sector
- Tours and visits to industrial sites
- Interaction between students and industrial representatives.

- Collaborations with other institution .
- Botany department is in collaboration with four major NGOs Kandamkulathy Vaidyasala, The Rapinat Herbarium & Center for Molecular Systematics, St. Joseph's college, Tiruchirappalli, Tamil Nadu, Kannandevan nature club.
- 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 counselled 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 verify the candidates eligibility and admit 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 FIP etc.
Non teaching	Bank, Store, Insurance, Medical reimbursement, Festival allowance, Tour programmes, Canteen , counselling centre.
Students	SSP, WNS, NSS, NCC, Womencell, Cateen, Tour, Counseling, Placement cell, Bank Scholarships management poor fund.

- ESI facility is provided for all the non- teaching staff.
- Salaries are promptly paid.
- Increments for all faculty 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**

**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				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?**

- 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.

- ♦ Transparency and pre- audit reflect the positive impact on the system.
- ♦ Introduced choice based credit system.
- ♦ 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 Alumni Association**

- ♦ 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 .
- ♦ Alumni members organized career orientation programmes and orientation programme for students
- ♦ Qualified Professional Alumni members share their knowledge & expertise with the present students free of cost.
- ♦ The alumni provide financial help for sports activities in the college.

Annual General Body meeting of the Alumni Association on 26<sup>th</sup> January 2013. More than 250 members attended the meeting . The alumni of the college works hand - in- hand college management and it extends whole hearted support to the proposals put forwards by the college management meant for the development of the institution.

- They contribute vehicle park area for students.
- They render their services in pre- placement support and placements

- They also help our students in getting internship.
  - They organize seminar/ workshops for the benefits of students.
- ♦ The alumnae association contributes various services to the institution specially encouraging the students to go for higher education and employment opportunities.
  - ♦ Alumnae gives guest lectures on personality development and career guidance time to time.
  - ♦ Alumnae provides ideas and suggestions for curriculum development and quality enhancement of the institution.

### **6.12 Activities and support from the Parent – Teacher Association**

- Cash awards, PTA fund to support various needs, Meetings for evaluation and announcing new policies, Feedback.
- The Parent - Teacher Association of the College provides active support for the academic and physical development of the college.
- Cultural events participated in the University and state - level with the help of PTA.
- All departments conduct class wise open forums after internal examinations.
- The proficiency awards and scholarships given by the PTA every year, helped to generate a healthy competition among the students and enthuse them to excel in studies.
- The college organises formal and informal parent meet to keep them aware of their ward's progress, to get feedback and also to fund future linkage possibilities.
- During these meetings the management seeks feedback and suggestions on various developmental aspects of the college from the parents.
- Other mode of interaction- phone and face to face meetings ( regarding attendance & discipline)
- PTA handover 2 lakhs to sports and 1 lakhs to fine arts.
- Suggestions to improve the academic climate of the college are collected through parent- teacher meetings.
- PTA contributed amount for making vedio conference hall.

### **6.13 Development programmes for support staff**

- In service training programme , Office automation, Seminars and workshops, Celebration, Promotions to deserving staff, Training programmes outside the college, Staff tour.
- Seminars/ workshop
- Minor projects
- Loan
- The staff members are encouraged to participate in seminars and workshops organised by other institutions.
- The IQAC organises workshops for non- teaching staff to enhance their competency.
- Counseling and Computer training on software's.
- Arranges talks on moral and ethical values, motivational and spiritual talks to keep them well balanced and healthy.
- Orientation programme was conducted.
- Special refreshment room and comfort station for them.
- Tour for mental relaxation.

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

- Smooth functions of Nature Club, Rain water harvesting, Agricultural cultivation.
- Green clean campus drive is continuing to make the campus eco- friendly.
- Various awareness programmes relating to environmental protection has been conducted.
- Preparation of vegetable garden .
- Every week the CSS volunteers of the college undertaken campus cleaning programme. ' Vraksha Nadal' project is successfully implemented inside the college premises. Under this scheme, medicinal plants of different varieties are grown and maintained in about five cents of land.
- To promote environmental awareness the nature club was initiated with green campus spirit.

- Eco - friendliness in the campus is the policy of the college. Gardens are maintained with utmost care..
- The campus is located on a hilly area: we have to face the scarcity of water from the month of December to the end of the academic year. To solve this problem we have constructed a big pond capacity of .
- An incinerator has been erected to reduce the release of carbon monoxide during the combustion of non- biodegradable waste.
- The college NSS Units together with the social forestry department introduced the project vegetable garden , tree plantation to plant sapling not only in the campus but also in the locality.
- Planting fruit-trees in the campus by the nature club.
- Bio- degradable waste and leaf litter are collected in two vermi- compost units produce vermin compost, and this organic manure is used for gardening and other agricultural purposes.
- After their life time, computers and their accessories are sold as scrap to local vendors.
- Introduce with the support of Kerala state government " Scholar support programme".

The institution conducts clean & green programme regularly to inculcate sense of responsibility to the students. The following eco- friendly measures have taken by the institution:

- ✦ Exhibition
- ✦ Soak pits
- ✦ Waste paper recycling unit
- ✦ Water harvesting
- ✦ Plantation
- ✦ Seminar awareness programme.
- Approach roads are lined with trees and shrubs
- Use of plastic materials is prohibited in the college.
- Awareness programmes
- Construction of bio- gas plant at ladies hostel.
- Dig a pond.
- Initiatives have been taken not to use the plastic materials in and around the college premise.
- The NSS, CSS and Nature club unit of the college often undertake ' Clean the college campus' programme, under which the cleaning of the college premises is carried out.

## 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.**

- B.Voc course on multimedia and software development sanctioned.
- Environment Audit, administrative audit and Academic Audit are plan to conduct and ground preparations done for the same.
- SSP.
- Add on course sanctioned by UGC is also credit to IQAC.
- Seminar / conference sanctioned by UGC under the leadership of college research committee.
- Eco- friendly and Green campus through use of rain water harvesting, tree plantation and environment based classes and seminars.
- Adaption of a village.
- Corruption - free appointments and admissions.
- Agricultural cultivation.
- Honoring the retired staff members.
- Fully Digital library.
- Classes are engaged with the help of smart class room, multi media classroom and audio visual theatre.
- Additional Skill Acquisition Programme (ASAP) benefited students to acquire self-confidence and better communicative skill to pursue a bright career.
- Training is imparted to the students in tailoring. toys making, hand embrodary and book binding, under Carmel Extension Centre.
- The management sponsored faculty for attending seminars/ workshops.
- Students of college under the leadership of student editor, published Carmel glow.
- Extension of vehicle park area.

- Coaching classes for various competitive exams like civil services, NET/ SET, Bank ,PSC civil service etc.
- Career oriented courses like Beuticare Science waste management counselling and guidance, human rights education, NGO etc.
- Incentives to the staff.
- Remedial classes for the weak students.
- Recapitulating the previous day class by a student to the entire class
- Encouraging the staff to do minor projects, M.Phil and Ph.D.
- Motivating the students to do study projects.
- Participation in co- curricular activities.
- Surprise talent tests & quiz competitions on various subjects.
- Students seminars through PPT.
- Just a minute talk on general topics (JAM).
- Mock interviews.
- Every department is provided with computers, laptops, LCD and Internet facility and T.V is provided in the seminar hall.
- INFLIBNET, TV and Internet connectivity are accessibility.
- Nice computer training programme for the staff and students.
- Add- on courses for skill development were conducted.
- Spoken English.

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

The academic year 2013-2014 can undoubtedly be labelled as one among the most significant and remarkable time period in the history of Carmel College. With a concerted effort and participation of all its members, the college has made its presence felt in the community as well as the state. Sanction of B.Voc course by UGC as a credit of IQAC , which programme proposal for this. Inauguration of the BBA, M.Sc Botany,

M.Com, M.A Literature course which opened the door of possibilities to many young students under knowledge seekers was one among the most crucial milestone set during the period. The college has also with much struggle attained the approval for the commencement of B.B.A which is of much demand among the newbies who aspire to join college for their Graduation. Infrastructural development was an area that was much utilized during this academic year. The construction of ladies hostel opened to staff and students. As a college that emphasizes the spiritual and moral development of its posterity, the arrangement of value education classes and catechism classes was well received by everybody on the campus. The devout now has a perfect stomping ground for effective utilization of time. Responding to the lack proper parking facility on the campus, the Alumni constructed a parking lot. The spare land which constituted the major part of the campus was effectively used during the 2013-14 academic year to cultivate vegetables under the guidance of departments. The yield led Carmel College to much fame and recognition from all major realms of the society. The teachers form the leading light of any educational institution. To make sure that Carmel College has recruited the best and the most eligible from the crowd the IQAC of the college adopted a new proforma for UGC annual evaluation of the teachers. The process of evaluation was done in a systematic and precise manner letting the authorities have a vivid image of all teaching staff. The college foresees a bright and fruitful year ahead with all the shifts that now reigns the campus.

- The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly.

- Introducing SSP.
- All activities were conducted as per the academic calendar. Beyond these pre-planned activities, the department association, clubs and cells were organised various gender sensitisation programmes, awareness programmes and extension activities during 2013-14.

IQAC conducted the following Programmes

- ♦ National seminars were organized.
- ♦ Faculty development programmes were organized.
- ♦ Initiated NAAC reaccreditation process.
- ♦ Self study report for NAAC reaccreditation was preparing.
- ♦ Departmental meetings were held to facilitate interaction between IQAC and departments.
- The teachers are informed to write teaching diary, lesson plan and the head of the institution examine them monthly and attest the signature. The plan of action decided at the beginning of the year in the IQAC meeting created a positive impact on the teaching and learning process.
- Ladies hostel construction is completed .
- Remedial classes were conducted to help the slow learners improve their academic performance.
- Introducing SSP with the help of government of Kerala.
- With an aim to expose the teaching faculty of our institution to new frontiers of knowledge, current trends in educational psychology, and counselling, IQAC organised an orientation programme.
- One NAAC orientation programme also conducted by IQAC.

Plan of Action	Action taken
<ul style="list-style-type: none"> <li>To continue value education classes to help students recognize, encourage and inculcate moral values.</li> </ul>	Value education classes are conducted for all the students during the third hour of every Tuesday.
<ul style="list-style-type: none"> <li>To encourage research culture among students by making ' project work' a part of internal assessment and publish research journal only for students.</li> </ul>	Project work is given due weightage in internal assessment.
<ul style="list-style-type: none"> <li>Introducing research Award</li> </ul>	Best Dissertation Award for PG students.

**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:** Clean & Green Carmel.

**Goal:** To keep the campus clean and made green mala.

**The Context:** Still more number of trees to be planted. The Nature club is planning to plant more number of trees in the college campus and beautification of Carmel campus with neat and fresh atmosphere. The challenging issue of the Carmel college is maintaining the planted trees because water is the main problem during summer months (feb- mar) and we have six water wells but even that becomes dry during summer. Digging additional wells and a big pond may solve the problem.

**Practice and Implementation:** The nature club of the college, is working towards this issue and the members of the nature club involves NSS volunteers and NCC cadets for tree plantation . The CSS members also spent time for cleaning the campus and plucking the grass. Further other

students also involved on a particular day so that everyone participates in this campaign. Students clean their own class rooms in every Friday.

**Uniqueness:** Students collected the trees from Kerala forest department and their own home or from nearby place and try to grow them in the college campus and distribute trees in the nearby houses of college. The college management also helps the nature club to try buy and set Herbal garden, vegetable garden and a flower garden.

**Constraints:** Water problems is the only major constraint in this but this is also be overcome by digging a pond.

**Evidence of success:** Through nature club service , NSS activities and CSS activity already plants were planted and dustbins were kept outside the buildings and dustbins for each class rooms were provided and students and advised to broomed and keep their class rooms clean and are following it so that the campus is dust and dirt free. Every Friday CSS students of each class clean the grass from allotted area.

**Problems encountered and resources required:** Students are not following the instructions given by college authorities and it led to some unclean situations. The nature club members activities are a blessing to move a clean Carmel.

### **Contact Details**

Name of the Principal : Dr. Sr. Kochuthressia M.I.

Name of the Institution : Carmel College Mala.

City: Thrissur, Pin code: 680732

Accredited Status: A grade

Hand Phone:0480-2890247

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## **Best Practice II**

**Title of the Practice:** Total Quality Management Programme

**Goal:** The goal of the TQM is mainly to equip the teaching and non- teaching staff of the college with Knowledge, Skill and Confidence. The training programmes also focus on the personality development of the individuals, developing team skills and quality teaching skill. Social relation skills are given emphasis in order to bring about cordial relationship among the various stakeholders with whom the staff members interact.

**The context:** The college is plan to conduct many programmes for the quality improvement of the teaching of Non teaching staff. There is a need to train the staff for teaching and specific jobs at regular intervals. Each staff one way or other way form a relation link with students, principal, parents, management and other stakeholders. This demands special human relation skills to facilities better relationship among all the stakeholders. The training programme focus on developing these skills, which are relevant to perform tasks. Under the practice, the staff of the college are provided training and encouraged to participate in TQM workshops. Training and continuous learning is the hallmark of quality attainment and sustenance .

**Practice and Implementation:** Separate training programmes arranged for teaching staff and NTS training programmes take place at regular basis. The areas that need attention mare identified and specific programmes are designed. The institution had organized three day training programme on the concept of TQM and its application in education sector by TQM and HRD facilitators the focus of the training programme was also on communication skills, social relation skills, presentation skills and attention to details in their day to day service.

**Evidence of Success:** It has been observed that the teaching and non- teaching staff have shown considerable interest in identifying the need for self development and improving the quality of service. They are interested to learn new skills to cope up with the demands of the present day.

The training programme have given them an opportunity to interact with their peer groups, to interact with higher officials and to share their thoughts with them.

**Problems encountered and resources required:** The main problem encountered in the implementation of this practice is the lack of Heavy schedule and Heavy syllabus time. Teacher and NTS are always emerged with their duties. To find out enough time to organize TQM Training Programme is very difficult. Even though, busy schedule rearranged for getting enough true to organize TQM programme. College infrastructure facilities were used for this programme the finds for this programme met by college management.

**Contact Details**

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#### 7.4 Contribution to environmental awareness / protection

- World environment day is celebrated every year
- Planting, harvesting and marketing of vegetables under the Nature club
- Awareness programmes on environment and environmental conservation
- The college possesses a plant conservatory to ensure the protection of the local plant bio- diversity.
- Awareness programmes are conducted regarding social forestry.
- Distribution of seedlings to the local community and students by the NSS in collaboration with the Forest Department.
- To promote environmental awareness, the department of Botany initiated the Environmental club-. The environmental Carnival- the Green March on June 5<sup>th</sup> 2013 marked the inauguration of the club as it outlined various activities based on the theme of environmental protection like painting, poster making, environment quiz, best out of waste, college making and pollution check control camp etc, organised during the month of march.

The Nature members and the other students raising slogans for environmental protection .

- Institute organises every year NSS Programmes where in awareness campaign for the spreading awareness among the nearby people residing in neighboring areas regarding environment and its protection from the various types of pollutions are organized.
- As part of varnamaholsav celebrations the NSS unit along with the coordinators organised an effective outreach program skit on environmental awareness, importance of good habits, planting trees, awareness programs etc.
- Awareness drives are organized among students on world wild life day, Ozone day etc.

#### 7.5 Whether environmental audit was conducted?

Yes  No

No, The Green Audit ground preparations done by a team of departments - Botany, Physics, Sociology and Chemistry. We plan to audit it under the leadership of one external expert.

The major objective of the green audit are:

- ✓ Improvement of existing green area.
- ✓ Planting of Herbal Garden, Planting of trees
- ✓ Water saving awareness to students by teachers.

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

**Strength**

- ♦ B.Voc programme
- ♦ Multimedia and software development.
- ♦ Parents Teachers Association (PTA).
- ♦ Additional Skill Acquisition Programme(ASAP).
- ♦ Permanent appointments conducted regularly to fill the vacant positions.
- ♦ Easy accessibility to college.
- ♦ Women's Development Centre that " Women cell".
- ♦ Alumni association.
- ♦ Safety and security for hostel inmates.
- ♦ Ladies hotel extended.
- ♦ Infrastructural facilities of the college extended to the local community as a service.
- ♦ Women friendly campus.
- ♦ NAAC accreditation with A Grade of CGPA 3.03.
- ♦ The institution has a good reputation in the community.
- ♦ Academic flexibility with the advent of autonomy.
- ♦ Provision of good placement services.

- ♦ Innovative ICT-backed teaching learning methodology with Qualified, committed and experienced faculty.
- ♦ Enhanced reputation among academicians with regular faculty enrichment programmes through seminars/ conferences/ workshops/ refresher courses/ orientations.
- ♦ Word of mouth publicity through successful alumni
- ♦ Thrust to the holistic development of students and effective teaching - learning.
- ♦ Regular conduct of student centric activities through various academic clubs and cultural fests- Arts day, fresher's day etc.
- ♦ The teacher- student relationship enabling the teacher to act as a mentor and guide in solving the academic and personal problems of students.
- ♦ The college Alumni extending its earnest service in providing financial assistance to poor students.
- ♦ Good energy conservation practices
- ♦ Remarkable position in sports
- ♦ Modernised agricultural models ( poli-house) to make awareness among students.
- ♦ Student progression: input- output analysis.
- ♦ Qualified and experience permanent faculty.
- ♦ Liberal and cooperative management.
- ♦ Co- ordial relationship among the stakeholders.
- ♦ Eco- friendly campus.
- ♦ Active participation of students in club activities.
- ♦ Updated library software.
- ♦ Rich past and good reputation
- ♦ Functioning in plural and multicultural atmosphere.
- ♦ Caters to the need of economically weaker section( Students)
- ♦ Central library with good number of books and internet facilities.
- ♦ Good student enrolment.
- ♦ Good pass percentage in university results.

### **Weakness**

- ♦ Drop- out rate of female students owing to material reasons.
- ♦ Funds constraints being a self financed institution
- ♦ No consultancy
- ♦ Limited international linkages and student/ staff exchange programmes
- ♦ Collaboration with other institutions is very limited.
- ♦ Not able to attract good percentage students for post graduate courses .
- ♦ College ground for sports and games.
- ♦ Shortage of reference books in a few departments
- ♦ The auditorium in the campus is insufficient to meet the requirements of the college.
- ♦ Lack of communication skill.
- ♦ The process of teaching - learning needs strengthening.
- ♦ Class room infrastructure needs modernization.
- ♦ Participation of faculties in research is not up to the mark.
- ♦ Drainage system need improvement.
- ♦ Insufficient office staff.

### **Opportunities**

- ♦ Support financially weak deserving students.
- ♦ Take keen interest in the welfare of poor students.
- ♦ Guidance for interested and deserving students for jobs and higher education.
- ♦ Innumerable existing technologies to be explored/ harnessed for teaching - learning.
- ♦ Wide scope for collaboration with Indian and foreign research institutes/ universities/ organizations.
- ♦ Developing scientific temper and research culture.
- ♦ The PG departments of the college have the opportunity of being upgraded into research centres in near future.

- ♦ Since agriculture has turned to be one of the thrust areas of extracurricular activities.
- ♦ Strong support from Alumni, former faculty members and other well-wishers.
- ♦ The accreditation by NAAC has enabled the college to avail development grants and UGC sponsored programmes.
- ♦ Diversification of courses to provide greater flexibility
- ♦ Developing good communicative and vocational skills.
- ♦ Strengthening interdisciplinary study to enhance creatively.
- ♦ Offering need based and short term career orientation programme .
- ♦ Health care facility may be improvement.
- ♦ Placement for students.

### **Threats/ Challenges**

- ♦ Marriage leading to drop out of students.
- ♦ Lack of finance to pursue higher education.
- ♦ Lack of adequate campus placement.
- ♦ Continuous high need for redesigning the curriculum.
- ♦ Low academic standards of the students.
- ♦ Migration of experienced faculty.
- ♦ To motivate the faculty and staff for changing and progressive paradigms.
- ♦ Competition from other higher education entities and global level.
- ♦ Development of skilled man- power in frontline areas of science and technology.
  - ♦ Networking with other reputed institutions in academic and research activities.
  - ♦ Catering to the needs of students from heterogeneous background.
  - ♦ Attracting students towards traditional courses.
  - ♦ Enhancement of faculty research.
  - ♦ Migration of students to other institutions
  - ♦ Economically, socially and economically backward rural students.
- ♦ The college is very far away from the town, and public transportation facility is limited. Under CBCSS, teachers and students are always very busy with so many academic activities that it is difficult to find sufficient span of time for extracurricular activities. Opening of more private institutions in neighboring areas.

## **8. Plans of institution for next year**

- Introduction of B.Voc
- NAAC reaccreditation
- Introduction of walk with scholar.
- Renovation of play ground.
- Inauguration of new ladies hostel.
- To begin coaching centre Spoken English.
- Enriching tutorial system, remedial classes and bridge courses.
- Introduction of skill development programmes.
- Support all departments to conduct community oriented programmes and seminars.
- ICT supported IQAC office.
- To organize national seminars/ conferences for dissemination of information
- To conduct library week celebrations
- To conduct entrepreneurial awareness workshops
- To encourage faculty to apply for minor research projects.
- To update the college website with a new format
- Strengthening students placement through campus recruitment training programmes
- Construction of academic block
- Renovation of laboratories
- Establishment of smart classrooms
- Submission of more major and minor projects to UGC, DST and other funding agencies
- Submission of proposals for certificate courses, skill development courses etc.

- Initiate steps to enhance the teaching - learning process with the help of the feedback received from the students.
- To send students for inters hips
- To continue to arrange community development programmes through NCC, NSS , CSS, Jesus Youth.
- To start civil service/ Banking/ PSC Coaching programme
- To establish SQAC
- To establish green audit committee, academic audit committee, administrative audit committee.
- To start innovative and career oriented certificate courses in college level/ university level
- To inaugurate ladies hostel, sponsored by UGC.
- To built video conferencing room.
- To conduct public projects.
- Make the feedback mechanism more effective.
- Arrange communicative English classes for the students.
- Encourage the staff members to apply and organize UGC sponsored national seminars and workshops
- Motivate the faculty to write and publish articles and books
- Enhance the Ph.Ds, Minor and Major Projects
- Strengthen Alumni
- Video conference hall
- News reading at noon interval.
- To organize a national seminar on teaching- learning process.
- To implement the quality measures planned for the third phase of college with potential for excellence scheme.
- To conduct orientation programme for teachers.
- To cater to the needs of slow learners through remedial classes.
- To conduct an academic audit of departments.
- To promote collaborative research through MoUs.
- To argument infrastructural facilities.

- To update the college website with a new format.
- To increase programme options available to students in terms of diplomas and certificates.
- Contribution of SSP.
- To start B.Voc programme.
- Walk with scholar programme will introduce.
- A new research journal 'Carmel Bloom' for students will publish.
- Commencement of financing courses
- Start new certificate courses in new areas.
- Applications are forwarded to the University of Calicut to start B.A History, BSC Zoology during 2014-2015.
- To request the management to appoint permanent faculty in the sanctioned posts.


Name : A.D. Licy A.D

HOD, Department of Sociology

Carmel College, Mula- 680732

Thrissur, Kerala

  
Signature of the Coordinator, IQAC

  
Signature of the Chairperson, IQAC

**Principal-In-Charge**  
CARMEL COLLEGE

## Annexure I

### Faculty members participated in various different seminars

SI.No	Name	Topic
1	Ms. Bindhu K.B	Techniques in Biosciences
		National seminar on Techniques in Biosciences
		National seminar on “Uses of Biotechnological Tools For Bioresources Conservation”.
2	Dr. Sr. Kochuthressia K.P	National seminar on “Uses of Biotechnological Tools For Bioresources Conservation”.
3	Dr. Princy K.G	New Horizons in Chemistry
4	Dr.Vidya Francis	National Seminar on Advances in Nanomaterials and Polymers
5	Ms. Pretty John P.	Two-day national seminar (Interdisciplinary) on Translation Studies.
6	Ms. Mary Joseph	Two-day national seminar (Interdisciplinary) on Translation Studies.
7	Marykutty Jose	International Seminar On ‘Imperial Rome Indian Ocean Regions And Muziris : Recent Researches And New Perspectives On Maritime Trade’
8	Reena T.K.	International seminar on ‘imperial rome indian ocean regions and muziris : recent researches and new perspectives on maritime trade’
		National Seminar on Modernisation & Marginalisation :Women in Politics and Development
9	Sandhya P.A	International seminar on ‘imperial rome indian ocean regions and muziris : recent researches and new perspectives on maritime trade’

		National Seminar on Local, historical and knowledge dimensions
10	Vinitha N. Vijayan	National Seminar on the Last Phase of Monarchy in Travancore
		National Seminar on Local, historical and knowledge dimensions
11	Dr.Shibi.C	U.G.C National seminar on Hindi Sahithya ke balpathra
		Two Day National Seminar-Trajectories of modernity:Tracing new women in vernacular literature in colonial india,Chaired a session in the seminar
12	Mary.M.V	National seminar on ‘ Measure with its Applications in Analysis and Probability
13	Greatel Francis Paremél	National Seminar On’ Advances In Theoretical Physics’
14	Mary Philip	National seminar on Parliamentary Democracy and Electoral reforms in India.
		National Seminar on E’Goverenance: a step towards Digital Democracy.
15	Prasanna P. J	National seminar on Parliamentary Democracy and Electoral reforms in India.
		National Seminar on E’Goverenance: a step towards Digital Democracy.
16	Rahana.M.A	National seminar on Parliamentary Democracy and Electoral reforms in India.
		National Seminar on E’Goverenance: a step towards Digital Democracy.
17	Ushus Mol E. U	National seminar on Parliamentary Democracy and

		Electoral reforms in India.
		National Seminar on E'Governance: a step towards Digital Democracy.
18	Dr. Licy A.D	Relevance of sociology in modern society
		International Seminar on Imperial Rome, Indian Ocean Regions and Muziris
		Singleton " Recent Trends in Feminism : A Tool for Social Reform"
		Recent trends in Higher education policies: Scope and challenges in governance
19	Jisha Chakkunny M	National seminar on sociology in India-issues and challenges
		National seminar on changing status of rural women in India

## Annexure II

### Departments conducted invited talks by experts from respective field.

Sl. No	Name	Designation
1	Dr. E.K.Mathew	Registrar Kerala Agricultural University Mannuthy
2	M.J.Justin	Senior statistics officer Mukandapuram Taluk
3	Smt. Kareem Bakes	Research scholar from university of Canada
4	Smt.Sally Joseph	Retired Professor St. Terasas college, Ernakulam.
5	Meena Chako	Nursing Tutor, L.F.Nursing College, Agamaly.
6	Sri. T.N.Prathapan	MLA & Syndicate Member
7	Rev. Fr. Pius Chirapanath	Vicar, Forane Church, Mala
8	Dr. John Britto S.J	Director, Rapinaf Herbarium And Centre For Molecular Systematics, St. Joseph College, Thamil Nadu.
9	Fr. Joby Payyappilly	Lasselete Bhavan Parakkadavu.
10	Rev. Sr. Florence	CMC
11	Dr. M.C.Dileep Kumar	Vice Chancellor, Sree Sankaracharya University
12	Mr. Nadhirsha	Cine Artist
13	Shri. V.M.Sudheeran	KPCC President and Former health Minister
14	Fr. Seby Nadavaramban	Director, St. Antony's Balabhavan
15	Mr. K. Radhakrishnan	Thrissur Developmental Officer.
16	Adv. Kishore Kumar	Welfare standing committee chair person Grama panchayath, Mala
17	Dr. Asha Xavier	Senior Medical Officer, Mala.
18	Rev. Dr. Pauly Kannokadan	Bishop of Irinjalakuda
19	Rev. Fr. Jolly Maliekkal	Christ College , Irinjalakuda
20	Rev. Dr. Joy Kallingal	Director, PACS -IJK
21	Dr. Sudheer Sebastian K	Associate Professor of Physics, Christ College Irinjalakuda.
22	Dr. Anil Kumar	U.C. College , Aluva

23	Ms. Dhanya	Crescent Public School, Chalakudy
24	Ms. Sheela Karalam	Special officer Oushadhi, Thrissur
25	Dr. Biju Geevarghese	HOD Computer Science , Vimala college Thrissur.
26	Mr. Gopakumar	TIME, Thrissur
27	Adv. P.A.James	Deputy director of prosecutions Kerala.
28	Dr. Santhosh Paul	Assistant Professor department of Chemistry, S.H.College, Chalakudy.
29	Dr. Parameswaran P.	Assistant Professor department of Chemistry, NIIT Calicut.
30	Dr. Jayasree E.G	Assistant Professor department of Chemistry, Kerala University.
31	Sr. Helen Rose CMC	Tutor, Lisie Hospital Ernakulam.
32	Dr. Sreebitha	Central University of Karnataka
33	Vijayalakshmi	Rtd. Professor, NSS College Manjery
34	Dr. Sudheesh Kumar K	Assistant professor, IST Chennai
35	Sr. Laya	Principal , SCGHSS, Kottakkal , Mala
36	Sri T.K.Achuthan	Rted Head Master
37	Smt. R. Bindu	Department of English, SKVC, Thrissur
38	Mrs. Meena	Crescent Public School, Chalakudy
39	Dr. P.J.Herman	Assistant professor , Department of Hindhi, Calicut University.
40	Dr. Subramanyan	Psychologist, Medical college, Thrissur.
41	Mr. Joshy P.A.	Project manager
42	Mr. Manoharan A.P	Executive member, All India Kidney federation.
43	Mr. Seby Vallachrira	IMA Blood Bank

## **Annexure III**

### **Sports and games awards and medals for students**

1. Overall Championship in Thrissur District Athletic Meet 2013-14.
2. Archery team participated in Calicut university Archery championship and became overall champions in women section.
3. Vinaya Surendran, Sijisha T.S. & Nisreen V.B. selected to the Ernakulam Zone Senior Women's Cricket Team.
4. Jesna Jose N & Soorya N.S – District & State Archery Team members.
5. Jesna Jose N - Calicut University Archery Team member- Individual Champion – FITA
6. Sigma K.K. Calicut University Archery Team member- Runnerup
7. Soorya N.S - Calicut University Archery Team member- 2<sup>nd</sup> Runner up- FITA
8. Hockey-11 Runner up in Calicut University Championship.
9. Cricket.: 11 Runner up in Calicut University Cricket Tournament
10. Bavitha K.K, Vinaya Surendran & Sijisha T.S.- Calicut University Team Members
11. Bavitha K.K. represented Kerala State in different One day, Two day & Club Cricket
12. Cycling: Runner up in Calicut University Cycling Championship

## Annexure V - Feedback Form

### CARMEL COLLEGE, MALA.

#### Students' overall Evaluation of the program and Teaching

(To be filled only after the course results are declared)

Department :

Course :

Teacher :

Year :

Your responses will be seen only after your course results have been finalised and recorded.

The information will be used only for the improvement of the course and teaching in future.

You need not disclose your name if you do not wish to.

You may tick more than one answer to a question to the extent that they do not contradict each other.

1. The syllabus of each course was

- a) adequate
- b) inadequate
- c) challenging
- d) dull

2. Background for benefiting from the course was

- a) more than adequate
- b) adequate
- c) inadequate
- d) cannot say

3. Was the course easy or difficult to understand?

- a) easy
- b) manageable
- c) difficult
- d) very difficult

4. How much of the syllabus was covered in the class ?

- a) 85 to 100%
- b) 70 to 85%
- c) 55 to 70 %
- d) less than 55%

5. What is your opinion about the library material and facilities for the course ?

- a) more than adequate
- b) adequate
- c) inadequate
- d) very poor

6. To what extent were you able to get material for the prescribed readings?

- a) Easily
- b) with some difficulty
- c) not available at all
- d) with great difficulty

7. How well did the teacher prepare for the classes ?

- a) thoroughly
- b) satisfactorily
- c) poorly
- d) indifferently

8. How well was the teacher able to communicate ?

- a) Always effective
- b) sometimes effective
- c) Just satisfactorily
- d) generally ineffective

9. How far the teacher encourages student participation in class ?

- a) mostly yes
- b) sometimes
- c) not at all
- d) always

10. If yes, which of the following methods were used ?

- a) encouraged to raise questions
- b) get involved in discussion in class
- c) encourage discussion outside class
- d) did not encourage

11. How helpful was the teacher in advising ?

- a) very helpful
- b) sometimes helpful
- c) not at all helpful
- d) did not advise

12. The teacher's approach can best be described as

- a) Always courteous
- b) sometimes rude
- c) always indifferent
- d) cannot say

13. Internal assessment was

- a) Always fair
- b) sometimes unfair
- c) Usually fair
- d) sometimes fair

14. What effect do you think the internal assessment will have on your course grade ?

- a) Helps to improve
- b) discouraging
- c) no special effect
- d) sometimes effective

15. How often did the teacher provide feedback on your performance ?

- a) Regularly / in time
- b) with helpful comment
- c) oftentlate
- d) without any comments

16. Were your assignments discussed with you ?

- a) yes, fully
- b) yes, partly
- c) not discussed at all
- d) sometimes discussed

17. Were you provided with a course contributory lecture too at the beginning ?

- a) yes
- b) no

If yes, was it helpful ?

- a) yes
- b) no

18. If you have other comments to offer on the course and suggestions for the teacher you may do so in the space given below or on a separate sheet.

## TEACHER EVALUATION SHEET

Name of the Teacher

Class

Subject

(Rating Scale: Excellent-5; very good-4; good-3; poor-2; very poor-1  
Kindly circle the appropriate score)

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Knowledge of the subject   | 5 | 4 | 3 | 2 | 1 |
| 2. Explains the materials clearly   | 5 | 4 | 3 | 2 | 1 |
| 3. Regularity   | 5 | 4 | 3 | 2 | 1 |
| 4. Punctuality  | 5 | 4 | 3 | 2 | 1 |
| 5. Ability to maintain discipline and control over the class                  | 5 | 4 | 3 | 2 | 1 |
| 6. Motivates students to learn  | 5 | 4 | 3 | 2 | 1 |
| 7. Personal attention to students   | 5 | 4 | 3 | 2 | 1 |
| 8. Approachability  | 5 | 4 | 3 | 2 | 1 |
| 9. Availability   | 5 | 4 | 3 | 2 | 1 |
| 10. Relationship with students  | 5 | 4 | 3 | 2 | 1 |
| 11. Personal knowledge about students   | 5 | 4 | 3 | 2 | 1 |
| 12. Shows impartiality  | 5 | 4 | 3 | 2 | 1 |
| 13. Sensitive towards the needs of the students                               | 5 | 4 | 3 | 2 | 1 |
| 14. Special attention to weak students  | 5 | 4 | 3 | 2 | 1 |
| 15. Provides ample opportunity for participation of students                  | 5 | 4 | 3 | 2 | 1 |
| 16. Allows students to express ideas  | 5 | 4 | 3 | 2 | 1 |
| 17. Takes feedback from the students  | 5 | 4 | 3 | 2 | 1 |
| 18. Gives relevant assignments  | 5 | 4 | 3 | 2 | 1 |
| 19. Valuation and return of test papers                                       | 5 | 4 | 3 | 2 | 1 |
| 20. Total impression about the teacher  | 5 | 4 | 3 | 2 | 1 |
| 21. Merits you have noted in the teacher                                      | 5 | 4 | 3 | 2 | 1 |
| 22. Suggestions regarding the improvements<br>necessary to better the classes |   |   |   |   |   |



AUGUST 2011			PARTICULARS
DATE	DAYS		
1	Thu		
2	Fri		First Day
3	Sat	H	
4	Sun	H	International Students Day
5	Mon		
6	Tue	H	Konikidhanu, The transfiguration of our Lord
7	Wed		
8	Thu		
9	Fri	H	Idolatry
10	Sat	H	Second Saturday
11	Sun	H	Fest of St. Elizabeth
12	Mon		
13	Tue		
14	Wed		
15	Thu	H	Independence Day, Assumption of our Lady
16	Fri		
17	Sat	H	
18	Sun	H	
19	Mon		
20	Tue		
21	Wed		
22	Thu	H	See Maunabo from Assembly
23	Fri		
24	Sat	H	
25	Sun	H	
26	Mon		
27	Tue		
28	Wed	H	See Krishna Assembly
29	Thu		Fest of St. Elizabeth, National Sports Day
30	Fri		
31	Sat	H	

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No. of working days: 15

SEPTEMBER 2011			PARTICULARS
DATE	DAYS		
1	Sun	H	
2	Mon		
3	Tue		
4	Wed		
5	Thu		Teacher's Day, Feast of St. Mother Teresa
6	Fri		First Friday
7	Sat	H	
8	Sun	H	
9	Mon		Feast of St. Ignace Mary, World Leprosy Day
10	Tue		
11	Wed		
12	Thu		
13	Fri		
14	Sat	H	
15	Sun	H	Second Saturday, Exaltation of the Holy Cross (Mass only)
16	Mon	H	Feast of St. Ignace Mary, World Leprosy Day
17	Tue	H	Midweek Mass
18	Wed	H	Midweek Mass
19	Thu		
20	Fri		
21	Sat	H	
22	Sun	H	Our Maryada Day, Assumption, Mother's Day
23	Mon		Mass Day (Welcome of Dancer artists)
24	Tue		
25	Wed		
26	Thu		
27	Fri		
28	Sat	H	World Teachers Day
29	Sun	H	
30	Mon	H	

No. of working days: 15

77

OCTOBER 2013		PARTICULARS
DATE	DAYS	
1	Tue	
2	Wed	H
3	Thu	
4	Fri	
5	Sat	H
6	Sun	H
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	H
13	Sun	H
14	Mon	H
15	Tue	
16	Wed	H
17	Thu	
18	Fri	
19	Sat	H
20	Sun	H
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	H
27	Sun	H
28	Mon	
29	Tue	
30	Wed	
31	Thu	

No. of working days: 20

NOVEMBER 2013		PARTICULARS
DATE	DAYS	
1	Fri	
2	Sat	H
3	Sun	H
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	H
10	Sun	H
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	H
17	Sun	H
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	H
24	Sun	H
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	H

No. of working days: 20

DECEMBER 2013		
DATE	DAYS	PARTICULARS
1	Sun	H
2	Mon	1st Day of Christmas
3	Tue	2nd Day of Christmas
4	Wed	3rd Day of Christmas
5	Thu	
6	Fri	4th Day of Christmas
7	Sat	H
8	Sun	H
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	H
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	H
26	Thu	
27	Fri	
28	Sat	H
29	Sun	H
30	Mon	
31	Tue	

No. of working days: 22

22

JANUARY 2014		
DATE	DAYS	PARTICULARS
1	Wed	
2	Thu	
3	Fri	
4	Sat	H
5	Sun	H
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	H
12	Sun	H
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	H
19	Sun	H
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	H
26	Sun	H
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

No. of working days: 22

22

FEBRUARY 2014		
DATE	DAYS	PARTICULARS
1	Sat	H
2	Sun	H
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	First Friday
8	Sat	H
9	Sun	H
10	Mon	World Marriage Day
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	H
16	Sun	H
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	H
23	Sun	H
24	Mon	
25	Tue	
26	Wed	Central Excess Day
27	Thu	H
28	Fri	H
		Make Shyambari, Without School Day

No. of working days: 21

MARCH 2014		
DATE	DAYS	PARTICULARS
1	Sat	H
2	Sun	H
3	Mon	Last Begins
4	Tue	Atch Monday
5	Wed	
6	Thu	
7	Fri	First Friday
8	Sat	H
9	Sun	H
10	Mon	VI Semester University Examination
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	H
16	Sun	H
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	H
23	Sun	H
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	H
30	Sun	H
31	Mon	

No. of working days: 21

APRIL 2014		DATE	DAYS	PARTICULARS
1	Tue			
2	Wed			
3	Thu			
4	Fri			
5	Sat	H		First Friday
6	Sun	H		
7	Mon			World Health Day
8	Tue			
9	Wed			
10	Thu			1 <sup>st</sup> Semester University Examination
11	Fri			
12	Sat	H		Second Saturday
13	Sun	H		Palm Sunday
14	Mon			Dr. Ambedkar Jayanti
15	Tue	H		Wom. International Special Observance Day
16	Wed			
17	Thu	H		Maundy Thursday
18	Fri	H		Good Friday, World Heritage Day
19	Sat	H		Fishy Saturday
20	Sun	H		Easter
21	Mon			
22	Tue			Earth Day
23	Wed			World Book and Copy Right Day
24	Thu			
25	Fri			
26	Sat	H		
27	Sun	H		
28	Mon			
29	Tue			
30	Wed			

No. of working days: 18

MAY 2014		DATE	DAYS	PARTICULARS
1	Thu			
2	Fri			First of St. Joseph, Labour Day, May Day
3	Sat	H		First Friday, II Semester University Examination
4	Sun	H		Peace Freedom Day
5	Mon			
6	Tue			
7	Wed			
8	Thu			
9	Fri			World Red Cross Day
10	Sat	H		Second Saturday
11	Sun	H		National Technology Day
12	Mon			International Nurses Day
13	Tue			
14	Wed			
15	Thu			International Day of the Family
16	Fri			
17	Sat	H		World Tele Communication Day
18	Sun	H		
19	Mon			
20	Tue			
21	Wed			
22	Thu			
23	Fri			
24	Sat	H		
25	Sun	H		
26	Mon			
27	Tue			
28	Wed			
29	Thu			
30	Fri			
31	Sat	H		Anti - tobacco Day

No. of working days: 22