

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF THE IQAC**

2010-2011

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL**

By

**GOVERNMENT ARTS COLLEGE
THIRUVANANTHAPURAM**

Part – A

1. Details of the Institution

1.1 Name of the Institution

GOVERNMENT ARTS COLLEGE

1.2 Address Line 1

Thycaud P.O.

Address Line 2

Thiruvananthapuram

City/Town

Thiruvananthapuram

State

Kerala

Pin Code

695014

Institution e-mail address

artscollegeofficetvpm@gmail.com

Contact Nos.

0471-2323040

Name of the Head of the Institution:

Prof. S. K. Lathikadevi

Tel. No. with STD Code:

0471-2323040

Mobile:

9496255090

Name of the IQAC Co-ordinator:

Dr. D. K. Satheesh

Mobile:

9847558833

IQAC e-mail address:

iqacgac@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

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

EC/36/071 dated 20-05-2005

1.5 Website address:

www.gactvm.org

Web-link of the AQAR:

<http://www.gactvm.org/pdf/AQAR2010-11.pdf>For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+	63.50	2005	5years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

01.06.2006

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

2010-11

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 2009-10 submitted to NAAC on 11.11.2014

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 Kerala,
Thiruvananthapuram

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

8

2.10 No. of IQAC meetings held 4

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

2.14 Significant Activities and contributions made by IQAC

1. Encouraging departments to conduct seminars and other academic programmes.
2. Encouraging teachers to attend refresher/orientation/similar courses

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Encouraging teachers to publish papers in research journals	1. 4 papers (2 international and 2 national) were published by faculty members (Chemistry, Commerce and Economics)
2. Encouraging teachers to attend and present papers in National/international seminars	2. Faculty members (Commerce and Hindi) attended 1 international seminar 5 national seminars and 3 papers were presented
3. Encouraging teachers to attend refresher/orientation/similar courses	3. Teachers from various departments

	attended 8 refresher/orientation/similar courses
4. Encouraging students to take part actively in sports and games	4. 5 students represented in Kerala University team. College Base ball team emerged as runner up in University Championship Won Junior National interuniversity Championship in Athletics
5. Promoting educational trips	5. Depts. of Chemistry, Physics and Biotechnology conducted field trips to different relevant establishments/places.

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR was placed in the College Council. Approved after discussions.

Part – B

Criterion – I

1. Curricular Aspects

1.3 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	4			
UG	4			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	8			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	8 (All PG programmes and I year degree programme are in semester scheme)
Trimester	
Annual	4 (II & III year degree programme are in annual scheme)

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

(*Please provide an analysis of the feedback in the Annexure)-Please see Annexure I

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

All courses in the college are conducted as per the curriculum and syllabus designed by the University of Kerala.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	15	24	0	0

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
0	6	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	5	0
Presented papers	0	3	0
Resource Persons	0	0	0

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

1. ICT enabled teaching-learning
2. Remedial coaching to students

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

179

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

University conducts end semester examinations. The college conducts various internal and model examinations as part of the continuous evaluation process.

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

10		
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2.10 Average percentage of attendance of students

79

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Sc.Anal.Chem.	16	38	56	0	0	94
MA English	18	0	67	22	11	100
MA Economics	13	0	8	92	0	100
M Com	15	20	60	13	0	93
B.Sc.Physics	25	0	32	8	12	52
B.Sc Biotech	24	25	41.7	16.7	12.5	96
BA Economics	56	0	0	19.6	35.7	55
B Com	60	3	75	12	0	90

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

1. Students feedback is analysed by IQAC and report submitted to the Principal.
2. In different PTA meetings IQAC assesses the parents' feedback too.
3. IQAC addresses all difficulties faced by teachers in the teaching process and brings it to the notice of the Principal. Solutions to the issues raised are worked out and implemented

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	1
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	27	0	0	1
Technical Staff	2			

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1		
Outlay in Rs. Lakhs	1.07	0.65		

3.4 Details on research publications

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

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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			1		1
Sponsoring agencies			DCE		PTA

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
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	Dist	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 SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="40"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="1"/>
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="4"/>
		Any other	<input type="text" value="0"/>

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

- 1 Blood donation camp was conducted two times in the year with the coordination of Kerala State Aids Control Society.30 girls participated in the blood donation camp held at All Saints College,TVM.
- 2 Classes on Prevention of damages to public properties were conducted by Kerala Legal Service Authority.
- 3 Social, Economic Survey was conducted on the health status of Pound Colony nearby the college and health and hygiene awareness were given to the inmates of the colony.
- 4 College, nearby premises and roads were cleaned in connection with observation of Gandhi Jayanthi. (An appreciation letter dated 20-10-2010 was received from Hon. Justice K. Ramakrishnan for cleaning District court premises , Vanchiyoor, TVM.)
- 5 Trees were planted in connection with World Environmental Day

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	3 acres	0		3 acres
Class rooms	27	0		27
Laboratories	6	0		6
Seminar Halls	2	0		2
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	3	0		3
Value of the equipment purchased during the year (Rs. in Lakhs)	100	0		100
Others				

4.2 Computerization of administration and library

4.3

Preparation of a proposal for Computerization of administrative office and library is under progress.

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37148	38,25,000	838	3,75,000	37986	42,00,000
Reference Books	1425	5,55,000	30	15,000	1455	5,70,000
e-Books	Nil	Nil				
Journals	30	12500				
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments (Major)	Others
Existing	65	2	02	1	0	1	6	
Added	1	0	00	0	0	0	0	
Total	66	2	02	1	0	1	6	

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

All departments are having shared internet access. The library is having a browsing centre too.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.66
ii) Campus Infrastructure and facilities	0.66
iii) Equipments	3.00
iv) Others	9.86
Total :	14.18

Criterion – V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC ensures that all notices and circulars of relating to placement or club activities reach the students without fail. IQAC welcomes and implements all positive suggestions from the students in connection with student supports.

5.2 Efforts made by the institution for tracking the progression

1. The opinion of students on various student support activities is collected by IQAC through emails or other methods.
2. The suggestions and opinions of students are discussed in various IQAC meetings..

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
491	113		604

(b) No. of students outside the state

0

(c) No. of international students

0

No	%
275	45.5

Women

No	%
329	54.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
440	49	2	113		604	447	44	2	110	1	604

Demand ratio

Dropout % 0.64

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

Reference materials for UGC NET and SET are freely provided in the General Library and various department libraries. Guidance for PG students in this regard is being provided by the faculty members. Invited lectures of eminent personalities and former professors of the institution are also arranged.

No. of students beneficiaries

56

5.5 No. of students qualified in these examinations

NET	<table border="1"><tr><td>2</td></tr></table>	2	SET/SLET	<table border="1"><tr><td>2</td></tr></table>	2	GATE	<table border="1"><tr><td></td></tr></table>		CAT	<table border="1"><tr><td></td></tr></table>	
2											
2											
IAS/IPS etc	<table border="1"><tr><td></td></tr></table>		State PSC	<table border="1"><tr><td>3</td></tr></table>	3	UPSC	<table border="1"><tr><td></td></tr></table>		Others	<table border="1"><tr><td>7</td></tr></table>	7
3											
7											

5.6 Details of student counselling and career guidance

The counselling and career guidance cell arranges various programmes like mock interviews and group discussions to enrich the competitive skills of the students. All placement opportunities and notifications are well circulated to the students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	2

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	357	9,29,765
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- 1 Blood donation camp was conducted two times in the year with the coordination of Kerala State Aids Control Society.30 girls participated in the blood donation camp held at All Saints College,TVM.
- 2 Classes on Prevention of damages to public properties were conducted by Kerala Legal Service Authority.
- 3 Social, Economic Survey was conducted on the health status of Pound Colony nearby the college and health and hygiene awareness were given to the inmates of the colony.
- 4 College, nearby premises and roads were cleaned in connection with observation of Gandhi Jayanthi. (An appreciation letter dated 20-10-2010 was received from Hon. Justice K. Ramakrishnan for cleaning District court premises , Vanchiyoor, TVM.)
- 5 Trees were planted in connection with World Environmental Day

5.13 Major grievances of students (if any) redressed:

Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The mission of the Institution is

“Education: To respect oneself and thereby to respect others”.

And the goal is to

"Save, improve and Sustain public education for providing access to quality higher education for all on the basis of merit".

The objectives of the institution are listed as

1. To encourage students to discover the greatest goodness in our culture, language, arts and science so as to be receptive to worthwhile changes and make them competent.
2. To nurture their ever growing aspirations.
3. To motivate them to move from the realm of the 'ordinary' to that of the 'extraordinary'.
4. To ensure access to university education for the economically backward and the marginalized.
5. To use the potential of higher education for social development and nation building.
6. To facilitate better human understanding through the study of languages, humanities, science and social sciences.
7. To promote academic research in the disciplines offered with a view to understanding and interpreting the present and envisaging the future.
8. To use technologies to improve the efficacy of teaching and learning
9. To provide value based education to develop personal responsibility and behaviour.

6.2 Does the Institution has a management Information System

- a. Even though not computerised, a proper mechanism do exist in the college for feed backs, reviewing and corrections. This is carried out in all the three areas namely academic, administrative and financial.

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

6.3.1 Curriculum Development

Faculty members from the college are actively participating in the curriculum development and syllabus revision activities of the University. A few members are serving as Board of studies members of the University.

6.3.2 Teaching and Learning

1. Teachers are encouraged to use teaching aids like LCD projector and laptops in classes
2. The powerpoint presentations are shared with the students
3. Remedial coaching is imparted for weak students and for weak subjects.

6.3.3 Examination and Evaluation

1. End semester examinations are conducted by the University.
2. Unit tests are conducted every month and thought provoking assignments are given to every student.
3. Students are evaluated based on marks secured in the tests, grades of the assignment, percentage of attendance and performance in seminars
4. Model examinations are conducted before University examinations.

6.3.4 Research and Development

1. Teachers were encouraged for presenting papers in National/international Conferences
2. They were also motivated to undertake minor/major projects
3. Teachers were encouraged to publish papers in reputed journals

6.3.5 Library, ICT and physical infrastructure / instrumentation.

1. Institution has an adequate number of books, computer labs, Internet connectivity, scientific instruments, Classrooms and playground
2. Plans for library automation is in progress

6.3.6 Human Resource Management

1. Teachers take part in various orientation programmes and IQAC meetings and seminars.
2. The students are trained in various platforms like College Union, NSS, NCC, etc.
3. Training programmes, organised by Directorate of Collegiate Educations, IMG, etc are attended by the members of the administrative staff in a regular manner.
4. Various tasks are distributed as per qualifications, efficiency and experience of the staff members

6.3.7 Faculty and Staff recruitment

All permanent faculty members and administrative staff are selected through processes of Kerala Public Service Commission. Adhoc Class IV employees are recruited from the State Employment Exchange. Guest Lecturers are chosen through interviews with properly constituted Interview board.

6.3.8 Industry Interaction / Collaboration

1. Industrial visits were organised by Depts. of Biochemistry and Chemistry.
2. Experts from different industries and research establishments take part as resource persons in seminars and workshops organised by the college

6.3.9 Admission of Students

College conducts admission process as per the guidelines of University. The College level admission committee monitors and supervises all admission processes. Admissions are based purely on merit. Communal and other reservations as per Government rules are maintained in all admissions.

6.4 Welfare schemes for

Teaching	Medical reimbursement, group insurance scheme, state life insurance, staff club , personal accident insurance.
Non teaching	Medical reimbursement, group insurance scheme, state life insurance, staff club, personal accident insurance.
Students	Students' group personal accident insurance scheme (SGPAIS)

6.5 Total corpus fund generated

(The college is a Government owned institution)

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	No		No	-
Administrative	No		No	-

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

For UG Programmes Yes No

For PG Programmes Yes No

University declares results within 60-90 days

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

Being an affiliated college, the examination reforms are implemented by the affiliating University. The internal examinations are co-ordinated by a college level examination committee.

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

The college is an affiliated Government College and functions as per the rules of Government and University

6.11 Activities and support from the Alumni Association

Career guidance and other activities offered by the alumni were conducted with a renewed zest this year. An interaction of the old students with the present students was arranged, which helped the students to a great level, in knowing more about the prospects of the course they study.

6.12 Activities and support from the Parent – Teacher Association

Parent teachers Association (PTA) raises funds from its members and supports all developmental activities of the college. The main activities of PTA during the current academic year are

1. PTA takes initiatives to engage extra classes in vacation and pays remuneration to Guest Lecturers to finish portions, in departments where a few permanent faculties are absent.
2. convened regular meetings, gathered feedback from parents and tried to incorporate suggestions
3. repairing of broken furniture in class rooms, auditorium, library, etc.
4. maintenance of electrical fittings
5. regular supply of different stationary and miscellaneous items. Repairing of computers and purchase of computer accessories.

6.13 Development programmes for support staff

1. Support staffs were deputed for training programmes organised by IMG and Directorate of Collegiate Educations.

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

1. College discourages using plastic materials in and around college premises.
2. The college NSS and NCC units jointly organizes the campus cleaning programmes occasionally
3. New saplings are distributed to students in connection with Environment day celebrations.
4. The College Union organizes a clean campus programme in the first week of October.

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.

1. A few teachers published papers in international and national journals.
2. A good percentage of teachers attended refresher/orientation/similar programmes.

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

Plan of Action	Action taken
1. Encouraging teachers to publish papers in research journals	1. IQAC provided necessary helps to publish papers. 4 papers (2 international and 2 national) were published by faculty members (Chemistry, Commerce and Economics)
2. Encouraging teachers to attend and present papers in National/international seminars	2. IQAC circulated all available news regarding seminars and conferences. Faculty members (Commerce and Hindi) attended 1 international seminar 5 national seminars and 3 papers were presented
3. Encouraging teachers to attend refresher/orientation/similar courses	3. IQAC made available the calendars of such courses. Teachers from various departments attended 8 refresher/orientation/similar courses
4. Encouraging students to take part actively in sports and games	4. 5 students represented in Kerala University team College Base ball team emerged as runner up in University Championship Won Junior National interuniversity Championship in Athletics
5. Promoting educational trips	5. Depts. of Chemistry, Physics and Biotechnology conducted field trips to different relevant establishments/places.

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

1. Remedial coaching for weak students
2. Training on Communicative English

Please see Annexure II

7.4 Contribution to environmental awareness / protection

Efforts are made to make the campus eco-friendly with the help of NSS, NCC and college union. The campus is a plastic-free zone and is proposed to make it litter free. Dust bins are set up at strategic locations throughout the college campus for the segregation and collection of biodegradable and non-biodegradable waste. The world environmental day on June 5th is celebrated in the campus to create awareness about nature and to emphasize the importance of natural resources. New saplings were planted and distributed among the students during the celebrations arranged in association with the Department of Forests, Govt of Kerala.

7.5 Whether environmental audit was conducted? Yes No

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

7.6.1 SWOT ANALYSIS

1. Strengths of the Institution

- i. The institution is situated in the heart of the city and is easily accessible.
- ii. Well qualified faculty
- iii. Small college with around 600 students and around 50 faculty members- Individual attention to the students possible - facilitates good teacher-student relationship.

2. Weakness of the Institution

- i. The institution has serious limitation on campus area. No further campus area expansion possible.
- ii. Majority of students are coming from rural areas with poor socio-economic background. College bus facility seems a necessary requirement.
- iii. Traditional Syllabi -The syllabi of many courses are content wise not good. Needs updating.

3. Opportunities of the Institution

- i. Thiruvananthapuram has a bunch of state of the art Scientific institutions like ISRO, IIST, IISER, NIT, CESS, RIT. Expert interaction with eminent scientists and collaboration is possible.
- ii. Major IT industries in Technopark, Thiruvananthapuram offers employment opportunity to students.

4. Threats to the Institution

- i. The employability of students from conventional courses as run in the college is rather low compared to those from professional courses. Students with high and exceptional calibre do not opt for the college.

5. Action plan to overcome the weakness

- i. Efforts are made to improve building area, if not campus area.
- ii. Possibilities are checked to arrange College bus service. The Local transport authorities are requested to run buses more frequently through the College gate, especially in the morning and evening.
- iii. Teachers from the college actively participate in syllabus revision workshops organised by the University.

6. Mitigating threats

- i. Efforts are made to strengthen the activities of career guidance and placement cell.

7.6.2 MAJOR ACHIEVEMENTS

1. Student from the college secured III rank in University Examinations of M. Sc. Analytical Chemistry .
2. The college team emerged runner up in University Baseball Championship.

8. Plans of institution for next year

- | |
|---|
| <ol style="list-style-type: none"> 1. To strengthen remedial coaching 2. To facilitate application for new courses 3. To conduct more number of seminars and related events 4. To strengthen research activities in the college |
|---|

Name: Dr. PRINCE P. R

Signature of the Coordinator, IQAC

Name: Prof. K. JAYAKUMAR

Signature of the Chairperson, IQAC

Annexure I
ANALYSIS OF STUDENTS FEEDBACK

Teachers are the role models of students. So it is essential to re-appraise the role and functions of teachers to meet the demands and challenges of higher education. Transmission of knowledge and interaction with the student community are expected from teachers. The extent of these activities and its success can be evaluated only through the feedback from the student community. So, students of our college are given the liberty to express fearlessly the difficulties they face in the teaching learning process in the classrooms, on the campus and with teachers, if any. Such confidential feedbacks collected will be consolidated and steps are taken by the college council and staff council to redress the grievances and problems of the students. For this purpose, printed questionnaires are distributed to them. They have the liberty to analyse the teachers and suggest remedial measures to be taken. This appraisal forms which do not contain the names or serial numbers of the students give them the liberty to express free and fair opinions. This mechanism of obtaining the feedback from the students is done once in an year and based on this, improvements, remedial measures and other necessary actions are taken. Thus the teaching – learning process becomes a meaningful and cooperative enterprise.

Facts and figures

1. Number of students participated: 381
2. Number of teachers evaluated: 32
3. Number of questions used: 11
4. Number of responses marked: 2434

Evaluation components and response of students (in terms of percentage of total responses)

1. Knowledge of teacher in the subject

Opinion	Percentage
Excellent	62.5
Good	27.2
Fair	6.9
Poor	3.4
Total	100

2. Clarity and understandability of teacher's explanations

Opinion	Percentage
Excellent	48.8
Good	39.3
Fair	8.5
Poor	3.5
Total	100

3. Teacher's willingness to help

Opinion	Percentage
Excellent	55.3
Good	32.8
Fair	10.9
Poor	1.0
Total	100

4. Approximate classes engaged by teacher

Opinion	Percentage
Less than 75%	2.3
75 to 90%	29.0
More than 90%	68.7
Total	100

5. Teacher's ability to organise lectures

Opinion	Percentage
Excellent	56.4
Satisfactory	41.4
Inadequate	2.2
Total	100

6. Whether teacher dictates the notes with explanation

Opinion	Percentage
No	12.0
Yes	79.2
No notes	8.8
Total	100

7. Speed of presentation

Opinion	Percentage
Normal	65.2
Too fast	23.9
Too slow	10.9
Total	100

8. Does teacher encourage to ask questions

Opinion	Percentage
Yes	74.7
Sometimes	21.3
No	4.0
Total	100

9. Behaviour of teacher

Opinion	Percentage
Pleasant	82.0
indifferent	16.7
Unpleasant	1.3
Total	100

10. Sincerity of the teacher

Opinion	Percentage
Sincere	77.5
Unable to judge	10.7
Not sincere	11.8
Total	100

11. Overall teaching effectiveness

Opinion	Percentage
Excellent	59.3
Good	36.9
Fair	1.9
Poor	1.9
Total	100

Annexure II

BEST PRACTICE - 1

1. Title of the Practice

Remedial coaching for weak students

2. Goal

The goals of the programme are listed below

- i. To identify academically weak students (and the respective weak subjects) in second and final year degree classes and to impart special remedial coaching.

3. The Context

Students joining degree classes come from different, academic, social and financial back grounds. Many of them face difficulty to cop up with the regular academic schedule and classes offered in college. This is due to the fact that practically it is not possible to give individual attention to each and every student by a teacher. Hence it is essential that special attention is to be given to those weak students for the true purpose of education to be met.

4. The Practice

5 students per subject, who are comparatively weaker, in terms of different grades obtained, are selected form II and III year degree classes. They were imparted special training in the after class hours by the teachers concerned. The class in charges were chosen as the co-ordinators of the programme. The whole programme was monitored by a committee with Principal as the Chairman, the HODs and the co-ordinators as members. A minimum of 20 such remedial classes per year per each subject were conducted.

5. Evidence of Success

The students who were given remedial coaching showed considerable improvement in the examinations followed.

6. Problems Encountered and Resources Required

The major problem encountered in the implementation of the programme was that students from remote locations found it difficult to attend the remedial coaching classes conducted in the after class hours (due to the lack of proper conveyance).

7. Contact Details

Name of the Principal:	Prof. S. K. Lathika devi
Name of the institution:	Government Arts College
City:	Thiruvananthapuram
Pin code:	695014
Accredited Status:	C+, first cycle
Work Phone:	0471-2323040
Website:	www.gactvm.org
Email:	artscollegeofficetvpm@gmail.com
Mobile:	9496255090

BEST PRACTICE – 2

1. Title of the Practice

Training on Communicative English

2. Goal

The goals of the practice are listed below.

To improve the communication skills of postgraduate students and thereby making them suitable for different categories of employment.

3. The Context

Every year the college produces around 50 postgraduates in various disciplines. It is a common fact that many of these otherwise meritorious students lack good communication skills, which seriously affects their performance in interviews and other employment scenarios. A proper training on communicative English seemed essential.

4. The Practice

All interested post graduate students of the college were given 30 hours of Communicative English training by experts. Mock interviews and group discussions were also carried out.

5. Evidence of Success

The students showed considerable improvement in the final sessions of mock interviews and group discussions in the end of the year.

6. Problems Encountered and Resources Required

Finding out the real experts in Communicative English to impart training was a serious concern.

7. Contact Details

Name of the Principal:	Prof. S. K. Lathika devi
Name of the institution:	Government Arts College
City:	Thiruvananthapuram
Pin code:	695014
Accredited Status:	C+, first cycle
Work Phone:	0471-2323040
Website:	www.gactvm.org
Email:	artscollegeofficetvpm@gmail.com
Mobile:	9496255090