ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

2012-2013

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:

> Dr. V. Madhusoodhanan

Tel. No. with STD Code:

> 0471-2323040

Mobile:

> 9447817123

Name of the IQAC Co-ordinator: | Dr. Prince P. R.

Mobile: | 9495211211

IQAC e-mail address: | iqacgac@yahoo.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 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/AQAR2012-13.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	1st Cycle	C+	63.50	2005	5years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY | 01.06.2006

1.8 AQAR for the year *(for example 2010-11)* | 2012-13
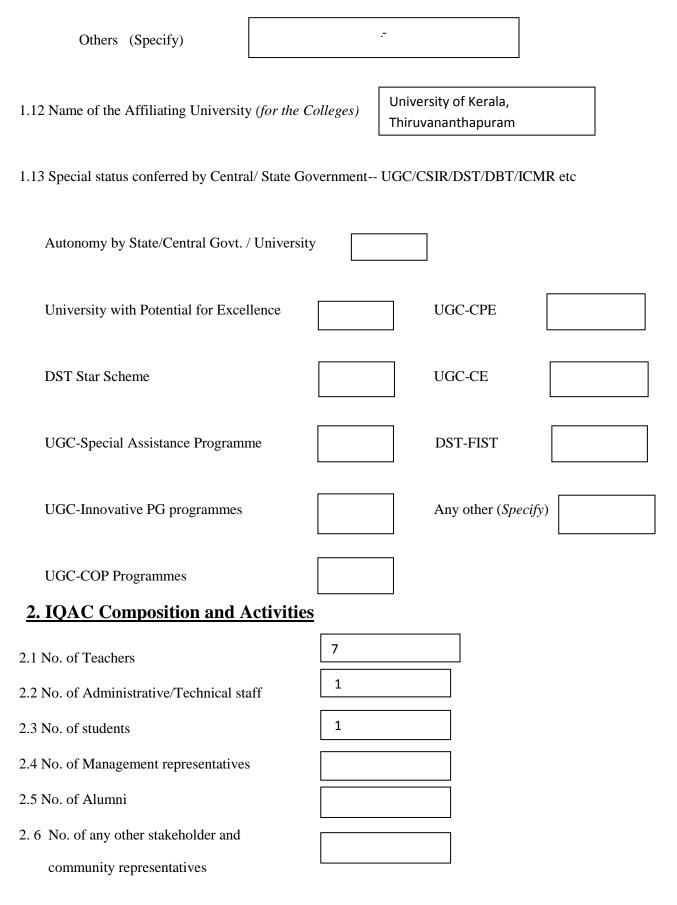
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1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i.   AQAR 2011-12 submitted to NAAC on 11.11.2014
   ii. AQAR 2010-11 submitted to NAAC on 11.11.2014
   iii. 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   7

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   9

2.10 No. of IQAC meetings held   5

2.11 No. of meetings with various stakeholders: No. 3   Faculty 2

Non-Teaching Staff Students 1   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. 0   International   National   State   Institution Level 1

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

> 1. Promoting inter disciplinary activities.
> 2. Empowering the students in their pursuit for employment and higher studies.
> 3. Modernizing class room facilities
> 4. Emphasizing the need of quality research in colleges.

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. Promoting inter disciplinary activities.	1. GUIDE (Group for interdisciplinary exchange), a forum for inter disciplinary interaction was formed.15 inter disciplinary talks were arranged
2. Empowering the students in their pursuit for employment and higher studies	2. Walk with scholar (WWS), a scheme for imparting orientation and guidance to the first year undergraduate students was launched with the aid from the state government. Students were mentored in around 130 hours in the academic year.
3. Modernising class room facilities	3. Proposal for setting up of two new class rooms for Dept. of Statistics were submitted. Proposal for conversion of two class rooms in Depts. of physics and chemistry to smart class rooms were submitted.
4. Emphasizing the need of quality research in colleges	4. Three research guides of the college have taken scholars working for Ph.D. under them. Many teachers have presented their papers in various national seminars.
5. IQAC stressed for conduct of various seminars and related activities	5. 2, national, 3 state level seminars and 3 college level talks/workshops were organised in the academic year

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

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management ☐   Syndicate ☐   Any other body √

Provide the details of the action taken

> The AQAR was placed in the College Council. Approved with minor changes.

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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	1		
UG	4			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	8	1		

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	9
Trimester	
Annual	

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)- Please see Annexure II

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. The syllabus revision of all PG programs is due in the year 2013-14.

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

> Yes, Department of Statistics started PG course (M. Sc Statistics)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	26	16	0	0

2.2 No. of permanent faculty with Ph.D.   14

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
2	0	0	0	0	0	0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty   8

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	19	10
Presented papers	1	5	1
Resource Persons	0	2	4

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

> 1. Interactive learning through EDUSAT online class rooms.
> 2. Interdisciplinary lecture series (GUIDE).

2.7 Total No. of actual teaching days during this academic year   176

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

> The internal / continuous evaluation examinations are conducted as per a common schedule. Students are evaluated not only through examinations but also through their performance in seminars, class rooms etc. The end semester examinations are conducted by the university.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

5		

2.10 Average percentage of attendance of students

82

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.Analy.Chem.	11	1	82			90
MA English	18	0	50	50		100
MA Economics	14	0	21.4	71.4	7.1	100
M Com	15	33.33	66.67			100
MSc Statistics	Course started this academic year and First batch attending second semester examinations					
B.Sc. Physics	20	0	40	20		60
B.Sc. Biotech	22	36	46	14		96
BA Economics	48			18	49	67
B Com	60	3.33	25	56.67	5	90

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

> 1. Frequent meeting to discuss results.
> 2. Frequent meetings to review feedback.
> 3. Preparation of annual academic schedule.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	3
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	4
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	26		2	2
Technical Staff	2			

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC emphasized the essentiality of quality research in the teaching learning process in various meetings.
2. Various seminars with paper presentations were organized in the college under the guidance of IQAC.

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		
Outlay in Rs. Lakhs		1.35		

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range [2.85-8.3] Average [8.] h-index [1] Nos. in SCOPUS [1]

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	2012-14 (chem)	UGC	1,35,000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			1,35,,000	

3.7 No. of books published   i) With ISBN No. [   ]   Chapters in Edited Books [2]

                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   0

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			5		4
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   4

and students registered under them   11

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 | 120 | State level | |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | 48 | State level | 16 |

National level | 7 | International level | |

3.23 No. of Awards won in NSS:

University level | 3 | State level | |

National level | | International level | |

3.24 No. of Awards won in NCC:

University level | | State level | 2 |

National level | 1 | International level | |

3.25 No. of Extension activities organized

University forum | | College forum | 6 |

NCC | 1 | NSS | 2 | Any other | |

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

1	Students union organised a blood donation camp..
2	NCC unit of the college conducted various awareness programmes including traffic rules awareness.
3	The NSS unit has undertaken various cleaning activities. They also observed the World environment Day by planting saplings.
4	A sub centre of Continuing Education Cell, Govt. Of Kerala. has been started in the college, this academic year. One year professional diploma in Network engineering is offered at the centre. 55 students are studying for the course.

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 ($\geq$ 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

The file work for computerizing administrative office is already started .Library categorizing and computerization works finished this year.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38201	4300000	386	120000	38587	4420000
Reference Books	1505	610000	85	65000	1590	675000
e-Books	70000	5000	0	0	70000	5000
Journals	36	28000	4	2000	40	30000
e-Journals	3800	5000	0	0	3800	5000
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	73	2	02	1	0	1	6	
Added	5	0	10	0	0	0	1	
Total	78	2	12	1	0	1	7	

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

> All departments were provided with separate broad band internet connection through Central Government scheme. The wiring and installation expenses were met from PTA funds.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.67

ii) Campus Infrastructure and facilities   18.5

iii) Equipments   8.95

iv) Others   1.2

Total :   29.32

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Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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1. Notices of various programmes, competitions and opportunities, especially those of the career guidance cell are
    a. Circulated in all class rooms
    b. Displayed in the college notice board, and
    c. Uploaded in the college website.
2. All faculty members are instructed to encourage the students to participate in various student support programmes..

5.2 Efforts made by the institution for tracking the progression

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The college has its own system of tracking the progress made by the student support services.

1. IQAC meetings discuss and analyse the progress of student support services especially that of the career guidance cell.
2. Student feedback is collected and analysed frequently. Remedial measures are sorted out.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
492	122		614

(b) No. of students outside the state

0

(c) No. of international students

0

Men
No	%
233	38.0

Women
No	%
381	62.0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
498	41	2	64	2	607	461	51	2	98	2	614

Demand ratio   (Admissions conducted by the University)   Dropout %   1.29

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

> Students are encouraged to use various reference books in the library to prepare for various competitive exam. Faculty members give proper advice to the students in this regard.

No. of students beneficiaries   80

5.5 No. of students qualified in these examinations

NET   8   SET/SLET   7   GATE [   ]   CAT [   ]

IAS/IPS etc [   ]   State PSC   6   UPSC [   ]   Others   6

5.6 Details of student counselling and career guidance

> The student counselling and career guidance activities are co-ordinated by the placement cell. Different personality development and communicative English classes are organised as parts of ASAP..

No. of students benefitted   116

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	3

5.8 Details of gender sensitization programmes

> Discussion on women empowerment is organized by women cell

5.9 Students Activities

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

State/ University level   46   National level   12   International level   0

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 [46] National level [1] 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	465	1708297.00
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   [4]

(College students Union has organised one blood donation camps and one Notebook distribution programme. Blood donation camp was conducted with the coordination of Kerala State Aids Control Society. Life Skill Education Programme was conducted on behalf of Hindustan Latex Family Planning Promotion Trust. 5 spots in Trivandrum city were identified, a vehicle survey was conducted and the public were given awareness on traffic rules. Classes on Anti drug campaign and first aid training were also given.)

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. The UG and PG admissions are online in which the college and the University share the responsibility of managing the process
b. 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

Curriculum development and syllabus revision is due for the PG course and the university has taken initial steps for the same.

6.3.2 Teaching and Learning

1.Based on feedback from students, the Principal gives proper advice to teachers.
2.Teachers were encouraged to use laptops and Power Point presentation.

6.3.3 Examination and Evaluation

1. All continuous evaluation and model exams are conducted using a common time table.
2. The results are intimated to the students on time.
3. Remedial coaching is imparted to the needy students.
4. Weak students are given additional assistance through scholar support program.

6.3.4   Research and Development

1. Research committee was constituted in the institution
2. The activities for establishing a research centre in commerce is well supported by IQAC
3. Students are encouraged to do research oriented PG projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation.

1. The library automation work is completed.
2. The file works for setting up class rooms and other facilities for the newly started MSc Statistics was initiated.
3. Proposal for setting up language lab with 35 computers in the Dept . of English was submitted.

6.3.6 Human Resource Management

1. All newly appointed faculty members and non teaching members are selected through the conventional selection process.
2. Opportunities for attending orientation and Refresher courses were provided to the faculty 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. Different Scientists/experts from the various industries were invited as resource persons in different seminars.
2. Dept. of Chemistry and Bio chemistry have organized various industrial visit

6.3.9   Admission of Students

> Admissions to all PG and UG classes are conducted through online allotments by the 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 accidence insurance.
Non teaching	Medical reimbursement, group insurance scheme, state life insurance, staff club, personal accidence 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		Yes	IQAC
Administrative	No		Yes	Principal

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

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 The Government and the University.

6.11 Activities and support from the Alumni Association

> Members of Alumini make frequent visit to the college . Their interaction with the students give good Orientation and guidance to them, especially in the aspect of career opportunities and higher studies.

6.12 Activities and support from the Parent – Teacher Association

Parent Teachers Association (PTA) of the College is actively involved in maintaining the smooth functioning of the college. The PTA General body meets once in a year and its Executive committee meets frequently. The grievances if any of the parents, teachers and students are addressed in these meetings. Different class PTA meetings were also organized with an aim to discuss the academic progress of students with parents.

PTA provided financial assistance to almost all departments in the college for promoting academic and administrative activities.

PTA encourages meritorious students by giving cash awards. All class room stationary items like attendance registers, attendance slips , white chalks etc are provided from PTA. Civil and Electrical maintenance work which are to be carried out in an urgent manner is financially supported by PTA.

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. Facilities to process organic and inorganic waste is provided in the campus.
2. Students are advised not to bring any plastic covers to the college and discouraged from dumping plastic waste.
3. The trees and other plants in the college are well maintained.
4. Different awareness programmes for environment protection are attended by students.
5. New saplings were planted in connection with World Environment day celebrations.

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. An interdisciplinary lecture series was organised under the co – ordination of GUIDE (Group for Interdisciplinary Exchange)
> 2. Students were trained and supported through WWS , SSP , ASAP etc.
> 3. Online library usage is prompted through NLIST, INFLIBNET etc.

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. IQAC emphasised promotion of inter disciplinary activities.	1. 15 interdisciplinary lectures were arranged under the co-ordination of GUIDE. Students and teachers actively participated in this Friday lecture series.
2. IQAC planned for empowerment of students in their pursuit for employment and higher studies	2. Through ASAP students were trained to develop different skills. WWS programmes gave proper orientation of students in terms of higher studies and career opportunities.
3. IQAC decided to modernise classroom facilities.	3. Two new classrooms in Statistics department are about to complete. Conversion of Physics & Chemistry classrooms to smart classrooms is likely to be completed next year.
4. Emphasised the need for quality research	4. Activities for establishing a research centre in dept. of Commerce is intensified. Three research guides in the college are actively involved in quality research.
5. IQAC stressed for organisation of seminars and other activities	5. a. State level seminar on Fundamental and Applied Physics was organised by Dept. of Physics on 13-14 December 2012 a. Union Budget analysis was organised by the Economics forum on 07.03.2013 b. A workshop on research methodology was arranged by the Dept. of Economics on 15.03.2013 c. National Seminar on Tamil literature on critical application was organised by Dept. of Tamil on 04.12.2012 d. State level seminar on Kerala history and culture was organised by Dept. of History on 17.02.2013 e. National seminar on influence of Sanskrit on Malayalam and Malayalam literature was organised by Dept. of Sanskrit. f. State level seminar on "New Vistas in Scholarly Communication and Libraries" was organized by the General Library on 26-3-2013. g. A College level talk on Impact of Environmental issues and global order was organised by the Dept. of politics on 05.06.2012

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

1. Group For Interdisciplinary Exchange (GUIDE)

2. Walk with Scholar (WWS)

Please see Annexure III

7.4 Contribution to environmental awareness / protection

1. Environment awareness campaigns were carried out by college NCC & NSS units.
2. The World Environment Day is celebrated with planting of saplings.
3. All trees and plants in the campus are maintained well.
4. As far as possible the campus is maintained as plastic free zone.

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 - 46% having Ph.D.
    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.   Limited Campus area.
    ii. Syllabi of different courses are to be updated.
3. **Opportunities of the Institution**
    i.   Being in the heart of the city , the college is nearer to various research and academic institutions. Different industries in and around Trivandrum can serve as potential job providers for the students.
4. **Threats to the Institution**
    i.   The conventional courses offered by the college offers comparatively less employability.
5. **Action plan to overcome the weakness**
    i.   Possibility for expansion of campus area is taken up with the government.
6. **Mitigating threats**
    i.   Career guidance and placement activities are tobe intensified with employability as the key issue.

7.6.2   MAJOR ACHIEVEMENTS

a.   Student from the College secured first rank in M. Sc. Chemistry examination.

b.   The college team has won I prize in Intercollegiate base ball tournament.

c.   Students from the college represented University of Kerala in Hand ball and Baseball Tournaments

d.   Students from the College was part of the team that has won III prize in National Softball Championship.

e.   Students from the College was part of the team that has won I prize in Junior level Soft ball and Base Ball   Championship

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

1.   To complete construction of class rooms for Dept. Of Statistics.
2.   To complete smart class rooms in Dept. of Physics and Chemistry.
3.   Complete works of play ground for Hand Ball.
4.   To establish full fledged research centre in Dept. of Commerce.
5.   To encourage more teachers for to apply for Minor/Major projects.
6.   To conduct more number of National seminars.

Name: Dr. PRINCE P. R   *Name:* Prof. K. JAYAKUMAR

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure I
ACADEMIC CALENDAR 2012-13

UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES UNDER CBCS SYSTEM -2010 ADMISSIONS

SIXTH SEMESTER

21-11-2012	COMMENCEMENT OF CLASSES
05-12-2012	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
22-12-2012 TO 31-12-2012	X'mas Holidays
01-01-2013	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
02-01-2013 TO 10-01-2013	CONDUCT OF FIRST SET OF TEST PAPERS
17-01-2013	LAST DATE OF REGISTRATION OF THE COURSES
21-01-2013	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
04-02-2013	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
06-02-2013 TO 15-02-2013	CONDUCT OF SECOND SET OF TEST PAPERS
20-02-2013	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
28-02-2013	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
01-03-2013	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
05-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
08-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
08-03-2013	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
13-03-2013	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
18-03-2013	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
02-04-2013	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS
20-03-2013 TO 05-04-2013	END SEMESTER EVALUATION(ESE)

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UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES UNDERCHOICE BASED CREDIT AND SEMESTER
(CBCS) SYSTEM-2011 ADMISSIONS

THIRD SEMESTER

05.07.2012	COMMENCEMENT OF CLASSES
25.07.2012	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
08.08.2012	LAST DATE OF REGISTRATION FOR THE COURSES
08.08.2102 TO 17.08.2012	CONDUCT OF FIRST SET OF TEST PAPERS
22.08.2012	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
24.08.2012 TO 02.09.2012	ONAM HOLIDAYS
05.09.2012	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
05.09.2012	PUBLICATION OF RESULTS OF 1st SET OF TEST PAPERS
12.09.2012	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
12.09.2012 TO 19.09.2012	CONDUCT OF 2nd SET OF TEST PAPERS
26.09.2012	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
26.09.2012	PUBLICATION OF RESULTS OFSECOND SET OF TEST PAPERS
01.10.2012	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONSWITHFINE
05.10.2012	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPERFINE
15.10.2012	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
15.10.2012 TO 17.11.2012	END SEMESTER EVALUATION(ESE)
18.10.2012	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
22.10.2012	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
07.11.2012	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS.

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UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CBCS
SYSTEM -2011 ADMISSIONS

FOURTH SEMESTER

17-12-2012	COMMENCEMENT OF CLASSES
21-12-2012	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
22-12-2012 TO 31-12-2012	X'mas Holidays
04-01-2013	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
16-01-2013 TO 24-01-2013	CONDUCT OF FIRST SET OF TEST PAPERS
31-01-2013	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
01-02-2013	LAST DATE OF REGISTRATION OF THE COURSES
15-02-2013	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
20-02-2013 TO 28-02-2013	CONDUCT OF SECOND SET OF TEST PAPERS
01-03-2013	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
07-03-2013	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
08-03-2013	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
15-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
20-03-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
27-03-2013	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
03-06-2013	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
07-06-2013	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
14-06-2013	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS
17-06-2013 TO 26-06-2013	END SEMESTER EVALUATION(ESE)

UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES UNDERCHOICE BASED CREDIT AND SEMESTER
(CBCS) SYSTEM-2012 ADMISSIONS

FIRST SEMESTER

09.07.2012	COMMENCEMENT OF CLASSES
23.07.2012	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
13.08.2012	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
16.08.2012	LAST DATE OF REGISTRATION FOR THE COURSES
16.08.2012 to 23.08.2012	CONDUCT OF FIRST SET OF TEST PAPERS
24.08.2012 to 02.09.2012	ONAM HOLIDAYS
03.09.2012	PUBLICATION OF RESULTS OF 1st SET OF TEST PAPERS
03.09.2012	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
05.09.2012	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
12.09.2012 to 19.09.2012	CONDUCT OF 2nd SET OF TEST PAPERS
17.09.2012	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
20.09.2012	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITH FINE
25.09.2012	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPERFINE
28.09.2012	PUBLICATION OF RESULTS OF 2nd SET OF TEST PAPERS
03.10.2012	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
08.10.2012	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
15.10.2012	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
10.10.2012 to 31.10.2012	END SEMESTER EVALUATION (ESE)
19.10.2012	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS.

UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES UNDER CBCS SYSTEM -2012 ADMISSIONS

SECOND SEMESTER

30-01-2013	COMMENCEMENT OF CLASSES
06-02-2013	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
15-02-2013	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
04-03-2013 TO 13-03-2013	CONDUCT OF FIRST SET OF TEST PAPERS
15-03-2013	LAST DATE OF REGISTRATION OF THE COURSES
20-03-2013	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
27-03-2013	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
03-06-2013 TO 12-06-2013	CONDUCT OF SECOND SET OF TEST PAPERS
05-06-2013	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATION(ESE)
12-06-2013	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
18-06-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
19-06-2013	PUBLICATION OF RESULTS OFSECOND SETOF TEST PAPERS
24-06-2013	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
10-07-2013	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
15-07-2013	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
24-07-2013	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
17-07-2013 To 31-07-2013	END SEMESTER EVALUATION(ESE)
31-07-2013	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

Annexure II
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: 402
2. Number of teachers evaluated: 32
3. Number of questions used: 11
4. Number of responses marked: 2602

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

1. **Knowledge of teacher in the subject**

Opinion	Percentage
Excellent	60.7
Good	31.0
Fair	5.9
Poor	2.4
Total	**100**

2. **Clarity and understandability of teacher's explanations**

Opinion	Percentage
Excellent	42.3
Good	39.8
Fair	12.0
Poor	5.9
Total	**100**

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3. Teacher's willingness to help

Opinion	Percentage
Excellent	57.5
Good	31.9
Fair	8.9
Poor	1.7
Total	**100**

4. Approximate classes engaged by teacher

Opinion	Percentage
Less than 75%	3.9
75 to 90%	28.0
More than 90%	68.1
Total	**100**

5. Teacher's ability to organise lectures

Opinion	Percentage
Excellent	58.8
Satisfactory	35.9
Inadequate	5.3
Total	**100**

6. Whether teacher dictates the notes with explanation

Opinion	Percentage
No	10.2
Yes	74.3
No notes	15.5
Total	**100**

7. Speed of presentation

Opinion	Percentage
Normal	70.5
Too fast	23.3
Too slow	6.2
Total	**100**

8. Does teacher encourage to ask questions

Opinion	Percentage
Yes	74.5
Sometimes	20.6
No	4.9
Total	**100**

9. Behaviour of teacher

Opinion	Percentage
Pleasant	84.8
indifferent	12.7
Unpleasant	2.5
Total	**100**

10. Sincerity of the teacher

Opinion	Percentage
Sincere	86.2
Unable to judge	9.3
Not sincere	4.5
Total	**100**

11. Overall teaching effectiveness

Opinion	Percentage
Excellent	56.5
Good	39.9
Fair	1.7
Poor	1.9
Total	**100**

Annexure III
BEST PRACTICE - 1

1. **Title of the Practice**
   Group for Interdisciplinary exchange (GUIDE)

2. **Goal**
   The goals of the programme are listed below
   i.   To provide a platform for interdisciplinary interaction among students and teachers.
   ii. Providing basic knowledge and understanding in various disciplines in a view to generate interest in interdisciplinary practices.
   iii. To promote students and teachers to present their ideas in the form of simple interesting lectures.

3. **The Context**
   Even when the college offers post graduate and undergraduate programmes in a wide cross section of disciplines, an academic interaction between various departments was not that frequent. With recent advances in different subjects, it became so evident that research is more or less turning to be interdisciplinary. Such an interdisciplinary approach will develop only if there is an interaction in the intellectual level between different disciplines.

4. **The Practice**
   As part of the programme interdisciplinary lectures were organized twice in a month on Fridays in the noon time. Teachers and students from different departments voluntarily gave talks on interesting topics of their respective discipline. This was followed by active discussions. The meeting was regularly attended by a bunch of students and teachers. To organize this intellectual exercise, a committee under the chairmanship of the Principal was constituted.

5. **Evidence of Success**
   As many as 20 lectures were organized and all of them were seriously attended by teachers and students. The interactions brought together the academic community of the college. The confidence level of students in presenting lectures increased well.

6. **Problems Encountered and Resources Required**
   The major problem encountered in the implementation of the programme was the difficulty in finding out the time slots for conduct of the programme. Also, even though, initially it was planned to bring one or two resource persons external to the college, the idea was dropped primarily because of the difficulty in obtaining funds.

7. **Contact Details**
   Name of the Principal: Dr. V. Madhusoodhanan
   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: 9447817123

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BEST PRACTICE - 2

1. **Title of the Practice**

    Walk with scholar programme (WWS).

2. **Goal**

    The goals of the programme are listed below.
    i. to arrange specialized mentoring programs for students in Under Graduate Programs in Arts, Science and Commerce and to provide guidance for their future.
    ii. To facilitate necessary orientation to students to set appropriate high, attainable and real ambitions of life and to show the ways and means to achieve them.
    iii. To help students to identify avenues for development, areas for higher studies and other opportunities in life.

3. **The Context**

    It has been observed that the students in Arts, Science and Commerce Colleges do not get necessary orientation to prepare them for employment or guidance necessary to select areas for higher study. Because of this, even the meritorious students find it very difficult to choose an employment or a particular higher study. This serious issue is addressed and tried to be solved through the programme
    .

4. **The Practice**

    The scheme is open for all newly admitted undergraduate students with 60% marks in the qualifying examination. The programme introduces the idea of mentoring and builds on the concept of mentor as a 'Guide' and 'Friend'. For the purpose of mentoring, two categories of mentors were identified - 'Internal Mentor' and 'External Mentor'. The Internal mentor is a faculty member from the college. Each Internal Mentor will be in charge of 6 students. 30 students were selected for the programme and consequently 5 internal mentors too. External Mentors were identified from persons working in Industry, as well as from professions like Engineering, Medicine, Architecture, Law, Hospitality, Media, Business, Teaching, Administration, etc. Each 'External Mentor' was given charge of 5 students. Hence a total of 6 'External Mentors' were identified by the college.

    Students selected under the Programme were paired to two mentors- An Internal Mentor and an External Mentor. 130 hours were identified (20 hours per internal mentors and 5 hours per external mentors)

    The progress of the Scholar (student) was evaluated at regular intervals by the Internal and External Mentors and necessary corrective measures were taken to meet the desired objectives.

5. **Evidence of Success**

    The participants who initially had difficulty in presentations mainly due to stage fear, emotional imbalance, etc., have overcome the same and were presenting well at the end of the programme.

6. **Problems Encountered and Resources Required**

    The framing of the timetable for the programme amidst other academic activities was the biggest challenge.

7.   Contact Details

Name of the Principal:	Dr. V. Madhusoodhanan
Name of the institution:	Government Arts College
City:	Thiruvananthapuram
Pin code:	695014
Accredited Status:	C+, first cycle
Work Phone:	0471-2323040
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Email:	artscollegeofficetvpm@gmail.com
Mobile:	9447817123