ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

2013-2014

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. Sajeev Samuel Rose

Tel. No. with STD Code:

0471-2323040

Mobile:

9447300115

Name of the IQAC Co-ordinator:

Dr. Prince P. R.

Mobile:

09495211211

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/AQAR2013-14.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 :

01.06.2006

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

2013-14

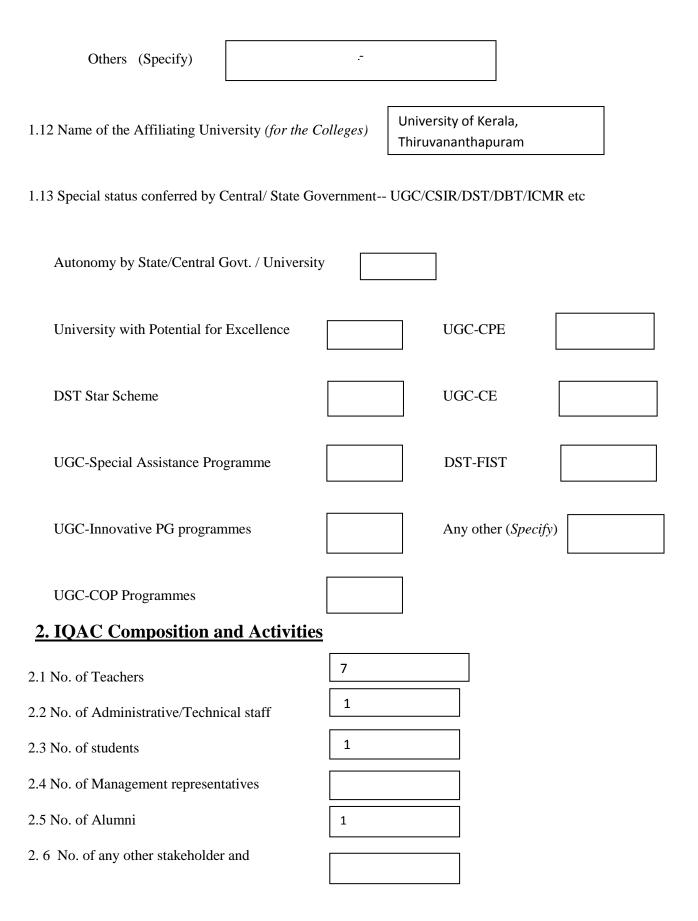*Government Arts College, Thiruvananthapuram, AQAR 2013-14*

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 2012-13 submitted to NAAC on 11.11.2014
  ii. AQAR 2011-12 submitted to NAAC on 11.11.2014
 iii. AQAR 2010-11 submitted to NAAC on 11.11.2014
 iv. 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   1

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   10

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.   1   International   National   State   Institution Level   1

(ii) Themes   Quality improvement through IQAC

(A one day work shop was organised for teachers and the administrative staff, with two technical sessions and discussions. The technical sessions were 1. IQAC- aim, objectives and strategies and 2. NAAC accreditation and IQAC)

2.14 Significant Activities and contributions made by IQAC

1. Streamlining the continuous evaluation examinations by a common time table.
2. Promoting and facilitating good teaching-learning practices.
3. Modernizing class room facilities
4. Empowering the students for obtaining employment
5. Encouraging faculty members to apply for projects.
6. 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. IQAC emphasised for stream lining continuous evaluation examinations.	1. The continuous evaluation examinations are conducted using a common time table and results announced on time.
2. Promoting and facilitating good teaching-learning practices	2. Power point presentations, EDUSAT online classes, video clips of famous lectures etc. were widely used in class rooms.
3. Modernising class room facilities	3. Two new class rooms for Dept. of Statistics were setup. Initial false ceiling and floor tiling works for the conversion of 2 class rooms of Depts. of Physics and Chemistry to Smart class rooms were carried out
4. Empowering students for obtaining employment	4. The placement cell arranged various aptitude tests, on campus and off campus placement drives. Hyundai, Eureka Forbes, ICICI, NIIT were a few to conduct placement drives. Of 80 students participated, 2 got selected.
5. IQAC encouraged faculty members to apply for projects	5. 6 minor projects amounting to Rs. 4 lakhs were sanctioned to the college
6. IQAC propagated the guidelines for obtaining funding for the conduct of seminars in National and State levels	6. 2 National Seminars and 5 state level seminars were conducted with funding from different agencies
7. IQAC emphasised the need for quality research in the College	7. (a) The Dept. of Commerce was accredited as Research Centre (b) 15 National /International papers were published by faculty members of the college (c) 14 research scholars are working under 4 research guides of the college. (d) One faculty member from the Dept. of

	Physics received UGC Travel Grant to present paper in an International Conference in Australia (e) One faculty member from Dept. of Commerce was selected for a one month training programme in England under the Fostering Linkages in Academic Innovation and Research (FLAIR) programme sponsored by Govt. of Kerala

(* 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. The Council entrusted all HODs to verify the report and point out corrections if any. They were also requested to put forward suggestions for quality improvement in the next year. The council on another sitting approved the corrected report.

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		1		
PG	5			
UG	4			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	9	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. All the Post graduate syllabi were revised by the University in the year 2013-14 incorporating the latest trends. The revised PG English syllabus gives emphasis to literary theory and its praxis. University has initiated steps to revise the UG syllabus too.

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
45	35	10	0	0

2.2 No. of permanent faculty with Ph.D.

17

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	0	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	8	30	11
Presented papers	7	11	1
Resource Persons	1	6	2

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

1. Interactive learning through EDUSAT online class rooms.
2. Learning through experts interaction.
3. Walk with Scholar (WWS) Programme to support scholarly students
4. Scholar support programme (SSP) to support weak students
5. Additional Skills Acquisition Programme (ASAP) for job orientation.
6. Fostering Linkages in Academic Innovation and Research (FLAIR) programme

Please see Annexure III for details

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

$\boxed{181}$

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

> Students are evaluated both by continuous and end semester assessments. The end semester examinations are conducted by the affiliating University and the examination system is fairly good with double valuation in the PG level, Intermittent internal examinations and model examinations are conducted in the college as per a common schedule. A College Level Monitoring Committee is functioning to supervise all evaluation processes in the credit and semester system. Double valuation and open book internal examinations are experimentally conducted in the college too. Frequent seminars, assignments, projects, etc. are also assigned as part of continuous evaluation.

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

13		

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

2.10 Average percentage of attendance of students

$\boxed{84}$

  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	0	0	90
MA English	18	0	50	50	0	100
MA Economics	15	0	26.7	73.3	0	100
M Com	15	27	73	0	0	100
MSc Statistics	First batch attending final year examinations					
B.Sc. Physics	20	0	40	20	0	60
B.Sc Biotech	24	29	25	33		88
BA Economics	55	0	0	22	49	71
B Com	62	19	34	26	21	100

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

1. IQAC conducts frequent meetings to review the continuous evaluation of students. 2. The tabulated students assessments are checked and the reason for low grades if any is sought from the tutor concerned. 3. Remedial methods for improvements are suggested. 4. Collects students feedback and informs to the teacher concerned 5. Hardships and difficulties, if any, experienced by the teachers and reported to IQAC are addressed. Proper solving mechanisms are facilitated.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	6
UGC – Faculty Improvement Programme	3
HRD programmes	0
Orientation programmes	4
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	11
Others	5

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	1	3
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. I QAC in association with the research committee serves as the nodal agency for research related activities of the college.
2. All relevant rules regarding Ph. D. registration, Faculty Improvement programmes, Guideship, Application for research projects of various agencies, Travel grant scheme for presenting paper in national/international seminars, FLAIR, conduct of seminars, etc. are provided by the IQAC to the concerned. IQAC keeps track off all such applications made. One facuilty member has been selected in the year for Faculty improvement programme.
3. IQAC maintains close contact with the College and department libraries to ascertain the need and availability of various research journals and other books. Efforts are made to resove deficiencies if any.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				3
Outlay in Rs. Lakhs				40

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	6	
Outlay in Rs. Lakhs		2.75	4.00	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	1	9	
Non-Peer Review Journals			
e-Journals			
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	2012-14 (chem)	UGC	1,35,000	87,000
	2012-14 (eng)	UGC	1,40,000	90,000
	2013-15(com)	UGC	1,55,000	0
	2013-15 (eco)	UGC	1,05,000	0
	2013-15 (phy)	UGC	1,00,000	0
	2013-15 (eng)	UGC	40,000	0
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			6,75,000	1,77,000

3.7 No. of books published   i) With ISBN No.   [3]   Chapters in Edited Books   [0]

   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		2	6		
Sponsoring agencies		DCE	DCE, KSCSTE		

3.12 No. of faculty served as experts, chairpersons or resource persons   19

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   14

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 | 101 | State level |

National level | | International level |

3.22 No. of students participated in NCC events:

University level | 54 | State level | 25

National level | 14 | International level |

3.23 No. of Awards won in NSS:

University level | 2 | State level |

National level | | International level |

3.24 No. of Awards won in NCC:

University level | | State level | 4

National level | 2 | International level |

3.25 No. of Extension activities organized

University forum | | College forum | 6

NCC | 2 | NSS | 2 | Any other |

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

1   College NCC unit has observed a one day Sanitation week. Different public places in the city were cleaned by the cadets as part of the programme.

2   The NCC unit also organised an anti-narcotic campaign for a week among the public. Awareness about the evils of the drugs was created as part of the drive.

3   The NSS unit organised a one day cleaning campaign in the Medical College campus, Thiruvananthapuram

4   The NSS volunteers donated a nebuliser and a digital weighing machine to the Govt. Hospital for women and children, Thycaud, Thiruvananthapuram.

5	The energy club in association with the Bharat Petroleum Corporation Limited has organised a 'save energy' campaign. Competitions like painting, quiz and essay writing were organised to popularise the message of energy conservation.
6	The world environment day was celebrated with planting saplings in various parts of the city and campus
7	The College Union organised two blood donation camps.
8	The Dept. of Physics conducted an environment awareness programme in connection with the International ozone day.
9	The BSc Physics students have conducted a survey of traffic in the main road and calculated the pollution level.
10	An assessment of the usage and wastage of electrical energy in and outside the campus was also carried out by the BSc Physics students.
11	The continuing Education cell works effectively in the college. Of the 55 students who completed the One year professional diploma in Network engineering offered by the continuing education subcentre, 47 passed the course. A few students got placements in Kochar infotech companies Bangalore and Finopaytech company, Navi Mumbai. Many students got jobs in Computer hardware shops and service centres in Trivandrum too

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	2	plan	29
Laboratories	6	1	plan	7
Seminar Halls	2	0		2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	3	0		0
Value of the equipment purchased during the year (Rs. in Lakhs)	100	21.6	plan	121.6
Others				

4.2 Computerization of administration and library

> The administrative office is computerized this year. The library is computerized in the previous years. Library has access to NLIST, INFLIBNET, etc. The books are all bar coded. Many important administrative circulars are propagated through e-mail.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	38587	4420000	235	400000	38822	4820000
Reference Books	1590	675000	15	25000	1605	700000
e-Books	70000	5000	0	0	70000	5000
Journals	40	30000	0	0	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	Depart-ments (Major)	Others
Existing	78	2	12	1	0	1	7	
Added	13	1	01	0	0	0	0	
Total	91	3	13	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 are having internet access. The library is having a browsing centre too. The library gives training on 'knowledge surfing' to teachers and students.

4.6 Amount spent on maintenance in lakhs :

 i) ICT   1.76

 ii) Campus Infrastructure and facilities   15.65

 iii) Equipments   9.55

 iv) Others   8.57

                              Total :   35.53

Government Arts College, Thiruvananthapuram, AQAR 2013-14

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC of the college acts as the nodal agency that renders student support services and incorporates the activities of the various clubs and forums functioning in the college. The main functions of the IQAC include

1. Maintaining discipline among students and faculty members.
2. Making meaningful and active interference in infrastructure development.
3. Co-ordinating the activities of all the clubs and forums
4. Reviewing internal assessments and continuous evaluation.
5. Preparing annual/monthly plans for curricular and co-curricular activities in the college.
6. Facilitating communications with University, UGC, etc.

Frequent meetings of the IQAC are convened to chart out the action plans. The members who represent the various departments can bring to notice their grievances and seek the help and co-operation of other departments to get them redressed. Assistance of the PTA is also made available in the process.

In order to enhance the awareness about the various student support services,

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. E-mails/ sms are sent to the students who are the members of the respective clubs.
3. A meeting of all class representatives is held immediately after every IQAC meeting so that they can be briefed about the decisions taken.
4. The IQAC members of each department takes part in all the class PTAs convened during a semester. This helps the IQAC to gauge the real difficulties encountered by the students and also to disseminate information about all its programmes.

5.2 Efforts made by the institution for tracking the progression

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

1. Student's feedback is collected with regard to curricular and co-curricular activities.
2. Frequent review meetings of the IQAC are conducted.
3. At least one staff meeting is convened every month, where the group tutors and the heads of the departments report the progress.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
489	135	6	630

(b) No. of students outside the state

1

(c) No. of international students

0

Men

No	%
265	42.1

Women

No	%
365	57.9

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
461	51	2	98	2	614	440	43	2	142	3	630

Demand ratio: (Admissions conducted by the University)   Dropout %   0.81

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.
>
> Students are given guidance for the various entrance tests for admission to national science institutions. They are also given training in communications skills and information technology as part of the Additional skills acquisition programme (ASAP)

No. of students beneficiaries

120

5.5 No. of students qualified in these examinations

NET | 14 | SET/SLET | 18 | GATE | | CAT | |

IAS/IPS etc | | State PSC | 6 | UPSC | | Others | 12 |

5.6 Details of student counselling and career guidance

> The college has a well functioning student counselling and career guidance cell. The cell concentrates on the well being of a student as a human being. Each department has a student counsellor, who addresses all concerns of the students in the very basic level. Different personality development and career guidance classes are arranged. A placement cell is also functioning to facilitate employment opportunities of the students. With programmes like Scholar support programmes, Walk with scholar programme and Additional skills acquisition programme, they are well equipped to meet the needs of the current employment scenario. Different teachers act as mentors of all these programmes.

No. of students benefitted   105

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		2

5.8 Details of gender sensitization programmes

> The women's cell of the college organised a group discussion on gender related problems and solutions. Participants from both the genders participated (including teachers and students)

5.9 Students Activities

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

State/ University level   55   National level   15   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 | 50 | National level | 1 | International level | |

Cultural: State/ University level | | National level | | International level | |

A few achievements by the students are

    a. The College team has won the Inter Collegiate Base ball, Soft Ball and Hand ball tournaments (I, III and II positions respectively).
    b. Students from the College represented Kerala University in All India Championships (Base Ball held at Punjab, Softball held at Gundur, and Handball at Thiruchirappally)
    c.   II BSc Physics students won I prize in Debate competition conducted by National Sample Survey Organisations
    d. II B Sc Physics students won III prize in Hindi Competitions conducted by Census Board.

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution		
Financial support from government	483	1878543.00
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 | 3 |

(College students Union has organised two blood donation camps and one note book distribution programme)

5.13 Major grievances of students (if any) redressed:
    1. The demand for an exclusive play ground for handball was granted and realised.

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

Faculty members from the college are actively participating in the curriculum development and syllabus revision activities of the University. Two members of Dept. of Physics attended syllabus revision workshop for PG/UG and one is a member of Board of Studies of the University. Five members from Department of Commerce, Two from Department of English, one from Department of Chemistry and one from Department of Statistics also attended syllabus revision workshops (PG). One faculty member from Department of Statistics is a member of Board of studies too. of University of Kerala. Five faculty members of Commerce attended syllabus revision workshop (PG). Two faculty members of Botany and Biotechnology attended syllabus revision workshop (UG). College Librarian is a member of Board of Studies in Library and Information Science of the University.

6.3.2 Teaching and Learning

Regular classes both theory and practicals are conducted effectively as part of curriculum. Demonstration of experiments and hands on training as a part of practicals are also conducted. Teaching aids like visual media, power point presentations, charts, models, specimen, etc. are utilised effectively. Students attend EDUSAT online classes too. Internet facilities are available in all departments as well as in the library. PG departments and a few UG departments are equipped with their own computer labs which facilitates individual access to all students. There is a Language lab in the Department of English which contributes to improving the accent and fluency of communication among the students. Group discussions and seminars are conducted with the effective participation of students. Many seminars were conducted by various departments in various disciplines through which students and faculty members got the opportunity to interact with the external experts in the relevant field. Institutional and Industrial visits are organised with an aim to expose the students to current trends and opportunities in the various fields. Students are encouraged to carry out their project work at various research institutes with a view to enhance their research aptitude. Fields visits were specially organised to identify and collect different plants from the natural habitat for the preparation of a herbarium.

6.3.3 Examination and Evaluation

The college conducts examinations regularly as a part of curriculum. Besides university examinations, class tests are conducted on regular basis for every subject by the concerned teacher. Model examinations are conducted by all the departments at the college level, before the University exams so as to familiarise the students with the latter. The results with feedback of all the examinations are properly and timely communicated to the students. Various quizzes and surprise tests are also conducted occasionally to assess whether the knowledge of students is up-to-date. Retests are conducted for weak students so as to give them a chance to improve. Practical model exams are also conducted to familiarise the students with the techniques. The college level monitoring committee ensures that the model examinations are conducted properly without fail.

6.3.4   Research and Development

1. PG students are encouraged to do research oriented projects in the college itself.
2. Research scholars are instructed to present their status and progress of research on a bimonthly basis.
3. The college research committee meets every 3 months to review the research activities.
4. The IQAC has identified two teachers of the college for participation in the FLAIR programme of the State Government. One of them was selected for a one month internship in various research institutes in UK.

6.3.5   Library, ICT and physical infrastructure / instrumentation.

1. The General library is automated and is subscribed to NLIST, INFLIBNET, etc.
2. The library has organised one orientation programme to readers and one state level seminar on library science.
3. IQAC has established a website and important documents are uploaded to the site so that students and faculty members get easy access to the same.
4. Department of Statistics has setup 2 class rooms, one computer lab, one library and one staff room.
5. Department of English has established a Language Lab with 30 Computers.

6.3.6   Human Resource Management

1. The students are trained in various platforms like College Union, NSS, NCC, Career guidance cell, Women cell, etc.
2. Teachers take part in various orientation programmes and IQAC meetings and seminars.
3. Training programmes, organised by Directorate of Collegiate Educations, IMG, etc are attended by the members of the administrative staff in a regular manner.

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. A visit to Technopark was organised as part of the Walk with Scholar programme

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

> All departments have separate alumni associations. The alumni of the college who are presently experts in different fields give talks to the students. They also associate with the career guidance and placement cell to lead the students in finding out employments.

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.

The following are a list of detailed activities of the PTA

1. Attendance slip, attendance register, etc. were printed and distributed to all departments.

2. PTA also gives incentive to meritorious students in the form of cash prize.

3. Under the assistance of PTA a photocopy machine is functioning in the college library from where both students and staff can take photocopies at a nominal rate.

4. PTA has provided funds to repair and maintain benches, desks, almirahs and other furniture of the college. Computers of the office and different departments were also got serviced by PTA.

5. It also provides advance to pay the electricity and water charges of the college.

6. Assistance to students for participating in state as well national sports tournaments were provided by PTA in association with physical education department.

7. PTA has appointed and paid the remuneration for the temporary sweeper in absence of the permanent sweepers.

8. It also provided financial assistance for the smooth functioning of NSS in the college.

9. PTA gave financial advance for the conduct of walk with scholar programme.

10. Periodic plumbing works and repairs in the college were undertaken by the PTA.

11. Assistance was provided for the purchase of fans, tube lights, emergency lighting system, calculators, etc..

12. It also provided assistance for the NAAC activities in the college.

13. PTA paid the honorarium for the subject expert in conducting the FDP substitute and guest lecturer interviews.

14. Financial assistance was also provided for civil works like the fixing of Galvanised Iron on the roof of library building.

15. Assistance was also given to students union for conducting various student programmes.

16. Utilizing PTA fund internet facility was provided in office as well as departments.

6.13 Development programmes for support staff

1. Support staff were given sufficient computer training by experts
2. 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.

The campus has many fully grown trees with a garden providing shade and beauty. Several measures have been taken to preserve these nature's gift by watering and maintaining them regularly. A gardener is employed for the purpose. The institution further plans to cultivate a medicinal plants garden too.

The nature club in college is highly active and has taken lots of measures to ensure that the campus is eco-friendly, being supported by the activities of NSS, NCC and college union. The campus is a plastic-free zone and efforts are made to make it litter free. 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 in connection with the celebrations arranged in association with the Department of Forests, Govt of Kerala. The nature club conducted a field trip to Thenmala to study the flora of western ghats. Department of physics organised an awareness programme in connection with the observation of International day for the preservation of the ozone layer.

Dust bins are set up at strategic locations throughout the college campus for the segregation and collection of biodegradable and non-biodegradable waste. Awareness programs were conducted to promote use of bags made of either of cloth or recyclable paper. Faculties try to use the printers wisely by printing both sides of paper and to use the printer settings that save ink. Students are encouraged to use library books frequently and pool the resources rather than making photocopies. Steps are taken to minimise the wastage of water and electricity by wise usage. Introduction of biometric punching system helps to reduce the usage of book based attendance register.

Criterion – VII

7. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Teachers and students were encouraged to access INFLIBNET and NLIST introduced in the General library and many are presently using the facility to a larger extent. This helped a lot in creating research interest in the concerned.
2. The state government sponsored FLAIR (Fostering Linkages in Academic Innovation and Research) is well implemented in the college and one faculty member got selected for one month internship in UK. This again helped in nurturing research interest.
3. Established an exclusive court for Hand ball. This made the practice of the game more scientific.
4. Streamlining the continuous assessment with common time table made the internal examination system more efficient

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 for stream lining continuous evaluation examinations.	1. The College level monitoring committee streamlined the examination system. The continuous evaluation examinations are conducted using a common time table and results announced on time.
2. Promoting and facilitating good teaching-learning practices	2. All teachers were instructed to using ICT enabled teaching. The HODs were requested to monitor the same. As a result, Power point presentations, EDUSAT online classes, video clips of famous lectures etc. were widely used in class rooms.
3. Modernising class room facilities	3. The college council has decided to setup new class rooms and to convert selected class rooms to smart class rooms. Two new class rooms for Dept. of Statistics were setup.

	Initial false ceiling and floor tiling works for the conversion of 2 class rooms of Depts. of Physics and Chemistry to Smart class rooms were carried out
4. Empowering students for obtaining employment	4. The placement cell activities were strengthened. The placement cell arranged various aptitude tests, on campus and off campus placement drives. Hyundai, Eureka Forbes, ICICI, NIIT were a few to conduct placement drives. Of 80 students participated, 2 got selected.
5. IQAC encouraged faculty members to apply for projects	5. The details of the procedure and format for applying for minor and major projects were familiarised to the teachers. 6 minor projects amounting to Rs. 4 lakhs were sanctioned to the college
6. IQAC propagated the guidelines for obtaining funding for the conduct of seminars in National and State levels	6. Details regarding the various funding agencies for conduct of seminars were circulated. 1 National Seminars and 5 state level seminars were conducted with such funding. a. Dept. of Physics organised three events-(i) the National Seminar on Fundamental and Applied Physics, (ii)Atmosphere we live, one day seminar on atmosphere, (iii) National Science day celebrations. b. Dept. of Chemistry organised two day seminar on recent trends in Chemistry. c. Dept. of Economics organised Union Budget analysis and discussion on current economic issues.
7. IQAC emphasised the need for quality research in the College	7. Efforts were made to (a) get the Dept. of Commerce accredited as Research Centre (b) promote publication of research work in journals. As a result, 15 National /International papers were published by faculty members of the college (c) promote guiding research and 14 research scholars are presently working under 4 research guides of the college. (d) facilitate travel grant for presenting paper in International conferences. One faculty member from the Dept. of Physics received UGC Travel Grant to present paper in an International Conference in Australia (e) implement effectively the Fostering Linkages in Academic Innovation and Research (FLAIR) programme sponsored by Govt. of Kerala. One faculty member from Dept. of Commerce was selected for a one month internship in UK under the programme.

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

1. Fostering Linkages in Academic Innovation and Research (FLAIR)   2. Additional skill acquisition programme (ASAP)   Please see Annexure IV

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. Department of physics organised an awareness programme in connection with the observation of International day for the preservation of the ozone layer. Awareness programs were also conducted to promote use of bags made of either of cloth or recyclable paper. Faculties try to use the printers wisely by printing both sides of paper and to use the printer settings that save ink.

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. 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 sate 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 Achievements is Sports

1. 14 students participated in University of Kerala in various sports events

2. 2 students represented Kerala state cricket team

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

1. To expand IQAC with dedicated infrastructure.
2. To establish a public address system in all class rooms and departments.
3. To apply for a new PG course in Physics
4. To enhance infrastructure facilities

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

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

Annexure I
ACADEMIC CALENDAR 2013-14
UNIVERSITY OF KERALA
CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CBCS
SYSTEM -2012 ADMISSIONS
FOURTH SEMESTER

01.01.2014	COMMENCEMENT OF CLASSES
13.01.2014	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
15.01.2014	LAST DATE OF REGISTRATION OF THE COURSES
27.01.2014	2014 LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
03.02.2014 TO 10.02.2014	CONDUCT OF FIRST SET OF TEST PAPERS
15.02.2014	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
17.02.2014	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
24.03.2014 TO 28.03.2014	CONDUCT OF SECOND SET OF TEST PAPERS
02.06.2014	PUBLICATION OF RESULTS OF SECOND SET O TEST PAPERS
03.06.2014	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
07.06.2014	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
10.06.2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
12.06.2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
13.06.2014	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
15.06.2014	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
20.06.2014	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
18.06.2014 TO 30.06.2014	END SEMESTER EVALUATION(ESE)
30.06.2014	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 -2013 ADMISSIONS
SECOND SEMESTER

27.01.2014	COMMENCEMENT OF CLASSES
14.02.2014	LAST DATEOF REGISTRATION OF THE COURSES
28.02.2014	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
31.03.2014	LAST DATE FOR ALLOTTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
02.06.2014	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
02.06.2014	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATION(ESE)
04.06.2014 TO 11.06.2014	CONDUCT OF TEST PAPERS
13.06.2014	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE

20.06.2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
25.06.2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
18.06.2014	PUBLICATION OF RESULTS OF TEST PAPERS
23.06.2014	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
25.06.2014	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
30.06.2014	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
01.07.2014 TO 15.07.2014	END SEMESTER EVALUATION(ESE)
15.07.2014	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

UNIVERSITY OF KERALA
THE CALENDAR SHOWING ACADEMIC EVENTS FOR THE YEAR 2013 RELATING
TO M.A/M.Sc/M.Com/MTA/MSW/MPA DEGREE COURSES (THIRD SEMESTER- 2012
ADMISSION) IN AFFILIATED COLLEGES
THIRD SEMESTER
AUGUST 2013

08.08.2013	Commencement of Third Semester
16.08.2013	Last date for allotment of topic of Assignments (I&II) conduct of Seminars (I&II)
26.08.2013	Last date for submission of 1st set of Assignments/conduct of Seminars.
23.09.2013 TO 26.09.2013	Conduct of 1st set of Test papers
03.10.2013	Publication of results of 1st set of Test papers
04.10.2013	Last date for allotment of topics for dissertation
15.10.2013 TO 21.10.2013	Dates for the conduct of 2nd set of Test Papers
30.10.2013	Last date for submission of 2nd set of Assignments/Conduct of Seminars
04.11.2013	Publication of results of 2nd set of Test papers.
18.11.2013	Date of Notification for University Exams
26.11.2013	Last date for submission of results of CA by Teachers to the Heads of the Departments
26.11.2013	Last date for receipt of application for University Exam (ESA) without fine
29.11.2013	Display of results of CA marks
29.11.2013	Last date for receipt of application for University Exam (ESA) with fine
05.12.2013	Last date for submission of complaints if any, regarding CA, by students to the Heads of the Departments
05.12.2013	Last date for receipt of application for University Exam (ESA) with Superfine
10.12.2013	Last date of receipt of results of CA by the Controller ofExaminations
16.12.2013 TO 18.12.2013	University Examinations (ESA)-III Semester.
01.01.2014	Commencement of IV Semester

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: 398
2. Number of teachers evaluated: 30
3. Number of questions used: 11
4. Number of responses marked: 2568

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

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

Opinion	Percentage
Excellent	63.8
Good	30.1
Fair	4.7
Poor	1.4
Total	**100**

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

Opinion	Percentage
Excellent	45.9
Good	38.6
Fair	10.7
Poor	4.8
Total	**100**

Government Arts College, Thiruvananthapuram, AQAR 2013-14

3. Teacher's willingness to help

Opinion	Percentage
Excellent	55.7
Good	31.8
Fair	9.9
Poor	2.6
Total	**100**

4. Approximate classes engaged by teacher

Opinion	Percentage
Less than 75%	4.1
75 to 90%	28.2
More than 90%	67.7
Total	**100**

5. Teacher's ability to organise lectures

Opinion	Percentage
Excellent	56.3
Satisfactory	37.9
Inadequate	5.8
Total	**100**

6. Whether teacher dictates the notes with explanation

Opinion	Percentage
No	13.4
Yes	74.0
No notes	12.6.7
Total	**100**

7. Speed of presentation

Opinion	Percentage
Normal	65.8
Too fast	26.8
Too slow	7.4
Total	**100**

8. Does teacher encourage to ask questions

Opinion	Percentage
Yes	64.5
Sometimes	28.6
No	6.9
Total	**100**

9. Behaviour of teacher

Opinion	Percentage
Pleasant	74.9
indifferent	20.8
Unpleasant	4.3
Total	**100**

10. Sincerity of the teacher

Opinion	Percentage
Sincere	78.7
Unable to judge	12.6
Not sincere	8.7
Total	**100**

11. Overall teaching effectiveness

Opinion	Percentage
Excellent	48.9
Good	39.5
Fair	8.8
Poor	2.8
Total	**100**

Annexure III
Innovative processes adopted by the institution in Teaching and Learning:

1. **Interactive learning through EDUSAT online class rooms.**

    The institution gives importance to interactive learning. Through the EDUSAT facility available in the college, as many as 12 online classes in various subjects were attended by the students during the year 2013-14. One faculty member from Dept. of Physics and another from Dept. Of Economics served as resource persons in the EDUSAT programme too

2. **Learning through experts interaction.**

    Many national/state level seminars were conducted by different departments through which students got opportunity to interact with the experts in the relevant field. Scientists from Indian Institute of Astrophysics, Tata Institute of Fundamental Research, Vikram Sarabhai Space Centre, etc. visited the college and interacted with the students

3. **Walk with Scholar (WWS) Programme to support scholarly students**

    A team of 60 meritorious degree students were identified from the college for the scheme. 10 internal mentors were selected for guiding the students. The students were given special training on confidence building, personality development, etc. by a cluster of experts. Different opportunities and prospects in the relevant field of study and other areas were made familiar to the students. A visit to the Legislative assembly, a mock parliament and a mock interview were also organised. Special lectures on improving communication skills and general reading habits were conducted as part of the programme. Tour to Vikram Sarabhai Space Centre, Thiruvananthapuram, Technopark, Thiruvananthapuram, Indian Institute of Management, Kozhikode, National Institute of Technology, Kozhikode, Central Marine Fisheries Research Institute, Kochi, SEBI, were also arranged as part of the programme.

4. **Scholar support programme (SSP) to support weak students**

    6 subjects in which students performances are low are identified and special remedial coaching was given under this programme. A group of 80 degree students who are weak in these subjects were given remedial coaching. Around 60 hours of coaching was given

5. **Additional Skills Acquisition Programme (ASAP) for job orientation.**

    Govt. Arts College is one of the first Colleges in the state to start Additional Skills Acquisition Programme (ASAP) of the Govt. of Kerala. A total of 40 students were trained in this programme during 2013-14

    The programme aims at amplifying working hands in different sectors of the economy, by providing additional skill sets to students along with their regular courses. The students will be equipped with sector specific skills to make them employable. ASAP envisages development of skill programmes in three levels, that is, from certificate programmes to dual degree programmes. The programmes shall also be dovetailed to National Vocational Education Qualifications Framework (NVEQF). The starting point will be at level three or four of NVEQF.

The ASAP level 1 programme, which commenced during November 2012, is a combination of three courses, namely, Communication Skills in English, Basic IT and an Elective Domain Specific Skill Course. The Programmes are developed, delivered, assessed and certified with the active participation of the related industries to ensure labour market acceptance of the programmes. By imparting Communication Skills in English and Basic IT courses to a large student community, the project envisages to create a large talent pool that can work in modern day organizations that promote a global work environment. By choice student groups receive sector specific skills that further enable them to be employable and industry ready. One of the major attractions of ASAP is its foundation module comprising of Communicative English and IT. These modules are offered by Skill Development Executives.

6. **Fostering Linkages in Academic Innovation and Research (FLAIR).**

The programme with an aim to train junior faculty members in teaching, learning and research was implemented in the college, with the sponsorship of Govt. of Kerala. 9 faculty members applied for the programme and 4 of them got selected to the phase II of the programme. One faculty member (Dept. Of Commerce) form the selected group was further selected for one month internship in various institutions in UK.

Annexure IV

BEST PRACTICE - 1

1. **Title of the Practice**

    Fostering Linkages in Academic Innovation and Research (FLAIR)

2. **Goal**

    The goals of the programme are listed below
    i.   Motivating the newly joined faculty members to adopt innovative teaching-learning and research strategies.
    ii. Raising standards in teaching-learning by equipping new generation teachers with innovative skills through training.
    iii. Promoting excellence in research in the college through capacity building.

3. **The Context**

    Present scenario in the higher education sector hardly offers any opportunities for young talents to put extra efforts in their professional and personal spheres. Motivating the young faculty members to bring out their best in teaching, learning and research would contribute to the overall improvement of the quality of higher education. New and young faculty members who join the college lack experience, but possess tremendous talent and potential. Many of them hold advanced degrees and posses good track record in research too. Department of Higher Education, Govt. of Kerala has launched the FLAIR programme in this context and the same is successfully implemented in the college.

4. **The Practice**

    The programme was organized in two phases – the entry level and advanced level. Newly recruited faculty members with at least 20 years of service ahead were considered for registration in the programme. The entry level comprised of an Induction training programme that would deal with the general aspects of teaching-learning including a foundation on e-learning strategies. The advanced level of the programme includes short term trainings on emerging areas of higher education in reputed national institutions and internships both national and international. The promotion from the entry level to advancement level was based on the assessment and performance.

5. **Evidence of Success**

    A total of 12 applications were received by the IQAC for the entry level. Of which IQAC has recommended 9 applicants for the programme. They were given the induction training and two were called for the interview for internship and one was finally selected for internship in various institutions in England. . got entry into the advanced level.
    The selected faculty member got the grand opportunity to have a hands on experience with the strategies of higher education and research in another country. The exposure gained by the faculty member through the internship would finally benefit the students.

6. **Problems Encountered and Resources Required**

    The major problem encountered in the implementation of the programme was the lack of other arrangements in the college when the faculty member was recruited for training and internships.

7.   **Contact Details**
       Name of the Principal: Dr. Sajeev Samuel Rose
       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: 9447300115

BEST PRACTICE – 2

1.   **Title of the Practice**
        Additional skill acquisition programme (ASAP)

2.   **Goal**
       The goals of the practice are listed below.
       i.   To improve the inter personal and basic computing skills of under graduate students.
       ii.   To enhance the employability of the students graduating from regular academic courses.
        by introducing additional skill acquisition programmes along with the regular studies

3.   **The Context**
       By the year 2020, the country is poised to become a major human resource hub of the World even ahead of many developed nations of the present. A huge responsibility rests with the higher education institutions towards making the country future ready and a great deal of this depends upon concerted efforts in raising the quality and standards of the human resources. The College, by realizing this responsibility, has implemented an ambitious project named Additional Skill Acquisition Programme - ASAP to equip the students with skills in cutting edge sectors in order to effectively alleviate the unemployment problem of the educated youth. The College, General and Higher Education Departments together will implement the Additional Skill Acquisition Programme (ASAP) to amplify working hands in different sectors of the economy, by providing additional skill sets to students along with their regular courses.

4.   **The Practice**
       ASAP is of 300 – 330 hours duration, out of which 180 hours are devoted to Foundation Course that contains modules on communication skills in English and information technology. The other 120-150 hours are devoted to the skill sector chosen by the student for specialization. The focus of the foundation course is to develop soft skills that are essential to work efficiently in a corporate environment.

5.   **Evidence of Success**

90% of the students participated in the TPS programme have qualified in the APTIS test conducted by the British Council.

6. **Problems Encountered and Resources Required**

Transactional hours of ASAP were fixed after the regular hours of the college. It was a major problem for the students from remote areas. The resource required is a well equipped computer lab and at present the language lab of the English department is used for computer classes.

7. **Contact Details**

Name of the Principal:	Dr. Sajeev Samuel Rose
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:	9447300115