

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

2015-2016

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL**

By

**GOVERNMENT ARTS COLLEGE
THIRUVANANTHAPURAM**

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

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. G. Vijayalekshmi

Tel. No. with STD Code:

0471-2323040

Mobile:

9495930502

Name of the IQAC Co-ordinator:

Dr. Vishnu V S

Mobile:

9447246223

IQAC e-mail address:

iqacgac@gmail.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://gactvm.org/?page_id=712

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01.06.2006

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

2015-16

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

- i. AQAR 2009-10 submitted to NAAC on 11.11.2014
- ii. AQAR 2010-11 submitted to NAAC on 11.11.2014
- iii. AQAR 2011-12 submitted to NAAC on 11.11.2014
- iv. AQAR 2012-13 submitted to NAAC on 11.11.2014
- v. AQAR 2013-14 submitted to NAAC on 11.11.2014
- vi. AQAR 2014-15 submitted to NAAC on 04.02.2016

1.10 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>		
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>		
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>				

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	<input style="width: 100px; height: 20px;" type="text"/>		
University with Potential for Excellence	<input style="width: 100px; height: 20px;" type="text"/>	UGC-CPE	<input style="width: 100px; height: 20px;" type="text"/>
DST Star Scheme	<input style="width: 100px; height: 20px;" type="text"/>	UGC-CE	<input style="width: 100px; height: 20px;" type="text"/>
UGC-Special Assistance Programme	<input style="width: 100px; height: 20px;" type="text"/>	DST-FIST	<input style="width: 100px; height: 20px;" type="text"/>
UGC-Innovative PG programmes	<input style="width: 100px; height: 20px;" type="text"/>	Any other (<i>Specify</i>)	<input style="width: 100px; height: 20px;" type="text"/>

UGC-COP Programmes

2. IQAC Composition and Activities

- 2.1 No. of Teachers
- 2.2 No. of Administrative/Technical staff
- 2.3 No. of students
- 2.4 No. of Management representatives
- 2.5 No. of Alumni
- 2.6 No. of any other stakeholder and community representatives
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held 4

- 2.11 No. of meetings with various stakeholders:
- | | | | |
|--------------------|--------------------------------|---------|--------------------------------|
| No. | <input type="text" value="4"/> | Faculty | <input type="text" value="4"/> |
| Non-Teaching Staff | <input type="text" value="1"/> | Alumni | <input type="text" value="1"/> |
| Students | | Others | <input type="text"/> |

- 2.12 Has IQAC received any funding from UGC during the year? Yes No
- If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Encouraging teachers to attend refresher courses/orientation programmes/ summer schools/winter schools
 Encouraging various departments to conduct seminars/workshops.
 Providing career guidance to students to ensure employability
 Enhancing facilities in the Smart classrooms

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Encouraging teachers to attend refresher/orientation/summer/winter schools/FIP programmes	9 teachers have attended various programmes under refresher/orientation/summer/winter school 52 teachers have attended various national and international seminars. 19 teachers presented papers in Seminars and conferences of which 1 is an international paper.
2. Encourage various departments to conduct seminars/workshops	6 seminars were conducted by the departments of the college
3. Encouraging teachers to apply for research projects and other research activities	1 minor project was received in this year
4. Promoting and facilitating good teaching learning practices	More Teachers are using ICT enabled facilities.
5. Encouraging teachers to apply for FLAIR Internships	One of the teachers received the FLAIR international internship this year.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body
 Provide the details of the action taken

AQAR was kept in the College Council. The report was approved after discussions

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	0	0	0
PG	5	0	0	0
UG	4	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	4	0	0	0

Certificate	1	0	0	0
Others	0	0	0	0
Total	15	0	0	0

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	0
Annual	4✓

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

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

*Please provide an analysis of the feedback in the Annexure

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

No revisions in this period

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
51	40	9	0	1

2.2 No. of permanent faculty with Ph.D.

23

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
40	2	9	0	0	0	1	0	50	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

5

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
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Attended	2	60	5
Presented papers	1	13	5
Resource Persons	0	10	0

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

1. English made easy – A programme by the department of English
2. Active learning strategies used.

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

185

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 by continuous and end semester assessments. A college level monitoring committee is functioning to supervise all evaluation processes in the credit and semester system. Mock viva and oral tests are conducted as part of regular internal assessment. Lab examinations are also being conducted. External examiner come for lab exams

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

10

2.10 Average percentage of attendance of students

87

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.	10					85
MA English	16					94
MA Economics	15					87
M Com	13					77
MSc Statistics	11					91
B.Sc. Physics	23					50
B.Sc Biotech	27					76
BA Economics	62					71
B Com	64					93

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

1. Students feedback is analysed by IQAC and report submitted to the Principal
2. Parents feedback also is obtained through parent interactions during PTA
3. Difficulties encountered by teachers in the teaching learning process are addressed by the IQAC and brought to the notice of the Principal

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	4
HRD programmes	1
Orientation programmes	
Faculty exchange programme	2
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	52
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	28	3	1	3
Technical Staff	2	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

1. IQAC initiated processes for starting a research journal in the college.
2. Encourage teachers to apply for projects.
3. IQAC encourages teachers to publish papers in reputed journals.
4. Informs teachers about seminars, workshops etc..

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		1.60		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		7.76600		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	8	
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings		10	

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	1	UGC	1.05	0.65
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	1	UGC	1.05	0.65

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		6			
Sponsoring agencies		DCE			

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	1	1	1			

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

4

4

3.19 No. of Ph.D. awarded by faculty from the Institution

2

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Remedial classes conducted by the PG students of Department of English for the 10th grade students of Govt. BHSS Thycaud.
- Organic farming, Vegetable garden creation

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	29	0		29
Laboratories	7	0		7
Seminar Halls	2	0		2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	6	4		
Value of the equipment purchased during the year (Rs. in Lakhs)	138.2	2.35, 2.30, 1.849, 1.75, 1.55		147.999
Others	3			

4.2 Computerization of administration and library

Library is computerized and has access to NLST and INFLIBNET, e journals are available in this platform

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40084	5724008	484	5,81,795	40568	63,05,803
Reference Books	1624	715000	50	2,44,165	1674	9,59,165
e-Books	70000	5000				
Journals	40	30000				
e-Journals	3800	5000				
Digital Database	38822	4820000				
CD & Video	1605	700000				
Others (specify) periodicals	40	30,000	3	21070	42	51070

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	104	4	18	1	0	1	7	0
Added	40	0	0	0	0	0	0	0
Total	144	4	18	1	0	1	1	0

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

Departments have network access. Up gradation is under process

4.6 Amount spent on maintenance in lakhs :

i) ICT

20.44583

ii) Campus Infrastructure and facilities

11.9921

iii) Equipments

14.94275

iv) Others

100.9994

Total :

148.38008

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC monitors the activities of the club. IQAC ensures that all notices and circulars relating to club activities or placements reach the students without fail. IQAC welcomes and implements all positive suggestions from the students. IQAC facilitated communications with university, UGC etc. Numbers of students were placed in various banks

5.2 Efforts made by the institution for tracking the progression

Student's feedback is collected and maintained regarding curricular and co-curricular activities. Frequent review meeting are conducted.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
525	138	21	

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	248	36.26		436	63.74

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
90	36	8	107	5	246	90	44	6	109	5	254

Demand ratio

Dropout % 1

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

The department of English is conducting a UGC NET/JRF orientation class with the specific purpose of preparing the students for the NET/JRF examination. The classes are conducted outside the working hours. Experts are roped in to handle specialised areas and four teams of students under the leadership of four teachers have been engaged in the preparation of a comprehensive rank file which will be helpful to future students as well.

13

5.5 No. of students qualified in these examinations

NET	<input type="text" value="5"/>	NET/SLET	<input type="text"/>	TE	<input type="text"/>	<input type="text"/>	
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

CGPU unit functions, 4 career guidance classes conducted

No. of students benefitted

50

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	6		

5.8 Details of gender sensitization programmes

- The Women’s Study Unit regularly organizes gender sensitization programmes
 - Classes on laws, cyber laws, laws pertaining to women, career prospects for women, self-defense techniques, transgender issues
 - Participation of the Kerala Women’s Development Corporation , Kerala Police, Kerala Legal Service Society etc.
 - The unit finds it essential to develop awareness towards gender equality in the students
- unique feature of the institution
 - Boys are also included in the programmes organized by the Women’s study unit.
 - Instrumental in changing perspectives on gender related issues.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	506	1642725
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

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

VISION
“Amritam Tu Vidya” (Knowledge is eternal)
We envisage a holistic development of the individuals by bringing out the best in them, enabling them to imbibe the high values of social commitment and tolerance along with in-depth knowledge and research aptitude.

MISSION

- *To become a premiere academic institution actively involved in generation and dissemination of knowledge by imparting state of the art education to learners from different strata of society.*
- *The college is committed to helping students evolve into self-confident and responsible citizens by inculcating in them the values of integrity, righteousness and good civic sense.*

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 is updated once in three years. Faculty members give suggestions based on the feedback of the students. Updates are included in the syllabus. The latest trends are addressed.

6.3.2 Teaching and Learning

ICT enabled teaching methods are adopted by faculty members. Departments follow a tutorial system to ensure individual care to students.

6.3.3 Examination and Evaluation

Internal examinations and surprise quizzes are periodically conducted by the department in consultation with CLMC. After evaluation, the results are communicated to the students and also their parents. It helps the students to correct the defects, if any, in the examination. Teachers are entrusted with the charge of individual classes. Common question papers are prepared on the college level and the results are uploaded to the university website on time. The English department, with the PG course and the language courses, has the greatest number of examinations to be conducted and evaluated.

6.3.4 Research and Development

4 research guides in the college. Minor and major works are also undertaken in the college

6.3.5 Library, ICT and physical infrastructure / instrumentation

The language lab of the dept. is utilised for teaching and evaluation of phonetics, reading lessons, etc. The department library is linked with the Cluster Library network which enables the faculty members and the students to access books and other resources in other colleges as well to augment the teaching learning process. Special care is taken to procure and screen film versions of prescribed text books.

6.3.6 Human Resource Management

1. Teachers take part in various orientation programmes and IQAC meetings and seminars.
2. The students are trained in various platforms like College Union, NCC, etc.
3. Training programmes, organised by Directorate of Collegiate Educations, Higher education 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. 100% project works in M Sc analytical chemistry are done in national labs/ State labs.
Industrial visits were organised by Depts. of Botany and Biotechnology and Chemistry.

2. Final year B Com students visited tea industry. Their interaction with the HRD manger helped them to integrate theoretical knowledge with practical experience

3. Experts from different industries and research establishments take part as resource persons in seminars and workshops organised by the college.

6.3.9 Admission of Students

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

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

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

Alumni associations of various departments were held. They have offered all support.

6.12 Activities and support from the Parent – Teacher Association

Parent teacher association supports all developmental activities of the college. The main activities of PTA during the current academic year are Regular PTA executive meetings were organized, under the leadership of the principal (PTA President) during the academic year 2014-15. Important activities of PTA are listed below

- Issued photo ID cards to all students
- Maintenance works in the college campus, related to water supply, drainage system etc. were done timely
- Took up regular campus cleaning programmes
- Assist the admission committee of the college for its proper functioning
- Provided financial support to various departments for their academic activities, whenever needed
- Assist the NAAC of our college
- Cash awards were issued to rank holders/ college toppers , in various departments
- Sports students who had participated in national games,2015 were honoured
- Supported the functioning of college canteen
- Financial supports were given to poor students.

6.13 Development programmes for support staff

1. Support staff were given sufficient computer training by experts .
2. Support staff were deputed for training programmes organised by IMG and collegiate education.

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

1. The campus has many fully grown trees and a beautiful garden.
2. College discourages using plastic material in and around the campus.
3. The world Environmental Day was obtained in the campus by distributing new saplings to students and staff in association with the Department of Forest, Govt of Kerala.
4. Dustbins are setup at different locations throughout the college campus for the segregation and collection of bio degradable and non degradable waste.
5. Department of Physics has organised a one day awareness programme "Ozone 2015" in Connection with the International Day for the preservation of Ozone.
6. The English Dept. is striving to be a 'Green department' with potted plants and saplings adding colour to the corridor.
7. An awareness class was conducted to the students of Commerce Dept for ensuring an eco-friendly college campus.

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.

<p>Commerce department follow the innovative programmes Internship to P.G. students Personality development classes Career guidance ICT enabled teaching –learning Field visits</p> <p>The department of library has introduced programmes like Compulsory Library Attendance Programme</p> <p>Remedial classes are conducted by the PG students of Department of English for the 10th grade students of GBHSS Thycaud.</p>
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7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1. Encouraging teachers to attend refresher/orientation/summer/winter schools/FIP programmes	9 teachers have attended various programmes under refresher/orientation/summer/winter school 52 teachers have attended various national and international seminars. 19 teachers presented papers in Seminars and conferences of which 1 is an international paper.
2. Encourage various departments to conduct seminars/workshops	6 seminars were conducted by the departments of the college
3. Encouraging teachers to apply for research projects and other research activities	1 minor project was received in this year
4. Promoting and facilitating good teaching learning practices	More Teachers are using ICT enabled facilities.
5. Encouraging teachers to apply for FLAIR Internships	One of the teachers received the FLAIR international internship this year.

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

Please see **Annexure III and IV**

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Efforts are made to make the campus eco-friendly with the help of various Department, NCC, CLUB , 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 degradable waste.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strengths

The institution is situated in the heart of the city and is easily accessible

Qualified faculty

5 PG courses

Weakness

Small Campus with limitations in expanding

Lacks College Bus facility

Opportunities

Thiruvananthapuram has a bunch of state of the art Scientific institutions like ISRO, IIST, IISER, NIT, CESS,RIT. Expert interaction with eminent scientists and collaboration is possible

Threats

The employability of students from conventional courses as run in the college is rather low

Frequent Transfers of faculty in the College

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

Completion of work of the platinum Jubilee building

Giving more women's amenities

Modernise more classrooms

Make the department of chemistry a research centre

To make wi-fi freely available in the campus

Solve the issues of water scarcity

Name: Dr. Vishnu V S

Name Dr. G. Viayalekshmi



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure 1

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM – 2015 ADMISSIONS FIRST SEMESTER

06-07-2015	COMMENCEMENT OF CLASSES
20-07-2015	LAST DATE OF REGISTRATION FOR THE COURSES
07-08-2015	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
20-08-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
21-08-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
22-08-2015 to 31-08-2015	ONAM HOLIDAYS
17-09-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
24-09-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
28-09-2015 To	
07-10-2015	CONDUCT OF TEST PAPERS
30-09-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
05-10-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
13-10-2015	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
23-10-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
30-10-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
05-11-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
26-10-2015 To	
11-11-2015	END SEMESTER EVALUATION(ESE)
23-11-2015	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

**CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CBCS
SYSTEM -2014 ADMISSIONS
THIRD SEMESTER**

10-08-2015	COMMENCEMENT OF CLASSES
22-08-2015	TO 31-08-2015 ONAM HOLIDAYS
24-08-2015	LAST DATE OF REGISTRATION OF THE COURSES
09-09-2015	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
23-09-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
30-09-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
06-10-2015	TO
14-10-2015	CONDUCT OF TEST PAPERS
19-10-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
22-10-2015	PUBLICATION OF RESULTS TEST PAPERS
26-10-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
30-10- 2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
05-11-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
20-11-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
26-11-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
23-11-2015	TO
11-12-2015	END SEMESTER EVALUATION(ESE)
01-12-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
21-12-2015	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS.

**CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE
PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER
(CBCS) SYSTEM - 2013ADMISSIONS
FIFTH SEMESTER**

06-07-2015	COMMENCEMENT OF CLASSES
20-07-2015	LAST DATE OF REGISTRATION FOR THE COURSES
20-08-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
22-08-2015 to 31-08-2015	ONAM HOLIDAYS
01-09-2015	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
11-09-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
15-09-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
22-09-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
28-09-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
05-10-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
23-09-2015 TO	
30-09-2015	CONDUCT OF TEST PAPERS
07-10-2015	PUBLICATION OF RESULTS OF TEST PAPERS
16-10-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION(CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
22-10-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE)
27-10-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
19-10-2015 TO	
06-11-2015	END SEMESTER EVALUATION(ESE)
16-11-2015	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 : 463
2. Number of teachers evaluated : 42
3. Number of questions used : 11

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

1. Knowledge of teacher in the subject

Opinion	Percentage
Excellent	73.2
Good	19.56
Fair	6.9
Poor	0.34
Total	100

2. Clarity and understandability of teacher's explanations

Opinion	Percentage
Excellent	64.23
Good	32.115
Fair	2.92
Poor	0.765
Total	100

3. Teacher's willingness to help

Opinion	Percentage
Excellent	91
Good	8.9
Fair	0
Poor	0.1
Total	100

4. Approximate classes engaged by teacher

Opinion	Percentage
Less than 75%	2.9
75 to 90%	15.33
More than 90%	81.77
Total	100

5. Teacher's ability to organise lectures

Opinion	Percentage
Excellent	69
Satisfactory	27.3
Inadequate	3.7
Total	100

6. Whether teacher dictates the notes with explanation

Opinion	Percentage
No	27.89
Yes	71.52
No notes	0.59
Total	100

7. Speed of presentation

Opinion	Percentage
Normal	75
Too fast	19
Too slow	6
Total	100

8. Does teacher encourage to ask questions

Opinion	Percentage
Yes	72.88
Sometimes	24.97
No	2.15
Total	100

9. Behaviour of teacher

Opinion	Percentage
Pleasant	82
indifferent	17
Unpleasant	1
Total	100

10. Sincerity of the teacher

Opinion	Percentage
Sincere	82.42
Unable to judge	16.33
Not sincere	1.25
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. 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. Faculty from CSIR-NIIST, Amritha University etc visited the college and interacted with the students

2. Add on course

The short term course “Diploma in Tourism Marketing and E-Ticketing”, sanctioned by The Kerala State Higher Education Council under the Thiruvananthapuram Cluster of Colleges to the Department of Commerce, Government Arts College was completed successfully on 23/01/2016. Certificates were distributed to the participant students by the Chairman, Kerala State Higher Education Council in a function organised at Government Women’s College, Thiruvananthapuram.

3. Entrepreneurship development club

An Entrepreneurship development club functions in the college. The club organises various programmes to motivate the students to become successful entrepreneurs.

Annexure IV

BEST PRACTICE - 1 HUMAN LIBRARY

1. Title of the practice: Human Library

2. Goal

Students and faculty members of the college get an opportunity to interact with experts in different walks of life tap the transit knowledge; and recording the events.

3. The context/Back ground

The Human Library concept was developed in Denmark in 2000 for reducing prejudices through conversation and promoting social cohesion. Later the concept was spread internationally into 30 countries including India. In human library real people are borrowed by readers instead of books. The reader can read the book for twenty to thirty minutes. In Library the human book is catalogued and classified just like other information resources.

4. The Practice

In Government Arts College Library, Thiruvananthapuram, the concept was implemented on trial basis in March. The interested students and faculty members of the college are invited to talk with experts in various domains and the conversations are recorded. The readers get the opportunity to acquire the tacit knowledge from the experts or scholars as different from the explicit knowledge derived from the documents. The experts get a space to share their experience which is vital in the development of knowledge society. This is much different from the seminar talks or lecture class which more often tends to be one sided with few deliberations. The human book faces challenging situations which goes a long way to bring out responses that help to generate new ideas. This will be also helpful for language students in their projects.

5. Evidence of success

The concept was successfully implemented by many libraries across the world and the trial run was positive in the college also.

6. Problems encountered and the resources required

The programme expects no problems and the necessary funding for the programme shall be arranged from the College PTA.

BEST PRACTICE – 2
English Made Easy
Title of the Practice: English Made Easy

Goal

To impart language lessons to the economically weaker and backward children of Government Model Higher Secondary School and to strengthen their communication skills and knowledge of English Grammar.

The Context

Govt. Arts College is situated near a colony called ‘Rajaji Nagar’ which is often identified as a ‘Problem Area’ by the District Administration. We are aware of the fact that a lions share of the problems created by the inhabitants of the colony springs from lack of proper education and employment. We have also recognized the fact that as nearby institution of higher learning, it becomes imperative that we too make a positive contribution to the uplift of the region. Since most of the children from the colony are students of the nearby Govt. Model HSS School, we thought it fit and proper to lend a helping hand to them in mastering English language. The programme was conceived keeping in mind the fact that the majority of students who fail in their public exams fail in English and Maths.

An action plan has been charted out and a syllabus with grammar lessons and modules of communicative English has been formulated. The PG students of the Department of English lead the classes under the guidance and supervision of the faculty members.

The Practice

The selected students of Govt. Model HSS come to our college after their regular working hours i.e. at 3.30 pm. PG students of English engage them for an hour by taking classes on topics allotted to them. They take turns and prepare PowerPoint slides/learning materials for the portion assigned to them. The use of ICT enabled devices like the OHP/TV make the classes lively and interesting. Discussion in the target language ensures participation by the students. Regular tests in grammatical items are given to obtain feedback on the success of the programme. The language lab is effectively used to teach correct pronunciation.

Evidence of Success

The success of the programme can be gauged from the remarkable improvement shown by students in using the language. Most of the students better their grades in their school examinations and some of them have even shown an active interest in learning the language.

Problems encountered and Resources required

The department had great difficulty in convincing the school authorities to send the children for the classes. The children themselves have a tendency to absent themselves from the classes and go for work as most of them have part-time employment after working hours. The Department of English is facing a dearth of resources for providing these children light refreshment as well as photocopies of the learning materials. Since there is no provision for financial aid for such extension activities, we have practical difficulty in providing these for the children on a regular basis; which would have been a great incentive for them to attend the classes.

Notes

We consider this programme one of our best practices since it directly benefits the needy children of the locality. We are sharing our resources – human and otherwise – to a group of people who have been denied their right to education and decent living. It benefits our students also since the programme helps them to perfect their inborn talents and skills as blooming teachers. It also instils in them a sense of responsibility and social commitment.