

# ANNUAL QUALITY ASSURANCE REPORT OF IQAC 2017 - 2018



## THE COCHIN COLLEGE

(Affiliated to Mahatma Gandhi University, Kottayam)

Reaccredited with Grade B (2.47)

**KOCHI-682002**

**KERALA.**

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## SUBMITTED TO



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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## Part – A

### I. Details of the Institution

1.1 Name of the Institution/Department :	THE COCHIN COLLEGE
1.2 Address Line 1 :	PANAYAPILLY
Address Line 2 :	KOCHI - 02
City/Town :	COCHIN
State :	KERALA
Pin Code :	682002
Institution/Department e-mail address :	<a href="mailto:thecochncollegekochi2@gmail.com">thecochncollegekochi2@gmail.com</a>
Contact Nos. :	0484-2224954/2226449
Name of the Head of the Institution :	Dr. BIJU. P. THAMPI
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IQAC e-mail address :	<a href="mailto:iqacthecochincollege@gmail.com">iqacthecochincollege@gmail.com</a>
1.3 NAAC Track ID :	KLCOGN10595
1.4 NAAC EXECUTIVE COMMITTEE NUMBER AND DATE :	EC/SC/31/RAR/KLCOGN10595 dated 16/08/2018
1.5 Website address :	<a href="http://www.thecochncollege.edu.in">www.thecochncollege.edu.in</a>
Web-link of the AQAR :	<a href="http://thecochncollege.edu.in/index.php/site/naac/">thecochncollege.edu.in/index.php/site/naac/</a>

1.6 Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup>	B <sup>+</sup>	NA	2004	2004-2009
2	2 <sup>nd</sup>	B	2.85	2012	2012-2017
3	3 <sup>rd</sup>	B	2.47	2018	2018-2023
4	4 <sup>th</sup>	NA	NA	NA	NA

1.7 Date of Establishment of IQAC :

1.8 AQAR for the year :

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 2017-18 Submitted to NAAC ON 20.12.2018

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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes  No

Type of Institution/Department 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*):

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 (if any at department level)**

- 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
- Local Body Representative
- 2.7 No. of Employers/ Industrialists
- 2.8 No. of other External Experts
- 2.9 Total No. of members
- 2.10 No. of IQAC meetings held
- 2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Parents
- 2.12 Has IQAC received any funding from UGC during the year?
- If yes, mention the amount

### 2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC(IF ANY AT DEPARTMENT LEVEL)

Total Nos.  International  National

State  Institution Level

(ii) Themes

## 2.14 Significant Activities and contributions made by IQAC

1. IQAC provided adequate training for students in higher education with globally relevant academic excellence.
2. New academic block for new self-financing courses.
3. Monitored extension activities by all the Departments in the adopted ward of the College.
4. Exertion in publication of the half yearly College News Letter.
5. Orientation Programme for Freshers of the Degree Courses
6. Monitored students' feedback on teaching /course and curriculum.
7. Centralized attendance of students and centralized library under the supervision of IQAC.
8. Assessed the advancement of the career oriented Add-on courses in the College.
9. Worked to augment students' amenities and facilities to encourage students to involve in NSS and other social activities.
10. Supported the activities of the Students Guidance Cell, Students support Programme and Scholars programme etc.
11. Sensitizing students to ecological and environmental issues through Nature club.
12. Strengthened the Entrepreneurship club activities.
13. Prepared the Annual Report of IQAC.

## 2.15 Plan of Action by IQAC/Outcome

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

<b>Plan of Action</b>	<b>Achievements</b>
1. Internal IQAC and Academic Audit were conducted for all the departments and other Cells for the effective functioning.	1. Systematic examination of a quality system was carried out for all departments by an internal quality assurance cell.
2. To increase the Number of Ph.D. holders	2. This initiative has increased the number of Ph.D. holders in the Institution in the Academic year 2017-18
3. Common and specific formats were designed to collect the feedback from different sectors of people associated with the institution.	3. Measures were taken to frame a common template to acquire the feedback of - Parents Feedback - Employers' Feedback (About the Alumni)
4. Improvement of online resources of the Central Library	4. Inlibnet and N-List was introduced in the central library.
5. Collected inputs from various Departments for the preparation of AQAR.	5. AQAR for the academic year 2017-18 prepared
6. Planned various outreach programs in the adopted ward of Corporation of Kochi.	6. Conducted various outreach and extension activities in the Campus and in the adopted ward of the college.

*\* Attach the Academic Calendar of the year as Annexure.*

Provide the details of the action taken.

2.16 Whether the AQAR was placed in statutory body      Yes       No   
Management       Syndicate       College council

Provide the details of the action taken

IQAC collected inputs from various Departments, Central Library, Management, consolidated the inputs and prepared the first draft of AQAR. The draft was then submitted to the Management and College council. Incorporated the suggestions from these two bodies and finalized the AQAR for the submission to NAAC



## Part – B

### 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	2	0	0	0
PG	6	0	3	0
UG	13	0	5	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	2
Certificate	0	0	0	2
Others				
<b>Total</b>	21	Nil	8	4

  

Interdisciplinary	Nil
Innovative	Nil

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

Flexibility of the Curriculum	Yes
Choice Based Credit System	If yes, give details as annexure
Core	
Elective Option	
Open Options	

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	Nil
Annual	Nil

##### 1.3 Feedback from stakeholders\* (*On all aspects in numbers*)

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.

As the College follows the Syllabus and Curriculum of Mahatma Gandhi University, there is no scope of internal curricular designing, revision or up gradation. There are senior faculty members from the College in the University Board of Studies who take up Syllabus revision periodically.

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
52	41	11	-	-

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
8	2	0	0	0	0	0	0	8	0

2.4 No. of Guest  Visiting faculty  Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	10	17	35
Presented papers	15	7	0
Resource Persons	2	5	0

2.6 Innovative processes adopted by the Institution/Department in Teaching and Learning:

1. Technology enabled teaching and learning. Use of LCD projectors and audio-visual facility for teaching.
2. Peer group study and presentation encouraged.
3. Orientation by Eminent Alumni.
4. Cluster learning programmes.
5. Experimental learning through workshops.
6. Curriculum based competitions.
7. Field study, Project based dissertation work.
8. Teacher's study materials [soft copy-power point/PDF presentation] are shared with students.
9. Institution conducts remedial classes and diagnostic tests for slow learners based on that it adopts teaching strategies to improve the level of learning.
10. Students Manuscript Magazine and Science File.

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

180 Days

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

Open Book examination used in some PG Depts for Internal Assessment.  
Double valuation for PG Examinations

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

As member of Board of Study	As Faculty	As Curriculum Development workshop
3	5	

2.10 Average percentage of attendance of students

82% in average  
75% of attendance in both Theoretical and Practical classes is mandatory to appear in the University Examinations.

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. English	38	5	13	13	3	34
BA Economics	49	-	8	20	27	55
B. Sc Physics	28	32	21	47	-	66
B. Sc Maths (SF)	29	4	-	28	-	31
B. Sc Chemistry	30	14	24	38	24	81
B. Sc Zoology	32	31	3	-	-	97
B. Sc Botany	22	18	18	27	-	57
B. Com Taxation	47	41	45	19	13	98
B Com Marketing	27	7	37	33	11	89
BBA (SF)	36	-	14	-	-	14
BCA (SF)	20	-	-	25	-	25
B Com Taxation (SF)	32	-	38	19	-	59
BCom Computer Applications(SF)	45	2	36	18	-	56
M Com	18	11	56	17	-	89
MSc Physics	11	-	72	28	-	81.8
MSc Chemistry	22	-	50	9	-	59
MA English	38	5				46
MSc Mathematics	8	13	62	13	-	88
MSc Zoology	7	29	57	-	-	86

2.12 How does IQAC(if any at department level) Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Progression of each subject is scrutinized in its departmental meetings conducted by the Heads of the Department monthly and which is reviewed by IQAC.
- Prepare time schedule for term tests & to convene term review meetings.
- IQAC also suggests the Departments to organize seminars, invited lectures, etc.
- IQAC monitors and evaluates the teaching & learning processes of the College.
- Oral and written feedbacks are taken from the students, analyzed and appropriate actions have been taken.

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	1
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	1
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	2
Others	0

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	12	12	0	0
Technical Staff	1	-	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC(if any at department level) in Sensitizing/Promoting Research Climate in the institution

- IQAC regularly encourages faculties to organize various seminar/conference, FDP etc. in the Institute.
- The Research Committee and the IQAC is functional in the institution to promote research related activities.
- Encouraging faculty members to submit project proposals to various funding agencies.
- IQAC motivates faculties to organize and participate in more number of workshops relevant to their area of research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	0	0
Outlay in Rs. Lakhs	0	3.3 Lakhs	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	4	-
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	2017-18	KSCSTE UGC	2,40,000 90,000	1,20,000 78,000
Interdisciplinary Projects	-	-		
Industry sponsored	-	-		
Projects sponsored by the University/ College	-	-		
Students research projects <i>(other than compulsory by the University)</i>	-	-		
Any other(Specify)	-	-		
<b>Total</b>			<b>3,30,000</b>	<b>1,98,000</b>

3.7 No. of books published

4

I. With ISBN No. 0 II. Chapters in Edited Books 0 III. Without ISBN No 0

3.8 No. of University Departments receiving funds from

UGC-SAP NA CAS NA DST-FIST NA

DPE NA DBT Scheme/funds NA

3.9 For colleges

Autonomy NA CPE NA DBT Star Scheme NA

INSPIRE NA CE NA Any Other (specify) Applied for SARD, KSCSTE ; Add on Course ,UGC.

3.10 Revenue generated through consultancy

None

3.11 No. of conferences organized by the Institution/Department

Level	International	National	State	University	College
Number		1		6	17
Sponsoring agencies				KSCSTE, Trivandrum. TIFR, Mumbai.	Social Forestry Ernakulan Division; KSCSTE, Trivandrum. Humane Society international

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	1,92,000
From Management of University/College	2.4
Total	4,32,000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	1
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/Department
Nil	-	-	-	-	-	-

3.18 No. of faculty from the Institution/Department

who are Ph. D. Guides	2
students registered under them	4

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

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

JRF	SRF	Project Fellows	Any other
0	1	0	0

3.21 No. of students Participated in NSS events:

University level	State level	National level	International level
0	0	0	0

3.22 No. of students participated in NCC events:

University level	State level	National level	International level
0	0	0	0

3.23 No. of Awards won in NSS:

University level	State level	National level	International level
0	0	0	0

3.24 No. of Awards won in NCC:

University level	State level	National level	International level
0	0	0	0

3.25 No. of Extension activities organized

University forum	College forum	NCC	NSS	Any other
0	0	0	19	0

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

The National Service Scheme of the College conducted various extension activities in and outside the College. These include visiting of the palliative care unit of Govt. Hospital, Law Awareness Class, Anti-Narcotics Campaign, Cleaning of the Adopted Ward as part of Swatch Bharath Campaign and Participating in a Rally as part of World AIDS Day.

As part of Science Popularisation Programme, Dept. of Zoology launched BIOMAG, 2018 community based solid waste management, Ornamental Fish Culture, Dengue Mosquito Surveillance by using Ovitrap. College organised National Science Day celebrations, during which all science Departments lab was opened for school students. The Dept. of Commerce organised a series of talks on various topics, such as, Investment Planning and Stock Broking, IT @ Communication. Dept of Botany conducted various extension activities including planting saplings as part of Environment Day Celebration, Organic and Terrace Farming ,compost Making, a talk on Climate change and World Wetland Day celebration. Dept. of Zoology celebrated International Tiger Day with a Symposium. Dept. Of English conducted a programme introducing English to Anganvadi Mothers. Dept of chemistry organized awareness classes Ozone day, drug abuse, Awareness on Chemicals used in Everyday Life and after effects detection of Food Adulterants and Water Quality Parameters. E-governance awareness by Economics dept. Hands-on Training Programme for Maintenance of Household Electrical Equipments.



## 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	15 Acre			
Class rooms	54	9		
Laboratories	8	2		
Seminar Halls	2			
No. of important equipments purchased ( $\geq$ 10 lakh) during the current year.	2			
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil		PD Fund	86,700/-
Others		3		

#### 4.2 Computerization of administration and library

1. Computerization of administration and Automation of the Library has been completed.
2. The examination cell is equipped with Internet enabled computers, printers and a separate printing section for carrying out exam related work. There is a separate computer and printing area designated for downloading and printing Question Papers that are received Online from the University.
3. Library has separate e-resources section and Internet facilities where user can access INFLIBNET's, N-list.

#### 4.3 Library services at Department Level:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35,718	76.30 Lakhs	24	50,000	35,743	108,682.95
Reference Books	1836	18.40 Lakhs	4	1200	1840	18.40 Lakhs
e-Books	5100	N-list Access	NA	NA	NA	NA
Journals	52	NA	NA	NA	NA	NA
e-Journals	2100	NA	NA	NA	NA	NA
Digital Database	-	-	NA	NA	NA	NA
CD & Video	-	NA	NA	NA	NA	NA
Others (specify)	NA	NA	NA	NA	NA	NA

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	98	1	Yes	1	1	9	8	0
Added	31	0	0	0	0	1	0	0
Total	129	1	0	0	0	10	8	0

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

-

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

i) ICT

2.16 LAKHS

ii) Campus Infrastructure and facilities

47.60 LAKHS

iii) Equipments

6.56 LAKHS

iv) Others

14.91 LAKHS

Total:

71.23 LAKHS

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC(IF ANY AT DEPARTMENT LEVEL) in enhancing awareness about Student Support Services

IQAC enhanced in building the support services for students.

1. Orientation programme is conducted for first year students.
2. SMS are also used to inform parents.
3. The College website also provides updated information about the College.
4. Suggestion box is placed in the college for students to write and submit grievances.
5. Anti-ragging guidelines are displayed.
6. Students are encouraged to participate in various Seminars, Symposiums, Workshops, Conferences and Internship programmes.
7. Students are given on- duty leave for participation for participation in various cultural programmes.
8. Special classes for slow learners are conducted during the evening hours.
9. National Service Scheme other clubs encourage the students to take part in community development activities.
10. Women's Guidance Cell empowers the girl students and female faculty members.

#### 5.2 Efforts made by the Institution/Department for tracking the progression

1. Common admission procedure.
2. Highlighting achievements of students in College Newsletter.
3. Parent teachers meeting on the progression of their ward.
4. Conducting Career Development programmes for students.
5. Class in charge for each class in each programme for progression in academic as well as extra-curricular activities.
6. Regular feedback from various stakeholders like Alumni, Parents, Employers etc
7. Semester Assignments and internal tests
8. Student support and walk with scholar programe.
9. Regular feedback from students.
10. Career Guidance Cell and several Clubs, such as, Quiz Club, Film Club, etc. for student support activities.

#### 5.3 (a) Total number of students

UG	PG	Ph. D.	Others	Total
1240	370	3	-	1610

(b) No. of students outside the state

(c) No. of international students

Men

No	%
592	37%

Women

No	%
950	59%

(d)

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
702	215	14	567	0	1498	562	180	2	866	0	1610

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

No. of students beneficiaries

The College has UGC sponsored NET/SET Coaching and Entry into Service Coaching. There also training programmes supported by Cluster of Colleges.

5.5 No. of students qualified in these examinations

NET	SET/STET	GATE	CAT	IAS/IPS	State PSC	UPSC	Others
8	0	0	0	0	0	0	0

5.6 Details of student counseling and career guidance :

The Cochin College Career Guidance Cell is intended primarily to assist students in their career planning and provides information that helps the students to give a direction to their aspirations and interests. The CGPC believes in timely counseling and arrange training sessions that enhances the students to compete with the best challenges in Industry. Career counseling programs are undertaken periodically to guide the students. Interactive sessions by the eminent persons in respective fields are conducted regularly. The activities of the cell include collecting the database of the students and compiling them for use when needed. Above all, the main function of the cell is to invite reputed companies to the campus to conduct campus interviews and find suitable jobs for the skills available among the students.

**The objectives of the CG & PC Cell are:**

To provide information and assistance to students regarding:-

1. Job opportunities in India and abroad
2. Opportunities for self-employment
3. Opportunities for higher education in India and abroad
4. Competitive examinations like GATE, CAT, GMAT etc.

The unit takes right steps in identifying the current demands of the industry and prepares students towards this need. Adequate emphasis is given for soft skill development complementing the regular academic programmes. Mock tests and group discussions are conducted at regular intervals to enable students to improve their performance in competitive examinations.

No. of students benefitted: 401

### 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
Placement Campaign Malayala Manorama	300 students		
Job fair-Apt Vision Online Services (18 Companies ) 1 EUREKA FORBES 2 MANAPPURAM FINANCE LTD 3 TRANSFORM PROPERTY 4 GEO ROOF 5 TVS&SONS PVT LTD 6 CASINO AIR CATERERS AND FLIGHT SERVICES 7 VTJ HYUNDAI 8 SYMEGA SAVOURY TECHNOLOGY 9 QUESS CORP LTD 10 VISION MOTERS LTD 11 HOLIDAY PLANET TOURS &TRAVELS 12 NIPPON TOYOTO 13 E.K TECHNOLOGIES 14 AIRTEL 15 MALABAR GOLD 16 POPULAR HYUNDAI 17 PARTHAS 18 VKC RUBBER PVT LTD	101 students		

### 5.8 Details of gender sensitization programmes

The Women's Guidance Cell has organized counseling classes.

### 5.9 Students Activities

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

State/ University level	106
National level	3
International level	Nil

5.9.1 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	11
National level	2
International level	Nil

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

State/ University level	
National level	
International level	

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from Institution/Department	13	2500/-
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives Fairs:

State/ University level	2
National level	-
International level	-

Student organised / initiatives Exhibition:

State/ University level	1
National level	-
International level	-

5.12 No. of social initiatives undertaken by the students

5
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5.13 Major grievances of students (if any) redressed:

One; Grievances related to College Union election
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## Criterion – VI

### 6 Governance, Leadership and Management

#### 6.5 State the Vision and Mission of the institution

Vision: The College envisages the intellectual development, moral uprightness, social commitment, cultural refinement, spiritual enlightenment and emotional maturity of the future generation.

Mission: To translate our fond vision into a concrete reality through the various programs launched by the College, having the following as the thrust areas:

a) Globally relevant academic excellence b) Value based human development c) Adequate training for higher education d) Formation of responsible leadership e) Foster religious harmony f) Advance scientific temperament g) Soft skill training to youngsters.

#### 6.6 Does the Institution/Department has a management Information System

The Institution has a Management Information System.

#### 6.7 Quality improvement strategies adopted by the Institution/Department for each of the following:

##### 6.7.1 Curriculum Development

As the College follows the Syllabus and Curriculum of Mahatma Gandhi University there is little scope of internal curricular designing. However every Department has its own academic calendar to run and complete the syllabus.

##### 6.7.2 Teaching and Learning

Although the syllabi are not framed by the College but by the University to which it is affiliated, each Department adopts some innovative processes in teaching and learning.

1. The faculty members of each Department meet at the beginning of each academic session for term- wise allocation of syllabus assignments, contents, fix dates for the term-end tests and prepare the academic calendar of that session.
2. The Department organizes students' seminars, internal tests and assignments.
3. Technology enabled Teaching Learning process practised in college. LCD projectors are used for teaching regularly.
4. Field study, Symposium, Project work and dissertation work are carried out by most Departments of the College

##### 6.7.3 Examination and Evaluation

1. Regular Internal tests conducted in all Departments.
2. Conduct of internal examinations centralized.
3. The answer scripts of such tests are shown to the students and their progress reports are sent to the guardians.

#### 6.7.4 Research and Development

1. Teachers are kept updated about available scopes for applying for research grants.
2. Space and necessary infrastructural support is provided for research work.
3. National and State level Conferences and Workshops are organised in all subjects to update the faculty members about the current developments.

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

To develop and update facilities in the library, the IQAC has adopted the following strategies:

- i) The physical infrastructure has been remarkably improved.
- ii) The networking has been implemented in the Library.
- iii) Latest books and journals are purchased and subscribed to every year.
- iv) Total automation of the library service has been completed.
- v) Library related information is provided to the students and the teachers.
- vi) Internet service has been made available to the library users.
- vii) The library has become member of the INFLIBNET-N LIST program.

#### 6.7.6 Human Resource Management

The human resource of the College is managed in a free and democratic manner. For the management of the students' affair, the College has a students' union whose elections are held annually as per University statutes. The teachers' council and the non-teaching staff association look after the affairs of the teaching and non-teaching staff respectively. Above all, there is a Governing Body that manages and develops the total human resource of the College. The college aims to make optimum use of the available human resource.

#### 6.7.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules. Faculty members are recruited purely on merit. Any guest faculty is recruited by an expert committee which includes the Manager, Principal and the HOD.

#### 6.7.8 Industry Interaction / Collaboration

Existing collaborations are continued. Also much new collaboration are also formed by various departments of the Institution.

#### 6.7.9 Admission of Students

The admission of students for all programmes is done purely on merit by the Centralized Admission Process (CAP) of the University.



6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Accidental Benefit Schemes, Provident Fund, Festival Advance.
Non-teaching	Group insurance, Staff Credit Co-Operative Society Accidental Benefit Schemes, Staff Welfare Fund, Provident Fund, EPF, Festival Advance.
Students	Government Scholarships, Students Endowment Scheme, Award, Prize.

6.5 Total corpus fund generated

71.23 Lakh

6.6 Whether annual financial audit has been done : Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Academic Council and Governing Body
Administrative	No	Nil	Yes	Governing Body

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

Mahatma Gandhi University holds and declares results of all the courses; hence the College has no control over the date of publication of results

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

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

6.11 Activities and support from the Alumni Association

The college has an active Alumni Association which has branches in Gulf countries and the US. The College hosts two alumni gatherings every year providing a common platform for the former students, former faculty of the college, and the present faculty to interact. The alumni actively support the college, by instituting various Endowments. The alumni and former faculty are invited to every major programme of the college. Eminent alumni of the college are honoured by the college on their major achievements. They also provide employment to deserving students completing the course.

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

The Parent- Teacher Association plays an active role in various aspects of the Institution. PTA being one of the stakeholders in the Institution provides with operational autonomy in spending financial resources. It also enacts a financial supportive role in publishing of college newsletter, conduct of Union elections, grant of scholarships to needy students, smooth functioning and conduct of Centralized Internal Examinations at Institution level. An Open House is conducted once every semester where the parents are personally apprised of the performance and potential of their wards.

Also, every department holds regular meetings with Parents, to provide them feedback about the progress and drawback of their wards. Regular feedback is taken from the students as well, and their assessment is taken into account for teaching and evaluation purpose.

#### 6.13 Development programmes for support staff

The College administrative staff regularly attends the meetings convened etc by the Higher Education Department, State Government, Mahatma Gandhi University for smooth functioning of office, implementing latest regulations and rules, various other criteria relating to admission, fees collection.

In addition to these, The College Library in collaboration with College office had conducted a State Level Workshop on service rules.

#### 6.14 Initiatives taken by the Institution/Department to make the campus eco-friendly

The Cochin College accommodates an ecofriendly campus offering a wide variety of green practices initiated by students and teachers. Majority of the students depend on public transport for their commute to college owing to sustainable use of our resources. Students as well as faculty of the institution depend on bicycles as a means to reach the college. The college has also pioneered various programmes in its fight against pollution and wastage by conducting street plays, awareness programmes in and around the locale.

##### **Green practices:**

- Majority of students hail from neighborhood areas of the college, a good number of them use bicycles and the public transport system.
- Plastic waste collected from the campus is disposed through the Corporation's solid waste management system. The institution uses eco-friendly materials and discourages the use of plastic materials. salary bills, public provident funds, stipend of students and registration for university exams.
- The institution maintains green campus by planting saplings and maintaining trees and plants.

##### **Efforts for Carbon neutrality:-**

- The institution maintains a green and eco-friendly campus and carries on the tradition of planting trees annually. Planting a variety of trees in the college has contributed to carbon neutrality in the campus. Hand written projects are accepted from the students to save cartridges and carbon usage. Colour printing is generally avoided. Almost all office work is computerized. The whole admission process is done online to save paper.

##### **Plantation:**

- Tree plantation drives are organized regularly to create clean and green campus. The Department of Botany has a "Nakshatravanam", Star Forest in which 27 trees corresponding to 27 birth stars were planted. A Spices Garden which contains plants of taxonomical interest and a herbal garden with different varieties of medicinal plants is maintained.

##### **Fish Pond:**

- The Department of Zoology maintains a pond in the college campus which is used for fish culture. This was initiated to develop, establish and propagate the idea of pond fish culture which would help to revive the unused ponds for such purposes. Currently Ectroplus is cultured in the pond.

## Criterion – VII

### 7 Innovations and Best Practices

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

1. New academic initiatives, such as, WWS, FLAIR, ASAP, Knowledge FM 11.55 are continued.
2. Large number of extension and consultancy activities has been carried out for the benefit of society at large around the College.
3. Programmes imparting knowledge about e – governance, extensive use of internet in daily life, organic farming are few to mention.

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

1. New Language Lab became completely functional.
2. Solar panels were planted for generation of power for Electronics Department.
3. All students as well as research scholars of Research Departments undertaking projects were encouraged to use D Space , started earlier in Central Library. Also, the research scholars started availing the benefits of institutional membership of CUSAT for their research work.
4. New MoUs and Collaborative agreements were entered into by various departments of the Institution.

7.7 Give two Best Practices of the Institution/Department (*Annexure 'II'*)

1. Transparent and merit based recruitment of faculty members.
2. Every Thursday, noon meal food packets are collected from the students are distributed in nearby

7.8 Contribution to environmental awareness / protection

The College enlists the support and co-operation of its NSS Unit to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.

7.9 Whether environmental audit was conducted?

7.10 Any other relevant information the Institution/Department wishes to add. (for example SWOC Analysis)

#### **Institutional Strength**

1. Academically brilliant and highly motivated staff
2. Supportive and visionary management.
3. Harmonious relationship among the management, staff, students, alumni and parents.
4. Well-equipped laboratories and special labs in Electronics, Biotechnology, Non-linear Dynamics and Material Science Research.
5. Active participation in extension activities and community outreach activities.

#### **Institutional Weakness**

1. As the syllabus is framed by the affiliating University, the institution has only limited scope for suggesting changes.
2. The institution does not have an incubation centre.
3. There is no hostel to accommodate students from distant areas.

#### **Institutional Opportunity**

1. To introduce professional training and skill development programmes to students.

2. More post graduate and research programmes can be introduced.
3. Utilizing extra - mural funding in the area of research.
4. Promote alumni network to enhance placement.

**Institutional Challenge**

1. Attaining the status of autonomy.
2. Enhancing employability skills of students in the rapidly changing economy.

## **8 Plans of Institution/Department for next year**

- More consultancy and extension activities in the adopted ward planned.
- Improving welfare measures for the staff.
- Providing better internet facilities and system updates.
- To strengthen research and development.
- More PG courses to be added.
- More students' participation in national /state level/international competition.
- Appointment and retention of qualified teaching staff in self-finance section.
- Improving classroom hygiene.
- To organize national and international seminars/conferences in the Institute

Name : Dr Geetha M

Name : Dr Biju P.Thampi

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*Signature of the Coordinator*

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*Signature of the Chairperson*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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