

SELF STUDY REPORT

**Submitted to
National Assessment and Accreditation Council, Bangalore
for Reaccreditation**



THE COCHIN COLLEGE
(Affiliated to Mahatma Gandhi University, Kottayam)

KOCHI-682 002 KERALA

www.thecochincollege.org

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JANUARY 2011

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 programmes launched by the college, having the following as thrust areas:

- Globally relevant academic excellence
- Value based human development
- Adequate training for higher education
- Identification of opportunities for the disadvantaged
- Ensuring gender justice
- Formation of responsible leadership
- Foster religious harmony
- Advance scientific temperament and
- Soft skill training to youngsters

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Part I: Institutional Data

A) Profile of the College

1. Name and address of the college:

Name : THE COCHIN COLLEGE			
Address : The Cochin College, Kochi-682002, Kerala			
City : Kochi	District: Ernakulam	State: Kerala	
Pin code : 682002			
Website : www.thecochincollege.org			

2. For communication:

Office

Name	Area / STDcode	Tel.No.	Fax No.	E mail
Principal: Prof.M.Rajagopalan	0484	2226449, 2224954	0484 2224954	rajagopal17557@gmail.com
VicePrincipal: Prof.P.S. Subhadrammal	0484	2226449, 2224954	0484 2224954	subhadrahari@gmail.com
Steering Committee Coordinator Dr.Venugopal B.Menon	0484	2226449, 2224954	0484 2224954	venubmenon@gmail.com

Residence

Name	Area / STD code	Tel. No.	Mobile. No.
Principal Prof. M.Rajagopalan	0484	2760568	09995311391
Vice –Principal Prof. P.S.Subhadrammal	0484	2301282	08893434300
Steering Committee Coordinator Dr.Venugopal B.Menon	0484	2400446	09446124470

Self Study Report

3. Type of Institution:

a. By Management

i. Affiliated College ☒

ii. Constituent College ☐

b. By funding

i. Government ☐

ii. Grant –in – aid ☒

iii. Self- financed ☐

iv. Any other ☐
(Specify the type)

c. By gender

i For Men ☐

ii For Women ☐

iii Co-education ☒

4. Is it a recognized minority institution

Yes ☐ No ☒

If yes, specify the minority status (Religious / linguistic / any other)
(Provide the necessary supporting documents)

5. a) Date of establishment of the college :

Date	Month	Year
01	July	1967

b) University to which the college is affiliated
(If it is an affiliated college)

M.G. University

Or which governs the college (If it is a constituent college)

NA

6. Date of UGC recognition :

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (if any)
i 2(f)	01-03-1988	Copy appended
ii. 12(B)		

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act)

7. Does the University Act provide for autonomy of Affiliated / Constituent College?

Yes ☐ No ☒

Self Study Report

If yes, has the college applied for autonomy?

Yes ☐ No ☐

8. Campus area in acres / sq.mts:

15 acres

9. Location of the college : (based on Govt. of India census)

Urban ☒
Semi- urban ☐
Rural ☐
Tribal ☐
Hilly area ☐
Any other (specify) ☐

10. Details of programmes offered by the institution?

(Give last year's data)

Sl. No.	Programme level	Name of the Programme / Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
i)	Under-graduate	BA, B.Com, BSc	3 Years	+2	English	313	289
ii)	Post –graduate	MSc, M.Com	2 Years	Degree	English	70	60
iii)	M.Phil.						
iv)	Ph.D	PhD-Commerce	-	M.Com+NET/ M.Phil	English	50	35
v)	Certificate course	Add on	I Year	+2	English	50	50
vi)	UG Diploma	DCA	1 year	+2	English	220	220
vii)	PG Diploma	PGDCA	1 Year	Degree/DCA	English	30	20

11. List of departments:

Departments
Science: Physics, Chemistry, Zoology, Botany, Mathematics
Arts : English, Economics, History.
Commerce

12. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of Student enrolled)

(a) including the salary component = Rs.21235.84

(b) excluding the salary component = Rs.1022.68

B) Criterion-wise Inputs

Criterion I: Curricular Aspects

1. Does the College have a stated Vision? Yes ☒ No ☐

Mission? Yes ☒ No ☐

Objectives? Yes ☒ No ☐

2. Does the college offer self – financed Programmes? Yes ☒ No ☐

If yes, how many?

3

Fee charged for each programme

Sl.No.	Programme (B.sc. B.com. etc)	Fee charged (Rs.)
1	B.Sc Mathematics	6250/sem
2	M.Sc Chemistry	12500/sem
3	M.Sc Microbiology	37500/sem

3. Number of Programmes offered under

a. annual system

No

b. semester system

13

c. trimester system

No

4. Programmes with

a. Choice based credit system

Yes	<input checked="" type="checkbox"/>	No		Number	9
-----	-------------------------------------	----	--	--------	---

b. Inter / multidisciplinary approach

Yes	<input checked="" type="checkbox"/>	No		Number	9
-----	-------------------------------------	----	--	--------	---

c. Any other, specify

Yes		No		Number	
-----	--	----	--	--------	--

5. Are there Programmes where assessment of teachers by students is practiced?

Yes	<input checked="" type="checkbox"/>	No		Number	13
-----	-------------------------------------	----	--	--------	----

6. Are there Programmes taught only by visiting faculty?

Yes	<input checked="" type="checkbox"/>	No		Number	1
-----	-------------------------------------	----	--	--------	---

7. New programmes introduced during the last

five years

UG

PG

Others (specify)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	1
-----	-------------------------------------	----	--------------------------	--------	---

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	1
-----	-------------------------------------	----	--------------------------	--------	---

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Number	
-----	--------------------------	----	--------------------------	--------	--

8. How long does it take for the institution to introduce a new programme within the existing system?

*

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes ☒ No ☐

10. Was there major syllabus revision during the last five years? If yes, indicate the number

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---

11. Is there a provision for project work etc. in the programme? If yes, indicate the number

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	12
-----	-------------------------------------	----	--------------------------	--------	----

12. Is there any mechanism to obtain feedback on curricular aspects? from

- | | | | | |
|-------------------|-----|-------------------------------------|----|--------------------------|
| a. Academic Peers | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| b. Alumni | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| c. Students | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| d. Employees | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| e. Any others | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**As per the University/State norms*

Criterion II: Teaching – Learning and Evaluation

1. How are the students selected for admission to various courses?

- | | |
|--|-------------------------------------|
| a) Through an entrance test developed by the institution | <input type="checkbox"/> |
| b) Common entrance test conducted by the University / Government | <input checked="" type="checkbox"/> |
| c) Through interview | <input type="checkbox"/> |
| d) Entrance test and interview | <input type="checkbox"/> |
| e) Merit at the previous qualifying examination | <input checked="" type="checkbox"/> |
| f) Any other (specify) | <input type="checkbox"/> |

(If more than one method is followed, kindly specify the weightages)

2. Highest and lowest percentage of marks at the qualifying examination considered for admission during the previous academic year

Programmes (UG and PG)	Open category		SC / ST category		Any other (specify)	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
UG	85	75	68	55		
P.G	82	70	63	52		

3. Number of working days during the last academic year

190
182

4. Number of teaching days during the last academic year

5. Number of positions sanctioned and filled

Teaching
Non-teaching
Technical

Sanctioned / Filled

42	32
35	32
2	2

6. a. Number of regular and permanent teachers (gender-wise)

Professors

M	-	F	-
---	---	---	---

Readers

M	2	F	-
---	---	---	---

Sr. grade lecturer

M	8	F	16
---	---	---	----

Lecturers

M	3	F	3
---	---	---	---

- b. Number of temporary teachers (gender –wise)

Lecturers – full-time

M	13	F	19
---	----	---	----

Lecturers – part-time

M	-	F	-
---	---	---	---

Lecturers (Management appointers) -Fulltime

M	4	F	24
---	---	---	----

Lecturers (Management appointers) Part time

M	-	F	-
---	---	---	---

Any other

M	-	F	-
---	---	---	---

Total

M	-	F	-
---	---	---	---

c. Number of teachers from the same State

59

From other States

1

* M – Male F – Female

7. a. Number of qualified / permanent teachers and their
Percentage to the total number of faculty

Number %

32 53%

b. Teachers: student ratio

1 18

c. Number of teachers with Ph.D. as the highest
qualification and their percentage to the total faculty strength

12 20%

d. Number of teachers with M. Phil as the highest
qualification and their percentage to the total
faculty strength

16 26%

e. Percentage of the teachers who have completed
UGC, NET and SLET exams

7 12%

f. Percentage of the faculty who have served as resource
persons in Workshop / Seminars / Conferences
during the last five years

7 12%

g. Number of faculty development programmes availed
by teachers (last five years)

UGC/ FIP Programme

1 2 3 4 5 6

1 1 1 3 2 1

Refresher

7 8 7 4 2 0

Orientation:

4 2 3 0 0 0

h. Number of faculty development programmes organized
by the college during the last five yearsSeminars / Workshops/Symposia on
Curricular development, teaching-
Learning, assessment etc.

1 2 3 4 5 6

13 7 4 2 9 2

Research Management

- - - - -

Invited / Endowment Lectures

3 3 4 5 5

Any other (specify)

- - - - -

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8. Number and percentage of the courses where predominantly the lecture method is practiced	Number	%
	<div>13</div>	<div>100</div>
9. Does the college have the tutor –ward system ?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, how many students are under the care of a teacher?	<div>20</div>	
10. Are remedial programmes offered?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Number	
11. Are bridge courses offered ?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Number	
12. Are there Courses with ICT – enabled teaching-Learning processes?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Number	<div>13</div>
13. Is there a mechanism for :	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
a. Self appraisal of faculty?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
b. Student assessment of faculty performance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
c. Expert / Peer assessment of faculty performance?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
14. Do the faculty members perform additional Administrative work?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, the average number of hours spent by the faculty per week	<div>6 hrs</div>	

Criterion III: Research, Consultancy and Extension

1. How many teaching faculty are actively involved in research? (Guiding student research, managing research projects etc.)	Number	%
	<div>7</div>	<div>20%</div>
2. Research collaborations	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
a) National If yes, how many?	<div>2</div>	
b) International If yes, how many?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	<div></div>	
3. Is the faculty involved in consultancy work? (If yes, consultancy earnings / year (average of last two years may be given)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<div>*</div>	
4. a) Do the teachers have ongoing / completed research projects? If yes, how many?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
On going	<div>8</div>	
Completed	<div>2</div>	

**Free consultancy*

b) Provide the following details about the ongoing research projects

Major Projects	Yes	✓	No		Number	6	Agency	UGC/DAE/DST	Amt.	58 Lakhs
Minor Projects	Yes	✓	No		Number	2	Agency	UGC	Amt.	2 Lakhs
College Projects	Yes		No	✓	Number		Amount	NA	-	-
Industry sponsored	Yes		No	✓	Number		Industry	NA	Amt.	-
No. of student research projects	Yes	✓	No		Number	470**	Amount sanctioned by the College		Nil	

** Part of Curriculum

5. Research publications:

International journals	Yes	✓	No		Number	17
National journals	Yes	✓	No		Number	52
College journal	Yes	✓	No		Number	1
Books	Yes	✓	No		Number	14
Abstracts	Yes	✓	No		Number	10
Any other(specify) Proceedings	Yes	✓	No		Number	4
Awards, recognition, patents etc. if any(specify) 2						

6. Has the faculty

a) Participated in conferences

Yes	✓	No		Number	82
Yes	✓	No		Number	6

b) Presented research papers in conferences?

7. Number of extension activities organized in collaboration

with other agencies /NGOs (such as Rotary/ Lions Club)

(average of last two years)

1

8. Number of regular extension programmes organized by NSS and NCC etc. (average of last two years)

NSS	NCC
3	5

9. Number of NCC Cadets /units

M	80	F	20	Unit	1
---	----	---	----	------	---

10. Number of NSS Volunteers / units

M	75	F	125	Unit	2
---	----	---	-----	------	---

Criterion IV: Infrastructure and Learning Resources

1. (a) Campus area in acres	15 Acres																										
(b) Built up area	9.2 Acres																										
2. Working hours of the library																											
(a) On working days	8 am - 4 pm																										
(b) On holidays	8 am – 2 pm																										
(c) On examination days	8 am – 4 pm																										
3. Average number of faculty visiting the library /day (average for the last two years)	20																										
4. Average number of students visiting the library /day (average for the last two years)	90																										
5. Number of journals subscribed to the institution	14																										
6. Does the library have the open access system?	Yes																										
7. Total collection (Number)	<table> <tr> <th>Titles</th><th>Volume</th></tr> <tr> <td>a. Books</td><td>20700 33015</td></tr> <tr> <td>b. Textbooks</td><td>2800 5673</td></tr> <tr> <td>c. Reference books</td><td>1380 970</td></tr> <tr> <td>d. Magazines</td><td>20</td></tr> <tr> <td>e. Current journals</td><td></td></tr> <tr> <td> Indian journals</td><td>44</td></tr> <tr> <td> Foreign journals</td><td>Nil</td></tr> <tr> <td>f. Peer-reviewed journals</td><td>Nil</td></tr> <tr> <td>g. Back volumes of journals</td><td>253</td></tr> <tr> <td>h. E –resources</td><td></td></tr> <tr> <td> CDs / DVDs</td><td>20</td></tr> <tr> <td> Databases</td><td>Library Software (koha)</td></tr> </table>	Titles	Volume	a. Books	20700 33015	b. Textbooks	2800 5673	c. Reference books	1380 970	d. Magazines	20	e. Current journals		Indian journals	44	Foreign journals	Nil	f. Peer-reviewed journals	Nil	g. Back volumes of journals	253	h. E –resources		CDs / DVDs	20	Databases	Library Software (koha)
Titles	Volume																										
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e. Current journals																											
Indian journals	44																										
Foreign journals	Nil																										
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g. Back volumes of journals	253																										
h. E –resources																											
CDs / DVDs	20																										
Databases	Library Software (koha)																										

Online journals

1

Audio- visual resources

8

i Special collections(Numbers)

Respository
(World Bank,OECD,UNESCO etc.)

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

Interlibrary borrowing facility

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

Materials acquired under special
schemes (UGC,DST etc)

Yes	<input checked="" type="checkbox"/>	No		Number	1
-----	-------------------------------------	----	--	--------	---

Materials for competitive examinations

Yes	<input checked="" type="checkbox"/>	No		Number	2
-----	-------------------------------------	----	--	--------	---

Including Employment News, Yojana etc.

Yes	<input checked="" type="checkbox"/>	No		Number	1
-----	-------------------------------------	----	--	--------	---

Book Bank

Yes	<input checked="" type="checkbox"/>	No		Number	2
-----	-------------------------------------	----	--	--------	---

Braille materials

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

Manuscripts

Yes	<input checked="" type="checkbox"/>	No		Number	2
-----	-------------------------------------	----	--	--------	---

Any other (specify) : Science files

Yes	<input checked="" type="checkbox"/>	No		Number	1
-----	-------------------------------------	----	--	--------	---

8. Number of books / journals /periodicals added during the last two years and their total cost

	The year before last (2008-09)		Last Year (2009-10)	
	Number	Total Cost (Rs)	Number	Total Cost (Rs)
Text books	292	Rs.1,57,094/-	991	Rs.5,00,000/-
Reference Books	40	Rs.34,000/-	100	Rs.1,29,489/-
Other books	Nil		Nil	16,005/-
Journals / Periodicals	12	Rs.720	13	Rs.840
Encyclopedia	Nil		Nil	

9. Mention the

Total carpet area of the Central Library (in sq.ft)

2500 sq.ft/

Number of departmental libraries

3

Seating capacity of the Central Library (Reading room)

60

10. Status of automation of library							
Not initiated	<table border="1"><tr><td>N.A</td></tr></table>	N.A					
N.A							
Fully automated	<table border="1"><tr><td>N.A</td></tr></table>	N.A					
N.A							
Partially automated	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
11. Percentage of library budget in relation to the total budget	<table border="1"><tr><td>10%</td></tr></table>	10%					
10%							
12. Services / facilities available in the library (if yes, tick in the box)							
Circulation	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
Clipping	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
Bibliographic compilation	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
Reference	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
Reprography	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
Computer & printing	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
Internet	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
Inter – library loan	<table border="1"><tr><td>No</td></tr></table>	No					
No							
Power backup	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
Information display and notifications	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
User orientation / information literacy	<table border="1"><tr><td>Yes</td></tr></table>	Yes					
Yes							
Any other (specify)							
13. Average number of books issued / returned per day	<table border="1"><tr><td>40</td></tr></table>	40					
40							
14. Ratio of library books to the number of students enrolled	<table border="1"><tr><td>33</td></tr></table>	33					
33							
15. Computer facilities							
Number of computers in the college	<table border="1"><tr><td>55</td></tr></table>	55					
55							
Number of Departments with computer facilities	<table border="1"><tr><td>9</td></tr></table>	9					
9							
Central computer facility (Number of terminals)	<table border="1"><tr><td>21</td></tr></table>	21					
21							
Budget allocated for purchase of computers during the last academic year	<table border="1"><tr><td>3,75,000</td></tr></table>	3,75,000					
3,75,000							
Amount spent on maintenance and upgrading of computer facilities during the last academic year	<table border="1"><tr><td>1,05,330/-</td></tr></table>	1,05,330/-					
1,05,330/-							
Internet facility connectivity	<table border="1"> <tr> <th>Dialup</th> <th>Broadband</th> <th>Others(specify)</th> </tr> <tr> <td></td> <td>2</td> <td></td> </tr> </table>	Dialup	Broadband	Others(specify)		2	
Dialup	Broadband	Others(specify)					
	2						
Number of nodes / computers with Internet facility	<table border="1"><tr><td>33</td></tr></table>	33					
33							

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16 . Is there a workshop / instruction centre

Yes	No	Available from the year
✓		1980

17. Is there a health centre?

Yes	No	Available from the year
✓		2008

18. Is there residential accommodation for Faculty?

Yes ☐ No ☒

Non –teaching staff?

Yes ☐ No ☒

19. Are there student Hostels ?

If yes, number of students residing in hostels

Yes ☐ No ☒

N.A

20. Is there a provision for

a) Sports fields

Yes ☒ No ☐

b) Gymnasium

Yes ☒ No ☐

c) Women's rest rooms

Yes ☒ No ☐

d) Transport

Yes ☐ No ☒

e) Canteen / Cafeteria

Yes ☒ No ☐

f) Students center

Yes ☒ No ☐

g) Vehicle parking facility

Yes ☒ No ☐

Criterion V: Student Support and Progression

1. a. Student strength (2009-2010 & 2010-2011)

(Provide information in the following format, for the past two years)

Student Enrolment	UG			PG			Ph.D.			Diploma / Certificate			Self – Funded					
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
Number of students from the same State where the college is located																		
2009-2010	282	544	826	13	35	48	20	12	32				26	41	67	14	33	47
2010-2011	274	526	800	10	47	57	20	13	33				29	47	76	14	34	48
Number of students from other States																		
2009-2010.	4	3	7	-	1	1												
2010-2011	3	2	5	-	1	1												

M – Men, F – Female ,T – Total

b. Dropout rate in UG and PG (average for the last two batches)

Number %

UG

15	1.5%
----	------

PG

Nil	
-----	--

2. Financial support for students: (last Year)

Number Amount

Endowments

11	5,500/-
----	---------

Freeships

293	35,160
-----	--------

Scholarship (Government)

23	1,62,400
----	----------

Scholarship (Institution)

10	6,500/-
----	---------

Number of loan facilities:

Nil	
-----	--

3. Does the college obtain feedback from students on their campus experience?

Yes

4. Major cultural events (data for last year)

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter - collegiate	✓		1	✓		6
Inter – university		✓				
National		✓				

5. Examination results(data of past five years)

Results	UG					PG				
	1	2	3	4	5	1	2	3	4	5
Pass percentage	81	89	84	88	65	90	85	85	82	86
No.of first classes	154	138	144	148	132	18	13	16	14	12
No.of distinctions	65	66	68	63	62	6	4	6	3	2
Ranks (if any)	2	2	5	1	2	-	-	-	-	-

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6. Number of overseas programmes on campus and income earned :

Number	Amount	Agency
NA	NA	NA

7. Number of students who have passed the following examination during the last five year

NET

SLET

1	2	3	4	5
1	1	2	0	0
4	2	0	3	1

8. Is there a Student Counselling Centre ?

Yes ☒ No ☐

9. Is there a Grievance Redressal Cell ?

Yes ☒ No ☐

10. Does the college have an Alumni Association ?

Yes	No	Formed in the year
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2002

11. Does the college have a parent –teachers association?

Yes	No	Formed in the year
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1978

Criterion VI: Governance and Leadership

1. Has the institution appointed a permanent Principal? Yes ☒ No ☐

If yes, denote the qualifications?

MSc, M.Phil

If no, for how long has the position been vacant?

2. Number of professional development programmes held for the non –teaching staff(last two years)

2

3. Financial resources of the college(approximate amount)

- Last year's data

Grant – in –aid

53 Lakhs

Fee from aided courses

12800

Donation

17 Lakhs

Fee from self-funded courses

15 Lakhs

Any other (specify)

4. Statement of Expenditure (for last two years)

Item	Before last	Last year
% spent on the salaries of faculty	64	62
% spent on the salaries of non teaching employees including contractual workers	19	17
% spent on books and journals	2	0.5
% spent on Building development	5	7
% spent on hostels, and other student amenities	0.5	2
% spent on maintenance –electricity, water, telephones, infrastructure	3.5	3.75
% spent on academic activities of departments- laboratories, greenhouse, field trips etc.	5	4
% spent on research, seminars, etc	0.5	2
% spent on miscellaneous expenditure	0.5	0.25

5. Dates of meetings of Academic and Administrative Bodies during the last two years:

	Last year	Year before last
Governing Body	3	2
Internal Admn. Bodies(mention only three most important bodies) College Council, Research and Development Committee and UGC Committee.	12	15

6. Are there Welfare Schemes for the academic community?

Loans:

Yes ☒ No ☐

Medical allowance

Yes ☐ No ☒

Any other (specify)

-

7. Are there ICT supported/ Computerized units/ processes/ activities for the following?

a. Administrative Section / Office

Yes ☒ No ☐

b. Finance Unit

Yes ☒ No ☐

c. Student Admissions

Yes ☒ No ☐

d. Placements

Yes ☒ No ☐

e. Aptitude Testing

Yes ☐ No ☒

f. Examinations

Yes ☐ No ☒

g. Student Records

Yes ☒ No ☐

Criterion VII: Innovative Practices

1. Has the institution established Internal Quality Assurance

Mechanisms?

Yes ☒ No ☐

2. Do students participate in the Quality Enhancement

initiatives of the Institution?

Yes ☒ No ☐

3. What is the percentage of the following student categories in the institution?

a. SC

20

b. ST

2

c. OBC

40

d. Women

65

e. Differently abled

0.01

f. Rural

10

4. What is the percentage of the following category of staff?

Category		Teaching staff	%	Non-teaching staff	%
A	SC	Nil	N.A	Nil	N.A
B	ST	Nil	N.A	1	3
C	OBC	18	30	14	44
D	Women	43	72	4	13
E	Physically challenged	Nil	N.A	1	3
F	General Category	42	70	17	53

5. What is the percentage incremental academic growth of the following category of students for the last two batches?

Category		At admission		On completion of the course	
A	ST	Batch I	Batch II	Batch I	Batch II
		51.83	57.20	53.12	58.34
B	SC	56.20	57.36	60.26	59.44
C	OBC	68.26	67.48	69.72	70.77
D	Women	63.53	66.71	64.10	67.31
E	General Category	71.96	71.79	75.61	74.81

C) Profile of the Departments		Responses	
1	Name of the Department	Commerce	
2	Year of Establishment	1968	
3	Number of Teachers sanctioned and present position	13	6
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and students	11	279
7	Demand Ratio (No. of seats : No. of applications)	1:16	
8	Ratio of Teachers to students	1:25	
9	Number of research scholars who had their master's degree from other institutions	32	
10	The year when the curriculum was revised last	2009	
11	Number of students passed NET / SLET etc. (last two years)	2	
12	Success rate of students (What is the pass percentage as compared to the University average?)	88	
13	University Distinction / Ranks	5	
14	Publications by faculty (last 5 years)	15	
15	Awards and recognition received by faculty(last 5 years)	1	
16	Faculty who have Attended National and International Seminars (last five years)	25	2
17	Number of National and International seminars organized (last five years)	Nil	
18	Number of teachers engaged in consultancy and the revenue generated	1	
19	Number of Ongoing projects and its total outlay	3	17lakhs
20	Research projects completed during last two & its outlay	1	30000
21	Number of inventions and patents	Nil	
22	Number of Ph. D thesis guided during the last two years	9	
23	Number of Books in the Department Library, if any	5000	
24	Number of Journals / Periodicals	8	
25	Number of Computers	7	
26	Annual Budget	Nil	

C) Profile of the Departments		Responses	
1	Name of the Department	Physics	
2	Year of Establishment	1967	
3	Number of Teachers sanctioned and present position	9	8
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	1	
6	Number of Teachers and students	9	114
7	Demand Ratio (No. of seats : No. of applications)	1:16	
8	Ratio of Teachers to students	1:13	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2009	
11	Number of students passed NET / SLET etc. (last two years)	2	
12	Success rate of students (What is the pass percentage as compared to the University average?)	86	
13	University Distinction / Ranks	7	
14	Publications by faculty (last 5 years)	17	
15	Awards and recognition received by faculty(last 5 years)	1	
16	Faculty who have Attended National and International Seminars (last five years)	10	2
17	Number of National and International seminars organized (last five years)	6	
18	Number of teachers engaged in consultancy and the revenue generated	1	
19	Number of Ongoing projects and its total outlay	2	35lakh
20	Research projects completed during last two & its outlay	1	13 lakh
21	Number of inventions and patents	Nil	
22	Number of Ph. D thesis guided during the last two years	Nil	
23	Number of Books in the Department Library, if any	NA	
24	Number of Journals / Periodicals	6	
25	Number of Computers	9	
26	Annual Budget	Nil	

C) Profile of the Departments		Responses	
1	Name of the Department	Zoology	
2	Year of Establishment	1968	
3	Number of Teachers sanctioned and present position	3	2
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	2	
6	Number of Teachers and students	8	106
7	Demand Ratio (No. of seats : No. of applications)	1:30	
8	Ratio of Teachers to students	1:13	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2008-2009	
11	Number of students passed NET / SLET etc. (last two years)	Nil	
12	Success rate of students (What is the pass percentage as compared to the University average?)	100%	
13	University Distinction / Ranks	2003-I,II,IV 2008-IV	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty(last 5 years)	Best Teacher Guide - 2008	
16	Faculty who have Attended National and International Seminars (last five years)	4	
17	Number of National and International seminars organized (last five years)	Nil	
18	Number of teachers engaged in consultancy and the revenue generated	Nil	
19	Number of Ongoing projects and its total outlay	Nil	
20	Research projects completed during last two & its outlay	3	
21	Number of inventions and patents	Nil	
22	Number of Ph. D thesis guided during the last two years	Nil	
23	Number of Books in the Department Library, if any	444	
24	Number of Journals / Periodicals	4	
25	Number of Computers	1	
26	Annual Budget	Nil	

C) Profile of the Departments		Responses	
1	Name of the Department	Chemistry	
2	Year of Establishment	1968	
3	Number of Teachers sanctioned and present position	5	5
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	4	
6	Number of Teachers and students	10	123
7	Demand Ratio (No. of seats : No. of applications)	1:20	
8	Ratio of Teachers to students	1:12	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2009	
11	Number of students passed NET / SLET etc. (last two years)	1	
12	Success rate of students (What is the pass percentage as compared to the University average?)	10%	
13	University Distinction / Ranks	64	4
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty(last 5 years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	6	
17	Number of National and International seminars organized (last five years)	2	
18	Number of teachers engaged in consultancy and the revenue generated	Nil	
19	Number of Ongoing projects and its total outlay	Nil	
20	Research projects completed during last two & its outlay	Nil	
21	Number of inventions and patents	Nil	
22	Number of Ph. D thesis guided during the last two years	Nil	
23	Number of Books in the Department Library, if any	1920	
24	Number of Journals / Periodicals	14	
25	Number of Computers	1	
26	Annual Budget	Nil	

C) Profile of the Departments		Responses	
1	Name of the Department	Botany	
2	Year of Establishment	1968	
3	Number of Teachers sanctioned and present position	4	0
4	Number of Administrative Staff	1	
5	Number of Technical Staff	1	
6	Number of Teachers and students	6	58
7	Demand Ratio (No. of seats : No. of applications)	1:6	
8	Ratio of Teachers to students	1:10	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2009-2010	
11	Number of students passed NET / SLET etc. (last two years)	Nil	
12	Success rate of students (What is the pass percentage as compared to the University average?)	63%	
13	University Distinction / Ranks	6	
14	Publications by faculty (last 5 years)	1	
15	Awards and recognition received by faculty(last 5 years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	6	
17	Number of National and International seminars organized (last five years)	Nil	
18	Number of teachers engaged in consultancy and the revenue generated	Nil	
19	Number of Ongoing projects and its total outlay	Nil	
20	Research projects completed during last two & its outlay	Nil	
21	Number of inventions and patents	Nil	
22	Number of Ph. D thesis guided during the last two years	Nil	
23	Number of Books in the Department Library, if any	936	
24	Number of Journals / Periodicals	2	
25	Number of Computers	1	
26	Annual Budget	Nil	

C) Profile of the Departments		Responses	
1	Name of the Department	Economics	
2	Year of Establishment	1968	
3	Number of Teachers sanctioned and present position	3	2
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and students	3	150
7	Demand Ratio (No. of seats : No. of applications)	1:12	
8	Ratio of Teachers to students	1:50	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2009	
11	Number of students passed NET / SLET etc. (last two years)	Nil	
12	Success rate of students (What is the pass percentage as compared to the University average?)	77%	
13	University Distinction / Ranks	Nil	
14	Publications by faculty (last 5 years)	2	
15	Awards and recognition received by faculty(last 5 years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	4	1
17	Number of National and International seminars organized (last five years)	Nil	
18	Number of teachers engaged in consultancy and the revenue generated	Nil	
19	Number of Ongoing projects and its total outlay	1	Rs 6 lakhs
20	Research projects completed during last two & its outlay	Nil	
21	Number of inventions and patents	Nil	
22	Number of Ph. D thesis guided during the last two years	3	
23	Number of Books in the Department Library, if any	1300	
24	Number of Journals / Periodicals	4	
25	Number of Computers	2	
26	Annual Budget	Nil	

C) Profile of the Departments		Responses	
1	Name of the Department	English	
2	Year of Establishment	1968	
3	Number of Teachers sanctioned and present position	7	4
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and students	7	13
7	Demand Ratio (No. of seats : No. of applications)	1:15	
8	Ratio of Teachers to students	1:19	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2009-10	
11	Number of students passed NET / SLET etc. (last two years)	Nil	
12	Success rate of students (What is the pass percentage as compared to the University average?)	59%	
13	University Distinction / Ranks	Nil	
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty (last 5 years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	2	
17	Number of National and International seminars organized (last 5 years)	Nil	
18	Number of teachers engaged in consultancy and the revenue generated	Nil	
19	Number of Ongoing projects and its total outlay	Nil	
20	Research projects completed during last two & its outlay	Nil	
21	Number of inventions and patents	Nil	
22	Number of Ph. D thesis guided during the last two years	Nil	
23	Number of Books in the Department Library, if any	Nil	
24	Number of Journals / Periodicals	3	
25	Number of Computers	1	
26	Annual Budget	Nil	

C) Profile of the Departments		Responses	
1	Name of the Department	Mathematics	
2	Year of Establishment	1969	
3	Number of Teachers sanctioned and present position	1	1
4	Number of Administrative Staff	Nil	
5	Number of Technical Staff	Nil	
6	Number of Teachers and students	5	75
7	Demand Ratio (No. of seats : No. of applications)	1:2	
8	Ratio of Teachers to students	1 :15	
9	Number of research scholars who had their master's degree from other institutions	Nil	
10	The year when the curriculum was revised last	2009	
11	Number of students passed NET / SLET etc. (last two years)	Nil	
12	Success rate of students (What is the pass percentage as compared to the University average?)	95%	
13	University Distinction / Ranks	6	5
14	Publications by faculty (last 5 years)	Nil	
15	Awards and recognition received by faculty(last 5 years)	Nil	
16	Faculty who have Attended National and International Seminars (last five years)	2	
17	Number of National and International seminars organized (last five years)	Nil	
18	Number of teachers engaged in consultancy and the revenue generated	Nil	
19	Number of Ongoing projects and its total outlay	Nil	
20	Research projects completed during last two & its outlay	Nil	
21	Number of inventions and patents	Nil	
22	Number of Ph. D thesis guided during the last two years	Nil	
23	Number of Books in the Department Library, if any	170	
24	Number of Journals / Periodicals	Nil	
25	Number of Computers	9	
26	Annual Budget	Nil	

Part II: The Evaluative Report

A. Executive Summary

The Cochin College, a leading college affiliated to M.G.University, Kottayam, Kerala, is situated on the western side of Cochin City. The College was established in 1967 and was accredited by NAAC at B+ grade in November 2003. The aim of the College is to equip our students through a life-oriented, holistic knowledge culture to become agents of change, transformation and development in this globalized society. The college has reasonably good infrastructure for academic, extra curricular and sports activities. The college offers eight degree programmes and four at the P.G.Level. The courses are both conventional and contemporary in content. In spite of academic framework based on university norms, the faculty of the college as members of Board of Studies and Academic Council play a role in modifying the syllabi to meet the need of the hour. The co-curricular activities foster community orientation and social responsibilities are included in the course work. The computer lab in the college has been upgraded with the state- of- art addressing the lacunae pointed out by the last NAAC report and the library too has been partially computerized. The students have been given access to Internet at the campus. This has brought a radical change in the students' perspective and created a dimension to their learning process, preparation of assignments and projects.

The college has student strength of more than 1000 students and the admissions are based on merit and transparent system. The stipulations of the University are followed regarding access to disadvantaged communities and they are helped through tutorial sessions and remedial classes whenever necessary. Talented students are given more opportunities to develop their potential to the maximum and through efficient Peer Support System aiding weak students to improve upon their academic performance.

Students proficient in sports are provided with ample opportunities to improve their talents through competitions at the inter-collegiate, state and national levels. Apart from classroom interaction, the teaching-learning process incorporates study tours, field trips, internships, nature camps and visit to research institutes and on the job training programmes. This leads to a networking between the student community and the outside world. The activities of the Women's Guidance Cell, NCC and NSS take students into daily realities of life and show that education is not merely text book learning. Social commitment and responsibility are promoted through extension services, community development programmes and the activities of the college union. The Department Associations and College celebrate festivals to promote values of national integration and secularism.

The academic progress of the student is regularly monitored and assessed through internal assessment. An interface with parents is arranged during the Open House resulting in building up of rapport between parents and faculty. The Career and Guidance, Placement Cells and Entrepreneurship Club assist students in building up a career and during the last 6 years more than 112 students have got placement in reputed organizations like Infosys, IBM, Spectrum and Genpact. In the absence of a structured mechanism for feedback; the college has an informal mechanism to provide inputs.

The recruitment of the faculty is purely based on merit and the faculty members enhance their competence and capabilities through National, International and State level Seminars, Conferences, refresher courses, workshops, and higher studies like M.Phil and Ph.D. The Department of Physics and Physical Education of the College has conducted National seminars sponsored by UGC, DAE (Department of Atomic Energy),

and Swadeshi Science Movement and other departments have conducted 22 State level seminars and 14 invited talks on topics ranging from salt to software. The Departments of Physics, Economics and Commerce are executing major projects of social relevance funded by UGC, DAE and DST. The publications of a long list of articles by the faculty are a proof of the active research ambience in the college and the total numbers of publications are 66 (including 17 in International Journals by the Physics Faculty). The Commerce and Physics departments of the college are recognized research centers of the Mahatma Gandhi University and 34 scholars (both part-time and full time) are doing research leading to PhD in topics of contemporary relevance. The Commerce department has produced six PhDs and three scholars have submitted their theses to the University for the award of PhD. The statutory bodies like the College Council takes decisions regarding faculty, finance, infrastructure and library, keeping in mind the quality enhancement and development of the institution. Decentralization of power invests every teacher with responsibility. The teachers are also class teachers as well as staff advisors or coordinators of various department associations and clubs. The desire to provide quality education leads to the expansion of facilities in spite of various constraints and limitations. A strong favorable factor increasing the reputation of the College is the co-ordination among management, faculty, non-teaching staff and students. The Management, College Council and the Principal take initiatives to translate quality to its various administrative and academic units. All the activities focus on the welfare of students, the development of their personality and enrichment of their lives and also the development of the society at large. Thus, the college is striving to enhance the meritorious task of contributing to building up of citizens who will make a difference in the society.

B. Criterion-wise Evaluative Report

Criterion I: Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 State the vision and mission of the institution, and how it is communicated to the student, staff and other stake holders?

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

Mission-We hope to translate our fond vision into a concrete reality through the various programmes launched by the college, having the following as thrust areas:

- i) Globally relevant academic excellence
- ii) Value based human development
- iii) Adequate training for higher education
- iv) Identification of opportunities for the disadvantaged
- v) Ensuring gender justice
- vi) Formation of responsible leadership
- vii) Foster religious harmony
- viii) Advance scientific temperament and
- ix) Soft skill training to youngsters.

1.1.2 How it is communicated to the students, teachers, staff and other stake holders?

The Vision and Mission are communicated to the students, teachers, staff and other stakeholders by publishing it in College prospectus and in the yearly hand book. The institution tries to appease the major consideration of significance including the intellectual, academic, technological, vocational and cultural ethical empowerment of

our students coming from different sections of society with the ultimate aim of addressing social, environmental and global issues.

1.1.3 Are the academic programmes in line with the institution's goals and objectives? If yes, give details on how the curricula developed /adopted address the needs of the society and have relevance to the regional/national and global trends and developmental needs?

The Institution as an affiliated college has to follow University syllabus; yet to keep pace with changing times the institution ensures updating of knowledge in all the subjects and have introduced new subjects like IT, Computer Science, Marketing, Bio-technology, Microbiology and Electronics etc to ensure currency and relevance. The entire focus is on learning and student centered enabling them to showcase their capabilities at national and global levels.

1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment market?

All the students at the time of joining the college for degree programme are compulsorily enrolled for a certificate course in Computers. In addition, the college computer centre offers various innovative diploma and Post graduate diploma courses in ICT.

1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process.

The department teachers discuss the details of syllabus in the classroom, with fellow teachers and academic peers. The feedback on the syllabus is then intimated through the Board of Studies, Academic Council members and Senators to the University. The teachers also use workshops and seminars on curriculum development

to contribute constructively for necessary amendments and changes in the curriculum design.

1.2 Academic Flexibility

1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?

The college offers Bachelor's Programme in Botany, Chemistry, Commerce, Economics, English Literature, Mathematics, Physics and Zoology. Masters programme include Masters in Commerce, Chemistry, Microbiology and Physics. Certificate and Diploma programme include Certificate and Diploma courses in Computers and Theoretical and Practical Banking.

1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment.

- a) **Core options-** Physics, Chemistry, Mathematics, Botany, Zoology, English Literature, Economics and Commerce.
- b) **Electives-**Electronics, Medical Microbiology.
- c) **Add-on courses-**Theoretical and Practical Banking (UGC has sanctioned two more Add on Courses in Trade and Logistics Management and Functional Hindi and Journalism in March 2010 and the course commenced in July 2010.
- d) **Inter Disciplinary Courses-**Bio-Technology, Mathematics and Marketing.
- e) **Flexibility to the students to move from one discipline to another-**Flexibility is limited in the University affiliated programme.
- f) **Flexibility to pursue a programme with reference to the time frame-**No

1.2.3 Give details of the Programmes and other facilities available for international students (if any)

The College has no special programmes for International students.

1.2.4 Does the college offer any self financed programmes?

Yes. Details are listed below:

Sl.No	Programme	Admission	Curriculum	Fee (p.a)	Teacher qualification	Salary
1	M.Sc (Chemistry)	Merit	University recommended	25000	PG and NET	7000
2	M.Sc (Microbiology)	Merit	University recommended	64000	PG and NET	6500
3	BSc (Mathematics)	Merit	University recommended	12500	PG and NET	6500

1.3 Feed Back on Curriculum

1.3.1 How does the college obtain feedback on the curriculum from?

a) Students-Through Curriculum discussions with the students in an informal manner.

From last academic year onwards, feedback is obtained from the students formally using feedback form on course and teaching.

b) Alumni-The Alumni provide good insights during the annual get together.

c) Parents-Detailed discussions with the parents in the PTA meetings and Open House creating a family ambience. The details are then discussed by teachers in the department. The Head of Departments discuss the matter in the College council. After detailed deliberations, the Council prepares a report under the guidance of the Principal and forwards it to the University through the Board of Studies, Academic Council and Senate members for necessary changes.

d) Employers/industry-Student performance reports from the employers provide good feedback on Curriculum.

e) Academic Peers-Academic associations like Zoological Society, Kerala Mathematical Association, Indian Association of Physics Teachers, Academy of Physics Teachers and Social Scientist Forums etc provide good feedback.

f) Community- The feedback from the community is received during extension activities taken by students and teachers.

1.3.2 How is the above feedback analyzed and the outcome/suggestions used for continuous improvements and communicated to the affiliating University for appropriate inclusion?

The feedback data received from different social groups are discussed in the respective departments and College Council. Important suggestions and changes, if any are brought to the notice of the University through BOS, Academic Council and Senate members for corrective action. Teachers of the college also actively participate in Workshops on Curriculum Development to introduce changes wherever necessary.

1.4 Curriculum Update

1.4.1 What is the frequency and the basis of syllabus revision and what are the major revisions made during the last two years?

The University Board of Studies revise the Syllabi after collecting inputs from the teachers and two years back the University introduced Choice Based Credit and Semester System (CBCSS) and Grading System. Along with the CBCSS the syllabus of all the degree programmes were revamped to meet the requirements of the day.

1.4.2 How does the institution ensure that curriculum bears a thrust on core values adopted by NAAC?

Knowledge imparted by the college ensures high academic standards to the students and they competently contribute to National development. The students are techno savvy, ethically very high, inquisitive and are competent to meet the challenges of life.

1.4.3 Does the institution use the guidelines of statutory bodies like UGC/State Councils of HE) for developing and/or restructuring the curricula?

The institution uses the guidelines of UGC and State Higher Education Council and other National bodies in restructuring the curricula. Two faculty members of the college are resource persons of the State Higher Education Council.

1.4.4 How are the existing courses modified to meet the emerging/ changing national and global trends?

The faculty updates the students in the most recent developments in the respective subjects, encourages students to think out of box, and through latest technology (Internet), students understand the changing trends at national and global level.

1.5 Best Practices in Curricular Aspects

1.5.1 What is the sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

To sustain and enhance quality, a number of UGC sponsored national and state seminars (7 national seminars, 22 state level seminars and 14 invited talks on different topics related to curriculum) have been conducted in the college during last 5 years for the faculty and students. The college as part of quality enhancement follows meticulously the Tutorial System. In tutorial system the students regularly write assignments and are presented in the classroom. Periodic class tests are conducted to ensure revision of the lessons taken in the class.

1.5.2 What best practices in curricular aspects have been planned/ implemented by the institution?

The College has introduced and implemented successfully job oriented courses like B.Sc (Mathematics with Computer Science), M.Sc (Microbiology) and M.Sc (Chemistry) and a lot of Certificate and P.G. Diploma courses in the Computer Application and an Add on course in Theoretical and Practical Banking.

Reaccreditation

i) What were the evaluative observations made under Curricular Aspects in the previous assessment report and how have they been acted upon?

ii) What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and accreditation with regard to curricular aspects?

During the last NAAC visit in 2003 the peer team suggested the management to introduce newer courses in consultation with Academic Peers and Employers. Accordingly, the Institution has introduced B.Sc. - Mathematics with Computer Science under vocational stream and Post Graduate programmes in Micro-Biology and Chemistry. The college has also taken measures to provide ICT backed teaching nearly in all the subjects and accordingly all the students in the campus are computer literate.

Criterion II: Teaching- Learning and Evaluation

2.1 Admission Process and Students Profile

2.1.1 How does the institution ensure wide publicity to the admission process?

a) **Prospectus**-Institution publishes a detailed prospectus listing all the Degree, P.G., Certificate and Diploma programmes. The prospectus also gives all the details like fees, rules and regulations of the admission process and how to fill the application.

b) **Website**-The institutional website also gives all the details mentioned in the prospectus.

c) **Media**-The College does use the regional vernacular and English newspapers to announce the admission process.

d) **Any Other**- Nil

2.1.2 How are the students selected for admission to the following courses? Give the cutoff percentage for admission at the entry level.

a) As an affiliated institution the college follows University norms in admission to various degree and Post-graduate programmes. Students are admitted on the basis of marks obtained in the qualifying examination and the admission procedure adopted by the College is very transparent. The split up of seats in the degree programme is open merit-60% Reserved seats 20% and Management seats 20%. Usually the cut off for general seats is more than 65% as college average but certain individual subjects like Commerce the cut off is as high as 88%. The management quota admissions are also filled up on merit.

2.1.3 How does the institution ensure transparency in the admission process?

Students' applications are processed by the individual departments. Based on the index marks a detailed rank list is prepared for both degree and post graduate programmes and it is put up on the notice board in the College and the same is also put up in the College website.

2.1.4 How do you promote access to ensure equity?

a) Students from disadvantaged community-The institution admit students belonging to the disadvantaged community based on government norms.

b) Women-The institution does not discriminate students on the basis of gender and the majority of the students are girls.

c) Differently abled-All the degree programmes have seats reserved for the differently abled students. They are given the degree programme they ask for.

d) Economically weaker-The students from the economically weaker sections are given preference and maximum effort is taken by the management to accommodate

students from economically weaker sections and as a result all the seats are filled up every year.

e) Sports-The sports students are admitted as per the University norms for each programme. In each programme two seats are mandatory for the sports students.

f) Any other- Nil

2.2 Catering to Diverse Needs

2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the programme? If yes, gives details on the strategies of the institution to bridge the gap of incoming students for enabling them to cope with the programme to which they are enrolled.

The college adopts various strategies to assess the student's knowledge / needs and skills before the commencement of teaching programme. The application forms carry the marks scored, talents and achievements of the students, detailed bio-data that the students furnish, and the self introduction sessions at the beginning of the course give an insight into the potentials and expectations of the students. On the basis of this a check card is prepared department wise and entrusted to the class teachers who then intervene, if necessary to help the students who have problems to cope with the new academic environment. An orientation programme is also conducted by the college on the first day of the first year of the academic day.

2.2.2 How does the institution identify the slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners.

The teachers identify the weaker ones and put the slow learners to extra coaching. There is also provision for giving old text books and study materials from the book bank in the department and central library for slow learners. The advanced learners are motivated to explore and use to the fullest their faculties and potentialities by participating in more challenging and demanding assignments, seminars and

projects. They are given advance learning materials and encouraged to take part in competitions which brings out the best in them. They are also provided with the information about opportunities in higher learning.

2.2.3 Does the institution have provision for tutorials for the students?

Yes. All the courses follow the practice of having tutorial sessions for the students. Each tutor is entrusted with a group of 25 students to whom the tutor is of academic and personal support. The tutors maintain the bio-data of the wards. Tutorial sessions are conducted once a week on a structured basis and the informal session continue throughout the year.

2.2.4 Is there a provision for mentoring of students? If yes, give details.

Yes. The mentor system in which 11 students are chosen at random from various disciplines entrusted to the care of a teacher from a different discipline. Each mentor meets the mentees periodically and tries discussing other than academics especially help the mentees to identify their strength and weakness. Mentors also keep a bio-data file of the students they mentor. Mentoring has been able to introduce a humanizing environment in the campus.

2.2.5 How does the institution cater to the needs of differently abled students?

Teachers provide special attention to such students after class hours. They are provided with simplified study material and they are put in the charge of advanced learners who help them in the class hours.

2.3 Teaching -Learning Process

2.3.1 How does the institution plan and organize the teaching –learning and evaluation schedules?

The teaching learning evaluation schedule is incorporated into the total scheme at the beginning of each academic year. There is a carefully formulated academic calendar which is prepared at the beginning of each academic year by the College administration in accordance with the norms of the University. It includes all the relevant information pertaining to the Institution. This hand book is distributed to the faculty and students and is also displayed on the official website of the College. In the beginning of the academic year, department meetings finalize the teaching plan and academic activities of the department. At the end of every term the department heads review the implementation of the programmes.

2.3.2 What are the various teaching- learning methods?

To provide unique methods of learning experience other than classroom lecture and interaction teaching method the learning process involves field trips, study tours, library sessions, industrial visits, visits to stock exchange, RBI, Central government and regional labs, practical works, departmental lectures, projects of social relevance, internships and inter department competitions and quiz and debate programmes.

*Teaching Models in the
Physics Lab*



The department of English as a measure of enhancing conversation skills with right accent has a programme of ‘Know Your English’ and also uses audio and computer software on phonetics for cultivating the correct intonation and also screens English films in cooperation with the college film club. Physics department employs

working and still models to make students understand the basic concepts of various physical phenomena.

2.3.3 How is learning made student centric? What are the Institutional strategies, which contribute to the acquisition of life skills, knowledge management skills and lifelong learning?

The participatory learning activities adopted by the College include assignments, tutorials, seminars and group discussions in which students play an active role. Students are motivated to prepare study materials and are also given opportunity to take classes on selected topics. The peer group resorts to peer- evaluation in the form of comments and questions. This makes the students more inquisitive in the subject and makes them confident in interacting with others. The students are encouraged to organize and participate in workshops, seminars, exhibitions and competitions which in turn help them to hone their skills.

2.3.4 How does the institution ensure that the students have effective learning experiences?

The Institution takes great interest in exploring the possibilities of modern technological upgradation, which facilitate the teaching learning process. The institution also makes use of Internet facilities, OHP, power point presentation, LCD projector and Computer lab.

State – of – the art Lab in the Chemistry Department



All the departments have computer, films, sound system and other audio-visual aids like bulletin boards with paper clippings and detailed articles, e-journals to transmit information in an effective manner. The department of Physics and Mathematics use working models to explain difficult topics in the syllabus.

2.3.5 How do students and faculty keep pace with the recent developments in the various subjects?

Keeping abreast of recent developments in the subject is one of the basic criteria for quality in knowledge dissemination. The teachers and students do this by attending seminars, invited talks, lectures by eminent personalities, by interacting with the academic community and by referring journals-national and international.

2.3.6 Are there department libraries for use of faculty and students? If yes, how effectively are they used for the enhancement of teaching and learning?

The departments of Economics, Zoology, Botany Chemistry and Mathematics have their own libraries. The department libraries supplement the books in the Central library. The department library is effectively used by the students and faculty as the books are of more in the nature of text books and is readily available for ready reference.

2.3.7 Has the institution introduced evaluation of teachers by students? If yes, how is the feedback analyzed and implemented for the improvement of teaching.

Yes. Though the teaching and research performance of the teachers do not come under a structured evaluation by the management, students are made to evaluate the teachers at least once a year through a structured schedule. This is done both at the UG and PG level in order to remedy shortcomings and to improve the quality of teaching. The evaluation results are properly analyzed through a five-point scale by a team of selected teachers and communicate the same to the college management, principal and teachers concerned. Again, in the beginning of the academic year, a staff meeting of teachers is convened by the Principal to assess the performance of the faculty and students in the light of the examination results and academic activities of

the faculty members. Shortcomings are openly discussed and suggestions for the improvement are acted upon.

2.4 Teacher Quality

2.4.1 How are the members of the faculty selected? Does the institution have the required numbers of qualified and competent teachers to handle all the courses? If not how does institution cope with the requirements?

As an affiliated college the appointments are made on pure merit and norms for selection are laid by the University and the Government of Kerala. At present the College is facing shortage of permanent teachers and to overcome this shortage the management appoints guest faculty by paying from the management's meagre resources.

2.4.2 How does the college appoint additional faculty to teach new Programmes /modern areas of study (Bio-technology, IT, Bio-Informatics etc)? How many such appointments were made during the last three years?

The College appoints guest teachers and hires the services of subject specialists in the new areas as visiting faculty to teach these subjects. At present there are 29 guest teachers in the college. The guest faculty has been working for the last three years.

2.4.3 What efforts are made by the management for professional development of the faculty (eg. research grant, study leave deputation to national/international seminars) How many faculty have availed these facilities during the last 3 years?

The management promotes faculty development by granting study leave or FIP, makes use of all available grants, provides support to organize state and national level seminars and deposes faculty to attend in-service training, workshops, seminars-national and international. All these steps by the management emphasize the

development and quality enhancement of the faculty members. The following teachers have acquired PhD and M.Phil by availing UGC grant.

Sl.No	Name	Year	Department	Topic
1	Jaya K.R (PhD)	2008	Commerce	A Study on the Impact of Kerala State Handicraft Apex Co-operative Society on the Working of Cooperatives
2	Sindhu Krishnan (PhD)	2008	Economics	Stock Market Behaviour and Economic Growth of India
3	P.P.Saratchandran (M.Phil)	2006	Physics	Investigation on the purity of gold using photo acoustic technique

2.4.4 Give details on the awards /recognitions received by the faculty during last 5 years?

The Principal of the College Prof. M. Narayanikutty was awarded the Best Principal award in 2007 for her contribution in building up this institution in western Kochi by the Sea Food Exporters Association, Kochi. Prof. Antonia Roselin, K.J was awarded the best teacher guide award by the Zoological Society of Kerala for guiding undergraduate students. Dr. M.C.Dileep Kumar got Rank BOLT award for the Best Teacher Runner up prize sponsored by AirIndia-in 2007-08. Prof. M.Rajagopalan and Dr. Jose.P.Abraham were awarded a Certificate of Appreciation for the best poster presentation in the National Seminar on Environment (NSE- 14) organized by Department of Physics, Osmaniya University, Hyderabad, June 5-7, 2005.

**2.4.5 How often does the institution organize training programmes in the use of:
a) Computers b) Internet c) Audio Visuals d) Computer aided packages?**

The institution periodically conducts training programmes in technological advancements to enhance quality of teachings. The training programmes include computer literacy for all teaching and non teaching staff. Internet facility is available

in the central library and in the departments for teachers and students. Specialized software is also available for teaching Phonetics, Physics, Chemistry, Botany and French.

2.5 Evaluation Process and the Reforms

2.5.1 How are the evaluation methods communicated to the students and other institutional members?

All information regarding evaluations, which include terminal examinations including internal assessments and seminars are put up in the College hand book, Notice board and College website.

2.5.2 How does the institution monitor the progress of the students and communicate it to the students and their parents?

The performances of the students are monitored throughout the year on a regular basis. The strategies adopted are attendance checks, oral and written class tests, terminal examinations, model exams and open house. They provide the teacher with an objective yardstick to assess the competence of the student in the subject. Attendance is taken every hour and the teacher and the college office keep record of it. A copy of the timetable is pasted in each class and the classes are taken strictly according to it. The score sheet of internal assessment is meticulously maintained by the teachers. Progress cards are directly mailed to the parents and the ward's progress and problems are discussed by the parents with the department teachers and HOD in the Open house. This is a forum which brings the parent teacher and student around a table facilitating frank discussions and exchange of opinions.

2.5.3 What is the mechanism for redressal of grievances regarding evaluation?

Answer sheets of all tests conducted within the College are returned to the students and if they have any complaint regarding valuation with the concerned teacher and if not satisfied they are free to approach the Grievance Redressal Committee. A grievance redressal cell comprising of the class teacher, HOD and the Principal is formed for complaints or grievances among the students. The students are specifically informed about the grievance cell and the information about the grievance cell is given in College hand book and College website.

2.5.4 What are the major evaluation reforms initiated by the institution/affiliating university? How does the institution effectively implement these reforms?

University has introduced evaluation reforms like internal assessment replacing the one time assessment of earlier years. The content of assignments, the style of presentation and the attendance in the class along with class tests became the basis of internal assessment, making it an ongoing process. The College Council appoints a teacher as Internal Assessment Coordinator to make the whole process transparent. A copy of the assessment report of each student is put up on the notice board as well as on the college notice board before being sent to the University, thereby allowing the students to take up grievance, if any.

2.6 Best Practices in Teaching-learning Process

2.6.1 Detail any significant innovations in teaching/learning/evaluation introduced by the institution?

The entire teaching learning and evaluation process is directed towards the enhancement and sustenance of quality of students in their scholastic pursuit of excellence. All the participants-the management, the principal, the faculty, administration and the students-work as a team with the primary aim of making

teaching and learning process more beneficial and learner oriented. Acutely sensitive to the needs of present generation and deeply motivated in providing them the very best in academics, the institution vigilantly monitors the student's progress. This has been achieved due to technological up gradation including successful implementation of ICT in all the streams of study, the continuous assessment and holistic developmental initiative of the institution.

Reaccreditation

i)What were the evaluative observations made under teaching Learning and evaluation in the previous assessment report and how they have been acted upon?

ii) What are the other quality sustenance and enhancement measures undertaken by the institution since the previous accreditation with regard to teaching Learning and Evaluation?

The NAAC Peer team in 2003 had observed that the use of modern teaching aids like OHP, slide projector in class room is limited and it needs more attention. The management has overcome this deficiency by providing sufficient number of LCDs, Lap Tops and facilities for power point presentations in the classrooms. The College has started a new computer centre with the state-of- art technology and it offers various certificate and diploma courses to the students to make them oriented in ICT. The computer centre courses are also made available to the public depending on the availability of the seats.

Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

3.1.1 Is there a research committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken during last year and composition of the committee.

Yes. There is a research committee consisting of five faculty members and it is headed by Dr.M.C.Dileep Kumar of the Commerce department. The Committee is coordinating the research activities of the two research centres (Commerce and Physics) of the College. The Commerce research centre has been actively involved in research activities since the year 2005. At present the department has five research guides and 10 full time and 24 part time research scholars. The department has produced six PhDs and three scholars have submitted their theses to the M.G University for awarding. The Centre is very particular in the selection of topic for research. All the scholars are engaged in the topics of contemporary relevance viz. women entrepreneurship, micro, small and medium enterprises, social security measures, rural and urban housing problems, micro credit etc. In order to ensure clarity and create general awareness on the topic, all the scholars have to pre-submit their theses before final submission to an invited audience including teachers, PG students, research scholars and also the stake holders on the topic under study. In order to publicize the result, all the scholars are asked to publish their research outcomes either during the course of research or after awarding the degree in peer reviewed journals and news papers. The scholars have made nine such publications. Again, they are also presenting their research outcome in national and international seminars and workshops. Hence the research under taken by the centre has proved instrumental in policy making.

Major research achievements of the Physics research centre are in the fields of Radiation Physics and Non-linear dynamics. Research in Radiation Physics has focused on the measurement and monitoring of the radiation level in several areas around the college and in the industrial area and has also given awareness to the general public on environmental radiation levels. In non linear dynamics the important

contributions are in the characterization of temporal properties of Black hole systems using Nonlinear Time Series Analysis. The results of the research work had been published in 17 Journals and 8 conferences including 2 International Symposia held in Japan and Morocco. More than 100 students have completed their academic projects from within and outside colleges in various science disciplines of BSc, MSc and M.Phil courses, since 2004.

3.1.2 How does the institution promote faculty participation in research?

The institution gives necessary help to the encouragement to the members of faculty to pursue research under Faculty Improvement Programme (FIP) and also on part-time basis. Under the X plan of UGC, two faculty members were awarded PhD and one teacher took M.Phil. Two faculty members are actively pursuing research in F.I.P. under XI th plan. The management if necessary in very special and deserving cases provides seed money.

3.1.3 Does the institutional budget have a provision for research development? If yes, give details.

The college does not provide any regular scholarships to research scholars but has a provision for providing financial assistance in the form of seed money in case of an emergency. Most of the research scholars are beneficiaries of University or UGC fellowships.

3.1.4 Does the institution promote participation of students in research activities? If yes, give details.

The students are initiated into research as theses and projects have been made mandatory part of the curriculum at the UG and PG levels. At the UG level students submit projects in the final year and the students of Zoology have won awards for the best project for three consecutive years. P.G students submit theses at the end of the

course. They are encouraged and guided to take live/current/ relevant projects in the community, institution and industry. The faculty members take active interest in promoting a research culture among the students. They are taught to identify appropriate research questions, operationalise the concepts, develop objectives and formulate hypotheses. They are also trained in data collection and field work and in the interpretation of the data. These develop analytical faculties of the students.

3.1.5 What are the major research facilities developed in the Campus?

The two research centers –Commerce and Physics have well equipped and sufficient number of computers with Internet facility, and equipments like OHP, LCD and computers and special equipments for measuring radiation effects like Gamma Spectrometer, Alpha Counter, Beta Counter, High Volume Air Sampler etc.

Alpha Counter in the Radiation Physics Lab



3.1.6 Give details of the initiatives taken by the institution for collaborative research?

The Physics department of the college has been in association with DST and DAE, the two leading national level research agencies, for collaborative research in the areas of Non-linear Dynamics and Radiation Physics since 2004.

The post graduate students of Micro-Biology have collaborative training programmes with Spices Board. The students also visit national institutes viz. NIO, CMFRI, CIFT, College of Fisheries, School of Environment Sciences, Rubber Board etc for their project works and references.

3.2 Research and Publication Output

3.2.1 Give details of the research guides and research students of the institution.

The institution has two full- fledged research centers-Commerce and Physics. The Commerce department has 34 research scholars (10 full time scholars and 24 part-time) under five research guides (of this, two are external guides)- Dr.S.Venugopal(HOD-Commerce),Dr.R.Vasanthagopal, Reader, Dr.M.C.Dilipkumar, Reader (Internal guides), Dr.K.V.Devadas, Reader in Commerce, S.N.College, Chellannoor and Dr.K.Anilkumar, Reader in Commerce, SNDP Yogam College Koyilandi (External guides).

Inauguration of the Commerce Research Centre (2006)



Of the 34 research scholars, 15 are women scholars and five are FDP fellows of UGC coming from various districts of Kerala. The Commerce department produced six PhDs and three scholars submitted their theses to the University for awarding. All the others are pursuing their research work actively.

The physics department has two research guides-Dr.K.P.Harikrishnan and Dr.Annieta Philip working in the areas of Non-Linear Dynamics and Spectroscopy respectively.

3.2.2 Give details of the following:

- a) **Departments recognized as research centers-** Two- Commerce and Physics.
- b) **Faculty recognized as research guides-** 3 in Commerce and 2 in Physics.

- c) **Ongoing faculty research programmes-**1 minor project (completed) and 6 major projects (ongoing)-funded by UGC, DST and DAE.
- d) **Priority area of research-** Radiation Impact, Environment, Non-Linear Dynamics Spectroscopy (Physics) Industrial Relations, Tourism, Entrepreneurship, HRM, Banking, Insurance and Rural development(Commerce).
- e) **Ongoing student research-**Nil

3.2.3 What are the major achievements of the research activities of the institution?

The Commerce research centre has been actively involved in research activities since the year 2005. At present the department has five research guides and 34 full time and part time research scholars. The department has produced six PhDs and three scholars have submitted their theses to the M.G University for awarding. The Centre is very particular in the selection of topic for research.

Commerce Research Centre



All the scholars are engaged in the topics of contemporary relevance viz. women entrepreneurship, micro, small and medium enterprises, social security measures, rural and urban housing problems, micro credit etc. In order to ensure clarity and create general awareness on the topic, all the scholars have to pre submit their theses before final submission to an invited audience including teachers, PG students, research scholars and also the stake holders on the topic under study. In order to publicize the result, all the scholars are asked to publish their research outcomes either during the course of research or after awarding the degree in peer reviewed journals

and news papers. The scholars have made nine such publications. Again, they are also presenting their research outcome in national and international seminars and workshops. Hence the research under taken by the centre has proved instrumental in policy making.

The major research achievements of the Physics research centre are in the fields of Radiation Physics, Spectroscopy and Non-linear dynamics. Research in Radiation Physics has focused on the measurement and monitoring of the radiation level in several areas around the college and in the industrial area and has also given awareness to the general public on environmental radiation levels.

Physics Research Centre



In non linear dynamics the important contributions are in the characterization of temporal properties of Black hole systems using Nonlinear Time Series Analysis. The results of the research work had been published in 17 Journals and 8 conferences including 2 International Symposia held in Japan and Morocco. More than 100 students had completed their academic projects from within and outside colleges in various science disciplines of BSc, MSc and M.Phil courses, since 2004.

3.2.4 Are there research papers published in referred journals by the faculty? If yes, give the details for the last 5 years including the citation index and impact factor?

There are more than 46 research papers published in the referred journals of which the Physics department has published 17 research papers in the referred

international journals in the last five years. The college has not kept record of the details of citation index and on impact factor.

3.2.5 Give the list of publications

a) Books-The faculty of the college has published 1 books.

1) Research Methodology	M.C Dileep Kumar& K.M Vineeth
2) Marketing Research for MBA&M.Com	M.C Dileep Kumar&KM Vineeth
3) Project Management for MBA&M.Com	M.C Dileep Kumar & Amit Kumar
4) Working of State Insurance Corporation	R.Vasanthgopal & MathewJose
5) Industrial Relations in Pvt.& Public Enterprise	R.Vasanthgopal&K.V Venugopalan
6) Women Entrepreneurship in India	R. Vasanthgopal & S.Santha
7) Marketing Research for B.B.A	MC Dileep Kumar & K.M Vineeth
8) Methodology of Physics	KKHariPai&KPHarikrishnan, (Co-Authors)
9) Hindi Patmala	Reena Jose
10) Sahitya Chaman(Ed)	Reena Jose& Shyla Papu
11) Rachana Ke Sach	Reena Jose & Shyla Papu
12) Samvad thatha Sanrochan	Reena Jose & Shyla Papu
13) English Pronunciation in Hindi Translation	Reena Jose
14) Encyclopedia of Evalution	A.K. Prema (Co-Author)
15) Practical Zoology for B.Sc	A.K Prema
16) Laboratory Work book in Zoology	A. K. Prema
17) Indian Economy for B.A Students	N. Ajith Kumar

b) Articles-The faculty has published 69 articles-The details of the publications are given below:

1. Faculty of Physics-Articles

1. K. P. Harikrishnan, R. Misra and G. Ambika, " Combined use of correlation dimension and entropy for time series analysis", Communications in Nonlinear Sci. and Num. Simulations, Vol. 14, 2009, p. 3608.

2. K. P. Harikrishnan and G. Ambika, " Efficient use of correlation entropy for analyzing time series data", *Pramana - J. of Physics*, Vol. 72, 2009, p.325
3. K. P. Harikrishnan and G. Ambika, " Resonance phenomena in discrete systems with bichromatic input signal", *European Phys. Journal B*, Vol. 61, 2008, p.343
4. M. Rajagopalan, Jose P. Abraham, C. M. Paul, S. Mathew, P. M. B. Pillai and P. P. Haridasan, " Distribution of indoor Radon and Thoron progeny levels in the Kumbalangi Island of Kerala", *Ind. J. of Multi. Research*, Vol. 3, 2007, p.467
5. K. P. Harikrishnan, G. Ambika and R. Misra, " An algorithmic computation of correlation dimension from time series", *Modern Phys. Letters B*, Vol. 21, 2007, 6-K. Annieta Philip, L. K. Joseph, L. M. Irimpan, B. Krishnan, P. Radhakrishnan, V. P. N. Nampoori and R. Natarajan, " Thermal characterization of ceramic tapes using photo acousticeffect", *Phys. Stat. Sol.*, Vol. 204, 2007, p. 737.
6. G. Ambika, K. Menon and K. P. Harikrishnan, " Noise induced resonance phenomena in coupled map lattices", *European Phys. Journal B*, Vol. 49, 2006, p.225.
7. K. P. Harikrishnan, R. Misra, G. Ambika and A. K. Kembhavi, "A non subjective approach to the GP algorithm for analyzing noisy time series", *Physica D*, Vol. 215, 2006, p. 137
8. G. Ambika, K. Menon and K. P. Harikrishnan, " Lattice stochastic resonance in coupled map lattice", *Europhysics Letters*, Vol. 73, 2006, p. 506
9. R. Misra, K. P. Harikrishnan, G. Ambika and A. K. Kembhavi, "The nonlinear behavior of the black hole system GRS 1915
10. G. Ambika, K. Menon and K. P. Harikrishnan, " Noise induced resonance phenomena in coupled map lattices", *European Phys. Journal B*, Vol. 49, 2006, p.225
11. K. P. Harikrishnan, R. Misra, G. Ambika and A. K. Kembhavi, "A non subjective approach to the GP algorithm for analyzing noisy time series", *Physica D*, Vol. 215, 2006, p. 137
12. G. Ambika, K. Menon and K. P. Harikrishnan, " Lattice stochastic resonance in coupled map lattice", *Europhysics Letters*, Vol. 73, 2006, p. 506.

13. R. Misra, K. P. Harikrishnan, G Ambika and A. K. Kembhavi, "The nonlinear behavior of the black hole system GRS 1915+105", *Astrophysical Journal*, Vol. 643, 2006, p. 1114.
14. K. P. Harikrishnan, G. Ambika, "Stochastic resonance in a model for Josephson junction", *Physica Scripta*, Vol. 71, 2005, p. 148.
15. "Distribution of Indoor Radon and Thoron Progeny levels in West Kochi Area, Kerala. Jose P.Abraham, M.Rajagopalan, Sukesh Kamath,S, Chithra, P.P, Haridasan and P.M.B. Pillai. *Environmental Geochemistry, Journal of the Association of Environmental Geochemists*, Vol.8, No. 1&2 pp 286-289, 2005.
16. "Study on the distribution of ^{226}Ra and ^{228}Ra activities in the Cochin Backwater ecosystem" Jose.P.Abraham, M.Rajagopalan, Dhanya Balakrishnan,Umadevi A.G ,P.P.Haridasan, P.M.B.Pillai *Indian Journal of Environmental Protection, IJEP* 29 (11): 960- 968 November2009.
17. "An investigation of the quality of underground water at Eloor in Ernakulam District of Kerala" A.G.Umadevi, M.George, P.Dharmalingam, Jose.PAbraham, M.Rajagopalan, Dhanya Balakrishnan, P.P.Haridasan, and P.M.B.Pillai. Published in 'E- Journal of Chemistry' - 2010,7(3), 908-914.

2. Faculty of Physics-Conference Proceedings Published

1. Jose P. Abraham, "Measurements of Po - 210 in an aquatic estuarine ecosystem in relation to anthropogenic inputs", presented in International Symposium held in Morocco, 13-16 October, 2008
2. Jose P. Abraham and M. Rajagopalan, "Distribution of Po - 210 in Cochin back water and the uptake in fish", National Seminar on Environment, June 5-7, 2007, Bharathiar University Coimbatore.
3. K. P. Harikrishnan, "Noise assisted detection of a traveling wave signal in coupled map lattices", National Conf. Nonlinear Systems and Devices, Chennai, 2006.
4. P. P. Saratchandran, "Testing the purity of gold using photo acoustic technique", International Conf. on Optics and Optoelectronics, ICOL 2005, Dehradun

5. Jose P. Abraham, Indoor Radon concentration survey using alpha guard in dwellings of Vypeen Island, Kerala", Fourth Asisan Aerosol Conf. (AAC - 2005), Mumbai, 13-16 December 2005
6. K. P. Harikrishnan, "Can surrogate analysis distinguish chaos from colored noise?" National Conf. Nonlinear Systems and Devices, February 24 - 26, 2005, Aligarh.
7. "Survey of Indoor Radon and Thoron Progeny levels on a coastal Island in Kerala". Jose.P.Abraham, M.Rajagopalan, Rakesh.K, P.P.Haridasan, P.M.B.Pillai. National Seminar on Atomic Energy, Environment and Human welfare organized by the Environmental Research Centre, P.R.Engineering College 25-25, Aug-2005, Thanjavur.
8. "Distribution of indoor Radon (^{222}Rn) and Thoron (^{220}Rn) progeny levels in the island environs of Cochin Backwaters" M.Rajagopalan, Jose.P.Abraham, Dhanya Balakrishnan, A.G.Umadevi, Sujatha Balakrishnan, Samuel Mathew. *Paper presented in "International Workshop on the Environmental Thoron and Related Issues" and "Thoron Intercomparison of Active Methods" 'THORON 2010' workshop held in Chiba, Japan.*

3. Faculty of Zoology-Articles Published

1. Nitha N and Antonio Roseline K. J, " A pioneer study on the distribution and eradication of Giant African Snail from West Kochi", Millenium Zoology, Vol. 9, 2008, p.60
2. Vineethkumar T. V and Savitha V, " Studies on microbial after growths in the municipal water supply from Aluva to West Kochi", Millenium Zoology, Vol. 8, 2007, p. 6
3. Honeymol K. S and Antonio Roseline K. J, " A survey on diversity and relative index of fish fauna in the Vembanad lake", Millenium Zoology, Vol. 7, 2006, p.82
4. Manju V Subramanian, James T.J and Neena P.K. Analysis of heavy metals in the brain of *Etroplus suratensis* consequent to river pollution.(abstract). In the proceedings of International Conference on Neuro Science Updates and Annual meeting of neurochemistry.Pp56-57

5. Manju V Subramanian and K.N Vijayakumari . Foraging behaviour of butterflies in Kochi ,Kerala, *India.Journal of threatened Taxa*.(accepted and will be published in the next issue.)
6. James T.J , Mariya Soumya Suresh, Manju V Subramanian .Effect of Deprenyl on Lipofuscin accumulation in rat brain- A histological approach. *Annals of neuroscience*.Vol 15, 2008 (abstract)
7. James T.J, Viji Avarachan and Manju V Subramanian. Histomorphological studies of Flocculus of rat cerebellum. *Millenium Zoology* Vol9 (1) 2008-2009 ; 29-31.
8. James T.J,Tresamma George and Manju V Subramanian. Cellular study of amphibian cerebellum. *Millenium Zoology*.Vol 10 (1) 2009-2010;27-30
9. James T.J , Mariya soumya Suresh ,Manju V Subramanian .Effect of Deprenyl on Lipofuscin accumulation in rat brain- A Histological Approach. *Indian Journal of Gerontology*.2009,Vol.23 No.3 pp 263-270.
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12. Manju V Subramanian and James T.J Age related Antioxidant defense of Deprenyl in rat cerebellum (Submitted to Biogerontology)
13. James T.J, Roshini M.D and Manju V Subramanian. Heavy metal accumulation in brain of fishes consequent to river pollution. (Abstract) In the proceedings of AGI conference 2008.

4. Faculty of Commerce-Articles Published

1. R. Vasanthagopal and S. SanthoshKumar, "Microcredit Dispensation Models - A comparative analysis". *Sothern Economist*, January 2010.
2. R. Vasanthagopal and S. Santha "Socio-economic status of women entrepreneurs –A comparative study". *KEGEES Journal of Social Science*.

3. R. Vasanthgopal and K. V. Venugopalan, " Employees involvement in trade union activities in public and private enterprises-a comparative study", Southern Economist, January 2009
4. R. Vasanthgopal, " Environmental auditing practices: A study of public and private enterprises in Kerala", Management for the Future, Vol.1, September 2008
5. R. Vasanthgopal and K. V. Venugopalan, " Nature and causes of disputes in public and private enterprises in Kerala", Indian Journal of industrial Relations, Vol. 44, July 2008
6. R. Vasanthgopal and Jose K. Mathew, " Effectiveness of the employees state insurance scheme", Southern Economist, Vol. 46, January 2008
7. M. C. Dilipkumar, "Commodity future trading", Indian Commerce Bulletin", Vol. 8, December 2004.
8. M. C. Dilipkumar, "Role of teachers and students for community development". Indian Commerce Bulletin", Vol. 6, March2004.
9. M. C. Dilipkumar. "Housing infrastructure development in Kerala", Indian Commerce Bulletin (Accepted for publication).
10. M. C. Dilipkumar, " Students for social and community development", Indian Commerce Bulletin (Accepted for publication).

5. Faculty of Economics-Seminar Proceedings Published

1. N.Ajith Kumar , "Reverse Migration in Kerala". Proceedings of National Seminar held in 2008-09.
2. Sindhu.K. "Stock Market Behavior and Macro-Economic Development in India", Proceedings of UGC sponsored National Seminar held in 2008-09.

6. Faculty of Physical Education-Articles Published

1. Biju P Thampi, "Menstrual Phase Effects on Fat and Carbohydrate Oxidation during Prolonged Exercise in Active Females."

7. Faculty of Languages &History-Articles Published

1. R. Somadha, " Scope of research in humanities at the undergraduate level", Proc. National Conf. on excellence on higher education, Women's Christian College, Chennai, 2009, p. 29 - 32.
2. R. Somadha, "Innovative processes in higher education - The Kerala scenario", Paper presented in the National Workshop on organizational culture in Colleges, Vishakhapatnam, 2007
3. Ansy Sebastian, "Art Nouveau" Proceedings of UGC sponsored National Seminar on Literature and other Arts-2005 in CUSAT.
4. Ansy Sebastian, "Aestheticism-the Quest for Pure Beauty"Proceedings of UGC sponsored National Seminar on Perspectives Indian and Western Aesthetics-2006 in CUSAT.
5. Ansy Sebastian, "Post Modernism and French Connection"Proceedings of UGC sponsored National Seminar on Perspectives on Post Modernism 2008 in CUSAT.
6. Reena Jose, Aatma ki awaz ka prateek-Klaud Eatherali" in Hindi Kahani ke Sau varsh.2008.
7. Reena Jose, "Kathakar Premchand Ki Manveey Sansakthi" in Pehchan .2006
8. Reena Jose, "Hori Ek Thrasadeey Pathru" in Premchand sahitya aur Samvedana, 2005
9. Reena Jose, "Jatil jeevan Yatharthu ka Dastavez- Vipatra" in Uthrashathi ka hindi Upanyas, 2004
10. Reena Jose, "The novels of Premchand", Proceedings of UGC sponsored National seminar at Nirmala College, Moovattupuzha.
11. Reena Jose, "Short Stories in Hindi Literature" in the Proceedings of St Paul's College Kalamasherry 2005
12. Venugopal B.Menon, "India's China Policy" in Engaging the World Edited by Rajan Harshe and KM.Seethi-Orient Blackswan 2004.
13. Venugopal B.Menon, "Magnificent Matrix" in Anchor Cochin Edited by MK.Das,published by Cochin Port Trust 2009.

14. Venugopal B.Menon, “Religion and Human Rights” in the proceedings of UGC sponsored National Seminar in 2004 at Catholicate College, Pathanamthitta.
15. Venugopal B.Menon, “Knowledge as an Industry in the proceedings of UGC sponsored National Seminar in 2006 at Maharajas College, Ernakulam.

c) Conference/Seminar

NATIONAL LEVEL SEMINARS

Sl.No	Date	Department	Theme
1.	10-08-2006 11-08-2006	Physical Education	Sports Medicine (UGC Sponsored)
2	09-02-2004	Physics	BRNS National Theme Meeting on Natural Radiation Environment
3	10-03-2005 & 11-03-2005	Physics	UGC National Seminar on Electronic Instrumentation
4	13-10-2006	Physics	National Seminar on ‘Energy Crisis, Swadeshi Science Movement
5	10-10-2007	Physics	National Seminar on Energy Crisis, Swadeshi Science Movement
6	13-11-2008 & 14-11-2008	Physics	UGC National Seminar on ‘Opto Electronics’
7	9-10-2009 & 10-10-2009	Physics	National Level ‘Academic Interaction Programme’ Sponsored by DAE

REGIONAL LEVEL SEMINARS

Sl.No	Date	Department	Theme
1.	08-10-2004	Zoology	Mangroves as a Source of Fish Production
2	2004-05	Chemistry	Career Guidance & Personality Development
3	05-10-2004	Botany	Applied Aspects of Biotechnology-Biospectrum
4	26-10-2005	Commerce	Recent Trends in Stock Market
5	25-01-2006	Mathematics	Mathematical Economics
6	25-02-2007	Commerce	VAT in Kerala
7	20-10-2008	Chemistry	Self-reliance in Energy
8	18-03-2009	Zoology	Darwin and Darwinism
9	25-02-2009	Commerce	Global Financial Crisis
10	10-02-2010	Economics	Indo-ASEAN Free Trade Agreement-
11	12/8/2006	ZSK(zoological society of Kerala)	“Learning Techniques”
12	8/11/2005	Zoology	Biodiversity conservation for sustainable development (State level)
13	17/7/2009	Zoology	Seminar on How to prepare for entrance tests
14	21/8/2009	Zoology	Climatic change impact on fishes
15	19/9/2009	Zoology	Seminar on campus biodiversity
16	19/06/2007	Zoology	Talk on mangroves
17	8/11/2006	Zoology	Hands on exposure to vector control “citizens of tomorrow
18	25/06/2005	Zoology	Seminar on Microbiology
19	6/06/2005	Zoology	Seminar on Conservation of water
20	25/07/2004	Zoology	Seminar on Paristhiyum Vikasanavum
21	8/09/2004	Zoology	Application of Biotechnology
22	3/03/2009	English	New Perspectives in English Language learning

WORKSHOPS

Sl.No	Date	Department	Theme
1	06-06-2005	Zoology	Need for Conserving Natural Resources w.s.r. to Drinking Water
2	25-07-2005	Zoology	Prospects in Micro Biology
3	9-09-2005	Zoology	Medical Instrumentation Workshop for Higher Secondary Teachers
4	11-11-2005	English	Introduction to World Cinema
5	07-12-2006 08-12-2006	Commerce	Workshop for Commerce Teachers in Higher Secondary Schools
6	11-01-2006 & 12-01-2007	Mathematics	Workshop for Mathematical Teachers in Higher Secondary Schools
7	26-09-2006 27-09-2006	Chemistry	Workshop for Chemistry Teachers in Higher Secondary Schools
8	10-10-2006 & 11-10-2006	Physics	Workshop for Physics Teachers in Higher Secondary Schools
9	27-07-2009	Physics	CBCSS Workshop
10	2009-10	All departments	Workshop on Grading and Semester System
11	12/08/09	Zoology	Organic Waste Management through vermin composting and biogas plant
12	12/08/09	Zoology	Workshop –Mushroom Cultivation
13	19/09/09	Zoology	Workshop - Campus biodiversity
14	10/3/2009	Economics	Investment planning

d) Course material for distance education-Nil

e) Software Packages or Other Learning Materials- Departments of Physics and Mathematics have software packages for teaching and learning. The Department of Zoology has prepared software on quiz on wild life.

f) Any other-Nil

3.3 Consultancy

3.3.1 List the broad areas of consultancy services provided by the institution during the last five years. Who are the beneficiaries?

The Broad areas of consultancy are:

- a) Plant identification and categorization
- b) Health and Hygiene management
- c) Mushroom Cultivation
- d) Vermicomposting
- e) Consumer Education
- f) Heritage and Tourism

The beneficiaries:

- a) The Identification of plant and trees in the Campus for the **College Management**
- b) Training given to **local women** in Mushroom cultivation
- c) Conduct of survey on local diseases in the **Western part of Kochi** as part health promotion
- d) Improvement scheme for the **Cochin Corporation**
- e) Vermicomposting in **local households** as part of waste disposal
- f) Rendering services as resource persons for various training programmes organized by **local Residential associations** and for **clubs like Rotary and Lions** in spreading Consumer protection Laws, Tourism and Heritage.

3.3.2 How does the institution publicize the expertise available for consultancy services?

The expertise available in the college is publicized by the parents and the students of the institution. The college is offering only a limited consultancy in the neighborhood hence a professional approach has not been adopted in publicizing it.

3.3.3 How does the institution reward the staff for the consultation provided by them?

The institution encourages the staff to take up consultancy in the neighborhood by allowing the staff to use the infrastructure of the institution free of cost, grants special leave to students and faculty for providing services to the beneficiaries.

3.3.4 How does the institution utilize the revenue generated through consultancy services?

As the consultancy services fetch only nominal amount as token of acknowledgement the institution does not accept it instead the faculty concerned is given the benefit of utilizing it in whatever manner they wish to.

3.4 Extension Activities

3.4.1 How does the institution promote the participation of students and faculty in extension activities?

The units of NSS and NCC are very active in college. Besides regular activities varying from 2-4 hours, the students organize ten days camp at the State and National levels under the leadership of the NCC and NSS officers. The NSS and NCC expose the students to the social reality and create social commitment.

Republic Day Celebration by the College NCC Unit



Being the only institution of higher education in the aided sector in Western Kochi, the college has always extended its facilities to local people and students of neighboring schools. The high school and plus two students of neighboring schools with their teachers are periodically visiting the laboratories of various science departments and also the Zoology museum.

As a part of Ruby Jubilee celebrations, the College organised a three day academic exhibition involving all the departments of the College in November 2007.

Specimens Museum in the Zoology Department



The exhibition, named 'Kaleidoscope' was visited by two thousand odd students of various schools in the Ernakulam district and also a good number of local people. The exhibition was widely appreciated by the students, teachers, public and also the media. The departments of Physics, Chemistry, Zoology and Commerce have conducted workshops for higher secondary school teachers during 2006-07.

3.4.2 What are the outreach programmes organized by the institution. How are they integrated with the academic curricula?

The College NSS, NCC, Student guidance cell and women's guidance cells have undertaken a good number of outreach programmes which focused on improvement of health, housing and welfare of women and children.

1. As part of NSS activity during 2005-06 called 'NSS Bhavan', the NSS unit of the college with the participation and support of the staff, students, alumni and local people has constructed a house for a deserving student of the college in Aroor, Alleppey district. It also conducts blood donation camps in collaboration with IMA.

NSS Volunteers in front of the NSS Bhavan (2006)



2. The department of Zoology in collaboration with Cochin Corporation and some of the Panchayaths in the neighborhood implemented control measures on Giant African Snail infestation and provides training programme on mushroom cultivation and vermicomposting to housewives in the neighborhood.

Giant African Snail eradication programme by the students (2007)



The Department also conducted surveys under Biodiversity awareness programme on Spider diversity to prepare relative index of spider fauna, diversity and relative index of fish fauna in the Vembanad Lake.

3. An Ethnic Food Festival was organized by the departments of Botany and French with Women's Guidance Cell of the College as partner on 29th January 2010. The festival was aimed at the exploring the ethnic cuisine of various local communities, viz. Gujarathis, Konkanis, Marwadies, Anglo-Indians, Marathis, Jews and European communities in and around Fort Kochi and Mattancherry.

A Stall at the Ethnic Food Festival(2009)



The festival also delved in to the importance of cultivating slow and healthy food culture of these communities and the innovative ways to adapt these food habits into contemporary life styles.

4. The NCC unit of the College supply food, medicines and clothes to orphanages and old age homes in the Western Kochi area every year as part of its unique programme called “share with the poor and live with the homeless”.

*Old Age Home Visit by the
College NCC Unit*



The unit also associates with the Hospital Cleaning Mission of The Cochin Corporation.

5. The Commerce Department of the College is periodically conducting training to women entrepreneurs in the Cochin Corporation area.

These programmes: a) Provide a feeling of love and care to the old, widows, disabled and orphans, b) Economic empowerment and transfer of technology to increase employment potential of the women. The programmes are integrated with the curricula by encouraging the students to take up the projects under academic requirement in areas mentioned above so that they can get a theoretical and practical knowledge.

3.4.3 How does the institution promote college neighborhood network in which students acquire attitude for service and training contribute to community development?

The faculty and students jointly organize programmes like cancer detection camps, workshop for women working in non organized sectors etc. Such activities enable to build up a strong relationship with the community which in turn develop college neighbourhood networking.

3.4.4 What are the initiatives taken by the institution to have a partnership with the University /research/Industries/NGOs etc. for extension activities?

The Department of Physics, Zoology and Commerce have tied up with the BARC, DAE and Women NGOs like Vanitha Samajam for extension activities in health, environment and entrepreneurship.

3.4.5 How has the local community benefited by the institution?

The activities of the College contribute to upliftment of the underprivileged sections and as the programmes are of holistic nature and it contributes to sustained community development. The programmes apart from creating social awareness have especially contributed to the educational advancement of girls from poor Muslim families. These activities have also contributed to health and hygiene awareness among the people of the locality.

Campus Cleaning by the NSS Volunteers



3.4.6 How has the institution involved the community in its extension activities?

The extension activities of the College get the full support of the community. Very often the local community partners with the institution in implementing the programmes. Without the support of the local community the Institution would not have grown academically and in its social commitments.

3.4.7 Any Awards or recognition received by the faculty/students /institution for the extension activity?

Prof. M. Narayanikutty, Principal, received an award constituted by the Sea Food Exporters Association - 2006 in recognition of the services rendered by the institution in academic and social field. The Department of Zoology has won Millennium Awards three years consecutively for various extension activities done for the society. The Zoology Association was selected as the Best Association for Zoological activities in the University in the year 2006.

3.5 Collaborations

3.5.1 Give details of collaborative activities of the institution with the following organizations

a) Local bodies/community-The department of Zoology in collaboration with Cochin Corporation and some of the Panchayaths in the neighborhood implemented control measures on Giant African Snail infestation and Provides training programme on mushroom cultivation and vermicomposting to housewives in the neighborhood. The Department of Zoology under Biodiversity awareness programme conducted surveys on Spider diversity to prepare relative index of spider fauna, diversity and relative index of fish fauna in the Vembanad Lake.

b) State-The students of Zoology and Botany attend nature camps funded by Forest and Wild Life Department, Government of Kerala.

c) National-The Department of Physics is in collaboration with BARC, DAE and is conducting studies on radiation effects caused by industrial activities in river water, backwaters and land area since 2004.

d) International-Nil

e) Industry-Nil

f) Service sector-Nil

g) Agricultural sector-Nil

h) Administrative agencies-Nil

i) Any other (specify)-The Department of Zoology offers expertise in setting up Biology labs in high schools of Kerala in collaboration with Centre for Science in Society based in Cochin University of Science and Technology, Kochi.

3.5.2 How has the institution benefited from the collaboration?

a) Curriculum development—The involvement of the faculty in these collaborative ventures enable them to give valuable suggestions to the University to frame syllabus for degree and P.G programmes. It also helps teachers to make teaching and learning more students oriented.

b) Internship-Nil

c) On-job Training- The collaboration with these institutions enables the students from Zoology and Physics departments to undergo on the job training in the areas of their study.

d) Faculty Exchange and Development- Nil

e) Research-BARC is funding two JRF scholars and equipments have been given to the College.

f) Consultancy- Nil

g) Extension- Nil

h) Publication- Collaboration with BARC enabled Prof. M. Rajagopalan and Dr. Jose P. Abraham of the Physics Department to publish four research papers in peer reviewed journals.

i) Student placement- Nil

3.5.3 Does the institution have any MOU/MOC/mutually beneficial agreements signed with other academic institutions?

The college has MOU with three other Government Colleges in the city under Scheme of Cluster Colleges introduced by Government of Kerala. The aim of the cluster is to maximize the potential of member college by mutual cooperation and intellectual and physical net working to achieve excellence in Higher education.

Industry-Nil

Other agencies-Nil

3.6 Best Practices in Research, Consultancy and Extension

3.6.1 What are the significant innovations/good practices in research, consultancy and extension activities of the institution?

To enhance the quality of Research, Consultancy and Extension the institution gives importance to the following:

- a) Encouragement for research in the Institution
- b) Sustenance of well equipped research centre
- c) Promotion of research among the faculty
- d) The curriculum linked to extension activity

Reaccreditation

i)What were the evaluative observations made under Research, Consultancy and extension in the previous assessment report and how have they been acted upon?

ii) What are the other quality sustenance and enhancement measure undertaken by the institution since the previous Assessment and Accreditation with regard to Research, Consultancy and Extension?

In this criterion, the NAAC peer team during the last visit wanted the College to establish a research committee to initiate research culture and wanted the Institution to explore the possibility of providing consultancy services in the neighboring areas. Today, the college has a very efficient research committee headed by a senior teacher Dr. M. C. Dileepkumar, Reader in the Commerce Department, contributing to enhancement of specialized knowledge in different subjects and promoting research culture. The research culture of the Institution is

testified by the enrolment of 36 research scholars, production of six PhDs and publication of a large number of books and research articles in National and International Journals. The lack of consultancy identified in the last visit has been addressed by the College offering its services in more than seven areas like Mushroom cultivation, Plant identification, Health and Hygiene, Consumer education and Heritage and Tourism. The Department of Zoology is very actively involved in giant African snail infestation programme and through its consultancy large areas of Cochin city has become self reliant in tackling the menace of this pest.

Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 What are the infrastructure facilities available for?

(a) Academic activities-The College is situated in a sprawling campus of more than 15 acres. There are more than 40 spacious classrooms for various programmes, well equipped Labs for Botany, Microbiology, Bio-technology, Computer, Physics, Chemistry and Zoology.

b) Co-Curricular activities- A spacious seminar hall with a capacity to accommodate 75 to 100 delegates. In addition to this there is a non resident centre which houses a Health club, Computer centre and business centre.

c) Extra-Curricular activities and sports-The College has a good sports ground for Foot ball, Hand-ball, Volley Ball, Cricket and a cement Basket-Ball court and Shuttle court, Health club and a Yoga centre.

4.1.2 Enclose the master plan of the college campus indicating the existing physical infrastructure and projected future expansion

A detailed plan of the college attached as APPENDIX-I. The future expansion proposal includes a ladies hostel and two storied building for conducting MCA and MBA course under self-financing scheme. The proposed plan is awaiting approval from the Corporation of Cochin.

4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last 5 years?

Infrastructure development provides the backbone for the progressive growth and development of the college and has kept pace with academic growth. During the last five years the following developments have taken place:

1. A new two storied academic block for Physics, mathematics and Microbiology departments (8000 sq.ft.). A well equipped and furnished mini seminar hall is also set up in the new block.
2. A new academic block for Zoology (1200 sq.ft.)
3. Extension of the Zoology department.
4. Internet facility for faculty and students,
5. Computers in all the Departments,
6. Computers for administrative purposes,
7. A computer Lab for Mathematics department,
8. UGC network resource centre,
9. An internet café,
10. LCD projectors,
11. A Photocopier,
12. An additional of 7000 books in the library since 2003,
13. Intercom facility in all the departments,
14. Herbal Garden,

15. One cabin for security staff and

16. Drinking water in all the floors.

A sum of Rs.10850000/- has been spent for providing the above facilities during the last five years.

4.1.4 Does the institution provide facilities like common room, separate rest rooms for women?

Yes. There is a rest room for girl students and a spacious room for staff.

4.1.5 How does the institution plan and ensure that the infrastructure is optimally utilized?

The infrastructure is optimally used for academic and non academic purposes. The campus has been a venue for workshops, various courses, seminars and conferences at the state and national levels. In addition, the college conducts Add-on classes after class hours. The facilities in the campus is also used to conduct programmes on socially relevant issues such as women empowerment, awareness programme on AIDS, environmental issues, blood donation and eye camps. In addition to this, the campus is made available for the University and several other competitive exams.

4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently abled students?

The college makes arrangements according to the requirements of the differently abled students and as situation demands.

4.2 Maintenance of Infrastructure

4.2.1 What is the budget allocation for the maintenance (last year's data)

a-Land-	Rs.25000
b-Building-	Rs.800,000
c-Furniture-	Rs.100,000
d-Equipment-	Rs.300,000
e-Computers-	Rs.100,000
f-Vehicles-	Nil

4.2.2 How did the institution ensure optimal utilization of the budget allocated for various activities?

The college has a Committee for UGC allocations which also functions as Expenditure Committee. It ensures that every rupee in the non plan is spent equitably for building up the infrastructure and other physical facilities for the benefit of students.

4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

The college has not appointed any regular staff for repair and maintenance, but it has a team consisting of an electrician, plumber, carpenter and a general maintenance staff working on a contract basis.

4.3 Library as a Learning Resource

4.3.1 Does the library have a library Advisory Committee? What are its major responsibilities?

Yes. The library has an Advisory Committee comprising of the Principal, the HODs and two student representatives. The Committee meets twice a year to discuss

the augmentation of library facilities. At such meetings there is a critical evaluation of the facilities, which in turn would enhance the quality of education.

4.3.2 How does the library ensure access, use and security of materials?

The library works six days week from 8.30 am to 4.30 pm and functions approximately for 225 days in a year. The library has a total collection of 33,000 books. The library subscribes to 14 national and 8 international journals. A supplementary attraction is the well arranged back volumes of journals which are also available for reference.

Central Library of the College



All the books are catalogued and this makes it easy to locate them. Students are provided open access to the shelves. The library is partially computerized. The staff in the library consists of a librarian and three library assistants. They ensure the security of the library.

4.3.3 What are the support facilities available in the Library?

Library has a high speed internet and online services to facilitate the acquisition of knowledge. Reprographic facilities are also available in the library.

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last 5 years.

The funds for purchasing books are procured from the UGC and the management of the College. The books are predominantly selected from catalogues and in consultation with bibliographic experts. The faculty also visit other college

libraries, book exhibitions and bookshops and suggest new titles in purchasing books and journals. A sum of Rs.16, 11600/- has been spent for books and journals during the last five years.

4.3.5 Give details on the access of the on line and internet services to the library and to the students and the faculty?

The internet facility is available during the regular library hours and the same is accessible to the students and staff. Faculty can access the net if it is not being used by the students. The library uses licensed software.

4.3.6 Are the library services computerized?

The library services are partially computerized.

4.3.7 Does the institution make use of Inflibnet/ Delnet/ IUC? No

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its acquisitions?

Teachers and students are duly informed by the librarian regarding new arrivals through display of catalogues, brochures and display of new books on the rack meant for new arrivals.

4.3.9 Does the library have interlibrary borrowing facility?

The college is taking steps to have inter-library borrowing facility by becoming part of the cluster of colleges.

4.3.10 What are the special facilities offered by the library to the visually and physically challenged persons?

The library staff assists physically challenged students in selecting books.

4.3.11 List the infrastructural development of the library over the last two years

The library has three computers, internet connectivity and facilities for scanning and Photostat.

4.3.12 What other information services are provided by the library to its users?

The library also provides information on career guidance and all the details necessary for the students who wish to pursue higher studies in different Universities outside the State including information on foreign universities. It also collects the old question papers of the university examination and compiles a question bank.

4.4 ICT as Learning Resources

4.4.1 Does the institution have up to date computer facility? If yes, give details on the available hard ware and software?

Yes. A total of 80 systems have been installed in the college. All the departments maintain at least one system and its accessories and have the benefit of local connectivity and internet facility. The details of the software used by the department of Physics and Mathematics are Nets win and Visual Basic.

4.4.2 Is there a central computing facility? If yes, how is it utilized for staff and students? No

4.4.3 How are the faculty facilitated to prepare computer aided teaching/learning materials? What are the facilities available in the college for such efforts?

The faculty makes use of computers for supplementing lectures with power point presentation. Educational CDs are used for helping students to give additional information. The faculty attends computer courses offered by the University and IT giants. The encyclopedia is also loaded in most of the systems to help students in their projects and seminars. The Department of Mathematics and Physics use Visual Basic and Nets win for their projects in the degree and PG programmes. The

Department of Commerce and Economics use SPSS mainly for preparing articles, students' projects and PhD theses.

4.4.4 Does the institution have website? How frequently it is updated? Give Details.

Yes. It is frequently updated and a team headed by Teacher Administrator ensures that the website is up-to-date.

4.4.5 How does the institution plan and upgrade its computer systems? What is the provision made in the budget for update, deployment and maintenance of the computers in the institution?

The Technical Committee of the college periodically reviews the computer requirements and also assesses the functioning of packages. New software and latest systems are added to meet the academic and administrative requirements of the college and the budgetary provision under this head is Rs.100000 p.a.

4.4.6 How are the computers and their accessories maintained?

The Computers in the college is maintained on paid service.

4.5 Other Facilities

4.5.1 Give details of the following facilities:

a) **Capacity of the Hostels-** NA

b) **Occupancy-**NA

c) **Rooms in the Hostel-**NA

d) **Recreational facilities-**The College has a separate recreation room for staff.

e) **Sports-**The department of Physical Education has separate courts for Kabaddi, kho-kho, Volleyball, Basket ball, Handball and Badminton.

f) Health and Hygiene- A Part-time doctor and an arrangement for medical treatment with a near by hospital.

4.5.2 How does the institution ensure participation of women in intra and inter –institutional sports competition and cultural activities?

The physical education department conducts inter class matches for girls in softball and kho-kho. For inter class competitions, a team is built up and trained and sent for the inter-collegiate tournament conducted by the university. The inter class cultural competitions in music and dance conducted by college identifies winners and good artists among girls. They represent the college in the University youth festivals.

4.5.3 Give the details of the common facilities available with the institution

There is a non resident centre where students meet to planning and organizing various programmes as well as for rehearsing cultural and co-curricular activities. There is a well equipped gymnasium and yoga centre. A canteen provides food and snacks to students at subsidized rates and the campus also has a book cum stationery store catering to students' requirement.

4.6 Best Practices in Infrastructure and Learning Resources

4.6.1 What innovations/best practices in Infrastructure and learning resources are in vogue or adopted/adapted by the institution?

The institution updates the infrastructural and learning resources to create the right ambience for academic and administrative activities to fulfill its aim of offering the best quality education to socially and economically backward sections.

Reaccreditation

i) What were the evaluative observations made under infrastructure and learning Resources in the previous assessment report and how they have been acted upon?

ii) What are the other quality sustenance and enhancement measures undertaken by the institution since the previous Assessment and accreditation with regard to Infrastructure and Learning?

The Peer team in 2003 pointed out the need to provide drinking water to students in all the floors, updation of library with new volumes in all the specializations, timings of library to be made user friendly and open access of books to students, better maintenance of the playground, explore the possibility for a hostel, a women's centre and improve the utilization of the Non-resident students' centre. The management has catered to nearly all the points referred by the peer team in its last report. Today the college has drinking water facility in all the floors, more than 7000 volumes have been added to the library and library functions from 8.15 am to 4.30 pm daily including on Saturdays and open access to the books is provided. The college playground is maintained every year. After a need analysis steps have been initiated to put up a Hostel in the campus and plan for the same has been submitted for approval in the Cochin Corporation. The non resident centre has been put to optimal use by starting a full fledged computer centre, a health club or gymnasium and a yoga centre. A Net work resource centre and a mini seminar hall have been added for the benefit of students and staff.

Criterion V: Student Support and Progression

5.1 Student progression

5.1.1 Give the socio economic profile of the students of the last two batches.

a) List of SC/ST/OBC/General Students

Year	SC/ST(No.)	OBC(No.)	General(No.)	Total
2008-09	137	418	453	1008
2009-10	140	440	437	1017

5.1.2 What are the efforts made by the institution to minimize the dropout rate and facilitate the students to complete the course?

The teachers motivate the students to continue the course by highlighting the importance of doing Degree programmes and its employment possibilities. The students are also assisted to avail the various State and central governments scholarships. It enables them to complete their studies. As a result the drop out rate in the institution is very low and the percentage is less than 3.

5.1.3 On an average, what percentage of the students progress to further studies and go for employment?

a) Details of Student progression:

Table showing the % of students who progress to further studies

Departments	2008-09	2009-10
Botany	47	39
Chemistry	90	100
Commerce	85	85
Economics	30	34
English	50	46
Mathematics	55	38
Physics	98	92
Zoology	80	80

Table showing the % of employed postgraduates

Departments	2008-09	2009-10
Chemistry	70	75
Commerce	75	85
Micro-Biology	50	60
Physics	75	80

5.1.4 How does the institution facilitate its out going students? What proportion of the graduating students has been employed?

The placement cell of the college offers counseling in career development and placement for the final year students of the college. The placement cell firstly establishes a well organized data-bank of the final year degree students and then liaisons with reputed organizations and arranges campus selection. Important and reputed organizations like NIIT, Spices Board, Rubber Board, Reliance Info com., Dell computers and ICICI bank have interviewed and absorbed ambitious students of the institution. The average employment in the last five years is more than 250.

5.1.5 How does the institution facilitate and support students appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years).

The majority of the students in the PG departments appear for UGC/CSIR/NET examinations. More than 8 students have qualified NET examinations and the college provides coaching for the same. There are a very few civil services aspirants. As a growing commercial city, the students are lured more by the charm and attractive growth prospects of multinational corporations. Students from the Department of Commerce opt for a career in CA/ICWA/ACS/MBA. More than 14 students have qualified CA/ICWA intermediate exams in the last 6 years.

5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the University average.

The College performs reasonably well in the university examinations and is among the top ten colleges out of more than 150 affiliated colleges in the M.G.University. The pass percentage for the last five years has been more than 75 per cent compared to the university average of 60 per cent. The institution has secured more than 21 ranks in the last 5 years. Of the 21 ranks five ranks went to Chemistry, six to Botany, five to Mathematics, five to Commerce and one each to Zoology and Physics.

5.2 Student Support

5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?

The institution publishes its updated prospectus and handbook annually. It contains details regarding the vision and mission of the institution, course of study, faculty members and administrative staff, rules and conduct, mode and time of collection and refunding of fees, university academic calendar, institutional scholarships, prizes and endowments and all the important university guidelines.

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/freeships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the state or central government).

The institution provides financial assistance in the form of scholarships to the deserving and needy students through the endowments instituted retired teachers and PTA. These scholarships are awarded every year to students from different subjects based on merit cum means prepared by the Institution.

5.2.3 Give the details of schemes for student's welfare?

The college has a canteen providing food at subsidized rates. The Institution has Student Aid Fund from which financial support is extended to the financially weak students. In deserving cases, fee concession is provided. In some Departments faculty provides material help to the students. The student support practices of sharing and caring help in overall academic and non academic progression of the students enabling them to focus on learning. There is also a successfully functioning Counseling cell which periodically hires the services of external counselors well versed in student issues. Academic and personal counseling are also offered by the class teachers, tutors and mentors.

5.2.4 What types of support services are available to overseas students?

There are no overseas students in the College.

5.2.5 Give details of the placement and counseling services for the students?

The placement cell in the College offers counseling in career and personality development. It maintains a well organized data-bank of the students. Arranges career oriented lectures and talks by specialists, collects all the information on various opportunities to assist students to build up their career. The cell also has a small collection of books on career development for ready reference by the students. The placement cell also liaisons with reputed firms to get the students' placements in these organizations. The counseling center offers academic and personal counseling and also helps students by providing an external counselor to solve complicated issues and problems. The class teachers, tutors and mentors also help students with academic and personal counseling.

5.2.6 How does the institution encourage and develop entrepreneurial skills among students?

The College has an ED club (Entrepreneurship Development Club).It conducts essay writing competitions, quiz programmes to motivate students to become good entrepreneurs. The ED club also arranges students interface with successful entrepreneurs and takes them for industrial visits.

5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?

Yes. The Class teachers and tutors provide academic and personal counseling. In the beginning of the academic year class teachers collect a detailed personal data of every student. They motivate students not only academically but also help them in extra-curricular activities like preparing them for debates, quiz programmes,etc. They take up personal problems that students have and provide them with material help. Dr.A.K.Prema of Zoology Department is a qualified counselor and has been offering the services to students of the College as well as to students from other Colleges in the city.

5.2.8 Is there a separate guidance and counseling centre for women students? If yes, enumerate the activities of the centre.

Yes. The student guidance cell and women's guidance cell conduct orientation programmes for first year degree students and parents every year. The aim of the programme is to help students and parents understand the shift in the atmosphere and the nature of study in College. The programme also helps the students to understand the significance and value of the degree courses they have opted for.

The Guidance cell also conducts annually lectures on Transactional Analysis, Life Skills, Examination Anxiety, Dynamic and Effective Parenting, Women and Mental Health, Misuse of ICT. The staff and students also participate in cancer detection camps, interact with widows to understand the problems they face socially and conduct classes for students' especially slow learners in primary section in the nearby school.

5.2.9 Is there a cell constituted for prevention against sexual harassment of women students?

The college ensures such incidents do not occur and till date there have been no cases of sexual harassment in the campus. However, in case of any such incident the women guidance cell is empowered and equipped to deal with such issues.

5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions?

The Institution has a grievance redressal cell under the charge of a team of teachers. The grievance redressal cell solved the following issues: a) lack of adequate toilet facilities, b) drinking water, c) eve-teasing, d) students and private bus problems, e) Photostat machine in the library.

5.2.11 Is there a provision for acquiring computer skills for all students in the curriculum?

Yes. The College has made mandatory for all the first year students to undergo a certificate course in computers to ensure cent per cent computer literacy in the campus.

5.2.12 What value added courses are introduced by the institution to develop life skills: career training, community orientation, good citizenship and personality development of students?

The College has introduced several of computer courses to enhance the life skills and to give career orientation to the students. The courses range from certificate courses to post graduate diploma. Along with these courses the students are also given lectures on personality development and on community orientation.

5.2.13 How does the institution ensure safety and security of the students, faculty and institutional assets?

The College campus is well protected by huge compound walls from all the four sides and the college gates are manned 24 hrs by professional security personnel.

5.3 Student Activities

5.3.1 Does the institution have an Alumni Association? Yes

1. The Current Office Bearers are:

President-	Adv.Thomas Vaylat
Vice President-	Mrs.Sofia Rasheed
Secretary-	Sri. Abdul Rahim
Jt.Secretary	Sri.B.Yeshudasan
Treasurer	P.P.Sarathchandran (Teacher representative)

2. Activities The Alumni has provided the seed money for designing and refurbishing the college website and has contributed generously towards the construction of a house for a poor student of the college under the NSS unit extension programme.

3. The top ten alumni of the College are: 1) Dr. Madhav Mallaya, Senior Scientist in BARC 2) Mukund Shenoy, Honey Well Corporation -USA. 3) Dr.Solomon-Professor in St.Alberts College, Kochi 4) Prof. Florence, St.Michaels College, Shertallai, Alleppy. 5)Dr.Nelson, Professor in St.Alberts College, Kochi 6)Dr.Jaganatha Bhat, Cochin University of Science and Technology. 7) Afzal, noted playback singer in South India. 8) Radhika, Chartered Accountant-Financial

Consultant,Vodafone. 9) Rodney, DGM, Reserve Bank of India 10) Venugopal Shenoy-Infosys.

The institution is also privileged to have in its alumni The Manager of the College, Sri T.Vidyasagar and Principal, Prof. M. Rajagopal and the Alumni Treasurer, Prof. P.P.Sartathchandran of Physics Department and college office superintendent, Sri. R.S.Arun.

5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details for last two years.

The college focuses on sports and extra-curricular activities to ensure the all round development of the students. Along with academics students are encouraged to participate and organize in extra curricular activities. Most of the programmes are organized by the students union of the college in consultation with the student's staff advisor. They participate in various literary and cultural events. Each department has an association, which provides students to display their talents conduct, competitions and other activities. In addition to Department Associations, Debate Cub, Drama Club, Literary Club, Nature Club, Legal Literacy Cell, Tourism and Film Clubs cater to student's divergent tastes. The students celebrate Arts club week, Kerala Day, and other national and state festivals.

Students who are proficient in sports are given admission in sports quota. Students who wish to develop their potential ability in sports and games are identified at the beginning of the year and put under special coaching. Infrastructure facilities are available for Basket ball, Volley ball, Wrestling, Hand ball, Softball, etc. The sports students are given extra support to make up for the academic lessons they miss due to practice, training and participation in competitions in various levels such as

inter collegiate, state and national. The performance of the students in various sports events is noteworthy and the institution also provides professional trainers and coaches for extra-curricular activities and sports to improve the performance of the students. All these activities provide a good atmosphere to mould the students and help them to become effective functioning members of the society.

5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other materials brought out by the students during the previous academic session?

The College union publishes annually a College magazine and students from the Department Zoology and French publish manuscripts and science file. These publications give the students a chance to venture into the field of writing.

5.3.4 Does the institution have a student council or any similar body? Give details on its constitution, major activities and funding?

The Institution has a Student Union/Council. It is a student body elected in a democratic manner by the students, for the students and of the students. The election process is supervised by the teachers under a Returning Officer. The students' council takes up issues related to students especially their demands related to the academics and other issues of social relevance in the campus. The students' council also plays a major role in providing leadership to student club activities and collaborates with NCC and NSS in their extension activities. The student council is very active in helping the College administration to maintain peace and in avoiding untoward incidents like ragging and harassment of weaker ones.

5.3.5 Give details of various academic and administrative bodies and their activities which have student representations on them.

The P.G and research students are involved in two bodies, viz. Library Committee and Research Committee. They take part in the deliberations of these committees and are part of the decision making. They have a say in the purchase and identification of books and actively coordinating activities of research departments.

5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

There is a formal mechanism in place to collect feedback from the graduate and postgraduate students with regard to course content, satisfaction, expectation and suggestions for the future. The feedbacks thus collected are channelized by the College to improve the curriculum and academic atmosphere in the College. Though we have no formal system for collecting feedback from employers, the College collects their opinion about the performance of students and their potential informally and uses the same while making improvements in the teaching and learning process.

5.4 Best practices in Student Support and Progression

5.4.1 Give details of the institution best practices towards student support and Progression?

The Institution is able to motivate weaker students to produce academically good results and it is reflected in the low drop out rate. The Institution has further strengthened its infrastructure to ensure all round development of students to make them effective functioning members of the society.

Reaccreditation

i) What were the evaluative observations made under Student Support and Progression in the previous assessment report and how have they been acted upon?

ii) What are the other quality sustenance and enhancement measures undertaken by the institution since the previous assessment and Accreditation with regard to Student support and progression?

The Peer team in 2003 wanted the College to initiate measures to institutionalize a career Guidance and Placement Cell. Accordingly a Career Guidance Centre and a Permanent Career & Placement Cell is functioning in the college and it interacts with leading organizations and companies, puts up the details of available vacancies and arranges campus selection. More than 250 students have benefited from this arrangement. As part of its activities, the Cell has introduced written tests for competitive exams, career talks and mock interviews for the students. The remedial teaching classes for weaker ones have been made more effective and students are exposed to orientation programmes on stress management and time management.

Criterion VI: Governance and Leadership

6.1 Institutional Vision and Leadership

6.1.1 State the Vision and Mission statement of the Institution and give details on how the Institution caters these to the objectives of higher education?

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

Mission-We hope to translate our fond vision into a concrete reality through the various programmes launched by the college, having the following as thrust areas.

- i) Globally relevant Academic excellence
- ii) Value based human development
- iii) Adequate training for higher education
- iv) Identification of Opportunities for the disadvantaged
- v) Ensuring gender justice
- vi) Formation of responsible leadership
- vii) Foster religious harmony
- viii) Advance scientific temperament and
- ix) Soft Skill training to youngsters

The vision and mission cater to the objectives of higher education policies of the nation by trying to fulfill the major consideration of significance including the intellectual, academic, technological and vocational urge of boys and girls belonging to different sections of society with the ultimate aim of addressing social, environmental and global issues.

The institution translates its vision statement into concrete action by moulding students into individuals who will be capable of assuming their rightful place in the society and playing a vital role in its transformation.

6.1.2 Enumerate the management's commitment, leadership-role and involvement for effective and efficient transaction of teaching and learning processes.

The management of the College is Cochin Education Society – a society formed under private- public participation arrangement in 1967. The Board of

Management plays a vital role in instilling the values of cooperation, mutual respect, trust and concern. For fellow humans and an atmosphere built on the sense of belonging and solidarity generates a smooth and effective organizational functioning. The management periodically updates the institutional facilities to sustain the quality of teaching and learning processes.

6.1.3 How does the management and head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

The Principal after consultation with the Management convenes College Council and arrives at important decisions. The important decisions are recorded in the minutes and copies are circulated to the departments and decisions and programmes are implemented with the whole hearted support of the faculty.

6.1.4 How does the Management/Head of the Institution ensure that adequate information (from feedback and personal contacts) is available for the management, to review the activities of the institution?

The Principal regularly keeps in touch with the Head of the Departments to collect necessary feedback regarding the faculty and student performances. At the time of promotion to next grade teachers fill up a self- appraisal form and it is recommended by the Head of the Department and scrutinized by the Principal. During interface with parents in PTA meetings and in open houses the Principal collects feedback to review the activities of the institution.

6.1.5- How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of institutional process?

The management encourages the staff to express its opinion freely and candidly in the meetings with the management. The management invites the opinion of the staff in matters related to the institution's growth and development. It also gives

the College Council to chalk out innovative plans with a view to translate quality to the academic and administrative units at the beginning of academic year.

6.1.6 Describe the leadership role of Head of Institution, in governance and management of the institution?

The Principal is the representative of the management and is the link between the management and the faculty and the student community. The Principal is the central nodal agency and is the final authority on all academic and non academic matters. This ensures that academic and administrative planning in the institution go hand in hand. The Principal takes lead in initiating all the activities that promote the goal of the college and moulding of students into individuals who will be capable of discharging their duties as responsible citizens. The Principal discusses the important issues at Staff meeting convened and opinions are invited. The staff wholeheartedly supports the Principal in the introduction and implementation of the programme.

6.2 Organizational Arrangements

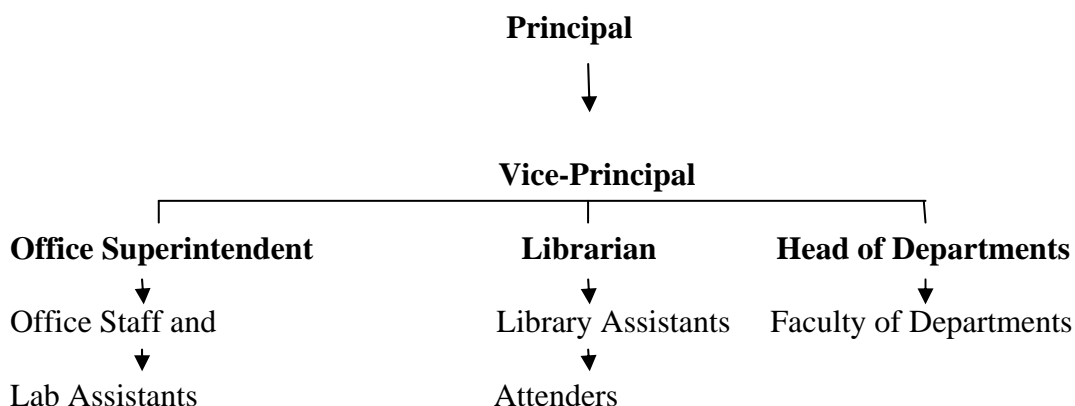
6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give the details of the meetings held and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching staff, research and extension activities, linkages and examination held during the last two years.

The organizational structure consists of Board of Management, The Manager, The Principal, College Council, Head of the Department and Office Superintendent. The Board of Management meets whenever necessary and the Board takes decisions regarding finance, infrastructure and faculty in these meetings. Matters concerned with academic, research, extension activities, examinations to be held are taken in the meetings of the College Council consisting of Head of Departments and teacher representatives. The College Council meets at least once in a month and acts as an

advisory body to the Principal and helps him in managing day to day affairs of the College.

6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

The administration is decentralized as shown below:



The institution encourages various training programmes for the teachers like computer training and is also introduced to the use of computer aided packages. Seminars are conducted to facilitate interaction among faculty. Teachers club also periodically conducts invited talks and lectures on leadership training, value education, etc.

6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

The institution has an effective internal coordination monitoring mechanism with the Head of Department (HOD) as the coordinator of all the department activities. The HOD is assisted by other faculty members as well as by the non teaching staff. The Principal and Faculty meet at least five to six times a year to discuss academic and non academic issues. The decentralization of power vests with every person in the

institution with responsibility and facilitates coordination in academic and administrative planning.

6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of Grievances redressed during the last two years.

The staff in case of grievance first represents the matter to the Principal through their respective HOD. The Principal in consultation with the College Council tries to address the issue in the interest of the Institution. If the employee is not satisfied with the Principal's decision, he can approach the Manager, who in consultation with the Board of Management redresses the grievance of the employee.

6.2.5 How many times does the management meet the staff in an academic year? What are the major issues discussed during the last meeting?

The Management meets the staff twice a year and matters concerning academics, research, extension, quality enhancement, infrastructural requirements of the College were discussed in the last meeting.

6.2.6 Is there a cell to prevent sexual harassment of woman staff? How effective is the functioning of the cell?

There is no cell specifically for this purpose and till date there has been no specific complaint on harassment of woman in the campus. Such incidents do not take place in the campus because of the positive role played by the Women's Guidance Cell.

6.3 Strategy Development and Deployment

6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning processes?

The Board of Management holds discussions periodically with the staff of all the departments. After eliciting their opinion on future progress and requirements, decisions are taken on priority basis.

6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

The College has a detailed handbook carrying academic features, which is revised every year and displayed on the website.

6.3.3 List the different committees for the management of different institutional activities? Give details:

The important committees in the College are College Council, Disciplinary Committee, Library Committee, Research Committee, Examination Committee etc. Except Disciplinary Committee all the other committees meet periodically to assess the infrastructural requirements, library and equipments, faculty shortage and plan the internal examination calendar and ensure successful and timely conduct of the internals. These committees help the entire teaching and non teaching staff to work as a team. The Disciplinary committee meets regularly and ensures that no untoward incidents takes place in the campus and help the Principal to run the College smoothly.

6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

Though the College has no formal MIS, it has an informal mechanism to collect, collate and disseminate data for its effective working. The College has already initiated steps for putting a formal MIS in place.

6.3.5 Does the institution uses the various data and information obtained from the feed- back, in decision making and performance improvement?

The College collects periodically feedback relating to academic and non academic aspects from the students, staff and parents and these feedback are discussed in various forums and decisions are taken accordingly.

6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty?

To promote cooperation, sharing of knowledge among the departments and for empowerment of faculty the College has various forums and clubs like Planning Forum, Legal Awareness and Human Rights Forum, Nature Club etc. These Forums conduct various programmes like lectures/workshops on leadership, pedagogy (interdisciplinary nature), which help teachers not only to share knowledge but also develop a perspective on other subjects.

6.4 Human Resource Management

6.4.1 What are the Mechanisms for performance assessment of faculty and staff? Does the institution use the evaluation to improve teaching/research of the faculty by other staff?

The College has a self appraisal method to evaluate the performance of the faculty every year. Feedback is also collected from the students in a formal way to appraise the performance the teachers.

The Management also conducts an informal feedback to assess the faculty. The feedback is then discussed with the teachers and necessary remedial measures are suggested to overcome the deficiency among the faculty.

The assessment of research work is done by the Research Committee periodically and also organizing researchers' conference annually. To promote research temperament in the campus the Committee organizes informal meetings to motivate teachers to take research degree.

6.4.2 What are the welfare measures for the staff and faculty?

The Institution is running a canteen and food items are served to the faculty and students on subsidized rate. There is a cooperative store catering to the stationery requirements of the students and stationery products are sold at subsidized rate. The college has a Health Club (gymnasium) both the students and faculty can avail the facilities on a nominal fee. The college business center also provides service to the students and staff on concessional rates.

6.4.3 What are the strategies and implementation plans of the institution to recruit and retain faculty and other staff who have desired qualifications, Knowledge and skills?

The faculty is recruited purely on merit without any capitation or any other consideration. Notifications inviting applications and the number and nature of vacancies are published in all the leading newspapers. An interview board consisting of the Principal, Head of the Department, Subject expert nominated by the University and a Government Representative not below the rank of Joint Secretary interviews the candidates and selects the most suitable person.

The management provides a professional atmosphere for the faculty and there is lot of freedom in teaching and encourages teachers to do research and promotes innovation in teaching.

6.4.4 What are the criteria for employing part time /adhoc faculty? How are the recruitment conditions of part time /adhoc faculty different from that of regular faculty?

The recruitment strategy for adhoc/ part time faculty is the same as that of regular teachers i.e. purely on merit without diluting the qualifications. They are paid reasonably and are no way discriminated and provided congenial atmosphere to teach innovatively and creatively.

6.4.5 What are the policies resources and practices of the institution that support and ensure development of the faculty?

The management encourages teachers to attend state/national/international seminars on duty leave and offers maximum leave to pursue research under UGC sponsored/FIP programmes. Teachers who do not have the benefit of FIP are given other available and permissible leave to complete their research work. College has the state-of-the-art labs which are made available to teachers for doing research.

6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up gradation and training of staff? If yes, give details.

The need for faculty development is assessed on the basis of various feedbacks (both formal and informal) collected, faculty meetings and the changes that are introduced in the syllabus from time to time. Though no skill development programme has been conducted by the college for the staff, the faculty is encouraged to attend workshops/seminars. The college also conducted two programmes as part of skill enhancement of the faculty on restructuring and grading of syllabus and on Cluster and Choice Based Credit and Semester System in collaboration with the Kerala Higher Education Council. Computer training is given to teachers who are not comfortable

with computers and the knowledge is upgraded for others periodically. For such programmes the college management meets the expenses.

6.4.7 What are the facilities provided to the Faculty?

All the departments have been provided with spacious staffroom, good furniture and computers with internet and a good library.

6.5 Financial Management and Resource Mobilization

6.5.1 Does the institution gets financial support from the government? If yes, mention the grants received in the last three years under different heads.

The college gets grant under the head account of –Salaries, Fees, Special fees Lab fee, Scholarships etc.

6.5.2 What is the quantum of resources mobilized through donations? Give information for last two years.

The college mobilizes donation to the tune of Rs 15 to 17 lakhs per annum.

6.5.3 Is there sufficient budget to cover day to day expenses? Yes

6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes?

A good percentage of the budget is spent on building up library, furniture, maintenance of infrastructure and salary to guest faculty etc.

6.5.5 Are the accounts audited regularly?

Yes. An external auditor audits the accounts annually.

6.6 Best Practices in Governance and Leadership

6.6.1 What are the significant best practices in government and leadership carried out by the institution?

The only college in the State run on private- public partnership since 1967 and does not have any community affiliations and functions in the true spirit of secularism enshrined in our constitution and managed by an enlightened management. The Principal, Head of Departments, Faculty and non teaching staff function as one team to promote holistic development of our students by providing them good infrastructure, introduction of job oriented courses and by chalking out innovative plans with a view to achieve quality in the academics.

Reaccreditation

i)What were the evaluative observations made under Organization and Management in the previous assessment report and how they have been acted upon?

ii) What are the other quality sustenance and enhancement measures undertaken since the previous Accreditation with regard to Organization and Management?

The Peer team had pointed out the need to start some welfare measures as a gesture of goodwill. The staff and the non teaching staff should be provided with computer training and attitudinal development programmes for efficient and user-friendly administration. The non teaching staff has been given training in computers and the college office is now fully computerized. The staff has been provided with a few orientation programmes to enhance their efficiency.

Criterion-VII: Innovative Practices

7.1 Internal Quality Assurance System

7.1.1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

To achieve the goal of providing quality education, the Management and the Statutory Bodies like College Council chalk out in advance the objectives for the year. This is further facilitated through a well organized network comprising of the management, faculty, non-teaching staff, alumni, parents, students and the public.

7.1.2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?

The primary function of the institution is to develop a system for conscious, consistent and catalytic action to improve the academic performance of the institution. Test papers, terminal exams, model exams and additional coaching of weak students are part of the academic programme of the college. These together with seminar, lab work and assignments, help to enhance the quality of education. Tutorials and remedial classes for the slow learners, career guidance and personality development courses also go towards maintaining quality standards.

7.1.3 What role is played by students in assuring quality of education imparted by the institution?

The advanced learners motivate the weaker ones by academically supporting them to maximize their potential thereby sustaining the quality standards.

7.1.4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best practices have been internalized?

The syllabi are covered well in advance so that the students have enough time for revision. The answer sheets are sent home to be attested by the parents. This ensures transparency in internal examination evaluation. The open house is held every year for a two way dialogue between the teachers and parents. The institution always celebrates the achievements of students in a grand manner including cash prizes by the

management thus motivating them to strive for excellence. The alumni also interact with the students to enlighten them about the marvelous and noble traditions of the college.

7.1.5 In which way has the institution added value to the quality enhancement of students?

The Principal is overall in charge of academic programmes. The academic programmes are conducted effectively in a student centered manner, keeping in view the goals and objectives of the college. Regular meetings between the principal and the faculty also play an important role in maintaining the internal quality. Teachers are also encouraged to try out of box ideas in teaching like linking the regular lessons with topics of current relevance to sharpen the intellect of students.

7.2 Inclusive Practices

7.2.1 What practices have been taken-up by the institution to provide access from the following sections of society?

The college encourages a large number of students from socially and economically backward and weaker sections to join the college. From the 20 per cent management quota, a large number of seats are given to students from this background especially to girls from the financially weaker sections. The differently abled students are admitted as per the norms prescribed by the University and Government.

7.2.2 What efforts have been made by the institution to recruit- 1) Staff from disadvantaged communities? Specify.

The management has an open mind in recruitment and it purely goes by the merit and does not deny appointment to a person purely on the basis of his or her social

background. Appointing the right person is another method for the effective functioning of both teaching and administration.

7.2.3 What special efforts are made to achieve gender balance amongst students and staff?

The gender difference in the college is not imbalanced and majority of the students and staff is women.

7.2.4 Has the institution done a gender audit and or any gender related sensitizing course for staff/students? Give details.

Since there is no imbalance, the college has not carried out any gender audit or any gender related course for the staff/ students. The applications for admission and appointment provide the correct number on gender divide.

7.2.5 What interventions strategies have been adopted by the institution to promote the overall development of students from the rural/tribal background?

Tutorials and remedial classes are conducted for students from rural background and teachers identify their areas of weakness and provide special coaching in the subject after class hours. Such students are also put under the care of advance learners to assist them during class hours and they are also given simplified written/ learning material.

7.2.6 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

The class tests, continuous assessment, terminal exams, model exams and practical in the lab help the teachers to track the progress of students from the disadvantaged sections.

7.2.7 What initiatives have been taken by the institution to promote social justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

In order to instill the feelings of empathy and social concern, the students are regularly taken to orphanages, old age homes, homes for the destitute and hospitals, blood donations in collaboration with the IMA. The students donate money, purchase medicines in consultation with doctors and distribute it to the needy in the government hospitals. The students are also sensitized to national tragedies and they mobilize resources and donate it to concerned authorities. The college also encourages students who can afford it to, to provide help to the needy students in their classes by making small contributions for buying books, collecting and distributing old books and sharing money for excursions.

7.3 Stakeholder Relationship

7.3.1 How does the institution involve all its stake holders in planning and implementation and evaluation of academic programmes?

Academic programmes offered to the students are evaluated periodically to assess them and to include modifications to keep them relevant to the changing needs. Feedback from alumni and PTA are considered valuable. The institutional website provides a forum to put forth suggestions and grievances from the students and parents, which are taken into consideration while implementing any reform.

7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

The institution favors hands-on experience in learning and therefore internships, visits to factories, stock exchange, field trips etc are encouraged. Students are also involved in identifying experts and resource persons in the field of study and seminars/invited talks. The institution offers all support for programmes that promote participatory learning.

7.3.3 What are the key factors that attract students and stakeholders to the institution and result in stake holder satisfaction?

The institution maintains an excellent reputation in the field of education. Students with thirst for knowledge and quest for excellence seek admission in the college. The students motivate others to maximize their potential and hence quality is sustained ensuring satisfaction of the stake holders. This is the only institution which is managed through private-public participation without any community affiliation and open to all the communities irrespective of their caste or creed.

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal/ spiritual development of the students?

As the College is the only aided institution in the higher education sector in west Cochin, the College is getting a wholehearted support of various stakeholders viz. the teachers, students union, PTA, Corporation Councilors and general public for its various academic and non-academic initiatives. The College is making use of their valuable suggestions and views for its overall development.

7.3.5 How do you anticipate public concerns in your current and future programmes offerings and operations?

The institution encourages students to study and survey issues of public concerns and to innovation in learning includes conducting courses which put into practice what is learned in theory classes, preparation of computer packages. For example, the degree students of zoology have successfully prepared programmed software for wild life week quiz competition for school and college going students. The students and teachers of Mathematics department conduct programmes titled

‘Comfortness of maths’ to inculcate interest in the subject in the nearby government schools.

7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

The college also tries to promote social responsibilities and citizenship roles through various service organizations like NSS and NCC. Community oriented programmes like taking up projects focused on health problems of modern society such as obesity, cardiovascular diseases and nutritional support in hospitals, problems faced by women, environmental issues concerning the people in the vicinity of the college. The students also visit regularly hospitals, orphanages and destitute homes as part of social concern and responsibility and as part of it the students and teachers donate money, purchase medicines and clothes for distribution to the needy.

7.3.7 What are the institutional efforts to bring in community orientation in its activities?

The college organizes various programmes such as medical camps and training programmes in income generation activities like Mushroom cultivation, Technology workshop for house wives and small scale industrialists. The college conducted a Food festival on ethnic cuisine involving different communities living in and around college locality.

7.3.8 How does institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

The Institution very strongly believes that caring for the environment is equivalent to caring for the humanity and the vibrant Nature Club of the college organizes lectures and seminars by environmentalists to sensitize the public and

students of the locality the need to preserve our natural resources for future generations. The college actively involves in environmental issues like the problem of Giant African Snail infester eradication. The institution also provides IX standard students of nearby schools an orientation in mathematics public exam in the X standard. The institution also conducts surveys of diseases in the locality of college and prepares reports and conducts Health and Hygiene programmes for the benefit of the community.

7.3.9 How do the faculty and students contribute to in these activities?

The students and teachers actively participate in the above programmes by conducting door to door surveys, conduct awareness classes for the community in the areas of bio-diversity, organize workshops for high school students and the college lab is made available to the students of the local schools and assist them in experiments.

7.3.10 Describe how your institution determines students satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

The University results indicate the level of satisfaction of the students and are reflection of the collective endeavors of the college. Academic programmes offered to the students are evaluated periodically and modifications are included to keep them relevant to the changing needs. The opinion of alumni and PTA are considered very valuable. The opinion of retired teachers is also considered for making necessary changes.

7.3.11 How do you build relationships?

a) To attract students and retain them –The College gives paramount importance to value education along with academic. At the outset the students joining the first year degree programme are given a one day orientation, which sets the stage for value education. Periodically the Students' Guidance Centre and Women's Guidance Centre conduct classes on character formation, social responsibility and other topics are

discussed. There are also classes on topics such as adolescent needs and values, generation gap, dynamics of family relationship and Misuse of ICT. Thus, value education is integrated into the regular course of study. In addition to these classes each class teacher also spends some time to instill good values to the students. Faculty members are also given training and orientation in value education so as to equip them to handle the classes effectively. The college offers quality education at affordable rates so that even the students from marginalized can fulfill their dreams of higher education.

b) To enhance student performance-The institution modifies the teaching methods to keep them relevant to the changing needs. Innovations in teaching include dissemination of information through multimedia, LCD, OHP, use of power point presentation and group discussions. The department of English utilizes specialized software and lingo phone in phonetics. Continuous assessment and career and life guidance go towards enhancement of student performance.

c)To meet their expectations of learning-The institution encourages hands –on – learning and therefore internships, visits to industries and field trips are part of the education. Students are involved in identifying experts resource persons in the field of study and seminars and talks conducted. The library, ICT and Internet makes them globally competitive.

7.3.12 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization and for better stake holder relationship and satisfaction?

The complaint management process is as per the stipulations of the University and State Government Rules. The student complaints are to be addressed to the Principal. The Principal then places the complaint in the College Council for a final solution and if not satisfied with the solution the students can appeal to the University.

The teachers and non teaching staff should forward their complaint through the Principal to the College Manager. The Manager in consultation with the Board of Management takes an appropriate decision in the matter and if not satisfied with the decision the staff can approach the University Tribunal and the final appellate authority is the High court in the State.

Reaccreditation

i) How are the core values of NAAC reflected in various functions of the institution?

The Management and the Staff of the college are quite aware of the central role the institution has to play in the future of its present and the next generation students. It is our constant endeavor to promote quality education as in the Cochin College- “Knowing is a process and not a product.” The campus ensures good academic environment in which the students and teachers’ search for knowledge is incessant, service is ceaseless and perseverance is untiring.

The teaching and learning processes in the college are comprehensive providing students sufficient inputs with general and specialized content of adequate depth and breathe to enable our students to contribute to national development and inculcate ethical values in life. The design oriented teaching and design methodologies enhance their inquisitiveness to adopt problem solving approaches and application oriented learning. Such an approach not only increases the quest for excellence among our students but also qualifies them to compete at global level. Last but not the least we try to maintain high quality by continuous improvement of everything that we do and this is done through the PDCA cycle that is Plan, Do, Check and Act.

C. Evaluative Report of the Departments

1) Department of Commerce

a) Faculty Profile

Sl. No.	Name	Qualification	Experience (years)	Courses Attended(for the last 6 yrs)
1	Venugopal.S	M.Com., PhD.	30	-
2	Mathew Varughese	M.Com., M.Phil	29	-
3	Raveendran.N.P	M.Com., PhD.	28	-
4	Dileepkumar.M.C	M.Com., PhD.	28	-
5	Jaya.K.R	M.Com., PhD.	26	-
6	Geetha. C.A(on FIP)	M.Com	21	-
7	Geetha.M	M.Com, M.Phil, MBA	14	1
8	Vasanthagopal.R	M.Com., M.Phil., Ph.D	14	1
9	Sudheesh Kumar (FIP Substitute)	M.Com., ICWAI,MCA	1	-
10	Vidya (Adhoc)	M.Com	2	-
11	Sheeja Jose	M.Com, B.Ed	2	-
12	Lincy	M.Com	1	-

b) Students' Profile

Sl. No.	Details	2008-09	2009-10
1	Students' Strength	278	279
2	Average Marks at the time of Admission	65% for M.Com 70% for B.Com	66% for M.Com 72% for B.Com
3	Dropout Rates (in %)	2	1
4	Percentage of Pass	89 for M.Com 88 for B.Com	90 for M.Com 87 for B.Com
5	Number of First Class	6 for M.Com 24 for B.Com	5 for M.Com 20 for B.Com
6	Number of Distinction	7 for M.Com 36 for B.Com	9 for M.Com 39 for B.Com
7	Number of Ranks	One for M.Com One for B.Com	One for M.Com One for B.Com
8	Language Proficiency	Good	Good
9	Socio-economic Status	Average	Average

c) Teaching and Learning

- 1) Use of ICT enabled teaching methods
- 2) Remedial coaching for weak students
- 3) Tutorial and mentoring systems
- 4) Periodical self appraisal by teachers and teachers evaluation by students
- 5) Conducts seminars and assignments as per University norms
- 6) Seven Computers with internet connection
- 7) One Add on Course on Theoretical and Practical Banking
- 8) UGC-NET coaching
- 9) Research Centre(Approved by M.G University) with necessary facilities

d) No. of Seminars and Workshops, Festivals, Exhibitions conducted (for the last six years): 13

e) Placement Record

Year	No. of Students	Name of Companies
2008-09	8	Suther Land, ICICI, HDFC, Kingfisher Airlines
2009-10	12	Suther Land, ICICI, HDFC, Geojit Securities

f) Projects, Publications, Research and Seminar/Workshops by Faculty(for the last six yrs)

1. **Projects:** Four
2. **Research Papers Published:** 15
3. **Books:** Seven
4. **No. of PhDs:** Nine (awarded-5, Thesis submitted-4)
5. **No. of Seminar/Workshops:** 30

g) Extension/Outreach programmes-One

h) Plan of Action (for the next 5 years)

- i) Plan to submit more research proposals to funding agencies like UGC, ICSSR, etc
- ii) Plan to conduct Entrepreneurship Development Training to MSMEs in Cochin Corporation area on a regular basis in collaboration with ED Club and DIC
- iii) Plan to publish a quarterly Journal on Commerce and Management area.
- iv) Plan to conduct soft skill training on regular basis
- v) Plan to conduct four national seminars
- vi) Plan to strengthen the Alumni Association of the department.
- vii) Plan to have a tie-up with industrial and financial undertakings and Employment Consultants in Ernakulam for ensuring placements to Degree and P.G students
- viii) Plan to publish an Annual News Letter of the research outcomes of the department.

2. Department of Physics**a) Faculty Profile**

Sl. No.	Name	Qualification	Experience (years)	Courses Attended (last 6 yrs)
1	M.Rajagopalan (Principal)	M.Sc., M.Phil	30	2
2	K. K. Hari Pai	M.Sc., M.Phil, MCA	28	2
3	Jose P. Abraham	M.Sc., M.Phil., PhD	26	2
4	K. Premaja	M.Sc	25	2
5	P. P. Sarathchandran	M.Sc., M.Phil	23	2
6	K. P. Harikrishnan	M.Sc., PhD	16	2
7	K. Anneita Philip	M.Sc., M.Phil., PhD	15	2
8	Sreejith M. Nair	M.Sc	1	-
9	Vipin Kumar (Adhoc)	M.Sc	1	-

b) Students' Profile

Sl. No.	Details	2008-09	2009-10
1	Students' Strength	114	114
2	Average Marks at the time of Admission	78	79
3	Dropout Rates (in %)	2	2
4	Percentage of Pass	84	86
5	Number of First Class	27	25
6	Number of Distinction	3	5

7	Number of Ranks	-	-
8	Language Proficiency	Good	Good
9	Socio-economic Status	Average	Average

c) Teaching and Learning

- i) Extensive use of teaching models both for degree and P.G classes
- ii) Use of ICT enabled teaching methods
- iii) Remedial coaching for weak students
- iv) Tutorial and mentoring systems
- v) Lab Manuals for Degree classes
- vi) Periodical self appraisal by teachers and teachers evaluation by students
- vii) Conducts seminars and assignments as per University norms
- viii) One Computer lab with 9 computers with Internet connection and Electronics lab with modern equipments

d) No. of Seminars and Workshops conducted (for the last six years): Eight

e) Placement Record

Year	No. of Students	Name of Companies
2008-09	15	BARC, VIT, WIPRO, Suther Land, Spices Board
2009-10	18	BARC, VIT, WIPRO, Suther Land, Spices Board

f) Projects, Publications, Research and Seminar/Workshops by Faculty(for the last six yrs)

- 1. **Projects:** One completed and Two ongoing
- 2. **Research Papers Published:** 17
- 3. **Books:** One
- 4. **No. of PhDs:** Nil
- 5. **No. of Seminar/Workshops:** 12

g) Extension/Outreach programmes-Nil

h) Plan of Action (for the next 5 years)

- i) Improve the research facilities in the department

ii) Plan to sign an MOU with the BARC to carry out further research in Radiation Physics.

iii) Conduct NET/CSIR/SET coaching classes on a regular basis

iv) Plan to conduct a national seminar every year

v) Plan to conduct one week training programme to Higher Secondary Teachers in nearby Schools in every year

3) Department of Zoology

a) Faculty Profile

Sl. No.	Name	Qualification	Experience (years)	Courses Attended(for the last 6 yrs)
1	Jancy Annie John	M.Sc.,M.Phil.	31	1
2	Antonia Roseline, K.J	M.Sc, M.Phil	26	2
3	Manju, V.S(Adhoc)	M.Sc.,B.Ed.	4	-
4	Roshni. M.D(Adhoc)	M.Sc.,B.Ed	1	-
5	Aneymol V.S(Adhoc)	M.Sc., PhD	4	1
6	Annu Marry Albert	M.Sc.	2	-
7	Femy Agustine	M.Sc.	2	-
8	Mary Jose	M.Sc	2	-

b) Students' Profile

Sl. No.	Details	Year 2008-09	Year 2009-10
1	Students' Strength	116	106
2	Average Marks at the time of Admission	55% for M.Sc. 62% for B.Sc	55% for M.Sc. 64% for B.Sc
3	Dropout Rates (in %)	3	3
4	Percentage of Pass	100	100
5	Number of First Class	21	28
6	Number of Distinction	7	17
7	Number of Ranks	-	-
8	Language Proficiency	Average	Average
9	Socio-economic Status	Poor	Poor

c) Teaching and Learning

- i) Extensive use of teaching models both for degree and P.G classes
- ii) Use of ICT enabled teaching methods
- iii) Remedial coaching for weak students
- iv) Tutorial and mentoring systems
- v) Lab Manuals for Degree classes
- vi) Periodical self appraisal by teachers and teachers evaluation by students
- vii) Conducts seminars and assignments as per University norms
- viii) Three Computers with internet connection and three labs with modern equipments
- ix) Field trips
- x) Demonstration of experiments and dissections
- xi) Display of specimen models and charts
- xii) Surveys relating to vector related diseases and life style induced diseases
- xiii) Visits to research institutes like CMFRI, CIFT, KFRI, NIO, etc.
- xiv) Quiz and regular test papers
- xv) Participation in inter-collegiate academic programmes, viz. Animal science congress, Animal science aptitude Tests, Zoosem, Zoofest.

d) No. of Seminars and Workshops, Festivals, Exhibitions conducted (for the last six years): 18

e) Placement Record

Year	No. of Students	Name of Companies
2008-09	6	Spectrum, Infosys,
2009-10	2	Spectrum

f) Projects, Publications, Research and Seminar/Workshops by Faculty (for the last six yrs)

1. **Projects:** 3
2. **Research Papers Published:** 13
3. **Books:** One
4. **No. of PhDs:** Nil
5. **No. of Seminar/Workshops:** 12

a) Extension/Outreach programmes-Four

h) Plan of Action (for the next 5 years)

1. Starting a Master Degree in General M.Sc Zoology in the year 2011-2012 replacing M.Sc Microbiology which is found to be less attractive due to high fee structure.
2. Development of infra structural facilities for the implementation of above course.
3. Starting an add on course in communicative English to increase the standard of students with poor English language who find difficulty in expressing their ideas during examination and for facing interviews.
4. Biodiversity being an unending project, it is intended to access the status of Biodiversity within the campus every year as a minor project.
5. To prepare a biodiversity register of entire West Cochin within a period of two years (2011-2012) involving the students of the department as a part of student project
6. Conduct Bioforum exhibition and Museum Open day for the students and teachers of neighbouring schools every two years
7. Conduct programmes related to environmental awareness for the protection of Biodiversity of the local area and creating awareness about diseases and remedial measures related to recurring diseases in the neighbourhood like chicken guinea, dengue fever, rat fever, plague and other vector spreading diseases. Awareness creating programmes related to modern day life style induced diseases like diabetics, cholesterol and heart attack are also planned
8. Conducting workshops for generating self employment for students, parents and local communities in aspects like vermicomposting, mushroom farming, ornamental fish cultivation, effective solid waste disposal through biogas plant etc.
9. Setting up a permanent venue for organizing community oriented programmes within the department.
10. Modification of the existing museum of the Department to more presentable form.

4. Department of Chemistry

a) Faculty Profile

Sl. No.	Name	Qualification	Experience	Courses Attended
1	Antony Joseph	MSc	30	-
2	Beena George.	MSc	30	-
3	Unnikrishnan K.	MSc	28	-
4	Achamma Markose	MSc	28	-
5	T.V.Mohanan	MSc., MPhil	28	-
6	M.Narayanikutty	MSc(Adhoc)	32	-
7	Cinla Antony	MSc., MPhil(Adhoc)	2	-
8	Preetha A.Mallaya	MSc(Adhoc)	2	-
9	Reema R.	MSc(Adhoc)	2	-
10	Priya K.Shenoi	MSc(Adhoc)	2	

b) Students' Profile

Sl. No.	Details	Year 2008-09	Year 2009-10
1	Students' Strength	103	123
2	Average Marks	72.3	75
3	Dropout Rates	2.2	1.8
4	Percentage of Pass	88	91
5	Number of First Class	26	31
6	Number of Distinction	2	3
7	Number of Ranks	-	-
8	Language Proficiency	Average	Average
9	Socio-economic Status	Average	Average

c) Teaching and Learning

- i) Use of ICT enabled teaching methods
- ii) Extensive use of teaching models both for Degree and PG classes
- iii) Remedial coaching for weak students
- iv) Periodical self appraisal and teachers evaluation by students
- v) Conducts seminars and assignments as per University norms
- vi) Tutorial and Mentoring systems

d) No. Seminars and Workshops, Festivals, Exhibition conducted for the last 6 years : 11

e) Placement Record

Year	No. of Students	Name of Companies
2008-09	11	AVT, Spices Board, Inter-field Laboratories Hindustan News Print, Wipro
2009-10	13	KMML, Spices Board, AVTFACT, TCC, IRE

f) Projects, Publications, Research and Seminar/Workshops by Faculty: 10

g) Extension / Outreach programmes: 4

h) Plan of Action (for the next 5 years)

- i) Plan to conduct soft skill training to students
- ii) Plan to conduct 2 National Seminars
- iii) Plan to strengthen the Alumni Association
- iv) Plan to conduct invited lectures
- v) Plan to conduct training programmes for plus two students

5. Department of English

a) Faculty Profile

Sl. No.	Name	Qualification	Experience (years)	Courses Attended(for the last 6 yrs)
1	Mrudula Menon	M.A., M.Phil	16	2
2	Soney Bhageeradhan	M.A., M.Phil., Ph.D	1	-
3	Prabha, C.S	M.A., M. Phil	1	-
4	Remya M. L	M.A., M.Phil	1	-
5	Athira Shanmughan(Adhoc)	M.A., B.Ed	4	-
6	Jayashree.S(Adhoc)	M.A	3	-
7	Aasha.N.P(Adhoc)	M.A., M.Ed.	1	-

b) Students' Profile

Sl. No.	Details	Year 2008-09	Year 2009-10
1	Students' Strength	129	131
2	Average Marks at the time of Admission	60	60
3	Dropout Rates (in %)	13.9	8.8
4	Percentage of Pass	76	58.5
5	Number of First Class	4	4
6	Number of Distinction	-	-
7	Number of Ranks	-	-
8	Language Proficiency	Average	Average
9	Socio-economic Status	Average	Average

c) Teaching and Learning

- i) Use of ICT enabled teaching methods
- ii) Remedial coaching for weak students
- iii) Tutorial and mentoring systems
- iv) Periodical self appraisal by teachers and teachers evaluation by students
- v) Conducts seminars and assignments as per University norms
- vi) One Computer with internet connection

d) No. of Seminars and Workshops, Festivals, Exhibitions conducted (for the last six years): 4

e) Placement Record

Year	No. of Students	Name of Companies
2008-09	-	
2009-10	2	Smart Training Resources

f) Projects, Publications, Research and Seminar/Workshops by Faculty(for the last six yrs)

- 1. Projects:** Nil
- 2. Research Papers Published:** Nil
- 3. Books:** One
- 4. No. of PhDs:** Nil
- 5. No. of Seminar/Workshops:** 2

g) Extension/Out reach programmes-One

h) Plan of Action (for the next 5 years)

- i) Plan to start M.A course in English
- ii) Plan to start B.A in Communicative English
- iii) Plan to conduct soft skill training on regular basis
- iv) Plan to conduct two national seminars
- v) Plan to strengthen the Alumni association of the department.

5. Department of Botany

a) Faculty Profile

Sl. No.	Name	Qualification	Experience (years)	Courses Attended(for the last 6 yrs)
1	Mini P. Mathai	M. Sc., Ph. D	11	1
2	Jayesh Kuriakose	M. Sc.	1	-
3	Nayana Jose	M. Sc., Ph. D	-	-
4	Krishnakumari Jayan(Adhoc)	M. Sc., M. Phil	3	-
5	Neelima(Adhoc)	M. Sc.	-	-
6	Revathy Lal(Adhoc)	M.Sc	-	-

b) Student's Profile

Sl. No.	Details	2008-09	2009-10
1	Student's Strength	57	58
2	Average Marks at the time of Admission	61	62
3	Dropout Rates (in %)	5	6
4	Percentage of Pass	66	63
5	Number of First Class	9	10
6	Number of Distinction	4	3
7	Number of Ranks	1	1
8	Language Proficiency	Average	Average
9	Socio-economic Status	Average	Average

c) Teaching and Learning

- i) Extensive use of teaching models both for degree classes
- ii) Remedial coaching for weak students
- iii) Tutorial and mentoring systems
- iv) Periodical self appraisal by teachers and teachers evaluation by students
- v) Conducts seminars and assignments as per University norms
- vi) One Computer with internet connection

d) No. of Seminars and Workshops, Festivals, Exhibitions conducted (for the last six years): 7

e) Placement Record

Year	No. of Students	Name of Companies
2008-09	4	Suther Land, Spices Board, Rubber Board
2009-10	5	WIPRO, Suther Land, ICICI

f) Projects, Publications, Research and Seminar/Workshops by Faculty(for the last six yrs)

- 1. **Projects:** Nil
- 2. **Research Papers Published:** Nil
- 3. **Books:** One
- 4. **No. of PhDs:** Nil
- 5. **No. of Seminar/Workshops:** 6

g) Extension/Outreach programmes: One

h) Plan of Action (for the next 5 years)

- i) Plan to start M.Sc course in Botany
- ii) Plan to set up a new Biochemistry lab for Botany Department
- iii) Plan to conduct soft skill training on regular basis
- iv) Plan to conduct three national seminars
- v) Plan to strengthen the Alumni association of the department.

7) Department of Economics

a) Faculty Profile

Sl. No.	Name	Qualification	Experience (years)	Courses Attended(for the last 6 yrs)
1	P.Supriya	MA., MPhil	23	1
2	Sindhu K.	MA., PhD.	12	-
3	Aswathy T.A(Adhoc)	M.A	2	-

b) Students' Profile

Sl. No.	Details	Year 2008-09	Year 2009-10
1	Students' Strength	150	150
2	Average Marks at the time of Admission	62	63
3	Dropout Rates (in %)	2	2
4	Percentage of Pass	76	77
5	Number of First Class	8	10
6	Number of Distinction	-	-
7	Number of Ranks	-	-
8	Language Proficiency	Average	Average
9	Socio-economic Status	Average	Average

c) Teaching and Learning

1. Use of ICT enabled teaching methods
2. Remedial coaching for weak students
3. Tutorial and mentoring systems
4. One Add on Course on Logistics Management
5. Periodical self appraisal by teachers and teachers evaluation by students
6. Conducts seminars and assignments as per University norms
7. Class room discussion on relevant topics.

d) No. of Seminars and Workshops, Festivals, Exhibitions conducted (for the last six years) : 5

e) Placement Record

Year	No. of Students	Name of Companies
2008-09	4	ICICI, HDFC
2009-10	5	ICICI, HDFC, Sutherland

f) Projects, Publications, Research and Seminar/Workshops by Faculty(for the last six yrs)

- 1. Projects:** 1
- 2. Research Papers Published:** 2
- 3. Books:** 3
- 4. No. of PhDs:** 6
- 5. No. of Seminar/Workshops:** 8

g) Extension/Outreach programmes-One

h) Plan of Action (for the next 5 years)

- i) Plan to start M.A course in Economics
- ii) Plan to conduct soft skill training on regular basis
- iii) Plan to conduct two national seminars
- iv) Plan to strengthen the alumni Association of the department.
- v) Plan to enlarge the department library by including more books and journals.
- vi) Plan to have a tie-up with Logistics Companies in Cochin for providing training and placements to students of add on course.
- vii) Plan to conduct investment awareness classes for students and public on a regular basis.

8) Department of Mathematics

a) Faculty Profile

Sl. No.	Name	Qualification	Experience (years)	Courses Attended(for the last 6 yrs)
1	P.S.Subhadrammal	M.Sc.,M.Phil,	29	-
2	Bernard K.A	M.Sc.	3	-
3	Abhilash K.V	M.C.A	1	-
4	Jennifer Varghese	M.Sc.	-	-
5	Shyba P	M.Sc.,B.Ed	-	-

b) Students' Profile

Sl. No.	Details	Year 2008-09	Year 2009-10
1	Students' Strength	75	75
2	Average Marks at the time of Admission	60	65
3	Dropout Rates (in %)	1	1
4	Percentage of Pass	100	95
5	Number of First Class	10	10
6	Number of Distinction	4	6
7	Number of Ranks	2	1
8	Language Proficiency	Average	Average
9	Socio-economic Status	Average	Average

c) Teaching and Learning

- i) Extensive use of teaching models for degree classes
- ii) Use of ICT enabled teaching methods
- iii) Remedial coaching for weak students
- iv) Tutorial and mentoring systems
- v) Lab Manuals for Degree classes
- vi) Periodical self appraisal by teachers and teachers evaluation by students
- vii) Conducts seminars and assignments as per University norms
- viii) One Computer lab with 9 computers with internet connection

d) No. of Seminars and Workshops, Festivals, Exhibitions conducted (for the last six years): 5

e) Placement Record

Year	No. of Students	Name of Companies
2008-09	3	Satyam Computers, Genpact,
2009-10	3	WIPRO, Infosysis, IBM

f) Projects, Publications, Research and Seminar/Workshops by Faculty(for the last six yrs)

1. Projects: Nil

2. Research Papers Published: Nil

3. Books: Nil

4. No. of PhDs: Nil

5. No. of Seminar/Workshops: 2

g) Extension/Out reach programmes-One

h) Plan of Action (for the next 5 years)

- i) Plan to start M.Sc course in Mathematics
- ii) Plan to improve Computer lab and Library facilities
- iii) Plan to conduct soft skill training and personality development programmes to students on regular basis
- iv) Plan to conduct two national seminars
- v) Plan to set up an Alumni Association for the department.

D. Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the Institution after internal discussions, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the Institution
with seal:

Place:

Date: