ANNUAL QUALITY ASSURANCE REPORT (AQAR 2014-15)

VIMALA COLLEGE

THRISSUR – 9

Submitted
to

National Assessment and Accreditation Council

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Vimala College

1.2 Address Line 1

> **Vimala College,**

Address Line 2

> **Thrissur**

City/Town

> **Thrissur**

State

> **Kerala**

Pin Code

> **680009**

Institution e-mail address

> mail@vimalacollege.edu.in

Contact Nos.

> 0487-2332080

Name of the Head of the Institution:

> Dr Sr Maries V L

Tel. No. with STD Code:

> 0487-2332080

Mobile:

> 9747510586

Name of the IQAC Co-ordinator:

> Dr Malini K A

Mobile:

09495220673

IQAC e-mail address:

iqacvimala@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

KLCOGN10094

1.4 **NAAC Executive Committee No. & Date:**

EC (SC)/01/RAR/84

1.5 Website address:

www.vimalacollege.edu.in

Web-link of the AQAR:

http://vimalacollege.edu.in/index/iqac

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Five Star		19-01-2001	5years
2	2nd Cycle	A grade	3.3	29-01-2009	5years
3	3rd Cycle	A grade	3.5	05-05-2014	5years
4	4th Cycle				

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

12/11/2003

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

2014-15

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

AQAR 2013-14 submitted to NAAC on 04/09/2014

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   [ ] Yes   [ ] No

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [ ]   Men [ ]   Women [√]

Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

Grant-in-aid + Self Financin [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√] Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]

Management [ ]

Others (Specify) [   ]

1.12 Name of the Affiliating University *(for the Colleges)*   [University of Calicut]

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST-FIST √

UGC-Innovative PG programmes ☐   Any other (*Specify*) ☐

UGC-COP Programmes ☐

2. IQAC Composition and Activities

2.1 No. of Teachers   16

2.2 No. of Administrative/Technical staff   2

2.3 No. of students   2

2.4 No. of Management representatives   3

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and
     community representatives   1

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   1

2.9 Total No. of members   26

2.10 No. of IQAC meetings held   11

2.11 No. of meetings with various stakeholders: Faculty 5
      Non-Teaching Staff 3   Students 2   Alumni ☐   Others 1

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No √

      If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 3 | International | | National | | State | | Institutional | 3

(ii) Themes

- Faculty enrichment program for teachers "Teacher as Mother" by Dr Leela Gopeekrishnan 6/11/2014
- Talk on CAS by Prof. Jayachandran Former Principal, Sree Kerala Varma College Thrissur
- Faculty interaction and feed back session with management representative Dr Sr Ritty j Nedumpara on 29/10/14.

2.14 Significant Activities and contributions made by IQAC

- Constituted a Faculty Development Committee
- Introduced certificate courses for all 1Sem UG Students (1year)
- Made Yoga a part of curriculum for all 3rd Sem UG(2year) students
- Autonomy preparations
- College became part of the programs like WWS, SSP of the state Higher education council
- Civil service training by IPERT
- Seven faculty members attended National Workshop on Autonomy at SH college Thevara, during 8-9 Jan 2015.
- Three faculty members attended a seminar on Quality enhancement at Bangalore.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Preparation for the AQAR	AQAR prepared and sent to NAAC by first week of September 2014
To conduct Carnival day	Could not conduct due to some unexpected programs in the college
Visit all departments / Cells / Units	Ensured timely execution of programs and its documentation. Department visits completed by the end of June

Faculty enrichment committee	A committee to plan and chalk out faculty enrichment programs was constituted. Programs were conducted by the committee
Student orientation programs	• Orientation on Add on /certificate courses was given to students on 21/08/2014. • Orientation on various clubs and forums was given to the students on 25th November 2014.
Members to attend seminars/workshop	• Seven faculty members attended National Workshop on Autonomy at SH college Thevara, during 8-9 Jan 2015. • Three faculty members attended a seminar on Quality enhancement at Bangalore • Staff members attended workshops conducted by Higher education dept. govt of Kerala under the WWS, SSP programs
To opt for autonomy	Applied for autonomy. Process in progress, Recommended by State Govt. Higher education council. Anticipating the UGC team
To attain the status of College with Potential for Excellence	Applied for CPE
To introduce more innovative programmes that cater to student requirement	Certificate courses for all first sem UG students. DCA course for interested students PSC , NET coaching, Civil service training by iPERT Applied B Voc, Community College , KAUSHAL Kendra
To revamp the existing conventional programmes to meet global competency	Syllabus restructuring can be planned after getting autonomy. Initiative already taken.
Up gradation of more PG departments into research centres.	Got Sanction for PG Textile and Costume science Applied for PG in Mathematics and Botany , UG in Textile and Fashion Technology

2.15 Whether the AQAR was placed in statutory body   Yes **√**   No

Management **√**   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

The statutory body approved the AQAR

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	3			-
PG	10		4	
UG	15		1	
PG Diploma	1			
Adv.Diploma	-			
Diploma	5			
Certificate	15			
Others				
Total	49		5	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	All UG and PG programs
Trimester	-
Annual	Certificate courses

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

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

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

> Mark system was reintroduced for the first semester UG program, slight modification was made to the syllabus.
>
> Title code of the program was changed from CUCSS to CUCBCSS.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Asso. Professors	Professors	Others
84	67	17	0	0

2.2 No. of permanent faculty with Ph.D.

33

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	5	0	0	0	0	18	1	28	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

12	0	29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	19	63	13
Presented	9	25	0
Resource Persons	0	3	6

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

College Timing was changed from 8.30-2.30pm to 8.30- 2.45 pm to facilitate value addition courses, club activities, lengthy meetings and so forth. Teachers are made to be available after 2.45pm
Value addition courses made compulsory for all students, 15 new certificate courses were introduced.

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

192

2.8 Examination/ Evaluation Reforms initiated by the Institution

nil

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

0	BOS-8	0

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

2.10 Average percentage of attendance of student

93.45

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA English	48	31.25	52	4.16	0	87.5
BA F. English	35	40	42.85	17.14	0	100
BA Malayalam	37	21.6	67.56	0	0	89.18
BA Economics	54	14.81	62.96	11.11	0	88.88
BA Sociology	59	3.38	45.76	28.81	0	78
BSc Mathematics	55	38.18	52.72	0	0	91
BSc Statistics	33	24.24	57.57	0	0	81.81
Bsc physics	43	53.48	30.23	0	0	83.72
BSc computer science	35	20	12	1	0	94
BSc Chemistry	47	44.68	40.42	0	0	85.10
BSc Botany	45	37.77	46.66	4.44	0	88.88
BSc Zoology	43	58.13	32.55	0	0	90.69
BSc Family and community science	32	9.37	46.87	3.12	0	59.37
B Com	58	58.62	32.75	0	0	89.65
MA English	20	40	25	15	20	100
MA Malayalam	7	57.14	42.85	0	0	100
MA Economics	18	16.66	77.77	0	0	94.44
MA Sociology	18	16.66	50	27.77	0	94.44
MSW	21	0	78.95	21.05	0	90.47
MSc Physics	12	25	66.66	0	0	91.66

MSc Chemistry	12	8.33	91.66	0	0	100
MSc Nutrition and Dietetics	11	72.72	27.27	0	0	100
M Com	14	14.28	85.71	0	0	100

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

- Started new skill oriented add on courses according to the suggestions of students and IQAC committee (eg. Basics of fashion designing- home science dept., Home making – Malayalam dept.)

- Yearly evaluation of university results in council meeting and IQAC

- Exit forms are filled by all pass out students, evaluate the teaching methods and suggestions are discussed in IQAC meeting.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	7
UGC – Faculty Improvement Programme	6
HRD programmes	2
Orientation programmes	5
Faculty exchange programme	0
Staff training conducted by the university	4
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	24
Others	3

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	32	4	2	33
Technical Staff	1	0	0	3

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has brought forth an annual repository of all articles presented by the faculty in each year.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	
Outlay in Rs. Lakhs	-	11,21,800/-	-	

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	16	8	2
Outlay in Rs. Lakhs	-	19,28,500/-	14,40,000/-	2,65,000/-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	20	22	-
Non-Peer Review Journals	-	-	-
e-Journals	2	-	-
Conference proceedings	3	7	-

3.5 Details on Impact factor of publications:

Range [   ]   Average [2.67]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	3yrs	UGC	11,21,800/-	7,92,800/-

Minor Projects	2Yrs (24)	UGC	36,33,500/-	27,77,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*	1Yr	UGC-CWS	14000/-	14000
Any other(Specify)				
Total			47,69,300/-	35,84,300/-

3.7 No. of books published   i) With ISBN No. | 1 | Chapters in Edited Books | 1 |

ii) Without ISBN No. | |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | **Nil** |

3.11 No. of conferences organized by the departments:

Level	International	National	State	University	College
Number	1	9	3	-	9
Sponsoring agencies	College	UGC, WDC KSHEC &KILA	KSCSTE/APT; Dept Fund		Dept Fund;NSS; Women Cell

3.12 No. of faculty served as experts, chairpersons or resource persons | 46 |

3.13 No. of collaborations   International | 2 | National | 1 | Any other | 3 |

3.14 No. of linkages created during this year | 6 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 31,930 | From Management of University/College | Nil |

Total | 31,930 |

3.16 No. of patents received this year | Nil |

3.17 No. of research awards/ recognitions   received by faculty and research fellows of the institute in the year-

Total	International	National	State	University	Dist	College
07	1	1	1	4		

3.18 Details of faculty from the Institution who are Ph. D. Guides and students registered under them
   12 Guides &   33 scholars

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

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

JRF | 0 | SRF | 0 | Project Fellows | 1 | Any other | |

3.21 No. of students Participated in NSS events:

University level | 2 | State level | 0 |

National level | 1 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | - | State level | - |

National level | 1 | International level | - |

3.23 No. of Awards won in NSS:

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum	-	College forum	7

NCC	7	NSS	13	Any other	-

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

- College continued the regular extension programs like Sasneham, VCASS, activities of VCEC, Childline, Child Guidance Centre, Women Development Cell, CSS etc.
- Participated in swach Bharath abhiyan initiative of PM Narendra Modi. Both NSS and NCC of the college actively participated in cleaning campaigns at various places. Nine cadets participated in the observance of Gandhi Jayanthi at Thekinkad Maithan, Thrissur on 02 October 2014
- Environment day was observed by planting tree saplings inside the college campus. NCC cadets planted trees at Padukad Campus
- Attempts were made to maintain the campus free off plastic waste.
- Twenty five of our cadets volunteered for the South Indian Science Fair held at Thekinkad Maithan, Thrissur on 08.01.2015 from 8 am to 5 pm.
- Vimala College hosted the International Yoga Day celebration of 7(K) Girls Battalion NCC Directorate.478 cadets from the battalion participated in the Yoga session led by Mr Padmakumar from Shivananda International School of Yoga.
- Setting up of vegetable garden in the college and in the selected 50 houses in Ward VII by NSS
- Organised Blood Donation Camp, free Ayurveda and Eye camp for the students and community
- Awareness talk and seminars on Pain and Palliative care, anti drug campaign , Food and Health , Waste Management, Personality development ,Organic farming etc
- Awareness rallies on Waste management,Road safety, Anti drug campaign
- Hair Donation to cancer Patients
- Visit to the Old age home, Juvenile Home ,Asha Bhavan etc

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	29.26 Acre	Nil	Management	29.26
Class rooms	70	3		73
Laboratories	13	Nil		13
Seminar Halls	2	Nil		2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	14	Nil		14
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--		--
Others		Lissieux Block Vimala college international Aquatic Academy	MANAGEMENT+PTA UGC, Management, PTA, Alumnae	

4.2 Computerization of administration and library

Library and administration is fully automated with the softwares like DDFS, Libsoft, GJ Infotech, Tally and Convac software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	67606	1859406	1118	376523	68724	2235929
All books	70550	-	2500	-	73050	-
Reference Books	2134	-	78	-	2212	-
e-Books	97000	5000	same	-	97000	5000
Journals	190	360870	same	94066	190	454936
e-Journals	6000	5000	same	-	6000	5000
Digital Database	-	-	-	-	-	-
CD & Video	745	-	-	-	745	-

Others (specify)	-	-	-	-	-	-

Support facilities	No of Computers
Technical, Circulation & OPAC services	6
Internet Searching	9
Total	**15**
Total Printers	3
Total scanner	2

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	295	3	182	1 (24computers)	3	16	166	--
Added	58	--	4	--	--	--	43	--
Total	353	3	186	24	3	16	209	--

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

DCA, Add on and certificate Courses on Multimedia , e-literacy programs

4.6 Amount spent on maintenance in lakhs :

i) ICT   2,80,215/-

ii) Campus Infrastructure and facilities   12,16,795/-

iii) Equipments   2,91,812/-

iv) Others   8,96,182/-

Total :   26,85,004/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation for new students
- IQAC representatives in each class
- Ensures the service of various units to support students
- Suggest best practices to departments and various units.

5.2 Efforts made by the institution for tracking the progression

- All Departments individually meet their alumnae every year. Each Department maintains and updates the alumnae directory.
- Feedback mechanism from employers
- Tutors maintain contact of their wards and document regularly
- Alumnae corner in the college website
- Social networks
- Group mail of alumnae batch
- CGPT

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2029	292	12	12

b) No. of students outside the state

15

(c) No. of international students

nil

No	%	
0	0	Men

No	%	
2345	100	Women

Last Year						This Year							
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Muslim	OEC	Physically Challenged	Total
1190	325	19	711	1	2246	1236	334	22	596	118	34	5	2345

From 2013-14 onwards, single window admission is followed for UG admission

    Demand Ratio: 163 :1098 (1:6.73)

    Dropout 0.83% –UG : 0.68% -- PG

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

- JAM coaching is provided by the Department of Physics for the students of the Department
- The following programmes were conducted by Department of Commerce student support mechanism for coaching
  - Career Guidance Programme for Commerce students-8
  - Talks/ Training programmes-3
- Career Guidance and Placement Cell conducts various classes and programmes in connection with competitive examinations. It also organises regular coaching classes for PSC and Bank exams by charging a nominal fee from the students. Training is also provided on personality development, facing interviews, group discussions etc. The following programmes were carried out by the CGPT cell
  - IAS coaching (IPERT) -54 students
  - NET coaching (IMS) -66 students
  - Coaching for bank and PSC tests (TIME) - 90 students
- Under the auspices of the VCEC, Coaching classes for Banking, CAT, MAT, CA entrance examination and tuition are provided for students in the locality

No. of students beneficiaries   JAM COACHING -20 ; CGPT -210

5.5 No. of students qualified in these examinations

NET   9   SET/SLET   1   GATE   3   CAT   2

IAS/IPS etc   -   State PSC   6   UPSC   Others

5.6 Details of student counselling and career guidance

Student counselling Service

A Counselling Centre has been functioning in the College and the tutors refer students who require Counselling to the Counselling centre. Trained Counsellors are entrusted the task of personal Counselling. Such service enables students to overcome psychological, social, family and personal issues. Both the parents of fresh students and the students are given orientation by experts on the first day in the college. Such orientation programmes for new students help them to assimilate into the new environment.

The Career Guidance and Placement Training Cell (CGPT)

The CGPT Cell functions actively in the College. The Cell maintains an up-to-date data base of all outgoing students, to facilitate access to prospective employers. The Cell has also initiated campus based interviews with great success. In the last year, 188 students got placement in reputed organisations like ICICI bank, Cognizant and Goan Institute of communication by oncampus recruitment and SIB, KPMG, WIPRO, IGATE,TCS,UST GLOBAL, AIMFill and INFOSYS by Off campus recruitment with the help of the Cell.

The Cell conducts various seminars, orientation classes, and short term courses. Emphasis is given to counselling the students on prospective career options, development of communication skills, personality development, interview techniques, time management, stress management and group dynamics. Around thirty six programmes were conducted by the CGPT during the academic year 2014-2015.The details are listed below.

- International seminars -2
- One National seminar-1
- Workshop -1
- Training programmes -3
  - IAS coaching, NET coaching, coaching for bank and PSC tests
- Talks by resource persons -29
- On campus and off campus placements (Monitored by CGPT)

No. of students benefitted

Counselling is provided for all PG and UG students

Seminars /Talks were organised for all UG and PG students in relevant areas

Around **500** students participated in the CGPT recruitment programmes and resulted in **188** placements

5.7 Details of campus placement

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	461	71	104

5.8 Details of gender sensitization programmes

- Health and wellness programmes for women - "Awareness programme on diabetics"

- Interactive session on Emotional Empowerment- "I Me and Myself " by Dr. Sunitha Menon, Personality and Self Esteem Trainer, Chennai

- Awareness class on "Autistic Children and Way of caring them" through music therapy by Dr. Krishna , Music Therapist, Punkunnam, Thrissur.

- "Meaning and relevance of counseling in modern era" by Smt Molly Sabu M S Counselor and Psychotherapist, Mind spark, Eastfort ,Thrissur.

- A class on "Positive Attitude and a key to leadership" by Fr.Dr. Saju Mathew Vadukumpadan ,CMI, St.Vincent De Paul Catholic Church, Hunter, Bahamas.

- A workshop on "Self Defense Training for Women" by JC Manoj and JC Taji

- A class on "Women and Leadership" by J.C Smitha Harish

- A class on "Legal Challenges for Lady Entrepreneurs" by Mr. C.S.Ramachandran a practicing Company Secretary

- Women Development Cell organized a class on "Goal settings & Auto suggestions" by Mr. Sudhir Achuthan.

- A workshop on "Entrepreneurial Motivation for women" by A.Ajith Kaimal, Charted Accountant.

- "Women and Career in Teaching and Research" by Dr Vasantha Kumari Asso.Professor & Research Guide, NSS College, Ottapalam

- A talk on "Women in Business" by Sri .Badhrudheen Mohamed CEO: Amity Technology.

- "Entrepreneur Skill Development" by Ambika Soman .

- An Awareness Class on "Adolscent PCOD" by Dr.Ambujam, Gynecologist and Asst. Prof. Medical College Thrissur.

5.9 Students Activities

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

State/ University level   92   National level   59   International level   1

No. of students participated in cultural events

University level   200   National level   nil   International level   nil

State level   55

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

Sports : State/ University level [174] National level [37] International level [nil]

Cultural: University level [20] National level [nil] International level [Nil]

State level [4]

5.10 Scholarships and Financial Support

	Number of students	Amount Rs
Financial support from institution	72	55184
Financial support from government	108	1,75,045
Financial support from other sources	nil	nil
Number of students who received International/ National recognitions (DST-INSPIRE)	4	2,40,000

5.11   Student organised / initiatives

Fairs   : State/ University level [-]   National level [-]   International level [-]

Exhibition: State/ University level [1]   National level [-]   International level [-]

5.12   No. of social initiatives undertaken by the students

> **General programmes :**
> Sasneham programme, Student contribution for VCASS, Social services undertaken by the students as part of CSS
> **Departmental Programmes: 4**
> **Two programmes of the department of Commerce**
> - Financial Literacy Campaign
> - Social Service-Fund raising campaign for   medical need
> **Two programmes of the department of Computer science**
> - A three day workshop on "A Window to E-world"
> - 'Magazine paper pot making' demonstration

5.13   Major grievances of students (if any) redressed:
- Grievances of students who avail Private Bus service as conveyance is solved
- A serious family issue of a student from the Computer Science department is also handled and rectified
- Grievance regarding irregularities of university results were addressed and represented at the university level.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:** We envision the total transformation of young women for their enrichment and of the society at large and the nation as a whole.
>
> **Mission:** We dedicate ourselves to the mission of training women for academic excellence, development of skill and character formation based on the love of God and service to the society and the country.

6.2 Does the Institution has a management Information System

> Partially Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> Done by University. Our teachers are active members of Curriculum Development

6.3.2 Teaching and Learning

> The Institution has adopted several measures to translate quality to its teaching learning process.
>
> The faculty is constantly groomed through professional development programme organized by the College and elsewhere. All steps are taken to ensure good human resource. The infrastructure, physical and learning, is constantly upgraded to meet the growing academic requirements. The library, a major learning support service, is continuously updated and the Library Committee organizes several motivating programmes. Talks by experts on various disciplines are arranged by the respective departments.
>
> The internal assessment is conducted strictly according to University stipulations and the results are displayed on the notice board, conveyed to the parents and sent to the University.
>
> Various measures are taken to ensure that academic excellence is sustained across all categories of students: tutorial, mentoring, advanced learners catering to slow learners, peer teaching, bridge courses, remedial courses, etc. A meticulous feedback mechanism is in place and suggestions of the stakeholders are given serious consideration. Value education and value addition programmes are made part of the curriculum . New initiatives like WWS, SSP, ASAP etc has been introduced in our college in accordance with KSHEC.

6.3.3 Examination and Evaluation

> End Semester examinations are conducted by the University. In between a semester two internal exams are conducted by college and the internal grades are published.

6.3.4 Research and Development

Elaborate effort is made to inculcate research culture among staff and students. The library is a knowledge house with ample resources. Faculties are expected to pursue PhD and post doctoral programmes and make optimum use of the FDP facility provided by the UGC. Currently our 7 staff members are undergoing FDP.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

The library is located in a separate complex in the main building. It is a major learning resource and has an impressive collection of books, periodicals, magazines, digital resources, and audio visual collections. Most of the Departments have their own library to cater to immediate requirements. All the resources are catalogued and the functioning of the library is automated

ICT

All the Departments are equipped with computers, printers, reprography facility, internet connectivity, LCD projector, and so on. all departments have at least one smart class room. The other facilities provided are TV, tape recorder, digital camera, video camera, and so forth. In addition to common facilities, internet is available in every final year class rooms.

Physical Facilities

Vimala College has consistently upgraded both the physical and learning infrastructure to meet the growing academic needs. All the Departments, the administrative block, and other buildings including the library, canteen, hostels and convent are linked by a central intercom facility and a public address system. The front view is an impressive E-shaped main building, enclosed within a beautiful floral garden, botanical garden and a basket ball court. The top 4 floors of the new block, Lissuex Block, is under construction. Swimming pool under Vimala Aquatic academy is under construction

6.3.6 Human Resource Management

Being an aided College, Vimala plans and recruits staff as per the Kerala Government service norms. At present, there are 91 teachers under the Government pay roll. There are 16 faculty members to cater to the self-financing courses. The faculties for UGC funded/self-financing courses are appointed on contract basis. The ratio of teaching to non-teaching, as per Government norms is 3:1.
In addition the Management pays the salary for 16 teaching, 33 non–teaching, and 1 technical staff. Hence the existing ratio of teaching to non teaching is nearly 2:1

6.3.7 Faculty and Staff recruitment

The Management is invested with the authority to recruit staff in strict adherence to the norms stipulated by the Government and the University. The vacancies that arise in the general merit quota, as well as community merit quota are advertised separately in leading dailies, sufficiently in advance. The interview panel comprises a subject expert, a Government nominee, the manager and a representative of the management. The interview is transparent enough to facilitate selection of the most competent candidate, and prevent vested interests.

6.3.8 Industry Interaction / Collaboration

Industry interaction:
Students visit and interact for exposure in their discipline at various institutions like bank, Research labs, industry etc
Collaboration: The post accreditation period witnessed an impetus in this direction although no claim may be made for remarkable achievement. Teachers are encouraged to attend various programmes arranged by other Institutions. The authorities are open-minded in interacting with other institutes for collaboration. There are collaborations with CMET, KILA, APT for organizing seminars and workshops.

6.3.9 Admission of Students

Criteria
The process of admission is strictly in accordance with the University and State Government norms. 50% of the seats are allotted for open merit, 20% for reservation students (one seat in all subjects is reserved for Lakshadweep students irrespective of their caste and religion), 10% community quota and the remaining 20 % is Management Quota with a minimum cut off merit. 1% of the merit seats in degree courses are reserved for each of the three sections of the physically challenged. Two seats in the merit quota in each discipline are reserved as sports quota.Weightage for NCC, NSS and Ex-service man quota is accorded as per the Government rules.
Process

The Admission Committee in the College coordinates the entire process. The admission process begins soon after the qualifying examination results are published. The process of admission was by single window method by the University. Students apply directly to the university through common admission window. The rank list is compiled by the university and the students are admitted based on this rank list. A printout of the rank list of the College is displayed on the notice board. On the day of the admission, students whose admission has been confirmed meet with the Principal and tutor for a personal interview. All the necessary documents and mark list are verified and the candidate is admitted after payment of fees. They are required to present a detailed resume to the tutor. An orientation programme is conducted for the students and their parents. The new students are also given an orientation by the IQAC. The University of Calicut conducts a common entrance test for admission to the MSW programme. Selection of students is based on this test, group discussion and personal interview.

6.4 Welfare schemes for

Teaching	The welfare schemes include staff supporting residential facility, nursery-crèche, canteen , transport facility, bank, store, salary advancing in times of need , education fund for children of menial staff, marriage fund for the poor, and other benefits of being part of Staff Associations
Non teaching	
Students	Institutional scholarships, Free ships, Financial aid to students, Free noon meals,
Community	Women welfare scheme such as marriage assistance, Financial Aid to Community for Housing ,Medical aid, VCASS, FCC, Childline, Child Guidance Centre

6.5 Total corpus fund generated   Academic year 2014-15   : Rs.15,69,119/-

6.6 Whether annual financial audit has been done :   Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Staff council and IQAC
Administrative	No	-	Yes	Staff council and IQAC

6.8 Does the University/ Autonomous College declares results within 30 days? - Nil

For UG Programmes   Yes [   ]   No [   ]

For PG Programmes   Yes [   ]   No [   ]

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

6.10 What efforts are made by the University to promote autonomy in the

afiliated/constituent colleges?

      The Kerala State Government is the supreme body to accord the status of autonomy and preliminary steps have been taken to introduce it. The Government is considering conferring autonomy to Institutions that have undergone NAAC Accreditations and bestowed with A Grade two times. The status will be conferred only on request for 6 years following which the Institution may reconsider. The Government of Kerala has approved for Autonomus status for our college and at present we are waiting for the UGC visit for the final approval for granting autonomous status.

6.11 Activities and support from the Alumni Association

The Alumnae Association of the College took wings as soon as the first batch passed out. The Association has over the years made remarkable contribution to the Institution through various activities like the awards instituted, The Star of Vimala Contest, Annual Reunion, alumnae shelf in the library, and alumnae echoes in the College Magazine. Alumnae also publishes a newsletter called 'Dear Alumnae' Several Departments invite the alumnae for extension lectures or to conduct workshops and share their expertise with the students. The alumnae has also contributed to the enhancement of learning resources like installation of solar panel in physics department, establishment of computer lab in statistics department .

6.12 Activities and support from the Parent – Teacher Association

PTA:

The College has a vibrant and active Parent Teacher Association. General Body Meeting is held once in a year. At the general body meeting, issues relating to academics, extra academic, infrastructure, etc are discussed. In the interactive session, parents are encouraged to give their feedback and suggest measures for improvement. Talks that can help better parenting and facilitate teacher-parent collaboration are also arranged. For the first UG and PG students and their parents an orientation programme is arranged on their first day in the college. At the Departmental level meeting, the parents meet with the tutor and other teachers to discuss their wards' progress and performance. The PTA is not only an association for the stakeholders, but is also an advisory body of the Institution. It has extended financial support for infrastructural expansion, scholarships and freeships. It conducts the PTA Award Day to honour the achievers among students and staff. The parent-teacher collaboration in the teaching-learning process is one of the main factors that help sustain high quality and excellence. The PTA suggested a Study Centre that offers UG programmes in Commerce, and Business Administration, and MBA. This Centre is a blessing for those who could not avail admission to the regular programme offered in the College. The Education Trust is yet another venture of the PTA that provides financial assistance to educate the children of IV grade staff. The Lissieux Block in the College, a seven storey building of which three have been completed, is partially supported by the PTA.

6.13 Development programmes for support staff

The support staff members are encouraged to attend training programs organized by the college and other Institutions. The Principal takes pains to remind them of their roles and responsibilities in Staff Association meetings regularly. The Manager meets with the staff at least once a year to motivate and encourage them and promise them her support. In the current academic year a one day training on file management and auditing was arranged for the support staff. Representatives from the nonteaching staff have attended classes and workshops on SPARK and online Provident fund conducted by other institutions.

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

- Planting of saplings on various occasions to increase the greenery of the campus
- Each department was given a sapling to plant and look after in the campus in connection with environment day
- Use of more solar power
- Rainwater harvesting and waste management
- Setting up of vegetable garden by NSS volunteers
- Maintaining the status of plastic free campus.
- Very Well maintained ornamental garden

Criterion – VII

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

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

- Constituted a Faculty Development Committee
- Introduced certificate courses for all 1Sem UG Students (1year)
- Made Yoga a part of curriculum for all 3rd Sem UG(2year) students
- Autonomy preparations
- Introduced Programs like WWS(Walk With Scholar) and SSP (Student Support Program) of Kerala Govt. higher education department.
- Civil service coaching by IPERT organised by CGPT Cell.

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

Plan	Action taken
To enrich the curriculum with new courses	- Feedback on existing Certificate courses were collected from students and based on their suggestions the courses were revamped. - Applied for new programs like M Sc Mathematics, M Sc Botany, B Sc textiles - Applied for community college, Koushal Kendra and B Voc Courses to UGC

More ICT in teaching learning	- Enhanced use of Smart boards in all departments.
	- Wi -Fi connectivity at limited places
	- Internet connectivity in all main UG and PG classrooms
	    - DCA course conducted by CCEK, Govt. of Kerala
	    - Civil service training by iPERT

Research inculcation	- **1** international seminar, **4** National seminars and **3** state seminars were conducted. - **4** New research guides - 20-International and 22- National research publications

Infrastructure augmentation	• Construction of new floors in the Lissuex Block • Swimming pools at Vimala International Aquatic Academy • Renovation of Home Science Lab.

7.3 Give two Best Practices of the institution

> • Innovations for Environment Protection
> • Value added courses to enhance employability

Please see Annexure i

7.4 Contribution to environmental awareness / protection

> • Observation of days like world environment day, ozone day, energy day etc
> • Participation in the swach bharath mission of Govt of India.
> • Increased use of renewable energy like solar energy (installation of solar panels in the department of physics) and biogas
> • Rain water harvesting
> • Efforts to maintain carbon neutrality by planting trees every year
> • Green campus-clean campus
> • Plastic free campus.
> • Systematic way of management of chemical waste

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add

> UGC team visit for granting Autonomy completed during September 2015 and awaiting the results.

8. Plans of institution for next year

- Autonomy
- More PG courses, more research centres.
- New programs like M Phil
- Apply for B Voc and similar programs
- Major projects
- Workshops related to patents and consultancies.
- To increase collaborations
- More academic gender sensitization programmes
- Promote Internship programmes for students.
- Funded student projects.
- Applied for research centre under KUFOS
- Applied for KAUSHAL Kendra.

Name DR. MALINI. K·A   Name DR. Sr. MARIES V·L.

Signature of the Coordinator, IQAC   _Signature of the Chairperson, IQAC_

<center>**Annexure i**
Best Practices</center>

Best Practice 1.

Title of the Practice : Value added courses to enhance employability skills for the students

Goals
- To add value to the existing curriculum
- To enhance the employability students.

Context: Skill development in students to make them better citizen is a prime motto of the institution. It is envisioned in its vision and mission to transform young women into socially responsible citizen. New add on and certificate courses were planned and implemented to enhance the skill and employability of the students.

Practice

This year special efforts have been taken to ensure participation of all UG first year students in any one of the certificate/ add- on courses. An evaluation was conducted among students regarding previous years' courses and elicited their feedback about the conduct of the courses and obtained suggestion for future programmes. The courses were reviewed and revised based on students' feedback and also introduced new courses to keep pace with the emerging trends, demand and contemporary relevance. The outcome of the programme was acquisition of one certificate in a value added course by all first year UG students. A coaching centre for Civil Services Examination was conducted in collaboration with IPERT. A series of talks and training sessions by eminent resource persons were held. In collaboration with the Government of Kerala, a Diploma in Computer Applications (DCA) was organized for Scheduled Case/ Scheduled Tribe students.

Best practice 2:
Title of the Practice : Innovations for Environment Protection
Goals
- To create awareness among students
- To reduce use of plastics
- To promote reuse and recycle.
- To increase the vegetation by planting more sampling.

Context: Instilling social responsibility to students have always been one of the prime aims of the institution. It is envisioned in its vision and mission to transform young women into socially responsible citizen. The various activities of the institution including the activities of NSS, NCC, Nature club, Bhoomitrasena etc are aimed at inculcating social responsibility in students.
Practice
Plastic free campus.-
The campus is a totally de-plasticized zone. The use of plastic bags, cups and plates are restricted in the campus. Students in the Discipline Committee ensure that

the classrooms and campus are kept clean and plastic free; the NSS volunteers make it a point to pick and dispose every bit of plastic waste from the campus.

The Institution actively participates in green campaigns and has taken the initiative to teach students how to make and use simple eco friendly materials like files, paper plates, etc   Priority is given to the use of organic manure and this message is spread to the local communities. Students were educated on the necessity of effective waste management through invited talks and seminars organized by various Departments, Units and Clubs. Awareness programs are conducted on special days by various Departments. Regular maintenance and upkeep of facilities are undertaken to reduce wastage. Waste bins are provided in all rooms and various convenient spots in the campus to facilitate waste disposal. There are incinerators installed in the College and hostel.

Plantation: The college maintains a green campus by proper maintenance of gardens and plantation of trees and plants. Besides maintaining such plantations, the Institution also sensitizes students to the environment through the observance of Environmental Day, Ozone Day, Forest Day, etc. Observance of Environmental Day on June 5th by planting trees, medicinal plants, organizing various competitions such as quiz poster making, essay writing, etc. During the academic year 2014-15 each department and units planted trees in the college Distribution of plants and seeds to students and community were also made during the academic year. Trees were planted at Padukad campus by volunteers of NSS and NCC Cadets.

There was active participation in the Swach Bharath campaign of Prime Minister   the college secured second position in Calicut University. During the award ceremony principal congratulated the students and honored the ministerial staff for maintaining the campus neatly. The Nature Club also attempt to create environment awareness in students and instill in them love and respect for nature.

Evidence of Success

Clean neat and tidy campus. College secured second position among the colleges in the district level for the Swach Bharath competition.

Problems encountered and resources required

Main problem encountered is the recycling of electronic waste. Eventhough attempts are being made to collaborate with agencies working on E-waste management a proper plan of action is yet to be developed