

**FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS)**

**KOLLAM - 691001**



**ANNUAL QUALITY ASSURANCE REPORT – 2016-17**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

**AQAR for the year 2016-17**

### 1. Details of the Institution

1.1 Name of the Institution

Fatima Mata National College

1.2 Address Line 1

Kollam

Address Line 2

Near Railway Station

City/Town

Kollam

State

Kerala

Pin Code

691001

Institution e-mail address

mailbox@fatimacollege.net

Contact Nos.

0474-2743387, 0474-2749585

Name of the Head of the Institution:

Dr Vincent B. Netto

Tel. No. with STD Code:

0474-2749585

Mobile:

9446015215

Name of the IQAC Co-ordinator:

Dr Mary Teresa P. Miranda

Mobile:

09495974828

IQAC e-mail address:

iqacfatima@gmail.com

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

EC/63/RAR/55 dated 23/03/2013

1.5 Website address:

www.fatimamatanationalcollege.ac.in

Web-link of the AQAR:

www.fatimamatanationalcollege.ac.in/IQAC/AQAR/2016-17

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	****	70.75	2001	2001-2006
2	2 <sup>nd</sup> Cycle	B++	83	2007	2007-2012
3	3 <sup>rd</sup> Cycle	A	3.13	2013	2013-2018
4	4 <sup>th</sup> Cycle				

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

01-06-2004

1.8 AQAR for the year

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2014-15                      14-08-2015
- ii. AQAR 2015-16                     03-08-2016
- iii. AQAR \_\_\_\_\_ Not Applicable \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ Not Applicable \_\_\_\_\_ (DD/MM/YYYY)

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

Type of Institution Co-education  Men  Women   
 Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC12   
 Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (PhysEdu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

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

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held No.  Faculty

2.11 No. of meetings with various stakeholders:

Non teaching staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International  National  State  Institution Level

(ii) Themes

Institutionalizing quality and accountability through autonomy

#### 2.14 Significant Activities and contributions made by IQAC

Facilitated Capacity building of faculty and students  
Introduced Pedagogical innovations  
Adopted and implemented Green protocol  
Ensured academic, administrative and environment auditing in the institution  
Promoted community based extension activities  
Ensured quality check through periodic teacher evaluation at UG and PG levels

#### 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
(i) Revision of syllabus	Meetings of Boards of studies were convened in all departments for evaluating and framing precise objectives and learning outcomes. 10% revision was brought about in existing text. Employability centric learning was focussed upon
(ii) Enhanced accountability and quality in institutional practices	External teams carried out academic and administrative auditing
(iii) Creation of awareness among stakeholders on positives of autonomy	Feedback from industry, employers, students and general community was diligently pooled and translated into meaningful designing of curriculum and course of study
(iv) Infrastructure development	Three storied new block completed Extension and renovation of the Dept of History BSc Chemistry Gallery given a facelift Renovation and facelift for PG and research block were undertaken. 17 new toilets were constructed for women students

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management  Syndicate  Any other body: IQAC Executive Committee

Provide the details of the action taken

AQAR was placed in a special EC meeting of the IQAC. More stringent quality checks were suggested from the next academic year. Comprehensive solid waste management measures and supply of drinking water to be priority areas of concern.

**Part – B**  
**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	7	-	-	-
PG	10	-	-	-
UG	12	-	4	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	29	-	04	-
Interdisciplinary	-	1	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	26
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

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

*\*Please provide an analysis of the feedback in the Annexure – Annexure I*

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

Yes , 10-20% of prevailing syllabi revised. Inclusion of employability driven learning outcomes. ICT incorporated into classroom learning. Aspiration of the stakeholders translated into viable academic modules.

1.5 Any new Department/Centre introduced during the year. If yes, give details - No



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Others (Guest)
107	52	29	26

2.2 No. of permanent faculty with PhD

45
----

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
-	26	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

26	0	1
----	---	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	46	22
Presented papers	2	8	4
Resource Persons		6	4

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

<p>E learning promoted</p> <p>Extension/club/NSS activities centred on green campus and swatch Fatima</p> <p>Practical/technical expertise of students enhanced through suitable revision in the syllabus.</p> <p>Remedial coaching for weak students</p> <p>Student centric curriculum with added weightage to continuous evaluation</p>
---

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

192
-----

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

<p>One day workshop for faculty on question paper setting and formation of a question bank for UG programmes. Catering to students and parents demand. Continuous Assessment Test (CAT) scaled down to one per day. 25 marks as CE was fixed for UG and 30 marks for PG. CAT III done away with.</p>
--

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

All faculty members

2.10 Average percentage of attendance of students

88%

2.11 Course/Programme wise distribution of pass percentage

(UG 2014-17) :

<i>Subjects</i>	<i>No. of students enrolled</i>	<i>% passed</i>			
		<i>I %</i>	<i>II %</i>	<i>III %</i>	<i>Pass%</i>
<b><u>B.Sc Degree</u></b>					
Maths	55	83.63	1.82	-	85.45
Physics	49	75.51	-	-	75.51
Chemistry	50	82.00	-	-	82.00
Polymer Chemistry	21	42.86	-	-	42.86
Botany	50	72.00	2.00	-	74.00
Zoology	46	69.57	-	-	69.57
Psychology	31	74.19	-	-	74.19
<b><u>B.A. Degree</u></b>					
English	60	76.67	5.00	-	81.67
Malayalam	56	55.36	-	-	55.36
Economics	122	59.01	12.30	-	71.31
History	32	46.87	3.13	-	50.00
<b><u>B.Com Degree</u></b>					
Commerce	72	76.38	2.79	-	79.17

**PG (2014-16)**

<i>Subjects</i>	<i>No of students registered for Exam</i>	<i>First class</i>	<i>Second class</i>	<i>Third class</i>	<i>Total No. of students passed</i>	<i>% Pass</i>
<b><u>M.Sc Degree</u></b>						
Maths	16	11	1	-	12	75
Physics	15	13	-	-	13	87
Chemistry	11	7	-	-	7	64
Botany	15	15	-	-	15	100
Zoology	15	14	-	-	14	93
Psychology	6	4	1	-	5	83
Food & Dairy Biotechnology	12	12	-	-	12	100
<b><u>M.A. Degree</u></b>						
English	25	14	1	-	15	60
Malayalam	20	17	2	-	19	95
Economics	20	15	4	-	19	76
<b><u>M.Com Degree</u></b>						
Commerce	22	18	1	-	19	86

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

IQAC conducted a NAAC supported National seminar on “Institutionalising quality and accountability in higher education through autonomy”. Result analysis (UG & PG) was carried out regularly at each IQAC meeting, and remedial measures for increasing the pass percentage suggested. Insisted on ICT enabled teaching. Internal auditing under the respective Deans and IQAC core committee was carried out once in every semester.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Development Programme	4
HRD programmes	119
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	117
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	32	13	-	-
Technical Staff	01	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC enjoined the management to improve the facilities of the research labs provided to the faculty actively involved in research. It advised the Principal to appoint a Dean of Research to benchmark quality of research and extend better services to the faculty/scholars. IQAC sensitized the faculty on the proper assessment metric for their publications.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	3	-	-
Outlay in Rs. Lakhs	-	49.73	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	1
Outlay in Rs. Lakhs	1.1	11.81	-	1.1

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	15	-
Non-Peer Review Journals	-	-	1
e-Journals	3	-	-
Conference proceedings	6	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	2016-17	KSCSTE	10000	10000
Any other(Specify)	-	-	-	-
Total			10000	10000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : Not Applicable

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

Level	International	National	State	University	College
Number	-	1	4	-	17
Sponsoring agencies	-	NAAC	*KSCSTE, Federation of Fish workers, **VACB, Kollam, ***PTA	-	KSCSTE ****ISCA Hedge School of Economics PTA Keltron

\*Kerala State Council for Science Technology & Environment : \*\* Vigilance & Anti Corruption Bureau: \*\*\* Parent Teacher Association

\*\*\*\* Indian Science Congress Association

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management /University/College -

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
1					1	

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)  
JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

A state level seminar on “ Environmental measures in Kerala: Vigilance and anti corruption intervention to achieve zero tolerance to corruption” was organised on 17 March 2017 in collaboration with Vigilance and Anti Corruption Bureau, Kollam  
Research scholars of the Dept of Zoology were actively involved in highlighting coastal pollution along Kollam, Kerala through their Ph.D programmes and media exposures  
Green protocol was adopted for all academic and extra academic events  
Monthly campus cleaning drives were undertaken by students under the guidance of teachers.

## 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	14.96 acres	0	-	14.96 acres
Class rooms	4133 sqm(50)	9	Management	59
Laboratories	2770 sqm (25)	-	-	25
Seminar Halls	5	0	-	5
No. of important equipment purchased ( 1-0 lakh) during the current year.	8	0	UGC	8
Value of the equipment purchased during the year (Rs. in Lakhs)	57.03	13.51	UGC	70.54
Others	0	0	0	0

#### 4.2 Computerization of administration and library

Fully computerized library, office and examination wings

On-line admission



#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value (Rs)	No.	Value (Rs)
Text Books	82214	53,47,383	496	19558	82710	5366941
Reference Books	2700	10,00,000	-	-	2700	1000000
e-Books	106	0	-	-	106	-
Journals	54	85,000	54	-	108	85000
e-Journals	30	0	-	-	30	-
Digital Database	1	5000	1	5000	1	5000
CD & Video	-	-	-	-	-	-
Others (Magazines)	47	19,634	47	-	47	19634

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Comp with Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	117	5	10	1	-	15	66	34
Added	2	0	30	0	-	2	-	-
Total	119	5	40	1	-	17	68	34

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

Internet access to departments, computer lab for all Science and Commerce departments

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

i) ICT	13.5
ii) Campus Infrastructure and facilities	63.50
iii) Equipment	13.51
iv) Others	-
<b>Total :</b>	<b>90.50</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

<p>The IQAC monitors and measures the meaningful functioning of</p>	<ol style="list-style-type: none"> <li>1) Student Welfare Committee</li> <li>2) Mandatory student mentoring (at least once in a month)</li> <li>3) Remedial coaching after regular class hours</li> <li>4) Construction of a virtual laboratory under the jurisdiction of Dept of Zoology for stepping up e-learning</li> <li>5) Job fairs arranged at the end of the academic year</li> <li>6) An effective Anti ragging cell</li> <li>7) Internet connectivity from 9.30am to 4.30 pm</li> <li>8) updated e books and textbooks in library</li> </ol>
---	---

#### 5.2 Efforts made by the institution for tracking the progression

<p>Convened biannual meetings of all stake holders and parent teacher association for ascertaining whether their aspirations have been addressed through the academic programmes being offered</p> <p>Data bases of alumni maintained in each department</p> <p>Arranged Course evaluation and programme evaluation by students at the end of their respective programmes.</p>
--

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

UG	PG	Ph. D.	Others
2268	319	69	0

#### (b) No. of students outside the state

0
---

#### (c) No. of international students

1
---

	No	%		No	%
Men	699	27	Women	1888	73

2015-16						2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
952	368	3	1118	4	2441	983	369		1220	15	2587

Demand ratio 1: 12

Dropout % = 7.2

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

Coaching for UGC NET examinations on Saturdays

No. of student beneficiaries

105

5.5 No. of students qualified in these examinations

NET	17	SET/SLET	12	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	8	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

Dept of Psychology organized an institutional seminar for the faculty entitled “Student-teacher Relationships Changing Perspectives” in December 2016 which went a long way in identifying problem students and extending professional help to them.

The PTA and Malayala Manorama - a leading regional newspaper - organized a one day seminar cum workshop in Jan 2017 on “ Career Solutions”

All class tutors are engaged in routine mentoring as part of the curriculum

No. of students benefitted

1410

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	106	15	-

## 5.8 Details of gender sensitization programmes

The Equal Opportunity Cell held a seminar for under graduate students on 4 November 2016 titled “Bridging the gender divide”  
 Weekly value education classes sensitize male students to respect their female classmates and fight inequality, exploitation and degradation of women. Male students are educated in using social media constructively for exchanging ideas.

## 5.9 Students Activities

5.9.1	No. of students participated in Sports, Games and other events			
	State/ University level	60	National level	10
			International level	-
	No. of students participated in cultural events			
	State/ University level	60	National level	-
			International level	-
5.9.2	No. of medals /awards won by students in Sports, Games and other events			
	Sports : State/ University level	52	National level	1
			International level	-
	Cultural: State/ University level	07	National level	-
			International level	-

## 5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution	287	3,29,00
Financial support from government	378	44,94,141
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

## 5.11 Student organised / initiatives

Fairs	: State/ University level	0	National level	0	International level	0
Exhibition:	State/ University level	0	National level	0	International level	0

5.12 No. of social initiatives undertaken by the students 5

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

## Criterion – VI

### **6. Governance, Leadership and Management**

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

Vision- Excellence in higher education, love of mother land, integrity of character, belief in integrating labour, spirit of selfless service and respect for fellow beings

Mission – Acting as a catalyst of change and enlightenment. Serving as an instrument of social justice & providing education to all, especially the less fortunate brethren

#### 6.2 Does the Institution have a Management Information System

Yes

College has an official website which is regularly updated

The IQAC brings out an annual newsletter incorporating major events and achievements of the year

The Manager and the Principal address Heads of departments in their monthly meetings and conveys administrative and other policy decisions

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

##### 6.3.1 Curriculum Development

Meetings of Boards of studies convened on 15 Feb 2017 to evaluate existing syllabus and curriculum objectives. Learning outcomes explicitly laid out

Curriculum shift effected to provide technical and entrepreneurship expertise to students

Environmental consciousness instilled by adopting green protocol

Start up programmes promoted augmenting for stand-up India initiatives

##### 6.3.2 Teaching and Learning

Pedagogy made more progressive. Classroom lectures supplemented with audio visual presentation, group discussions, field trips and premier institutional visits

Introduced internal academic audit by Deans every semester and external academic audit annually. Heads of departments adopt remedial measures to address the short falls in the audit report

Vision plan for the next academic year (2017-18) charted out by all departments

NAAC sponsored National seminar on “Institutionalising quality and accountability through Autonomy” organised by IQAC on 25 and 26 August 2016

### 6.3.3 Examination and Evaluation

Mandatory 90 working days in the academic calendar  
Average of two Continuous Assessment Tests (CAT) taken for effective evaluation of students  
Centralised valuation for UG and PG answer scripts and publication of results within a month  
Workshop on “Question paper setting” organised by the examination wing on 3 and 4 March 2017 for internal and external examiners  
Question bank prepared for UG programmes

### 6.3.4 Research and Development

PG student projects receive external funding(Kerala State Council for Science, Technology & Environment, Govt of Kerala)  
Infrastructural facilities for research enhanced with the construction of new block  
Publications of faculty indexed in Scopus, and Google Scholar  
Socially relevant topics taken up for PG dissertations and Ph.D programmes

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

Classroom lectures supplemented with audio visual presentations  
Common computer lab upgraded with addition of eight computers  
Library audit conducted in March 2017  
Working hours of library extended catering to student demand

### 6.3.6 Human Resource Management

Recognition and reward for excellence in academics- meritorious students to establish and nurture institutional bonds  
College magazine and IQAC newsletter released regularly  
Effective synergies being developed between institutional research and their application/utilisation by the industry  
Women’s Cell organised two skill enhancement and income generation programmes for women students

### 6.3.7 Faculty and Staff recruitment

Teachers are recruited on the basis of merit and as per norms of UGC, University and the Govt of Kerala. They are selected by a board consisting of representatives of management, University and the Government  
Members of the non teaching staff are also appointed on the basis of fixed norms

### 6.3.8 Industry Interaction / Collaboration

Industrial pre-requisites considered during curriculum designing

Placement cell liasons with Corporates. Organised campus recruitment drive at the end of the academic year

Capacity building of PG and UG students of the departments of Zoology and Chemistry through participation in training programmes conducted by CPCRI (Central Plantation Crops Research Institute), Kayamkulam, Cashew Export Promotion council of India (CEPCI) technical lab at Kollam and Kerala Minerals and Metals Ltd, Kollam, Kerala

### 6.3.9 Admission of Students

Online application and processing of admission at the UG and PG levels

### 6.4 Welfare schemes for

Teaching	Staff Cooperative bank, Co operative store, Canteen
Non teaching	„ „
Students	Co operative store, Canteen, PTA

### 6.5 Total corpus fund generated

Rs 39.0 Lakhs

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Governing council	Yes	Deans concerned and domain specific expert faculty
Administrative	Yes	Governing council	Yes	Management

6.8 Does the Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

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

Average of two CAT examinations taken for CE(Continuous Evaluation)  
CE marks increased from 20 to 25 at UG level and from 25 to 30 at PG level  
Exhaustive question bank prepared at the UG level for all subjects  
One day workshop organised by the Controller of Examination on “How to set a good question paper” on September 30, 2016  
90 working days made mandatory for a semester. Lost days to be compensated

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

In sync with the policy of the new government the university does not grant autonomy status to any affiliated/constituent college in Kerala now  
The apathy of the University is prominently visible in delaying the issuance of certificates

6.11 Activities and support from the Alumni Association

Alumni Association Day celebrated on 26 Jan 2017  
Instituted Rev Fr Rozario Memorial Scholarships (eleven members) to be given on a merit cum means basis to one student from each department annually  
Conducted the annual Rev Fr Richard memorial inter college quiz competition on August 15 2016 by department of Commerce

6.12 Activities and support from the Parent – Teacher Association

Organizes the flagship programme “Bishop Jerome Memorial South India Inter College Paper Presentation Competition” annually  
Collaborates with Malayala Manorama the most circulated regional newspaper - to organize “Career counseling and opportunities” seminar annually  
Extends substantial financial support to grooming students for participation in Kerala University youth festival  
Remunerates guest faculty  
Provides scholarship and merit awards (65 nos) for students annually at its AGM  
Extended financial support for infrastructure development –  
1) seventeen new toilets were constructed for the girls  
2) toilets for the boys renovated  
3) roof top dining hall constructed for girls  
4) walkway constructed  
Financially supported all departments to conduct academic seminars and workshops  
Contributed to the student welfare fund  
Organised Induction Programmes for UG and PG students in July and Sept 2017



### 6.13 Development programmes for support staff

Well equipped co operative store provides a variety of stationery and house hold items at very reasonable rates  
College Co operative bank functioning in the campus extends loans and chitties to the staff  
Scholarships for children of Non teaching Staff (NTS)  
Functioning of a Non- teaching Staff Association

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

Green protocol in force for all events/programmes  
Environment audit conducted annually  
Nature club engaged in greening activities  
NSS volunteers actively involved in organic farming and solid waste management  
Faunal Biodiversity register of the College prepared and submitted by the PG students of Zoology  
Environment day 2016 celebrated with support from Kerala State Council for Science, Technology and Environment, Govt of Kerala. Inter department elocution competition conducted on 22 June 2016 on the topic “Your contribution to an eco friendly campus”

## Criterion – VII

### 7. Innovations and Best Practices

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

Constitution of the Academic Progress Evaluation Committee (APEC) headed by the deans has professionalised academic auditing conducted every semester.  
Adoption of green protocol, and stopping of use of disposable plates and glasses have reduced solid waste in the campus  
Monthly mentoring sessions have resulted in a positive impact in the general demeanour and academic performance of students.

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

Construction and inauguration of a three storied new building  
Construction of seventeen new wash rooms for girls  
NAAC sponsored National seminar on “Institutionalising quality and accountability through Autonomy” organized by IQAC on 26 & 27 Aug 2016  
Workshop on “Question paper setting for internal and external faculty” organized by the examination wing on 14 & 15 March 2017  
Setting up of an exhaustive question bank for all UG programmes

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

Orientation and induction programmes for UG and PG students  
Teacher evaluation (off line ) and course evaluation by UG and PG students

7.4 Contribution to environmental awareness / protection

World environment day ( 5 June 2016) celebrated with assistance from KSCSTE, Thiruvananthapuram by organizing inter college quiz competition and inter departmental essay and elocution competitions on the focal theme “Connect with nature”  
Use of steel glasses and ethnic food at all major events in the college.  
Organic farming of vegetables carried out by NSS volunteers  
Eco club organized seminars on “Solid waste management” and “Ameliorating rising temperatures” on 10.01.2017 and 9.02.2017

7.5 Whether environmental audit was conducted? Yes  No

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

### SWOT ANALYSIS

#### Our Vision

Excellence in Higher Education  
Love of Motherland  
Integrity of Character  
Belief in the Dignity of Labour  
Spirit of Selfless Service  
Respect for Fellow beings

## **Strengths**

Interconnectedness between institution goals and curriculum goals  
No compromise on teacher quality  
Student feedback and follow up  
Internal and external academic auditing every semester  
Green protocol adopted  
Student profile and progression register maintained  
A committed PTA  
Remedial coaching  
Teaching and research culture  
Ragging free campus

## **Weaknesses**

Absence of patents for faculty  
Absence of residential quarters for staff  
No centralised sophisticated instrument maintenance facility  
Outreach programmes to be more socially relevant

## **Opportunities**

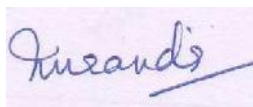
Progression to a centre with potential for excellence and subsequent  
Deemed Universityship  
Expansion of the self financing programmes  
Placement cell to bring in more recruiting agencies

## **Threats**

Students not willing to completely eschew political activities.  
Working days being lost through strikes and unreasonable demands of  
student community  
Stakeholders are not fully appreciative of the advantages of Autonomy

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

To go in for the fourth re accreditation cycle and submit SSR in November 2017  
To offer as many student support schemes as possible  
To have a comprehensive and effective solid waste management regimen leading to zero waste accumulation in the campus



*Signature of the Coordinator, IQAC*

*Name: Dr Mary Teresa P. Miranda*



*Signature of the Chairperson, IQAC*

*Name: Dr Vincent B Netto, Principal*

## **Annexure I**

### **Analysis of Feed back**

#### **Alumni**

75% were positive about the growth and progress of the College. Designing the curriculum in tune with the employability requirements of the industry was appreciated. They felt that the Placement Cell should become more active and ensure that a reasonable member of students are placed in suitable posts. Well defined learning outcomes were to be precisely charted out in the Syllabus. Alumni associations were to be strengthened for assisting the Management in infrastructure development.

#### **Parents**

The feedback was positive. Construction of new toilets and classrooms was appreciated. A few parents had a mistaken concept that gender discrimination prevailed in the campus. Ragging free campus, student mentoring and regular academic auditing were some quality benchmarks that appealed to the parents.

#### **Employers**

40% of the respondents wanted the core skills of the students to be enhanced. More of technical learning was to be incorporated in the syllabus. The impetus given to ICT enabled learning and teaching was appreciated.

#### **Students**

As stakeholders, they were satisfied that examination results were declared on time facilitating admission to other Universities and Colleges; 80% of them were happy about the shift from a teacher centric to a student centric learning. However, they wanted the better of two CAT examination marks to be taken for continuous Assessment grading.

FATIMA MATA NATIONAL COLLEGE(AUTONOMOUS) KOLLAM 691001

ACADEMIC CALENDAR FOR 2017-2018

UG PROGRAMMES ODD SEMESTER

June		Sem I	July		Sem I	August		Sem I	September		Sem I	October		Sem I	November		Sem I
1	Thu		1	Sat		1	Tue	D22	1	Fri	<i>Onam Holidays</i>	1	Sun		1	Wed	D78
2	Fri		2	Sun		2	Wed	D23	2	Sat		2	Mon	GandhiJayanthi	2	Thu	D79
3	Sat		3	Mon	D1	3	Thu	D24	3	Sun		3	Tue	D56	3	Fri	D80
4	Sun		4	Tue	D2	4	Fri	D25	4	Mon		4	Wed	D57	4	Sat	
5	Mon		5	Wed	D3	5	Sat		5	Tue		5	Thu	D58	5	Sun	
6	Tue		6	Thu	D4	6	Sun		6	Wed		6	Fri	D59	6	Mon	D81
7	Wed		7	Fri	D5	7	Mon	D26	7	Thu		7	Sat		7	Tue	D82
8	Thu		8	Sat		8	Tue	D27	8	Fri		8	Sun		8	Wed	D83
9	Fri		9	Sun		9	Wed	D28	9	Sat		9	Mon	D60	9	Thu	D84
10	Sat		10	Mon	D6	10	Thu	D29	10	Sun		10	Tue	D61	10	Fri	D85
11	Sun		11	Tue	D7	11	Fri	D30	11	Mon	D43	11	Wed	D62	11	Sat	
12	Mon		12	Wed	D8	12	Sat		12	Tue	D44	12	Thu	D63	12	Sun	
13	Tue		13	Thu	D9	13	Sun		13	Wed	D45	13	Fri	D64	13	Mon	D86
14	Wed		14	Fri	D10	14	Mon	D31	14	Thu	D46	14	Sat		14	Tue	D87
15	Thu		15	Sat		15	Tue	Independence Day	15	Fri	D47	15	Sun		15	Wed	D88
16	Fri		16	Sun		16	Wed	D32	16	Sat		16	Mon	D65	16	Thu	D89
17	Sat		17	Mon	D11	17	Thu	D33	17	Sun		17	Tue	D66	17	Fri	D90
18	Sun		18	Tue	D12	18	Fri	CAT I	18	Mon	D48	18	Wed	D67	18	Sat	
19	Mon		19	Wed	D13	19	Sat		19	Tue	D49	19	Thu	D68	19	Sun	
20	Tue		20	Thu	D14	20	Sun		20	Wed	D50	20	Fri	D69	20	Mon	S1
21	Wed		21	Fri	D15	21	Mon	CAT I	21	Thu	SN Jayanthi	21	Sat		21	Tue	
22	Thu		22	Sat		22	Tue	CAT I	22	Fri	D51	22	Sun		22	Wed	S1
23	Fri		23	Sun		23	Wed	CAT I	23	Sat		23	Mon	D70	23	Thu	
24	Sat		24	Mon	D16	24	Thu	CAT I	24	Sun		24	Tue	CAT II	24	Fri	S1
25	Sun		25	Tue	D17	25	Fri	CAT I	25	Mon	D52	25	Wed	CAT II	25	Sat	
26	Mon		26	Wed	D18	26	Sat		26	Tue	D53	26	Thu	CAT II	26	Sun	
27	Tue		27	Thu	D19	27	Sun		27	Wed	D54	27	Fri	CAT II	27	Mon	S1
28	Wed		28	Fri	D20	28	Mon	Ayyankali	28	Thu	D55	28	Sat		28	Tue	
29	Thu		29	Sat		29	Tue	D40	29	Fri	Pooja	29	Sun		29	Wed	S1
30	Fri		30	Sun		30	Wed	D41	30	Sat		30	Mon	CAT II	30	Thu	
			31	Mon	D21	31	Thu	D42				31	Tue	CAT II	31	Fri	S1

**FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS), KOLLAM - 691001**  
**ACADEMIC CALENDAR 2017-2018**  
**PG PROGRAMMES ODD SEMESTER**

August	Sem I	September	Sem I	October	Sem I	November	Sem I	December	Sem I	January	Sem I
1 Tue		1 Fri	Onam Holidays	1 Sun		1 Wed	D47	1 Fri	D72	1 Mon	
2 Wed		2 Sat		2 Mon	Gandhijayanthi	2 Thu	D48	2 Sat	D73	2 Tue	
3 Thu		3 Sun		3 Tue	D24	3 Fri	D49	3 Sun		3 Wed	ESE
4 Fri		4 Mon		4 Wed	D25	4 Sat	D50	4 Mon	CAT II	4 Thu	
5 Sat		5 Tue		5 Thu	D26	5 Sun		5 Tue	CAT II	5 Fri	ESE
6 Sun		6 Wed		6 Fri	D27	6 Mon	D51	6 Wed	CAT II	6 Sat	
7 Mon		7 Thu		7 Sat	D28	7 Tue	D52	7 Thu	CAT II	7 Sun	
8 Tue		8 Fri		8 Sun		8 Wed	D53	8 Fri	CAT II	8 Mon	ESE
9 Wed		9 Sat		9 Mon	D29	9 Thu	D54	9 Sat		9 Tue	
10 Thu		10 Sun		10 Tue	D30	10 Fri	D55	10 Sun		10 Wed	ESE
11 Fri		11 Mon	D10	11 Wed	D31	11 Sat		11 Mon	D79	11 Thu	
12 Sat		12 Tue	Sree Krish Jayanti	12 Thu	D32	12 Sun		12 Tue	D80	12 Fri	ESE
13 Sun		13 Wed	D11	13 Fri	D33	13 Mon	D56	13 Wed	D81	13 Sat	
14 Mon		14 Thu	D12	14 Sat		14 Tue	D57	14 Thu	D82	14 Sun	
15 Tue	Independence Day	15 Fri	D13	15 Sun		15 Wed	D58	15 Fri	D83	15 Mon	
16 Wed		16 Sat	D14	16 Mon	D34	16 Thu	D59	16 Sat	D84	16 Tue	
17 Thu		17 Sun		17 Tue	D35	17 Fri	D60	17 Sun		17 Wed	
18 Fri		18 Mon	D15	18 Wed	Deepavali	18 Sat	D61	18 Mon	D85	18 Thu	
19 Sat		19 Tue	D16	19 Thu	CAT I	19 Sun		19 Tue	D86	19 Fri	
20 Sun		20 Wed	D17	20 Fri	CAT I	20 Mon	D62	20 Wed	D87	20 Sat	
21 Mon	D1	21 Thu	SN Guru Samathi	21 Sat	CAT I	21 Tue	D63	21 Thu	D88	21 Sun	
22 Tue	D2	22 Fri	D18	22 Sun		22 Wed	D64	22 Fri	D89	22 Mon	
23 Wed	D3	23 Sat	D19	23 Mon	CAT I	23 Thu	D65	23 Sat	D90	23 Tue	
24 Thu	D4	24 Sun		24 Tue	CAT I	24 Fri	D66	24 Sun		24 Wed	
25 Fri	D5	25 Mon	D20	25 Wed	D41	25 Sat	D67	25 Mon		25 Thu	
26 Sat	D6	26 Tue	D21	26 Thu	D42	26 Sun		26 Tue		26 Fri	
27 Sun		27 Wed	D22	27 Fri	D43	27 Mon	D68	27 Wed		27 Sat	
28 Mon	Ayyankali Jayanti	28 Thu	D23	28 Sat	D44	28 Tue	D69	28 Thu		28 Sun	
29 Tue	D7	29 Fri	Pooja Holidays	29 Sun		29 Wed	D70	29 Fri		29 Mon	
30 Wed	D8	30 Sat		30 Mon	D45	30 Thu	D71	30 Sat		30 Tue	
31 Thu	D9			31 Tue	D46			31 Sun		31 Wed	

