

FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS)

KOLLAM - 691001



ANNUAL QUALITY ASSURANCE REPORT – 2015-16

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2015-16

1. Details of the Institution

1.1 Name of the Institution

Fatima Mata National College

1.2 Address Line 1

Kollam

Address Line 2

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/2015-16

1.6 Accreditation Details

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

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

01-06-2004

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

- i. AQAR 08-08-2015 (DD/MM/YYYY)
- ii. AQAR _____ Not Applicable _____ (DD/MM/YYYY)
- iii. AQAR _____ Not Applicable _____ (DD/MM/YYYY)
- iv. AQAR _____ Not Applicable _____ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 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

Capacity building, Pedagogical Innovations

2.14 Significant Activities and contributions made by IQAC

Institutionalised quality and accountability
Spear- headed curriculum re-designing and syllabus revision and incorporated institution- industry linkages
Promoted academic and administrative audit
Monitored teaching and learning and ensured that Continuous Assessment Tests (CAT) and End Semester Examinations (ESE) were held strictly in accordance with the academic calendar

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) Quality enhancement | Development and application of quality benchmarks |
| (ii) Effective Mentoring | Mentors constituted in all classes (ratio 1mentor # 20 students). 2 seminars and 1 workshop held for faculty on mentoring and student support and progression |
| (iii) Green and clean campus | Campus fully plastic free. PM's Swachh Bharat Scheme implemented in letter and spirit. Monthly cleaning operation by students and teachers. Avoidance of bottled water, plastic cups, plates. Ethnic food given preference over junk food |
| (iv) Examinations | Stream lined CAT and ESE, prepared academic calendar which was strictly adhered to at UG and PG levels. Results announced as scheduled and on time. First autonomous batch of PG students passed out |
| (v) Infrastructure development | Two new blocks under construction and one block being renovated. Work to be completed by end of 2016 |

| | |
|---|--|
| (vi) Impetus for Research and Consultancy | 20 % of the faculty submitted major and minor research project proposals to UGC, KSCSTE and BNRS. Interdisciplinary research promoted. Four minor and two major projects newly sanctioned amounting to a total of Rs 61,51,300/- |
|---|--|

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body: IQAC

Provide the details of the action taken

The AQAR was compiled with inputs from all departments by a committee led by IQAC Co-ordinator. A special meeting of the IQAC was held to discuss and approve the AQAR

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 | - | 3 | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | - |
| Others | - | - | - | - |
| Total | 29 | - | 03 | - |
| 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 | 25 |
| 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 , Syllabi updated and on par with prestigious universities. Exposure to entrepreneurship initiatives ignited at PG level incorporating lab to field experience. Mandating students to participate in extension activities related to rural and agrarian themes

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

Yes, Department of Botany recognized as an approved Research Centre under University of Kerala
Self financing courses – BA English Language, Literature & Communication,
BSc Computer Science, B Com Co operation

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others (Guest) |
|-------|------------------|----------------------|------------|----------------|
| 107 | 53 | 36 | 0 | 18 |

2.2 No. of permanent faculty with Ph.D

| |
|----|
| 52 |
|----|

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 |
| - | 18 | - | - | - | - | - | - | - | - |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|----|---|---|
| 18 | 0 | 0 |
|----|---|---|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 3 | 7 | - |
| Presented papers | 6 | 16 | 3 |
| Resource Persons | 4 | - | 4 |

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

Integrating ICT into classroom teaching and learning processes
Bridging curricular content with life skill instruction
More field work incorporated in the curriculum to inculcate in the learners, analytical capacity blended with socio economic concern.

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

| |
|-----|
| 187 |
|-----|

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

Double valuation; providing photocopies of valued answer scripts to students on demand – to ensure transparency; SAY exam for PG & UG, question bank

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

| |
|-----|
| 86% |
|-----|

2.11 Course/Programme wise distribution of pass percentage

(Affiliated Batch 2013-16) :

| <i>Subjects</i> | <i>No. of students enrolled</i> | <i>% passed</i> | | | |
|----------------------------|---------------------------------|-----------------|-------------|--------------|--------------|
| | | <i>I %</i> | <i>II %</i> | <i>III %</i> | <i>Pass%</i> |
| <u>BSc Degree</u> | | | | | |
| Maths | 58 | 36 | - | - | 36 |
| Physics | 51 | 53 | - | - | 53 |
| Chemistry | 51 | 65 | - | - | 65 |
| Polymer Chemistry | 23 | 13 | - | - | 13 |
| Botany | 53 | 43 | - | - | 43 |
| Zoology | 49 | 35 | - | - | 35 |
| Psychology | 39 | 46 | - | - | 46 |
| <u>B.A. Degree</u> | | | | | |
| English | 53 | 43 | - | - | 43 |
| Malayalam | 60 | 70 | - | - | 70 |
| Economics | 129 | 29 | 2 | - | 30 |
| <u>B.Com Degree</u> | | | | | |
| Commerce | 72 | 74 | 4 | - | 78 |

PG (2013-15) Affiliated Batch

| <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> |
|----------------------------|---|--------------------|---------------------|--------------------|-------------------------------------|---------------|
| <u>M.Sc Degree</u> | | | | | | |
| Maths | 13 | 7 | 0 | 0 | 7 | 54 |
| Physics | 15 | 14 | 0 | 0 | 14 | 93 |
| Chemistry | 12 | 8 | 0 | 0 | 8 | 67 |
| Botany | 15 | 11 | 1 | 0 | 12 | 80 |
| Zoology | 16 | 13 | 0 | 0 | 13 | 81 |
| Food & Dairy Bioechnology | 8 | 8 | 0 | 0 | 8 | 100 |
| <u>M.A. Degree</u> | | | | | | |
| English | 24 | 16 | 3 | 2 | 21 | 88 |
| Malayalam | 16 | 13 | 1 | 0 | 14 | 88 |
| Economics | 16 | 6 | 5 | 0 | 11 | 69 |
| <u>M.Com Degree</u> | | | | | | |
| Commerce | 20 | 18 | 0 | 0 | 18 | 90 |

PG (2014-16) Autonomous Batch

| <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> |
|----------------------------|---|--------------------|---------------------|--------------------|-------------------------------------|---------------|
| <u>M.Sc Degree</u> | | | | | | |
| 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 |
| <u>M.A. Degree</u> | | | | | | |
| English | 25 | 14 | 1 | | 15 | 60 |
| Malayalam | 20 | 17 | 2 | | 19 | 95 |
| Economics | 20 | 15 | 4 | | 19 | 76 |
| <u>M.Com Degree</u> | | | | | | |
| Commerce | 22 | 18 | 1 | | 19 | 86 |

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

The IQAC has an annual academic audit of all the departments. IQAC organises effective workshops and seminars for realising capacity building and pedagogical innovations of the teaching faculty. CAT examinations are conducted twice in a semester and prompt evaluation and publication of results follow.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 1 |
| UGC – Faculty Development Programme | 4 |
| HRD programmes | - |
| Orientation programmes | 3 |
| Faculty exchange programme | - |
| Staff training conducted by the university | 5 |
| Staff training conducted by other institutions | - |
| Summer / Winter schools, Workshops, etc. | 1 |
| 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 monitors R&D activities in the institution. It enjoins the management to provide extra facilities to teachers who are the Principal Investigators of Major Research Projects. The Research Committee identifies faculty with research potential, motivates and inspires them to submit project proposals. Teachers who present /publish papers are appreciated at general staff meetings. Constant updating of knowledge is brought about by conducting seminars and workshops for teachers

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|------------|-------------|-------------|-----------|
| Number | 1 | 3 | 2 | 2 |
| Outlay in Rs. Lakhs | 8,97,800/- | 86,32,000/- | 45,85,300/- | 66,44,200 |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|------------|------------|------------|------------|
| Number | 4 | 5 | 4 | 3 |
| Outlay in Rs. Lakhs | 4,57,500/- | 6,41,000/- | 15,56,000 | 9,68,500/- |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 21 | 17 | 0 |
| Non-Peer Review Journals | 0 | 0 | 3 |
| e-Journals | 2 | 0 | 0 |
| Conference proceedings | 6 | 16 | 3 |

3.5 Details on Impact factor of publications:

Range 0.760- 6.391 Average 1.821 h-index 4.138 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 | 2016-2018 | KSCSTE,BRNS | 45,85,300 | 32,17,350 |
| Minor Projects | 2016-2018 | UGC | 15,56,000 | 14,36,000 |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects <i>(other than compulsory by the University)</i> | 2016 | KSCSTE | 10,000 | nil |
| Any other(Specify) | | | | |
| Total | | | 61,51,300/- | 46,53,350 |

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

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|-----------|-------|----------------|-----------------------|
| Number | - | 4 | - | 1 | 68 |
| Sponsoring agencies | - | RUSA, UGC | - | Govt of Kerala | PTA, Management, IQAC |

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | Number | |
|----------------|---------|---------|
| | Applied | Granted |
| 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 | 2 | | | |

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 training programme on “ Cost effective technology transfer on value addition to trash fish” for fisher women of Kollam , Kerala was organised on 09 Sept. 2015 and 06 Oct. 2015. Ten participants became beneficiaries of the PM’s Mudra yojana scheme and received Rs 50,000 each to start entrepreneurial initiatives. A core team was constituted to monitor their venture

Members of the Eco club teamed up with the Catholic Welfare Association - an NGO under the Diocese of Quilon - to clean the coastal colonies along Vaddy and Moothakara in Kollam, Kerala

A seminar was conducted for students to highlight the dangers inherent in drug abuse and alcoholism

In tune with the Prime Minister’s Swatchh Bharat Scheme, monthly campus cleaning drives were undertaken by teachers and students

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) | 0 | Faculty Contribution | 50 |
| Laboratories | 2770 sqm (23) | 2 | Management contribution KSCSTE | 25 |
| Seminar Halls | 4 | 1 | P.T.A, Alumni Ass. | 5 |
| No. of important equipments purchased (1-0 lakh) during the current year. | 3 | 5 | KSCSTE UGC, BRNS | 8 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 46.83 | 10.2 | BRNS,UGC,KSCSTE | 57.03 |
| Others | 0 | 0 | 0 | 0 |

4.2 Computerization of administration and library

| |
|---|
| Fully computerized library, office and examination wing |
| On-line admission |

4.3 Library services:

| | Existing | | Newly added | | Total | |
|--------------------|----------|------------|-------------|------------|-------|------------|
| | No. | Value (Rs) | No. | Value (Rs) | No. | Value (Rs) |
| Text Books | 81875 | 52,47,383 | 339 | 1,00,000 | 82214 | 53,47,383 |
| Reference Books | 2700 | 10,00,000 | 0 | 0 | 2700 | 10,00,000 |
| e-Books | 106 | 0 | 0 | 0 | 106 | 0 |
| Journals | 50 | 74,153 | 4 | 10,847 | 54 | 85,000 |
| e-Journals | 30 | 0 | 0 | 0 | 30 | 0 |
| Digital Database | 1(NLIST) | 5000 | 0 | 0 | 1 | 5000 |
| CD & Video | - | - | - | - | - | - |
| Others (Magazines) | 47 | 19,587 | 0 | 0 | 47 | 19,634 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 110 | 5 | 9 | 2 | - | 13 | 60 | 0 |
| Added | 7 | 0 | 1 | 0 | - | 2 | 6 | 0 |
| Total | 117 | 5 | 10 | 2 | - | 15 | 66 | 0 |

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

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

4.6 Amount spent on maintenance in lakhs :

| | |
|--|-----------------|
| i) ICT | 9.66 |
| ii) Campus Infrastructure and facilities | 41.50 |
| iii) Equipments | 0.76 |
| iv) Others | 1.00 |
| Total : | Rs 52.92 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has put up:

- 1) Student Welfare Committee
- 2) Committee for promotion of Arts and Culture
- 3) Library and debating Club
- 4) Programmes such as WWS, SSP
- 5) Remedial coaching
- 6) Special coaching for gifted learners
- 7) Career aptitude selection and coaching
- 8) Talent hunt committee to identify talented students

5.2 Efforts made by the institution for tracking the progression

IQAC holds quality related meetings with student representatives; one meeting in a term.
 Academic and extra academic toppers monitored on a personal basis
 Very effective mentoring system

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|-----|--------|--------|
| 2095 | 346 | 70 | 0 |

(b) No. of students outside the state

0

(c) No. of international students

0

| | | | | | |
|-----|-----|----|-------|------|----|
| Men | No | % | Women | No | % |
| | 810 | 33 | | 1631 | 67 |

| 2014-15 | | | | | | 2015-16 | | | | | |
|---------|-----|----|-----|-----------------------|-------|---------|-----|----|------|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 926 | 409 | 3 | 990 | 9 | 2337 | 952 | 368 | 3 | 1118 | 4 | 2441 |

Demand ratio 1: 18 Dropout % = 8.3

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

Special coaching classes are held on Saturdays for entry into Civil services/banking / UGC NET- JRF

No. of student beneficiaries 138

5.5 No. of students qualified in these examinations

NET 12 SET/SLET 8 GATE 1 CAT 0
 IAS/IPS etc State PSC 8 UPSC 0 Others 0

5.6 Details of student counselling and career guidance

Students with personal or academic problems, identified by their mentors, are provided special counselling by a team of counselors headed by the HOD of Psychology. Those in need of acute help are directed to the St Joseph’s Guidance and Counselling Centre functioning within the campus premises.

The PTA in tandem with Malayala Manorama -a leading Malayalam newspaper - regularly organizes career guidance seminars and offers discounts on the purchase of Competition Success Review magazine

The placement cell of the college arranges campus recruitment drives of leading corporate/software houses

Selected students are given grooming classes on personality development and effective group discussion performance

No. of students benefitted 1306

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 |
| 3 | 131 | 34 | 0 |

5.8 Details of gender sensitization programmes

The Anti- ragging Cell is extremely vigilant and sensitizes the boys on the need for respect towards girls. The Equal Opportunity Cell with the IQAC co ordinator as convenor ensures that gender discrimination of any sort does not take place in the college.

The women's study unit functioning in the college empowers the girl students and organizes meaningful seminars on curbing sexual harassment.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount (Rs) |
|--|--------------------|-------------|
| Financial support from institution | 285 | 3,24,000 |
| Financial support from government | 894 | 6,20,000 |
| Financial support from other sources | 2 | 5000 |
| Number of students who received International/ National recognitions | 0 | 0 |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- 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, there is an official website for the college. Besides, there is:

an official newsletter which covers all relevant news
notice boards for all departments to display information on academic and administrative matters.

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

6.3.1 Curriculum Development

Designed curriculum to avoid pitfalls in the education system
Introduced multi disciplinarity in planning and designing PG dissertation work
Incorporated field trips into curriculum for building up environment awareness and conservation mindset in the students
Curriculum student friendly, providing sufficient time for skill development
Institution – industry linkages promoted
Board of studies convened annually to update UG & PG curriculum to satisfy employer requirements

6.3.2 Teaching and Learning

Promotion of e – learning by subscribing to e books in the library
ICT enabled teaching and learning ; institution soon to be wi-fi enabled
Periodic teacher and learner evaluation by various stake holders conducted and remedial measures implemented
Department level action plan drawn up
Academic audit scheme for departments initiated
Seminars and workshops on pedagogical innovations for faculty organised

6.3.3 Examination and Evaluation

Academic calendar for UG and PG programmes brought out at the beginning of the academic year
CAT and ESE examinations held as scheduled
Publication of results within one month of the date of examination
SAY examination conducted one week after publication of result
Facility for speedy re-valuation and scrutiny of answer scripts
Double valuation of PG answer scripts

6.3.4 Research and Development

Management creates a research culture within the campus
Research review committee evaluates the project proposals prepared by the faculty and refines them before submission
Teachers with research projects are provided additional infrastructure facilities as an incentive to take up research

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library upgraded with e resources
Three National and International journals subscribed to last year
Full fledged computer lab set up within the library for skill upgradation of students
Library quality audit carried out
A SIF facility available in all science departments
Development and maintenance of institution data base

6.3.6 Human Resource Management

An effective HRM in the institution headed by the Deans of Science, Arts and student affairs.
Career development seminars and aptitude tests conducted under the aegis of HRM
Grooming of students for clearing campus interviews
Special coaching for Civil services, PSC/UPSC
Talented students given professional coaching in cultural activities

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

Curriculum revamped to incorporate industrial linkages for creating a knowledge based student community

Post graduate students given hands - on training in Microbiology and Molecular Biology techniques in Cashew Export Promotion Council of India Technical lab

Aqua culture consultancy provided to fish farmers

Collaboration with Indian Rare Earths, Kollam, Kerala Minerals & Metals Ltd, Kollam and Central Plantation Crops Research Institute, Kayamkulam, Kollam with regard to knowledge and resource sharing

6.3.9 Admission of Students

Admission process (UG & PG) exclusively online for speed and transparency. Admit cards sent via e-mail and post. Process completed in 10 days

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

| |
|--------------|
| Rs 30,00,000 |
|--------------|

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 | Academic audit committee |
| 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?

Duration of CAT examination reduced to 1^{1/2} hours to facilitate conduct of 2 papers a day
Marks for CAT raised from 25 to 30 at PG level and from 20 to 25 at UG level
Condonation facility for attendance shortage provided only once during the tenure of a programme

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

The University and the Government are proactive in giving autonomy to eligible colleges
In the year 2015 eleven colleges were given autonomous status by the University of Kerala

6.11 Activities and support from the Alumni Association

Vibrant Alumni Association meaningfully titled Former Students' Association
January 26 celebrated as FSA day
Instituting scholarships for meritorious and financially backward students
Organising literary activities (inter college and inter department quiz competitions) for students

6.12 Activities and support from the Parent – Teacher Association

PTA constituted in sync with University norms
Organizes literary and cultural competitions at the inter college level
Organizes career guidance workshops and seminars for students
Promotes academic and cultural talents of the students by providing professional coaching to talented students
Financial assistance for infrastructure development and student welfare schemes
Financial assistance for enhancing aesthetic ambience of the campus.
Gives scholarships and prizes to meritorious and needy students
Remunerates guest faculty
Extends moderate financial support to the departments for instrument maintenance and

6.13 Development programmes for support staff

Technical training and awareness programmes instituted
Financial support from the PTA and management extended till release of Govt. Salary
Special personal loans offered from Staff Cooperative bank
Scholarships given to their wards

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

Environment/Green audit conducted
Environment day celebrated wherein the guests and students undertake a tree planting drive in the campus
Infrastructural development with minimum damage to the campus flora
PG students (Zoology) engaged in preparing a Biodiversity Register of the 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.

CCTV coverage which has culminated in zero ragging
Software enabled attendance posting of students which has drastically reduced absenteeism
College timing extended by one hour, facilitating more time for tutorials and student mentoring

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

Golden Jubilee block with 10 spacious classrooms completed
Two new blocks under construction
Upgradation of dining facilities for girls
Bathrooms renovated and napkin disposal machine installed
All class rooms provided with additional lights and fans
National seminar conducted for quality enhancement
Class rooms on second floor provided with false ceiling to mitigate the heat

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

Organised consultancy and training programme which resulted in livelihood enhancement and income generation for coastal women of Kollam, Kerala
Industry and society linked research by faculty and students

7.4 Contribution to environmental awareness / protection

Syllabus revised to include a course on environment studies at UG semester 2 level
Incineration of solid waste generated in the campus
Environment Day celebrated with seminars, inter department essay and elocution competitions on themes related to ameliorating carbon footprint and combating climate change
Under the auspices of the Department of Botany twelve display boards celebrating the beauty of nature and encrypted with messages pertaining to environment protection and biodiversity conservation put up on the walls

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

quality and accountability institutionalised through autonomy
Faculty who are life long learners
Student centric academics
Vibrant research ambience
Very efficient examination wing
Regular academic, administrative, environment and library audits.

Weaknesses

Space constraints – infrastructure not geometrically proportional to student strength
ICT enabled teaching and learning needs scaling up
Absence of hostel facilities for male students and guest rooms for invited faculty
Minimum collaboration and multi disciplinary research
Absence of patents for faculty
Employability of students not as desired

Opportunities

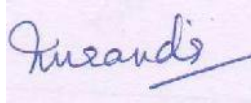
Scaling up Research and Development wing of the college to bring in more resources by way of externally funded major and minor projects.
Setting up of a centralised SAIF facility monitored and manned by a trained personnel other than a faculty member
Outsourcing of SAIF facility for income generation
Vast potential for space expansion catering to growing demands

Threats

Public not fully aware of the merits of autonomy
Resources under utilised by teachers and learners
Slow pace of funds and grants from Central and State councils and bodies

8.Plans of institution for next year

To become a college with potential for excellence
To mobilize more resources by way of externally funded research projects
To scale up infrastructural and digital facilities



Signature of the Coordinator, IQAC

Name: Dr Mary Teresa P Miranda



Signature of the Chairperson, IQAC

Name: Dr Vincent B Netto, Principal

Annexure J

Analysis of Feed back

Alumni

80% of them were satisfied with the progress made by the college. The shift from affiliation to autonomy was much appreciated. They felt that the curriculum design and syllabus helped the Institution towards holistic academic excellence. One of the negatives pointed out was the low pace of infrastructure development

Parents

On the whole the feedback from the parents were very encouraging. The system of software enabled attendance posting came in for a lot of praise from all the respondents. They felt that the weekly value education class went a long way in grooming their wards to be socially and environmentally responsible individuals. A suggestion made was that the working time of the library should from 8.30 am to 6 pm. All the parents were satisfied with the academic and extra academic benchmark of the institution.

Employers

About 25% of the respondents felt that there should be more skilled based learning incorporated into the curriculum. The communication skills of the students were to be improved. The shift from ICT enabled teaching and learning was appreciated. The academic calendar was to be prepared in such a way that students could tap the summer internship programme offered by National Institutes.

Students

The feedback was quite positive . The students were satisfied with the teaching and learning process and the infrastructure facilities. However the research facilities could be improved. They also wanted wi-fi facility in the campus.

Annexure II – Academic Calendar 2016-17

**FATIMA MATA NATIONAL COLLEGE(AUTONOMOUS) KOLLAM 691001
ACADEMIC CALENDAR FOR 2016-2017
UG/PG PROGRAMMES**

| June | Sem I U6 | Sem III/V | July | Sem I U6 | Sem III/V | August | Sem I U6 | Sem III/V | September | Sem I U6 | Sem III/V | October | Sem I U6 | Sem III/V | November | Sem I U6 | Sem III/V | |
|--------|----------|-----------|--------|-----------|-----------|--------|-------------------|-----------|-----------|-------------------|-----------|---------|----------|-----------|----------|----------|-----------|--------|
| 1 Wed | | D1 | 1 Fri | D8 | D23 | 1 Mon | D28 | D43 | 1 Thu | D48 | D63 | 1 Sat | | | 1 Tue | | | |
| 2 Thu | | D2 | 2 Sat | | | 2 Tue | Karkkadam Vayal | 2 Fri | 2 Fri | D49 | D64 | 2 Sun | | | 2 Wed | | D82 U3 | |
| 3 Fri | | D3 | 3 Sun | | | 3 Wed | D29 | D44 | 3 Sat | | | 3 Mon | | | 3 Thu | D64 | D79 | D84 U3 |
| 4 Sat | | | 4 Mon | D9 | D24 | 4 Thu | D30 | D45 | 4 Sun | | | 4 Tue | | | 4 Fri | D65 | D80 | D85 U5 |
| 5 Sun | | | 5 Tue | D10 | D25 | 5 Fri | D31 | D46 | 5 Mon | D50 | D65 | 5 Wed | | | 5 Sat | D66 | D81 | U3 |
| 6 Mon | | D4 | 6 Wed | Idul Fitr | | 6 Sat | | | 6 Tue | D51 | D66 | 6 Thu | | | 6 Sun | D67 | D82 | |
| 7 Tue | | D5 | 7 Thu | D11 | D26 | 7 Sun | | | 7 Wed | D52 | D67 | 7 Fri | | | 7 Mon | D68 | D83 | D86 |
| 8 Wed | | D6 | 8 Fri | D12 | D27 | 8 Mon | D32 | D47 | 8 Thu | D53 | D68 | 8 Sat | | | 8 Tue | | | D87 |
| 9 Thu | | D7 | 9 Sat | | | 9 Tue | D33 | D48 | 9 Fri | D54 | D69 | 9 Sun | | | 9 Wed | | | U1 |
| 10 Fri | | D8 | 10 Sun | | | 10 Wed | D34 | D49 | 10 Sat | | | 10 Mon | | | 10 Thu | | | |
| 11 Sat | | | 11 Mon | D13 | D28 | 11 Thu | D35 | D50 | 11 Sun | | | 11 Tue | | | 11 Fri | | | |
| 12 Sun | | | 12 Tue | D14 | D29 | 12 Fri | D36 | D51 | 12 Mon | | | 12 Wed | | | 12 Sat | | | |
| 13 Mon | | D9 | 13 Wed | D15 | D30 | 13 Sat | | | 13 Tue | | | 13 Thu | | | 13 Sun | | | |
| 14 Tue | | D10 | 14 Thu | D16 | D31 | 14 Sun | | | 14 Wed | | | 14 Fri | | | 14 Mon | | | |
| 15 Wed | | D11 | 15 Fri | D17 | D32 | 15 Mon | Independence Day | | 15 Thu | | | 15 Sat | | | 15 Tue | | | |
| 16 Thu | | D12 | 16 Sat | | | 16 Tue | D37 | D52 | 16 Fri | | | 16 Sun | | | 16 Wed | | | |
| 17 Fri | | D13 | 17 Sun | | | 17 Wed | | | 17 Sat | | | 17 Mon | | | 17 Thu | | | |
| 18 Sat | | | 18 Mon | D18 | D33 | 18 Thu | | | 18 Sun | | | 18 Tue | | | 18 Fri | | | |
| 19 Sun | | | 19 Tue | D19 | D34 | 19 Fri | | | 19 Mon | | | 19 Wed | | | 19 Sat | | | |
| 20 Mon | | D14 | 20 Wed | D20 | D35 | 20 Sat | | | 20 Tue | D55 | D70 | 20 Thu | | | 20 Sun | | | |
| 21 Tue | | D15 | 21 Thu | D21 | D36 | 21 Sun | | | 21 Wed | D56 | D71 | 21 Fri | | | 21 Mon | | | |
| 22 Wed | | D16 | 22 Fri | D22 | D37 | 22 Mon | | | 22 Thu | ee Narayana Jayal | | 22 Sat | | | 22 Tue | | | |
| 23 Thu | | D17 | 23 Sat | | | 23 Tue | D41 | D56 | 23 Fri | D57 | D72 | 23 Sun | | | 23 Wed | | | |
| 24 Fri | | D18 | 24 Sun | | | 24 Wed | D42 | D57 | 24 Sat | D58 | D73 | 24 Mon | | | 24 Thu | | | |
| 25 Sat | | | 25 Mon | D23 | D38 | 25 Thu | Sreekrishna Jayal | | 25 Sun | | | 25 Tue | | | 25 Fri | | | |
| 26 Sun | | | 26 Tue | D24 | D39 | 26 Fri | D43 | D58 | 26 Sat | | | 26 Mon | | | 26 Wed | | | |
| 27 Mon | | D19 | 27 Wed | | | 27 Sat | D44 | D59 | 27 Sun | D59 | D74 | 27 Thu | | | 27 Sat | | | |
| 28 Tue | | D20 | 28 Thu | | | 28 Sun | | | 28 Wed | D60 | D75 | 28 Fri | | | 28 Mon | | | |
| 29 Wed | | D21 | 29 Fri | | | 29 Mon | | | 29 Thu | | | 29 Sat | | | 29 Tue | | | |
| 30 Thu | | D22 | 30 Sat | | | 30 Tue | D45 | D60 | 30 Fri | | | 30 Sun | | | 30 Wed | | | |
| | | | 31 Sun | | | 31 Wed | D46 | D61 | | | | 31 Mon | | | | | | |
| | | | | | | | D47 | D62 | | | | | | | | | | |

ACADEMIC CALENDAR FOR 2016-2017

UG/PG PROGRAMMES

| November | December | January | February | March | April | May | Sem I / W/V | Sem II / W/V | Sem III / W/V | Sem IV / W/V | Sem I / W/V |
|----------|----------|---------|----------|--------|--------|--------|-------------|--------------|---------------|--------------|-------------|
| 1 Tue | 1 Thu | 1 Sun | 1 Wed | 1 Wed | 1 Sat | 1 Mon | | | | | |
| 2 Wed | 2 Fri | 2 Mon | 2 Thu | 2 Thu | 2 Sun | 2 Tue | | | | | |
| 3 Thu | 3 Sat | 3 Tue | 3 Fri | 3 Fri | 3 Mon | 3 Wed | | | | | |
| 4 Fri | 4 Sun | 4 Wed | 4 Sat | 4 Sat | 4 Tue | 4 Thu | | | | | |
| 5 Sat | 5 Mon | 5 Thu | 5 Sun | 5 Sun | 5 Wed | 5 Fri | | | | | |
| 6 Sun | 6 Tue | 6 Fri | 6 Mon | 6 Mon | 6 Thu | 6 Sat | | | | | |
| 7 Mon | 7 Wed | 7 Sat | 7 Tue | 7 Tue | 7 Fri | 7 Sun | | | | | |
| 8 Tue | 8 Thu | 8 Sun | 8 Wed | 8 Wed | 8 Sat | 8 Mon | | | | | |
| 9 Wed | 9 Fri | 9 Mon | 9 Thu | 9 Thu | 9 Sun | 9 Tue | | | | | |
| 10 Thu | 10 Sat | 10 Tue | 10 Fri | 10 Fri | 10 Mon | 10 Wed | | | | | |
| 11 Fri | 11 Sun | 11 Wed | 11 Sat | 11 Sat | 11 Tue | 11 Thu | | | | | |
| 12 Sat | 12 Mon | 12 Thu | 12 Sun | 12 Sun | 12 Wed | 12 Fri | | | | | |
| 13 Sun | 13 Tue | 13 Fri | 13 Mon | 13 Mon | 13 Thu | 13 Sat | | | | | |
| 14 Mon | 14 Wed | 14 Sat | 14 Tue | 14 Tue | 14 Fri | 14 Sun | | | | | |
| 15 Tue | 15 Thu | 15 Sun | 15 Wed | 15 Wed | 15 Sat | 15 Mon | | | | | |
| 16 Wed | 16 Fri | 16 Mon | 16 Thu | 16 Thu | 16 Sun | 16 Tue | | | | | |
| 17 Thu | 17 Sat | 17 Tue | 17 Fri | 17 Fri | 17 Mon | 17 Wed | | | | | |
| 18 Fri | 18 Sun | 18 Wed | 18 Sat | 18 Sat | 18 Tue | 18 Thu | | | | | |
| 19 Sat | 19 Mon | 19 Thu | 19 Sun | 19 Sun | 19 Wed | 19 Fri | | | | | |
| 20 Sun | 20 Tue | 20 Fri | 20 Mon | 20 Mon | 20 Thu | 20 Sat | | | | | |
| 21 Mon | 21 Wed | 21 Sat | 21 Tue | 21 Tue | 21 Fri | 21 Sun | | | | | |
| 22 Tue | 22 Thu | 22 Sun | 22 Wed | 22 Wed | 22 Sat | 22 Mon | | | | | |
| 23 Wed | 23 Fri | 23 Mon | 23 Thu | 23 Thu | 23 Sun | 23 Tue | | | | | |
| 24 Thu | 24 Sat | 24 Tue | 24 Fri | 24 Fri | 24 Mon | 24 Wed | | | | | |
| 25 Fri | 25 Sun | 25 Wed | 25 Sat | 25 Sat | 25 Tue | 25 Thu | | | | | |
| 26 Sat | 26 Mon | 26 Thu | 26 Sun | 26 Sun | 26 Wed | 26 Fri | | | | | |
| 27 Sun | 27 Tue | 27 Fri | 27 Mon | 27 Mon | 27 Thu | 27 Sat | | | | | |
| 28 Mon | 28 Wed | 28 Sat | 28 Tue | 28 Tue | 28 Fri | 28 Sun | | | | | |
| 29 Tue | 29 Thu | 29 Sun | 29 Mon | 29 Wed | 29 Sat | 29 Mon | | | | | |
| 30 Wed | 30 Fri | 30 Mon | 30 Tue | 30 Thu | 30 Sun | 30 Tue | | | | | |
| | 31 Sat | 31 Wed | 31 Thu | 31 Fri | 31 Sun | 31 Wed | | | | | |