

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

UNIVERSITY COLLEGE

UNIVERSITY COLLEGE, THIRUVANANTHAPURAM
695034

<http://www.universitycollege.ac.in>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

At this historic juncture, when the institution has reached the sesquicentennial status, we pause to introspect to affirm and build on our strengths and prevail over the limitations identified by the previous peer team of 2010. Since the previous accreditation, IQAC has paid special attention to the recommendations of the peer team to do the self analysis and has fervently taken a number of measures towards quality improvement and innovations. In view of peer team recommendations, we tried to revise and revision our vision, mission, objectives, the core values and quality policy to renew our commitment to excellence and quality. Bearing in mind the proposals of the peer team, IQAC took necessary initiatives for modernizing teaching learning methodology with emphasis on innovative and interactive methods.

Ever since its inception in the year 1866, University College, Thiruvananthapuram has strived to mould the students of the institution into meaningful citizens of the nation through socially committed, intellectually inclined, culture driven and future oriented paradigm of learning in tune with the objectives of higher education policy. The college has been accorded "College with Potential for Excellence" status by the UGC after first accreditation in 2003. Elevated by the accomplishment of the previous reaccreditation in 2010, we present the Self Study Report for the 3rd cycle of reaccreditation, charting our efforts at assuring quality and excellence in higher education. We are enthusiastic, because this record of our introspection reaffirms our commitment to quality ever since our reaccreditation with a CGPA of 3.16.

Vision

Proudly bearing a rich heritage of one hundred and fifty years, the University College, Trivandrum, is the point of genesis of English education in the State. Our home community of teachers, students and researchers strive to contribute to the production and dissemination of knowledge. The college aims to mould the students into responsible and socially committed citizens of the nation through a future oriented and interdisciplinary paradigm of learning, empowering them through socialist and secular strategies of instruction to aspire for contributing to the nation's development.

Mission

- To move forward and keep pace with the changing needs and spirit of the time
- To adopt innovative teaching strategies for achieving learning excellence
- To foster innate talents of the students, building upon our rich legacy and heritage
- To bridge the rural-urban divide, through quality education and thus ensure social justice in higher education by serving the economically and socially backward sections, irrespective of religion, region, race or caste
- To integrate with the outside community through interactive program evolving the students into vibrant organic intellectuals

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Rich heritage and good will
- Commitment to social justice and value based education
- College has produced a number of luminaries that includes the former President of India, Shri. K.R.Narayanan. Since the college can boast of a great tradition, we can find an alumnus anywhere in the world.
- More than 50% teachers are Ph.D holders and have plethora of publication, presentations and books
- Research thrust through Major&Minor projects, Seminars and Workshops.
- Faculty are members of university as well as government bodies and act as eminent resource persons. The faculty of the college are involved in framing and restructuring of syllabi as Chairman of Board of Studies, Member of Board of studies, academic Council, University Senate and Syndicate.
- High Teacher-Student and Student-Computer ratio
- Transparent and efficient Administration.
- Access to libraries like University library, Public library, Sree Chithira Thirunal Library and research institutes like VSSC, NIIST, NCESS, RGCB, JNTBGRI, IIST, IISER etc.
- A well-functioning OERC lab providing free internet access and Smart classrooms, separate computer labs for various departments, language lab, Edusat facility and updated ICT facilities
- Library facility with a collection of more than 1.5 lakh books and e-journals, and INFLIBNET facility
- Diverse student support and progression programmes and flexibility in co-curricular activities
- Excellent sports infrastructure
- Feedback analysis system
- Scholarships and grants offered by the central and state governments
- Students from other states and international students through Indian Council for Cultural Relationship
- Eco-friendly and differently abled friendly campus
- Active support of the Alumni

Institutional Weakness

- As the institution comprises more than 3000 students and 300 staff, the infrastructure facilities should be improved more.
- Since most of the buildings of the college are heritage structures, extreme care is to be taken while renovating and administrative sanction is very difficult to obtain.
- Due to yearly General transfer possibility, long term commitments cannot be satisfactorily fulfilled.
- Most of the staffs and a substantial number of research scholars are young mothers, a proper day-care facility is very essential.
- Lack of sufficient funds to maintain the originality of the heritage structure.
- Space constraints and hence proper planning required for maximum utilisation.
- Need more Seminar halls and a conference hall
- Lack of an Amphitheatre for drama and cultural fests
- Consultancy expertise of the faculty still remains unearthed. Serious extension activities to bring forth the social commitment of the youth need to be identified and executed.
- Inefficiency in University administration dampening the quality and effectiveness of education
- Limited number of specialised courses.

Institutional Opportunity

- Upgrade to Centre of Excellence
- Inter disciplinary research and innovation
- Attract various research projects to help industry and society with creation of knowledge
- Active Alumni participation and introduction of international chapters
- Add-on and value based courses
- Enormous opportunity for introducing innovative and career oriented programmes at par with the industry. Ample scope for introducing skill based short term programmes, and vocational courses.
- Scope for establishing collaborations with national and international institutions.
- Potential to use more e-learning facilities.
- Virtual Lab Facility
- Elevate the college as an educational hub to attract more international students.
- To share the wealth of information and methodologies practiced in the college with the world at large.
- Collaborate with industry for training and research and publish research publications

Institutional Challenge

- Since the college is administratively controlled by the State Government and academically governed by the Kerala University, all academic reforms and infrastructure developments are incorporated within the purview of the rules and regulations of the Government and the University and little academic as well as administrative freedom can be enjoyed.
- Technical and administrative difficulties and delays and space constraints in starting new courses.
- Low motivation and aspiration among newly admitted students
- Making students proficient in English language
- The changes in the social fabric (nuclear families), career concerns, parental pressures, peer pressure, stress related issues etc adversely affect the mental health of students which indirectly affects their performance levels.
- Excess clerical and administrative work of teachers, with the introduction of semester system, has reduced the qualitative use of time with the students.
- The full potential of Alumini are not yet tapped
- Ensure better job opportunities and placement
- Processions and demonstrations hinder the smooth functioning of the college as it is situated in the heart of the city.
- To evolve and grow without compromising rich and varied heritage of the institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Since 1866, the University College has focused on learner centred pedagogy, imparting education of highest quality, ensuring a diverse, flexible and evolved curriculum according to emerging realities. Nearly forty members of our faculty are in BoS/Academic Council/Syndicate to remodel the curriculum in various disciplines. Choice Based Semester system incorporates feedback from stakeholders.

Learner Centred Pedagogy

- Integrate theoretical discourses with real world experiences
- Well-equipped libraries, laboratories, computer Labs
- ICT tools, Inlibnet, Edusat, Moodle based Learning Management System
- Seminars, workshops, invited talks, exhibitions
- Field trips, industrial visits, Add-on, open courses, ASAP for Skill development
- Free internet access with Wi-Fi connectivity
- Special mentoring through WWS, SSP and remedial coaching

Eco Sensitive and Sustainable Development

- Environmental and Gender awareness programmes
- Sustainable development research
- Soft skill/Life skill courses

Curriculum Delivery

- Academic calendar, master time table and monitoring committees for effective curriculum delivery
- Maintain and audit teacher's diary/ logbook
- Continuous evaluation through class tests, seminars, assignments and projects
- Coaching for CSIR/UGC/NET and Civil Service examinations
- Timely analysis of feedback from stakeholders and apt remedial measures
- Regular PTA meetings

Value Based Education

- Ethics- Value - based curriculum
- Extension clubs promoting extracurricular and social outreach activities
- Drama, Film and Youth festivals, organic farming for holistic development of students
- Alumni meets

Research

As stated in vision, the institution sets priority to research along with teaching-learning activities.

- Three MPhil, 16 PhD programmes
- 66 approved research guides
- Projects/dissertations promoting research aptitude.
- Sophisticated analytical instruments and data analysis software in research departments.

Teaching-learning and Evaluation

Excellence of institution is marked by the quality of faculty. More than half the faculty are Ph.D. holders and flawless and systematic recruitment of faculty ensures balance of dynamicity and experience.

Student Enrolment is through online single window procedure strictly according to merit basis as per reservation norms of government. More than half of the students are from socially and economically backward categories.

- The student community is diverse ranging from international to those of rural background.
- The courses offered are of great demand.
- There is marginal increase of seats every year to accommodate the growing demand.

For catering student diversity:

- Academic lesson plans are prepared and monitored by bodies at various levels
- Student centred and collaborative learning strategies are employed
- Walk with scholar programme for advanced learners
- Additional skill acquisition programme for improving employability skills
- Special coaching for civil service and NET aspirants
- Scholar Support Programme for slow learners
- Remedial coaching

To ease Teaching-Learning Process:

- Mentor support is provided
- Effective use of ICT tools
- Moodle-Learning Management system
- Open houses, Arts and Science exhibitions
- Seminars or invited talks by notable alumni
- Diverse choice of open courses at UG level.

Transparency in Continuous Evaluation Process:

- Adheres to University guidelines
- Grievances are addressed through DLMC and CLMC.
- Course outcome is evaluated through feedback, CIE and ESE.

IQAC and PTA largely involves in maintaining a harmonious academic environment.

Research, Innovations and Extension

Research and Innovations

Our institution gives prime importance to research, innovation and extension activities along with Teaching-Learning process. 16 departments are recognized research departments under University of Kerala.

- More than thirty percent of teachers are recognized research guides
- University College Analytical Instrumentation Facility(UAIF) has been envisaged to make the college a platform for industrialists, scientists, teachers to develop innovative ideas
- Encourages interdisciplinary collaborative research work with social commitment
- Original research articles are published in national, international and peer reviewed journals
- Research methodology included in curriculum and promotion of research aptitude through PG and M.Phil. dissertations
- Modern labs, Sophisticated instruments, Analytical Software
- Research committee upholds ethics in research activities and is keen to promote awareness about green

practices

Extension Activities

The institution gives importance to the holistic development of students, engaging them in extracurricular activities, through various clubs, NSS, NCC and Students' Union. 23 clubs enable students to engage in various extension activities.

- Gender sensitization programmes including debates and seminars
- Science awareness campaigns and exhibitions, planting of trees, trees census, campaigns for plastic free and green campus, Save energy campaign, Inter-departmental, Inter - collegiate quizzes, Energy and Green Audits, Swachh Bharat Abhiyan
- Aids Awareness and stress management programmes, blood donation camps, Counseling services
- Visits to tribal, coastal and slum areas and Mental Hospital, Palliative Care Units, Regional Cancer Centre, Central Prison, Juvenile Homes to provide assistance.
- National level participation in NCC and NSS activities and collaboration with government agencies.

Infrastructure and Learning Resources

Infrastructural Facilities

The developmental efforts are based on the Strategic plans and vision of our institution. We have varied infrastructural facilities to execute the academic and non-academic activities. The departments have required smart classrooms, staffrooms and modern laboratories. Research labs and computer labs are an added advantage to many of our departments. Other facilities include Civil Service Coaching Centre, Herbarium, Botanical Garden, Zoological Museum, Language Lab, Seminar halls & auditoriums, Administrative wings, R&D Block, Canteen, Ladies Amenity Centre, Playground, gymnasium and various sport courts. Our research departments have sophisticated scientific instruments.

Library as a Learning Resource

The library system has a two-tier structure: General Library and Department libraries. The General library hoards approximately 1.5lakh books, comprising rare collections and latest arrivals. Nearly 23 department libraries function in our institution. The General Library has on-line access to Inlibnet e-Resources with as many as 6,000 e-Journals and million e-books. Almost 17 lakh rupees are devoted every year for library upgrading.

IT Infrastructure

Our institution has effectively oriented towards global network of knowledge by integrating IT into academic and administrative activities. The entire campus is under LAN with 10Mbps and 8Mbps Broadband with Wi-Fi connectivity. Computer labs, Geographical Information System, Online Education & Research Centre with free internet access to students and Edusat Studio are the highlighting facilities. Institution employs Moodle based Learning Management System.

Maintenance of Campus Infrastructure

There is a well-organized machinery coordinating College Council, Planning Board, Purchase Committee, PTA and IQAC with the necessary support systems for the maintenance of infrastructure.

Student Support and Progression

The College offers an ideal environment for students, to excel in academics and to imbibe cultural, moral and social values. The following strong student support mechanisms are taken to strengthen the curricular and extracurricular capabilities of students:

- Prospectus cum handbook are provided
- Open house, Feedback system, Effective intervention of PTA
- Scholarships and free-ships instituted by the Government and other bodies like PTA and Alumni Associations. Nearly 80% of the students receive the benefit.
- Capability Enhancement and Development Schemes recommended by the UGC.
- Our college organises various Sports and Cultural activities. The College has excellent track records in Sports competitions. Every year, fair numbers of students secure prizes for Arts and Sports at University, State and National level competitions.
- The Career Counselling and Placement Cell in the College, helps students prepare for various competitive examinations. The Cell also conducts placement drives in the College and many students get benefitted from this.
- The Grievance Redressal Cell functions in this college to address the grievances of the students and to tackle various issues.
- University College boasts of a proactive Students Council. They are very actively involved in the academic and administrative activities of the college.
- The College has an active three tier Alumni Association. There are nine registered Alumni Associations. They contribute nearly two lakh rupees every year in the form of Scholarships, and financial aids. They play a significant role in the development of academic and infrastructural facilities of the Institution.

Governance, Leadership and Management

Management

The institution has its mission & vision, quality policy and a successful strategic plan. The decision making procedures are made at appropriate levels in the organizational hierarchy via optimum, participative and decentralised process in a democratic way. The faculty also gets represented in this process as convenors and members in various committees and clubs. Regular council and staff meetings ensure transparency in day to day affairs.

- As a Government institution and as an affiliated college of University of Kerala, service rules are strictly followed according to the UGC/State Government/University norms.
- Grievance redressal Committee to discuss and resolve the issues of the concerned students/staff.
- Statutory benefits of the staff are those prescribed for the State employees by the Government of Kerala.
- Effective performance appraisal system for both teaching and non-teaching staff.

- Organizes youth/cultural/sports/drama/literary/film festivals, seminars, workshops, and alumni meet to inculcate leadership qualities and social commitment.
- Funds are procured through Plan Fund, UGC/RUSA, Research projects, and Alumni support.
- All grants and emoluments are received in the form of budgetary support.
- Grants and special funds and other bodies are subjected to strict auditing.

IQAC

It plays a pivotal role in ensuring and amplifying the quality of the teaching- learning, assessment and evaluation, research and planning.

- Organises seminars, workshops, exhibitions and quiz competitions
- Monitors the activities of WWS, SSP, ASAP.
- Feedback analysis of stakeholders
- Prepare policy documents such as Master plan, Government fund proposals, Green Audit, Energy Audit and Academic audit.

Institutional Values and Best Practices

Institutional Values: A value oriented framework has been evolved to guide faculty and staff in their actions abiding law, ethics, integrity, student service and quality in lieu with the Vision, Mission, Strategy and Quality policy for the past 150 years:

- Perform all operations within the prescribed legal framework, norms and standards;
- Foster a learning environment that promotes responsible, principled and accountable behaviour;
- Commit to academic, financial and administrative practices that are transparent, honest and objective;
- Respond to inquiries, requests, and concerns in an appropriate and timely manner;
- Endeavour persistently to enhance quality of delivery and technology level.

Social Responsibility:

- Organise gender equity programmes, events to promote environmental awareness, human values and national integration
- Changed over to LED lights for energy conservation, Polythene free campus, minimized paper consumption using ERP system.
- Solid waste segregation and disposal of recyclable and e-waste done systematically.
- Functional Rain water harvesting system.
- All facilities for differently able including a scribe bank.
- Location advantage: offers translation services and spoken language courses, student youth festivals, exhibitions, film and drama festivals for the community, civil service examination centre of the state.

Best Practices

- Civil Service Coaching Centre provides free, intensive coaching to eligible aspirants since 1961.
- The student initiative ABCD (Any Body Can Do) provides assistance to the deprived and disadvantaged

through socially committed activities.

Institutional Distinctiveness

Since inception, thrust is given for research of multidisciplinary nature with a *human centred* approach.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	UNIVERSITY COLLEGE
Address	University College, Thiruvananthapuram
City	Thiruvananthapuram
State	Kerala
Pin	695034
Website	http://www.universitycollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	SANTHOSH KUMAR G.	0471-2475830	9847088311	0471-2572177	principal.uc@gmail.com
Associate Professor	SUBRAMAN IYAN S.	041-2720570	9447531550	0471-271117	subr44@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1866

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Kerala	University of Kerala	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	09-06-2003	View Document
12B of UGC	09-06-2003	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	10-09-2004
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	University College, Thiruvananthapuram	Urban	10.62	30080

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,History	36	Plus Two	English	64	64
UG	BA,Economics	36	Plus Two	English	59	59
UG	BA,English	36	Plus Two	English	48	48
UG	BA,Hindi	36	Plus Two	Hindi	46	46
UG	BA,Sanskrit	36	Plus Two	English	16	16
UG	BA,Malayalam	36	Plus Two	Malayalam	49	49
UG	BA,Arabic	36	Plus Two	English	34	34
UG	BA,Philosophy	36	Plus Two	English	60	60
UG	BA,Islamic History	36	Plus Two	English	53	53
UG	BA,Tamil	36	Plus Two	Tamil	15	14
UG	BA,Political Science	36	Plus Two	English	65	65
UG	BSc,Physics	36	Plus Two	English	50	50
UG	BSc,Mathematics	36	Plus Two	English	54	54
UG	BSc,Botany	36	Plus Two	English	45	45
UG	BSc,Chemistry	36	Plus Two	English	50	50

UG	BSc,Zoology	36	Plus Two	English	42	42
UG	BSc,Geography	36	Plus Two	English	35	35
UG	BSc,Geology	36	Plus Two	English	16	16
PG	MA,History	24	UG	English	33	33
PG	MA,Economics	24	UG	English	27	27
PG	MA,English	24	UG	English	25	25
PG	MA,Hindi	24	UG	Hindi	25	25
PG	MA,Sanskrit	24	UG	English	15	12
PG	MA,Malayalam	24	UG	Malayalam	25	25
PG	MA,Arabic	24	UG	English	13	13
PG	MA,Philosophy	24	UG	English	31	31
PG	MA,Islamic History	24	UG	English	17	17
PG	MA,Tamil	24	UG	Tamil	10	4
PG	MA,Political Science	24	UG	English	26	26
PG	MSc,Physics	24	UG	English	16	16
PG	MSc,Mathematics	24	UG	English	31	31
PG	MSc,Botany	24	UG	English	14	14
PG	MSc,Chemistry	24	UG	English	15	15
PG	MSc,Zoology	24	UG	English	15	15
PG	MSc,Geography	24	UG	English	14	14
PG	MSc,Geology	24	UG	English	12	12
PG	MSc,Psychology	24	UG	English	12	12

PG	MSc,Statistics	24	UG	English	17	17
Doctoral (Ph.D)	PhD or DPhil,History	36	PG	English	9	9
Doctoral (Ph.D)	PhD or DPhil,Economics	36	PG	English	41	41
Doctoral (Ph.D)	PhD or DPhil,English	36	PG	English	8	8
Doctoral (Ph.D)	PhD or DPhil,Hindi	36	PG	Hindi	41	41
Doctoral (Ph.D)	PhD or DPhil,Sanskrit	36	PG	English	7	7
Doctoral (Ph.D)	PhD or DPhil,Malayalam	36	PG	Malayalam	36	36
Doctoral (Ph.D)	PhD or DPhil,Arabic	36	PG	English	13	13
Doctoral (Ph.D)	PhD or DPhil,Philosophy	36	PG	English	5	5
Doctoral (Ph.D)	PhD or DPhil,Tamil	36	PG	Tamil	42	42
Doctoral (Ph.D)	PhD or DPhil,Political Science	36	PG	English	4	4
Doctoral (Ph.D)	PhD or DPhil,Physics	36	PG	English	18	18
Doctoral (Ph.D)	PhD or DPhil,Mathematics	36	PG	English	3	3
Doctoral (Ph.D)	PhD or DPhil,Botany	36	PG	English	29	29
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	PG	English	15	15
Doctoral (Ph.D)	PhD or DPhil,Zoology	36	PG	English	21	21

Doctoral (Ph.D)	PhD or DPhil, Geography	36	PG	English	7	7
Pre Doctoral (M.Phil)	MPhil, History	12	PG	English	5	5
Pre Doctoral (M.Phil)	MPhil, Economics	12	PG	English	7	7
Pre Doctoral (M.Phil)	MPhil, English	12	PG	English	2	2
Pre Doctoral (M.Phil)	MPhil, Hindi	12	PG	Hindi	10	10
Pre Doctoral (M.Phil)	MPhil, Malayalam	12	PG	Malayalam	5	5
Pre Doctoral (M.Phil)	MPhil, Arabic	12	PG	English	2	2
Pre Doctoral (M.Phil)	MPhil, Philosophy	12	PG	English	2	2
Pre Doctoral (M.Phil)	MPhil, Islamic History	12	PG	English	1	1
Pre Doctoral (M.Phil)	MPhil, Physics	12	PG	English	3	3
Pre Doctoral (M.Phil)	MPhil, Mathematics	12	PG	English	3	3
Pre Doctoral (M.Phil)	MPhil, Botany	12	PG	English	5	5
Pre Doctoral (M.Phil)	MPhil, Chemistry	12	PG	English	3	3
Pre Doctoral (M.Phil)	MPhil, Zoology	12	PG	English	4	4

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				16				202			
Recruited	0	0	0	0	12	4	0	16	109	93	0	202
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				48
Recruited	22	26	0	48
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				24
Recruited	21	2	0	23
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	0	3	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	8	0	0	61	46	0	115
M.Phil.	0	0	0	1	3	0	21	20	0	45
PG	0	0	0	3	1	0	25	29	0	58

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		2	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	78	5	0	0	83
	Female	200	28	0	0	228
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	8	0	0	0	8
	Female	48	0	0	0	48
	Others	0	0	0	0	0
UG	Male	991	6	0	2	999
	Female	1271	5	0	0	1276
	Others	0	0	0	0	0
PG	Male	182	1	0	0	183
	Female	466	3	0	0	469
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	233	250	245	188
	Female	297	288	264	240
	Others	0	0	0	0
ST	Male	55	48	32	25
	Female	54	49	48	34
	Others	0	0	0	0
OBC	Male	566	583	567	448
	Female	1081	1057	976	853
	Others	0	0	0	0
General	Male	408	387	457	347
	Female	619	608	607	530
	Others	0	0	0	0
Others	Male	23	33	41	27
	Female	46	35	36	31
	Others	0	0	0	0
Total		3382	3338	3273	2723

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response : 1051

Number of self-financed Programs offered by college

Response : 0

Number of new programmes introduced in the college during the last five years

Response : 4

3.2 Students

Number of students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3382	3338	3273	2723	2699

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1544	1541	1534	1306	1290

Number of outgoing / final year students year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1011	1092	1117	1014	1009

Total number of outgoing / final year students

Response : 1184

3.3 Teachers

Number of teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
233	233	229	226	221

Number of full time teachers year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
218	214	217	210	212

Number of sanctioned posts year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
218	218	218	218	218

Total experience of full-time teachers**Response : 2140****Number of teachers recognized as guides during the last five years****Response : 103****Number of full time teachers worked in the institution during the last 5 years****Response : 326****3.4 Institution****Total number of classrooms and seminar halls****Response : 109****Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
214.867	109.22928	69.84484	41.25	469.30572

Number of computers

Response : 396

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.53674

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.04194

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Since its establishment in 1866, the University College has always had as its prime priority in imparting of value-based education of highest quality with a vision to promote employability, innovative practices and research.

Even though the college is affiliated to the University of Kerala, the faculty of the college plays a decisive role in designing a dynamic curriculum by participating as members of the Board of Studies, Academic Council and the University Syndicate. Environmental awareness, Gender awareness, research methodology, ethics are given due weight while designing and implementing the programs and curriculum.

In the academic year 2011-12, the University of Kerala switched over to the Choice Based Credit Semester system (CBCSS) for the undergraduate programs. The PG programs adopted the semester system from 2001-02 onwards.

Curriculum Enrichment

- It has a well-equipped Library system with about 1.5 lakhs books and periodicals
- Extensive use of ICT tools, Infnlibnet, Edusat Learning Management System
- Wide spectrum of Seminars, workshops, invited talks and exhibitions are organized by the departments and clubs, and are documented through IQAC.
- Linking textual knowledge with outside reality and contemporary society by conducting field trips and industrial visits.
- Well-equipped laboratories with sophisticated instruments in science departments
- Free broadband internet access to all
- A well-equipped Online Education and Research Centre with 40 computers facilitating browsing, photocopying, and DTP.
- Add-on courses, open courses and ASAP provide hands-on training and expertise
- Special mentoring through Walk-With-Scholar and Scholar Support Programs.

Curriculum Delivery

- The academic calendar and a master time table help in the effective and systematic implementation of the curriculum
- Records of teaching and other curricular activities of teachers are maintained in the “Teachers Diary” /Logbook and audited periodically.
- Continuous evaluation is done through class tests, class-seminars, assignments, projects.
- Department and College level monitoring committees ensure timely completion of syllabus and address student grievances.

- Special attention to competitive examination like CSIR/UGC/NET training and Civil Service coaching through dedicated center.
- Feedback from stakeholders are collected on a regular basis, analyzed and appropriate and necessary remedial measures are taken by the college council.
- Class PTA and general PTA meet in regular intervals, maintaining a good channel of communication with the faculty and parents, to closely monitor the performance and achievements of students.
- About 23 clubs are functioning to promote extracurricular activities
- Activities like theatre fest, film screening, sapling planting, organic farming, youth festival and flash mob promote the holistic development of students

Research as an extension

Projects/dissertations at UG and PG aim to inculcate a research aptitude in students and to pursue higher studies. College offers M.Phil. Programs in 13 disciplines and Ph.D. programs in 16 disciplines, and most of the students come back to pursue higher degrees. The institution has a vast array of sophisticated analytical instruments and data analysis software (Arc GIS) and open source software. 66 faculty are approved research guides and this congenial and fertile atmosphere inspire younger minds to pursue original research.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	1	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 98.97

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
41	43	45	44	39

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 8.75

1.2.1.1 How many new courses are introduced within the last five years

Response: 92

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 56.72

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 38

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0.76

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	51	75	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

Gender

The first semester of all UG programs has a course highlighting Human Rights and Gender issues under General English. As part of Open Courses, various departments offer courses such as “Women Empowerment – India”, “Environmental History” and “Gender History” (Department of History). The UG programmes in languages offer complementary courses such as “Women’s Writing in Arabic” and “Dalit Writing, Women’s Writing: Theory and Practice” (Malayalam). The PG programmes in languages offer electives such as “Women’s Literature in Arabic” and “Women’s Literature in Malayalam”.

The proactive Women’s Cell addresses and resolves any gender-related grievances that arise in the campus. It also monitors the functioning of the Ladies Amenities Centre, housed in the newly constructed two-storied building.

All-important Days, such as Women’s Day are observed in the campus through activities such as flash

mobs, awareness campaigns, debates, film shows and interactive sessions with famous activists. The college magazine for 2015-16 had “Freedom and Sexuality” as its theme, highlighting issues related to gender and human rights.

Environment

The first semester of all UG programs has a course on Environmental Studies under General English. As part of Open Course, a course on “Environment, Development and Politics (Green Politics) is offered. All the Courses on science disciplines have separate modules on environment and its various aspects.

World Environment Day is observed in the campus with planting of trees, tree census, distribution of seeds and saplings. Strict adherence to Green Protocol is implemented in the Plastic-free campus. Regular Green auditing is undertaken under the initiative of the IQAC, and its recommendations are implemented. Green practices such as use of biodegradable decorations for functions and special occasions, avoiding paper cups and plates, awareness campaigns about proper waste disposal and personal hygiene, are all highlights of the campus. A good majority of students and staff use public transport, thereby saving fuel and reducing pollution.

Seminars and invited talks are organized on themes incorporating Biodiversity and Environment by the departments of Life Sciences. competitions, poster exhibitions, film/documentary shows based on green themes are conducted.

Rainwater harvesting, bio-gas plant, solar panel as energy conservation strategies are all installed and utilised in the campus.

Human values and Ethics

The institution takes extra care to nurture values and ethics in the student community and incorporates

- Open Course offered by the Dept. of History – ‘History of Human Rights Movements’
- Foundation Course – ‘Writings on Contemporary Issues – Module on Human Rights’
- Open Course offered by the Dept. of Political Science – ‘ Human Rights in India’
- Talk on Juvenile Justice, World Human Rights Day celebration, Seminar on Cyber Ethics, Talk on Media Ethics , National Seminar on ‘The Politics of Inclusion and Exclusion in the Contemporary Indian Democracy’ , National Seminar on ‘Democracy and Uniform Civil Code: the Future of Indian Multi-Culturalism’ are conducted.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 2

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 2	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 0.62	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 21	
File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A. Any 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: B. Any 3 of the above</p>	
File Description	Document
Any additional information	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p>	
---	--

D. Feedback collected**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 1.35

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
61	54	43	29	25

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 98.95

2.1.2.1 Number of students admitted year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1217	1208	1146	1109	1207

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1227	1218	1166	1126	1212

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1544	1541	1534	1306	1290

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution has a well-organised mechanism for carrying out continuous monitoring and evaluation of the students.

For Slow learners:**Scholar Support Programme (SSP)**

- **SSP** which comes under the New Initiatives run by the Government of Kerala and under SSP, personalised additional support pertaining to academics is provided to weak subjects or slow learners and monitored by College level Coordinator. The candidates must be from the first semester of the Under Graduate Program who have scored less marks in the qualifying examination. The college selects five subjects and 50 students for each year.

- Question banks for various subjects are circulated among the students. Study materials are prepared and made accessible to the students. Tutorials, additional lectures, interactive sessions, text books etc. are carried out to ease their learning process.

Remedial Teaching

Remedial teaching is practised in all departments under the supervision of HODs. First year students are selected on the basis of the marks in the qualifying examination and the second and third year students on the basis of their performance in the University exams. They are taught separately after tutorial hours and special exams are conducted for them with separate time table. The extra intelligent students of the same class are advised to assist their less privileged class mates.

- The cooperation of the parents is sought for conducting remedial classes on holidays.

- • Appropriate counselling are ensured.

For Advanced Learners:

Walk with a Scholar (WWS)

It is inclusive of the New Initiatives by the Government of Kerala and specialized mentoring programmes are arranged for students in Under Graduate Program. It aims at giving orientation to advanced learners, to help them identify appropriate areas for higher studies as well as employment. The structure of the programme includes both external and internal mentoring executed through a Coordinator. An aptitude test is conducted to screen the students into the programme. A total of 90 students are selected for the programme and they are divided among 15 Internal Mentors.

A SWOC analysis is conducted by the internal mentors. External mentors are experts from multi disciplines and they deliver motivational lectures on various topics like personality development, general knowledge, soft skills, research methodology etc. Motivational visits have been organized for previous batches to IIM Kozhikode, M S Swaminathan Research Foundation Wayanad, CTCRI Sreekaryam, Doordarshan Kendra, Agriculture College Vellayani etc. The progress of the scholars is evaluated at regular intervals. Feedback from students are collected.

Additional skill Acquisition Programme (ASAP)

It imparts 300 hours of skill training to selected students of First Year Degree Programme. Of this, 180 hours is focused on foundation module comprising of Communicative skills and IT skills and the remaining 120 hours on the module related to the skill sector chosen by the student.

Civil Service Coaching

The college provides Civil Service Coaching for Civil Service aspirants.

Other activities such as making post graduate students to publish research papers, conducting quiz competitions, debates and conducting seminars and arrange training to competitive examinations like UGC/CSIR/NET examination etc.

2.2.2 Student - Full time teacher ratio

Response: 15.51

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.89

2.2.3.1 Number of differently abled students on rolls

Response: 30

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

One - day induction programme (Batch-wise) is organised for the undergraduate students before the commencement of every academic programme.

Learner centric teaching methods are employed to make teaching and learning more effective.

- Group task
 - Role play
 - Project work
 - Field visit and specimen collection
 - Surveys
 - Industrial visits
 - Case study
 - Debates, seminars, presentations etc.
-
- Students are provided with web links such as *Samvidhan* in Rajya Sabha channel to familiarise themselves with Indian political system.
 - Invited guest lectures by eminent personalities were organized by most of the departments.
 - Visiting faculties drawn from industry and academic institutes of repute supplement the teaching process and provide the necessary information to bridge the gap between industry and academia.
 - Formal lectures by teachers are also made interactive by ICT enabled group discussion and clarifying doubts raised by the learners.
 - e-groups and phone groups are there for aiding the students to work on their assignments and projects. Free internet access in the library and departments promotes the habit of self-learning among the students.
 - Seminar presentations by the students and lecture notes by faculty are made available in Learning Management System.
 - Teachers use ICT enabled teaching method by preparing computer assisted teaching aids. Animations and simulations are used to hold the attention of the learners.
 - Audio visual aids such as overhead projectors (OHP), slide projectors, charts, and films are also made use of to aid the teaching – learning process.
 - The extra ordinarily intelligent students of the same class are advised to assist their less privileged class mates. Students are initiated to engage in collaborative learning through group learning and

group discussions so as to brainstorm ideas, and prepare write ups for presentation.

- PG departments have given freedom to select the elective courses as per the demand of the students from the list of elective courses suggested by the University.
- In the fifth semester of the UG courses, each student can select an Open Course (NUMBER) offered by the college. It provides opportunity to students to pursue inter-disciplinary studies, which helps them in future career options.
- Projects at the undergraduate level and post graduate level are assessed as a part of evaluation. Students learn to work in a team, collect, analyze data and make presentations by using ICT.
- Evaluative Project work which is compulsory at the PG level, incorporating a research component. They learn to search, compile, and sort relevant literature from reference books, manuals, journals and the internet. It gives them an insight into the gap in knowledge base for further research, take up research as a career and to publish work in reputed journals.
- Visits to the residences of eminent personalities and academicians are carried out for experiential learning.
- Annual Science exhibitions are conducted as a community outreach program.
- New initiatives like SSP, WWS and ASAP also enhance experiential learning
- National commemorative days like Environment Day, Earth day, Gandhi Jayanthi, Science day, International Women's day etc. are celebrated with campaigns, lectures, tree planting and cultural programmes.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 83.49

2.3.2.1 Number of teachers using ICT

Response: 182

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 31.61

2.3.3.1 Number of mentors

Response: 107

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The College takes utmost care in ensuring efficient and effective teaching by its faculty and productive learning by its wards. The faculties are continuously recharged in their respective disciplines and in professional competence through training programmes, workshops, seminars and internships both inside and outside the College.

- A bridge course is conducted at the beginning of every academic year to equip the students
- The teachers make a sustained effort to move away from the traditional “chalk and talk” method of teaching towards more active and interactive forms including **LEARN UNDER A TREE**
- The college has given due importance to ICT enabled teaching learning process and encourage students to upload their project and seminar PowerPoint presentations and deposit lecture notes and presentations of faculty in **Learning Management System** accessible through LAN.
- Audio clips are used in language classes to hone the listening skills of students.
- E-groups and phone groups are there for aiding the students to work on their assignments and projects.
- Films are screened in connection with the Film Studies course and plays in the syllabi. Film festivals are organized in collaboration with *Kerala Chalachitra Academy*.
- A theatre club functions in the college with a faculty as its head. A lecture –demonstration method is practiced in language classes with the support of members of theatre club.
- Students are encouraged to produce class room magazines, dramas etc. They often visit the house of former faculty of the college and have a fruitful interaction with them.
- The Environment Studies course in the BA programme includes a field trip. Students with the assistance of the teachers concerned do the project in a fair manner.
- Invited talks by eminent resource persons, poetry reading by popular poets to make the learning process more interesting.
- The club activities in which students take part in the second year of their graduate degree programme also help them develop their skills in debating and drama.
- There is also a Quiz Club in the college through which the students can increase their general knowledge. The faculty members of the college play an active role in coordinating these activities or encouraging students to participate in them.
- The department of Political Science conducts Open Book Examination. Question Bank preparation is given as a Project to the students, and testpapers are conducted using questions from this.
- Every class begins with a review session where the teacher makes the students recap the gist of the previous class. The students are connected to the previous session through this, which makes learning a continuous process.
- Collective teaching: two or three teachers together engage one class to present different perspectives on a particular topic.
- Inter-disciplinary teaching – Teachers from other disciplines may take classes on selected topics.
- Tutorial system put in place, with scope for redressal of grievances. Open houses arranged for

stakeholders' interaction.

- Extension activities like clubs, forums, NSS, NCC etc. and Open Courses promote independent learning and academic flexibility.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 98.26

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 51.45

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
118	113	103	105	112

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 9.82

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 13.54

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	6	4	6	4

File Description**Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 1.38

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	3

File Description**Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

The college is affiliated to the University of Kerala and hence the systems mandated by the University are to be strictly followed by the college. Choice Based Credit and Semester System was introduced by the University of Kerala at the UG and PG level. Since 2013, University introduced system for both Continuous Evaluation and End Semester Evaluation. In tune with the reforms made by the university, the internal evaluation system of the college revised from time to time.

After the student gets admitted to the college the evaluation methods, both Continuous Assessment (CA)

and End Semester Evaluation (ESE), are communicated to the students by way of prospectus, notices and departmental meetings. During orientation the students are given a clear idea about the syllabus and evaluation procedures. The entire internal evaluation process involves class room evaluation, internal tests and assignments or projects.

- The CBCSS convenor monitors the implementation and frequency of continuous assessment methods. The periodic instructions issued by university are communicated to the students.
- In CA, Internal evaluation of UG and PG programmes are done on the basis of four important criteria – attendance (5 marks), assignments and seminars (5 marks), internal examinations (10 marks) – coming to a total of 20 marks.
- After the conduct of internal examinations the answer scripts are evaluated within the stipulated time and the scheme of evaluation is made transparent to the students. After the internal examination, the faculty discusses the common mistakes made by the students and helps them overcome such errors. Suitable remedial coaching provided to make slow learners better.
- The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal examination.
- A software tool for uploading the CA marks is maintained at the college level and used with efficacy by all the departments
- Re-examinations are conducted for students who fail to attend the internal examination as per the time table due to unforeseen reasons and for the students who have scored less mark.
- Mark sheets of CA are prepared with utmost care and are handed over to the students for verification and also grievances, if any, are addressed by the faculty.
- The CA marks are accessed through Learning Management System and administrative privileges are attributed at various levels.
- As part of CBCSS, the student has to take part in at least one club/forum activity. Each club has one teacher convener who evaluates the activities of the student member and records it for further assessment.
- The introduction of the new system of evaluation had brought about visible changes in the performance of the students, both inside the classroom and outside. A few examples are cited below:
 1. Regularity of students in attending classes ensured.
 2. Maintaining Logbook and Teachers Diary helps in planning both curricular and extracurricular activities of students.
 3. Students are found to be taking greater interest in programmes like NSS, NCC, club activities etc.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

During the admission process itself, evaluation methods are communicated to the students and parents by way of prospectus, notices and departmental meetings. During orientation classes, the students are given a clear idea about the syllabus and evaluation procedure. The entire evaluation process involves class room evaluation, attendance, internal tests and assignments or projects as stipulated by University guidelines. Internal assessment in college is so transparent that every student has a clear idea about the internal evaluation process of the theory & practical subjects.

- Before the conduct of internal examination the HODs concerned call for department meeting for the smooth and transparent carrying out of the examinations. The College Council decides the dates for the conduct of internal examinations and timetable is generated accordingly and a CBCSS convener take care of the whole process. The HODs collect the necessary stationery from the PTA. The HODs concerned allocate faculty to set the question papers in a confidential manner. The teachers carry out their invigilation duties in a fair way. The invigilators are directed to record the attendance. Squads consisting of senior faculty make surprise visits to the examination halls to prevent malpractice.
- The answer sheets are evaluated and discussion on personal grounds is carried out by teachers and students after the distribution of answer scripts. Evaluated answer sheets are preserved and documented. Marks for the examinations (theory and practical) will be displayed on the department notice boards within a week time.
- Slow learners are permitted to make better their marks by rewriting the examination. All such modifications will be displayed in the department notice boards for student reference.
- At the beginning of each semester the students are directed to collect topics for preparing assignments from the teachers concerned. The students are asked to submit the assignments to the teachers concerned within the stipulated time. As part of evaluation interactions based on assignments are carried out efficiently in the classroom. Assignments after evaluation return to the students.
- Attendance registers are maintained for Main papers, Complementary Papers, General English papers and Second language. Percentage of attendance is calculated separately for each paper and then consolidated and eventually published on the notice board every month.
- Internal assessment marks are tabulated taking into account marks obtained for attendance, assignment and internal examination prior to the commencement of University Examinations. The consolidated CA mark sheet is given to students for verification and they are asked to furnish their signature against the marks obtained. The students are given an opportunity to redress their grievances concerning CA marks if any.
- Field trips, Industrial visits and specimen collection are monitored by faculty and evaluated externally.
- Projects and dissertation are guided by mentors assigned and evaluated externally.
- Parent-teacher meeting is conducted at the end of every semester to acquaint the parents with the students' progress in academics
- The verified marks are uploaded to the University website within the stipulated time after the three-tier verification at the Tutor, HOD and Principal levels respectively.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

All internal examinations are conducted adhering to the norms and regulations of University of Kerala. The Principal, with the assistance of IQAC and the College Level Monitoring Committee (CLMC) ensures the effective implementation of the evaluation reforms, both formative and summative.

- Meetings, awareness programs are conducted at the commencement of every program by College Level Monitoring Committee (CLMC) and IQAC to familiarize students and parents with the revisions made in the evaluation patterns both ESA and CA.
- The Principal and the Chief Superintendent of Examinations ensure the smooth and transparent conduct of University examinations.
- Question papers for Internal Examinations are prepared very confidentially. The time table for internal examinations are prepared by CBCSS convener and approved by college council.
- Examinations are conducted in a fair manner which does not give scope to any kind of grievance from the part of the students and examination halls are under CCTV surveillance.
- The invigilators are directed to record the attendance in a fair mode.
- Squads consisting of senior faculty make surprise visits to the examination halls to prevent malpractice.
- The answer sheets are evaluated in a transparent manner.
- Discussions on personal grounds are carried out by teachers and students after the distribution of answer scripts. The teacher gives special attention to students with low potential / marks. Marks obtained in all examinations are communicated to parents.
- Slow learners are permitted to make better their marks by reappearing the examination after remedial coaching. All such modifications will be displayed on the department notice boards for student reference.
- Marks for the examinations (theory and practical) will be displayed on the department notice boards within a week time.
- Accuracy and Punctuality earn due credit in the formative evaluation components like, attendance, assignments, seminars, practical records etc.
- As part of evaluation interactions based on assignments are carried out efficiently in the classroom. Independent learning skill of students is measured on the basis of assignments and seminars given to them. Grades are given on the basis of different parameters viz. content, creativity, references, presentation, structure and application.
- Attendance registers are maintained for Main papers, Complementary Papers, General English papers and Second language.
- Monthly attendance statement is published on the notice board.
- The consolidated CA mark sheet is given to students for verification and they are asked to put their signature against the marks obtained if they are satisfied.
- The verified marks are uploaded to the University website within the stipulated time after the three-tier verification at the Tutor, HOD and Principal levels respectively.
- The students are given opportunity to redress their grievances concerning CA marks if any through Tutor, HoD, DLMC and CLMC levels.
- Parent-teacher meeting is conducted at the end of every semester to acquaint the parents with the students' progress in academics.
- No serious grievances related to evaluation are reported for the past few years which shows the

transparency and credibility of system in which college adheres to.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution adheres to the academic calendar of University of Kerala for the Continuous Assessment.

- The college strictly adheres to the Academic calendar provided by the University. The college is affiliated to the University of Kerala and hence the systems mandated by the University are followed by the college.
- The University publishes an academic calendar every year. But due to the large size of the University and due to various contingencies like delays in publishing of results by the Higher secondary boards, extension of dates of final admission etc, rigorous adherence to the academic calendar may become detrimental to the undergraduate student's welfare and academic development. Hence some changes are necessary with regard to the academic calendar like conduct of internal examinations, dates of submission of assignments etc and which is executed in consultation with college council, CLMC and IQAC. But overall, an effort is always made to adhere to the academic calendar where ever possible, keeping student's interest as paramount.
- Academic calendar is strictly followed in the case of PG, M.Phil and Ph.D courses in the college. The PG, M.Phil and Research committees routinely meet and directs the respective departments to conduct the academic and research activities as per the academic calendar published by the University.
- The seminars as part of continuous evaluation which are of interdisciplinary interest are conducted after 3.30pm without affecting regular class and it enables students from other disciplines can also benefit from presentations especially in science departments.
- The PowerPoint presentations prepared by the students are uploaded in Learning Management System of the college to verify the date of evaluation and assessment so as to keep the process in tune with academic calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are stated and displayed on website and communicated to teachers and students. After the completion of the admission process, the department initiates the process of communicating the syllabus and curriculum of the particular discipline to the students succeeded by an orientation session.

With reference to the curriculum and syllabus, the programme and course outcomes are also discussed at the student meetings. This would help the students to get a sense of the scope and extent of the discipline concerned and the possibilities for further studies, including research. All these are done after a series of

meetings and consultations at the departmental and college levels.

There are separate departmental level committees for under graduate, post graduate and research programmes in all departments. The syllabus is discussed at the department level and various chunks of the syllabus are allocated to individual teachers, who would be in charge of monitoring programme and course outcomes via the conduct of internal tests, seminars and other methods including projects, field visits etc.

All research departments have M. Phil. and Ph. D committees which monitor the conduct of the concerned programmes. For example, the M. Phil. Committee decides the selection of subject for the thesis depending on the taste of the student and the resources.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The college has designed the teaching, learning and assessment strategies in such a way as to give enough weightage to each of the specified learning outcomes. Provision of a sufficient learning environment, proper implementation of the curriculum and effective evaluation system ensure the achievement of the specified learning outcomes.

The college collects data on student learning outcome in different ways:

- § Comprehensive student feedback in prescribed formats
- § Random feedback from students
- § Feedback from parents, alumni
- § Seminar presentations and class room debates
- § Surprise tests
- § Continuous assessment
- § external examination results (university exam)
- § Involvement in curricular and extracurricular activities since grace marks has been offered by the university
- § Details of student progression
- § Performance in practical sessions and field trips
- § Involvement in doing UG and PG Project

§ Performance in mock viva

§ Paper presentations of PG students, MPhil Scholars and Research Scholars in National and International Seminars

§ Participation of students in exhibitions conducted in college

The examination results and feedback reports are analyzed by the IQAC and steps for improvement are initiated. Performance of students in extracurricular activities has been observed by the college Students' Union and the teachers-in charge of various clubs. The democratic system of student election is practicing in University College. University College has been successful in managing campus politics in a healthy manner without hindrance to the teaching- learning activities.

The Department of Physical Education keenly observes the performance of students in sports. The college council always caters the needs of students in their sports activities.

Both College Council and IQAC discuss the findings of the feedback of stakeholders and prepare action plan for the subsequent year, with the intention of attaining the learning outcomes. They review the performance of the institution with respect to the curricular, extracurricular and research activities.

The department level academic activities like internal assessment, tutorial classes, seminars, projects and academic discussions are reviewed by the department level monitoring committee.

The factors necessary for excellence like availability and accessibility of learning resources, timely appointment of faculty/ guest faculty, Faculty Improvement Programmes of teaching staff, infrastructural requirements etc. are reviewed by the College Management. The Principal, with the assistance of IQAC and CLMC, monitors the academic-research activities, maintenance of discipline etc. The general discipline of the campus is monitored by the College Discipline Committee.

Results obtained in the semester examinations, higher education enrolment ratio, feedback from industries etc. all point toward the successful achievement of the learning outcomes by our students. The data collected is used for the implementation of various projects/ programmes to bridge the gap in learning outcomes. The programmes implemented include:

§ Classes for improvement of communication and soft skills.

§ Remedial teaching.

§ Coaching for competitive exams like NET, Bank Coaching, Civil Service etc.

§ Remedial programmes for weak students in different subjects

§ Infrastructural support like INFLIBNET, virtual lab, language lab etc. are provided.

§ Library has been digitalised.

2.6.3 Average pass percentage of Students	
Response: 54.72	
2.6.3.1 Total number of final year students who passed the examination conducted by Institution.	
Response: 556	
2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution	
Response: 1016	
File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.25	
File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 108.8

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
5.93	42.7946	33.276	13.045	13.751

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 30.28

3.1.2.1 Number of teachers recognised as research guides

Response: 66

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.81

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 53

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The 16 research departments in the college strive to promote original research work for knowledge creation by persistently promoting, applying and facilitating high standards of research practices.

A sophisticated instrumentation facility, University College Analytical Instrumentation Facility (UAIF) has been envisaged to make the University College a platform for industrialists, scientists, teachers, research scholars and students to analyse, imbibe and develop innovative practices. The DPR of the same was approved and got Administrative sanction.

Vision

To traverse new realms of knowledge pursuit through original research studies for the benefit of the society.

Mission

UAIF is committed to enhancing original research in science through collaborative partnership, leading to research excellence, adhering to ethical standards and professional best practices.

Objectives

- Build a platform for knowledge creation and innovative practices
- Act as a bridge between the academicians and the industrialists to create knowledge
- Promote UG/PG students to explore more opportunities at the national and international levels
- Provide guidance in filing of copyrights, patents whenever required
- Promote awareness about green practices and ethical standards in research and innovations
- Foster healthy partnerships and collaborative interactions
- Short-term training course on Instrumentation
- Evolve indigenous techniques useful to society

The R&D team in each department work as a core group to improve research programmes. More teachers are encouraged to become research guides, to increase the intake of research-oriented scholars. The teachers are encouraged to apply for major and minor research projects of various funding agencies like the UGC, DST, DBT, KSCSTE, ICAR, ICMR and CSIR. The college research wing encourages

interdisciplinary collaborative work within the college and also other institutions and NGOs. The OERC and its Annexure, maintained exclusively for research scholars and faculty, help promote research activities.

A separate research and development block (RD Block) is at the final phase of construction, for facilitating research work and creating an eco-system for innovations. RENU (Research Nucleus) is implemented aiming at interdisciplinary research work and discussion platform.

Teaching faculty have won international fellowships such as Raman fellowship and been selected for programmes like FLAIR. Research committee monitors the progress of PhD and Mphil programmes.

Seminars and workshops are organised, with renowned scientists and academicians as resource persons. Drafting of research papers and reporting, oral and poster presentations, and the release of conference proceedings with ISBN are all given importance. The topics for dissertations of students (UG, PG and MPhil) are always selected from recent and relevant research areas. Original research articles are published in National/International peer reviewed journals.

As part of the sesquicentennial celebration of the college, a programme of popularizing science and different research disciplines of the college and their contribution to the society was conducted, comprising Unique@2017 exhibition, National seminars, invited talks and lecture series by renowned alumni.

Research committee always upholds strictly adhering to ethics in research activities, and to avoid plagiarism and other malpractices. Seminars are organised to enlighten the scholars regarding the research methodologies and plagiarism issues.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 128

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
46	26	21	17	18

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**Response:** Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No

File Description	Document
List of Awardees and Award details	View Document
e- copies of the letters of awards	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0.79**3.3.3.1 How many Ph.Ds awarded within last five years****Response:** 81

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 2.62**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
201	114	94	82	71

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 3.9

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
251	218	174	105	88

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Apart from a curriculum that gives primary importance to the holistic development of students, the extracurricular activities, including those of the clubs, NSS, NCC and Students' Union, all focus on bridging the society with the campus.

There are 23 clubs that enable the students to engage in the extension activities. The College authorities, faculty and the Students' Union provide ample support for these. Also, as part of the curriculum, each student of the first degree programme has to complete a minimum of 40 hours in social activities.

Given below is the list of the clubs and their activities.

Club	Activities
Chemical Society	Science awareness campaigns and exhibitions to eradicate false beliefs Water quality analysis of drinking water sources
Nature/Eco Club	Planting of trees, Trees census, plastic free campus campaign, green awareness campaign regarding ill effects of public spilling, observances related to environment

Literary club (English, Hindi, Sanskrit, Tamil, Arabic and Malayalam)	Mock interview, debates, quiz, GD, presentation sessions based on co	
Debate Club	Gender sensitisation programmes through debates	
Health and Hygiene club	Promotes healthy living through seminars, workshops, sports com events	
Media club	Mock press conference, debates, mock interview sessions, and works	
Sports club	Friendly matches between departments, inter-collegiate competitions	
Botanical club	Awareness about ecology, ecosystem, their preservation and co poster exhibitions, flash mobs in the campus	
Geoforum	Awareness about survey and map making, popularising technical kno the theory with practical applications	
Energy club	Routine surveys on energy management in the campus, drafting re better ways of energy efficiency.	
Mathematics club	Quizzes, seminars, workshops, invited lectures for popularising Math	
Film club	Annual campus film festivals on themes of contemporary relevance, with award-winning film makers and actors	
Economic forum	Awareness about the current economy and various aspects of econ through seminars, workshops, panel discussions	
Women's study unit	Gender sensitisation programmes and awareness about the problems general, familiarising with the available helplines and options	
Quiz club	Inter-departmental quiz, Inter collegiate quiz	
French club	Poster exhibitions, French food festival and exhibition, singing compe	
Swachh Bharat Abhiyan club	Campus cleaning, promoting green practices and ensure clean toilets and General Hospital, Trivandrum	
Aids Awareness Programmes	Poster exhibitions, flash mobs, talks, participation in Awareness Government agencies	

Other activities, organised generally by the college for the community include:

- Annual blood donation camps
- Visits to tribal, coastal and slum areas
- Visits to Mental Hospital, Palliative Care Units, Regional Cancer Centre, Central Prison, Juvenile Homes
- Counselling services and stress management programmes, awareness programmes against drug abuse
- Medical and legal camps in the coastal and tribal areas
- Distribution of vegetable seeds and seedlings of fruit trees
- Informal discussions and debates on socially relevant issues during lunch break in open auditorium

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 8

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	4	4	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 150

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
25	47	40	19	19

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 94.41

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3290	3118	3077	2571	2508

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 3

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 2

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The University College campus is located on both sides of the MG Road. The entire campus is situated in an area of 10.62 acres with a total built up area of 15040 sq.mtr, richly endowed with lush greenery, protecting the campus from the vehicle pollution that surrounds it. The college has the added advantage of being easily accessed by road and rail.

The following infrastructural facilities embellish the academic and non-academic transactions in the college:

- Class rooms of varying sizes. All the departments have ICT enabled smart classrooms.
- New three storied Research & Development Centre.
- The faculty members of the 23 departments are accommodated in 34 staff rooms, with several departments having multiple staff-rooms.
- There are 24 science laboratories, 4 research labs and 3 computer labs.
- Adequate IT infrastructure has been setup in all the departments.
- There is a General library which hoards approximately one lakh books, comprising rare and old editions as well as the latest books. There are 23 department libraries too.
- The Online Education & Research Centre (OERC) with 40 Computers and accessories enabling research capabilities and assisting publication works
- The administrative block contains 3 spacious office rooms
- There is also the Vice Principal's Room which also serves as Examination Centre.
- Separate rooms are provided to IQAC, PTA, Civil Service coaching centre, NSS and NCC
- There are four major seminar Halls with a seating capacity of 120 each with good acoustics
- Centenary auditorium with a seating capacity of 230, and an Open Air Auditorium
- The Edusat centre is set up for facilitating live classes and using on-line materials
- The department of Botany maintains a Botanical Garden, rich with rare varieties of plant species including medicinal plants and old trees
- Separate Museums are maintained by the departments of Zoology and Geology, which boasts of numerous unique and rare specimens which dates back several centuries
- The Herbarium maintained by the department of Botany also showcases several unique specimens from plant kingdom
- Department of Geography devised the Geographical Information System (GIS) of ArcGIS 10.4 latest version installed in 31 systems in the Geospatial lab for maps and discovering geographic information
- A Canteen of 1500 sq. ft with adequate infrastructure and separate spaces to serve 80 students and 25 staff, is available within the premises
- The amenities provided take care of the essential needs of students. These include 20 toilets for staff and 40 toilets for students
- Two-storied ladies amenities center houses toilets, napkin vendor and incinerator
- The front portion of the campus has a vast Playground comprising a Volley ball court, a Basketball

- court, a Hand ball court, a Ball badminton court, Archery board and 2 Cricket nets
- There is a separate transformer for the college and underground electrical cables
- A server room maintains all optic fiber internet connections using two firewalls

The college has made systematic efforts in upgrading its infrastructure facilities. It has a seven year infrastructural perspective plan made by IQAC.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

Response:

It is essential that along with the academic development of a student, an educational institution should take care of the physical and athletic capabilities also. The University College has always produced students who become part of the University, State and National level teams. The Department of Physical Education conducts inter collegiate tournaments. Necessary play grounds, equipments, kits and sportswear are all provided with. The gymnasium is used by both students and faculty.

Yoga sessions are conducted for both students and faculty, under Department of Physical Education. The Department of Psychology organizes classes for meditation, relaxation techniques and stress management, such as laughter therapy.

Major sports facilities

Sports facility	Area	Year of establishment	No. of users
Main Ground			
Basketball Court	17M × 32M	2016-17	80
Volleyball Court	20M × 10M	2016-17	40
Handball Court	22M × 45M	2016-17	45
Ball Badminton Court	10M × 20M	2010-11	25
Cricket Nets	5M × 10M (2 NETS)	2010-11	40
Archery Range	70M × 20M	2014-15	20
Gymnasium	10M × 10M	2010-11	50

SPORTS TEAMS OF THE COLLEGE

The University College has 32 teams that have participated in the university intercollegiate tournaments. Around 120 sports persons are included in 32 teams. The College teams have won the overall championship repeatedly in the games section, among arts and science colleges and professional colleges.

Last year, 55 students got selection for all-India inter-university competitions, 17 students got medals in all-India inter-university competitions. The college is proud of its sports persons who clinched a Commonwealth medal for India. The most valuable memorizing event was when the college became champions in Army Trophy and received the trophy from the then Defence minister Sri A K Antony.

BUDGET UTILIZED for Sports facilities for the last 5 years:

2012-13 : Rs. 2,50,000

2013-14 : Rs. 3,00,000

2014-15 : Rs. 1,00,000

2015-16 : Rs. 1,00,000

2016-17 : Rs. 29,70,000 [Including the MP Fund of Dr. T. N. Seema for Regional Development]

CULTURAL FACILITIES

The overall development of a scholar of course includes nurturing the cultural and artistic talents too. The college is home for immensely talented students and faculties who take care to nurture the innate talents of the students. Numerous clubs such as Music club, Theatre club, Debate club, Film club, Quiz club, Media club, Literary forums and all focus on polishing the skills of students, under the guidance of the faculty in charge. Our institution had nurtured many celebrated alumni including the acclaimed *Jnanapeed* award winning poet prof. ONV Kurup and many of them are in coveted positions across the globe.

The college has one open air auditorium and a centenary hall which are used for organising the major cultural events of the college. There are four seminar Halls with good acoustics which host such activities. This is used for all the major functions organised by the college. The PTA spends an average of Rs. 1.2 lakhs every year to provide training for the students to participate in the youth festival, along with necessary costumes and props for the group events. The College also host Intercollegiate University Youth festivals.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 22.94

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 25

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 27.46

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
7.8	21	25.10954	6	300

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The library system in University College works in a two-tier system: General Library and Department libraries.

1. GENERAL LIBRARY

The General Library of the college occupies a pride of place, with a vast collection of unique and rare books, augmented by the latest editions, periodicals and journals that cater to the research and academic interests of the students and faculty. Total area of the General Library is 3000 sq. ft with total seating capacity of 50. Library remains open on all working days from 9.30 to 4.30 pm.

- **BOOKS AND PERIODICALS**

The College has a good collection of **1,57,535** books. A good number of books and journals are added every year. The General Library subscribes **40** Periodicals and **11** Newspapers. The Library has on-line access to Inflibnet e-Resources which provides more than **6,000** online Journals and **31,35,000** e-books.

The library has been partially automated, using integrated library management software **LIBSOFT**. It provides a very user-friendly atmosphere in the library.

The college is a member of Inflibnet N-List consortia for many years and provides access to thousands of e-resources. It provides web based services including access to e-books, e-journals, and research databases. Thousands of e-resources are made available from a single point of access.

- **RARE COLLECTION**

Old College Magazines from 1928 onwards are available in the library. The collection consists of very old, rare and new books and periodicals. There are 9 Computers in the Library with 5 computers having broadband internet connectivity. One Photocopying Machine, Laser printer and a Barcode Printer is also available in the Library.

- **LIBRARY SOFTWARE**

The integrated Library Management Software **LIBSOFT** for the overall management of Library Books and easy **information retrieval** is employed in the Library. It is upgraded every year.

- **LIBRARY SERVICES**

i) OPAC (Online Public Access Catalogue) for book search

ii) Internet browsing facility for Staff and Students

iii) NLIST e-resources (6000+ e-journals and 31,35,000+ e-books) from the website www.nlist.inflibnet.ac.in.

iv) As part of National Education Mission on education envisaged by the Government of India, the BSNL has provided broad band connection for providing e-resources through the UGC INFONET Digital Library Consortium. Kerala Higher Education Council has taken initiative to establish the **Cluster of Colleges** and a consortium of college libraries.

v) As part of this programme the University College Library has been automated with other 4 Colleges in Thiruvananthapuram.

vi) Thus the library catalogues of five Colleges, including University College is available with the website of cluster of colleges.

- **BUDGET UTILIZED** for library facilities for the last 5 years:

2012-13 : Rs. 27,99,712/-

2013-14 : Rs. 10,00,000/-

2014-15 : Rs. 11,00,000/-

2015-16 : Rs. 20,42,200/-

2016-17 : Rs. 12,00,000/-

2. DEPARTMENT LIBRARIES

An average amount of Rs. 9 lakhs has been utilized every year for the strengthening of the 23 department libraries which are beneficial for the faculty members, the students and visitors from cluster colleges.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

As University College was established in 1866, the General Library and the Department libraries are oldest of its kind in Kerala, possess good collection of rare books and documents. These books are also used for what they tell us about their former owners and readers. Most of these books are out of print and not available elsewhere. We keep and collect rare books to safeguard our heritage and to promote the development of new ideas about the past. Old College Magazines and reports from 1900 onwards are available in the library and it is a subject of great interest to young researchers. The college is in the path of digitizing these rare books, necessary proposals have been submitted to the Government of Kerala in this regard.

Some of the rare books included in the libraries:

- The Land of Perumals or Cochin its Past and its Present
- Missionaries and a Hindu State Travancore
- Tribes and Castes of Cochin
- Zamorins of Calicut --From the earliest times to A D 1806 Calicut
- Dutch in Malabar
- Memoir of Travancore
- The Theory of State
- Church History of Travancore
- Asiatic Palms – Lepidocaryae
- The species of Ficus – Indo-Malayan and Chinese countries
- Handbook of Histological and Cytological Technique
- Collected works of J C Maxwell
- Electric Telegraphy Fleming 1910

- Philosophical Magazine 1851 Onwards
- British Association Reports 1840
- International Catalogue Of Scientific Literature 19th Century
- Proceedings Of Royal Society Of London
- Collected Papers Of Debye
- Collected Papers Of Lord Rayleigh
- Mathematical Theory Of Electricity And Magnetism Jeans
- Indian Journal Of Physics Volume I -X
- The Principles Of Optics
- The Indian Zoological Memoirs on Indian Animal types
- Comparative Tables Of Muhammadan And Christian Dates
-
- The Browning Encyclopedia
- A Shakespeare Encyclopedia
- The English Novel before the Nineteenth Century.
- Macmillan's Handbook of Elizabethan and Stuart Literature
- Malayalam Grammar Manuscript
- The Ain-i-Akbari
- Moozhika Vamsam Moolavum Paribhayum
- Chrishtu Bhagavatham
- Adventures of Oliver Twist, Vol.03
- Ballads and contributions to Punch 1842-1850
- Dialogues of Plato, Vol.4
- Dictionary of archaic and provincial words, Vol.1 A-I
- Dictionary of national biography, Russen-Scobell
- England and the English
- Episodes of vathek
- Explanatory and pronouncing dictionary of the noted names of fiction
- Harold: The last of the saxon kings
- History of Frederick II of Russia called Frederic the great
- Intermediate Greek-English lexicon
- Middle-English dictionary
- Works of Mr. Francis Rabelais

Detailed list of rare books collection is uploaded as web link.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu

3.Shodhganga Membership**4.e-books****5.Databases****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 16.28

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
12	20.422	11	10	27.99712

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No

File Description	Document
Details of remote access to e-resources of the library	View Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 15.97

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 575

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

University College has successfully oriented the campus and office activities towards integrating IT into everyday activities. IT has been amalgamated into the college activities for improving the quality of teaching, learning and evaluation processes, and also for making the administrative processes user friendly, efficient and transparent.

OPTIC FIBRE NETWORK

- The entire campus is connected with Local Area Network
- A dedicated server system has been installed for the campus networking management, along with two firewalls for advanced network security solutions
- All the departments are networked through leased line broad band internet connection with internet nodes and switches in all departments
- Wi-Fi facility in the campus makes accessing online materials easier
- As a part of the e-Governance project of Directorate of Collegiate Education, Government of Kerala, all the faculty have free high speed internet access on their personal laptops or on LAN connected desktops in their department

EQUIPMENTS

- There is a central public address system with nodes on all classrooms and staffrooms.
- Portable electronic podiums
- Departments have the essential IT infrastructure like Computers, Printers, Scanners, Photocopiers,

projectors, tape recorders, television, speakers, electronic podiums and public address systems.

- Almost all the departments have smart classrooms with smart board, LCD projector, Television, Internet connectivity, Laptop and speaker system
- The ICT facilities are protected by dedicated UPS system

COMPUTER LABS

- The departments of Mathematics and Statistics have sophisticated computer labs with an approximate number of 50 computers dedicated for their lab and project works
- The department of Geography devised the Geographical Information System (GIS) of ArcGIS 10.4 latest version installed in the Geospatial lab for creating and using maps, compiling geographic data
- LAB 1.0: a Java based application for B.Sc. Physics Lab. Student friendly GUI to obviate conventional assessment of lab analysis.
- Online Education & Research Centre (OERC) with 40 Computers and accessories facilitate the free access of the internet and DTP work for the students and the staff
- Edusat Studio is well-maintained with necessary accessories for streaming Edusat classes

SOFTWARE AND TOOLS

- Open source software is installed in systems without proprietary software
- Online attendance and continuous evaluation management system is installed in the central server and is accessible at all departments
- Students and faculty have access to resources of INFLIBNET, supervised by the General Library and Library utilises Library management software for book cataloging and issuing.
- The IT Infrastructures of the college are supported by the newly developed Learning Management System. *MoodleLearningmanagement system*
- Five punching terminals have been installed in the campus for the Centralized Attendance Management System (CAMS) of the teachers and the non-teaching staff

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 8.54

File Description	Document
Student - Computer ratio	View Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 58.11

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
195.067	67.80728	33.7353	25.25	132.3086

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has well-established machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like College Council, Planning Board, Building Committee, Purchase Committee, PTA and IQAC with necessary support systems.

PHYSICAL FACILITIES

- The building maintenance is achieved through periodic monitoring by the building committee and devising suitable proposal.
- Annual Stock verification for each department?
- Allocation of adequate budget for annual maintenance of college infrastructure
- Sufficient support staff is maintained to upkeep infrastructure
- Scheduled Maintenance and Repair of physical infrastructure, like painting, roof maintenance as most of the buildings are in Victorian style
- Provisions of Classroom Maintenance including furniture, doors and windows
- Major equipments, ICT instruments and UPS are under AMC
- Electricity related problems were solved to a great extent by the installation of separate transformer and underground electricity cables.
- Water Coolers are regularly serviced.
- Plumbing maintenance and repair, including water and sewer systems.
- Mechanical equipment and lab equipments are repaired periodically under AMC
- General & Emergency repairs are done by the PTA.
- Adequate protective measures like UPS, antivirus, firewalls, CCTV cameras.
- The water tanks, well and the artificial pool are cleaned regularly.

LABORATORY FACILITIES

- A cost effective approach is followed in the laboratory network maintenance strategies.
- Annual stock verification of chemicals and glassware.
- Mechanical equipment and lab Equipments are repaired periodically and sophisticated equipments are maintained under AMC.
- Refurbishing of laboratory equipments is done at regular intervals. ?
- Calibration of laboratory equipments are sought regularly.
- Laboratory equipment maintenance and repair are done by professionals. ?

- Wastage from laboratories is minimized using green protocol and reuse solvents.

COMPUTER FACILITIES

- The college has a comprehensive IT policy regarding service, data, and network security.
- The college has a mechanism of adopting free software and anti-piracy protocol
- OFC broadband connectivity problems are addressed by PTA.
- Internet facilities are secured by two dedicated firewalls.
- In order to minimize e-waste, computers are serviced and reused as far as possible.

LIBRARY FACILITIES

- Automating the library facilities using an integrated library management software.
- Maintenance and digitizing of rare books, manuscripts and reports with special care.
- IT infrastructure are improvised in the libraries?
- OPAC system for book search has been devised and regularly updated.
- Providing facility to access Library Catalogue of five government cluster colleges in Thiruvananthapuram district from the website of cluster of colleges.

SPORTS FACILITIES

- Department of Physical Education monitors the maintenance of Sports Facilities.
- Regular maintenance of sports equipments.
- Regular inspection of sports field.
- Giving top priority to the safety of the players by renewing protective guards.
- Hiring professionals for special sports training and field maintenance.
- The equipments in Gymnasium are regularly serviced and purchase new ones whenever required.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 78.94

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2367	2381	2408	2545	2331

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 8.1

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
266	250	244	244	236

File Description

Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 37.69

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1209	1161	1163	1132	1101

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 1.97

5.1.5.1 Number of students attending VET year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
32	81	103	60	30

File Description

Document

Details of the students benefitted by VET

[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description

Document

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.67

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
61	47	45	45	46

File Description

Document

Details of student placement during the last five years

[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 24.53

5.2.2.1 Number of outgoing students progressing to higher education

Response: 248

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 72.19

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
144	141	146	124	132

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
210	201	198	175	170

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 45

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
21	7	6	9	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

College **Students' Council/Union** is a mandatory and productive element in any college, and the University College, always boasts of a proactive Students' Council with the best of the student talents in the campus.

The Council is constituted as per the guidelines set by the University of Kerala. The Parliamentary system of election is followed and elections are conducted every year, under the close monitoring of the staff. All the students in the campus can cast their vote to elect a candidate. The dates for filing the nominations and the day of election are declared by the University. The college authorities ensure strict adherence to ethical practices during the entire process of the election. The elected body comprises 9 members: Chairperson, Vice Chairperson, General Secretary, Joint Secretary, Fine Arts Secretary, Student Editor, two University Union Councillors, General Captain for Sports and Representatives for each year Degree and PG Courses. The two University Union Councillors represent the college at the University level.

One faculty is nominated by the College Council as staff advisor to guide the activities of the Students' Council.

The activities of the Students' Council start off soon after taking oath as office bearers. This is followed by Inauguration, Fresher's Day, Annual Arts Festival and Sports Meet. The activities of the Council include Annual College Day celebrations and organising and conducting numerous programmes including Film festivals, Drama fests, Book fairs, Food festival, awareness drives, Blood donation campaigns, Organic Farming etc.. Major festivals are celebrated in the campus to foster communal harmony. Social and charity works are undertaken to nurture social responsibility among the students. The council actively associates with the campus cleaning and other activities of the NSS and the NCC. The council observes important days in association with the clubs of the college.

The finance for the activities of the Union is met primarily from the Union Fund allotted by the Government and also from the PTA. On certain occasions, the Council collects voluntary donations and spend for social causes.

The **college magazine**, based on a specific and relevant theme, is a major highlight of the activities of the Students' Council. A separate editorial board with teachers from language departments and a staff editor, along with a team of student editors, helps the Magazine editor in the compiling of the magazine.

The Students' Union is actively involved in the smooth functioning of the College and they represent the concerns of the students in the College Council through the staff advisor. In all the official functions of the college, a representative of the Council is invited to offer felicitations, thereby ensuring their representation and involvement in the events. They are also involved in selecting and training talented students for inter-collegiate competitions and events. They are represented in all major bodies in the college such as the IQAC, College Development Council (CDC), RUSA monitoring committee, Canteen Committee, Library Committee and various Clubs.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 26.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
38	24	24	23	24

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Alumni association of the College functions in 3-tier system:

1. UCASCA

This is the Alumni of senior citizens comprising renowned academicians, successful administrators, trendsetting judges and lawyers, well-known social activists and famous artists. The association actively participates in organising programs/ events for/of the college. UCASCA was officially formed in 2005, (registration No. T4035/06). They meet regularly, in the campus itself, and take a keen interest in the academic and holistic development of the college, including financial assistance to meritorious students.

The members of UCASCA nurture a special love for their alma mater, and is always ready to lend a hand in whatever way they can. The prominent personalities in UCASCA include Sri. T. P. Srinivasan (former Ambassador of India), Dr. G. Madhavan Nair (Former chairman, ISRO), Padmasree Thanu Padmanabhan (Dean, IUCAA Pune), Sri. S. M. Vijayanand IAS (Former Chief Secretary, Government of Kerala), Sri. K. Jacob Punnoose IPS (Former DGP, Kerala) and Dr. P. K. Iyengar (Indian Nuclear Scientist), Justice (Rtd) Fathima Beevi, Parliamentarian Nabeesa Ummal Veteran actor Padmasri Madhu, Poet (Prof.) V. Madhusoodanan Nair and writer Sarah Thomas. During the Sesquicentennial Celebrations of the College in 2016-17, association contributed Rs. 45000/- for the conduct of various programmes.

2. UCAA

The University College Alumni Association (UCAA) is the general alumni association of the college and have thousands of members. Registered with No. TVM/TC/1199/2016, they convene annual general body meetings and assess the overall welfare of the College. Association has conducted a grand function "Back To Campus" program inaugurated by Hon'ble Governor of Kerala followed by a Cultural Fest in 2017.

3. Department Level Alumni Associations

There are 20 department-level Alumni, of which 7 are registered under Travancore Cochin Literary Scientific and cultural Societies Registration Act XII of 1995. The Alumni associations contribute immensely to financially assist the students as well as conducting lectures by eminent alumni.

Department	Registered number	
Physics (UCPS)	T818/09. http://www.ucps.in	<ul style="list-style-type: none"> • Annual generalbody meetings • Scholarships for toppers in MPhil, MSc, • Awards for academic excellence • Endowment prizes for rank holders (MSc)
Chemistry (UCCAA)	T. 246/09 http://uccaa.in	<ul style="list-style-type: none"> • Regular meetings • Talks by eminent scholars • Books donated to department library • Cash prize (Rs-5000/- sponsored by M.S 1989-91batch) to the best outgoing girl s commemorate Marie Curie • Annual quiz competition for college stud Dr. N. S. Warriar • Scholarships • Endowments
Botany	TVM/TC/459/2016	<ul style="list-style-type: none"> • Executive meetings • Annual general body meeetings

(UNIBOTANICAA)		<ul style="list-style-type: none"> • Talks by eminent alumni • Memorial lectures
Zoology (UNIZOA)	T315/09	<ul style="list-style-type: none"> • Annual meetings • Quiz competitions
Arabic (UCAS)	T34/10. http://arabicuniversitycollege.yolasite.com/	<ul style="list-style-type: none"> • Endowments for rank holders (MA, BA and Arabic as additional language)
History (HISTORIA)	T.508/10 http://www.historiatrivandrum.com/docs/index.php	<ul style="list-style-type: none"> • Regular executive meetings and general meetings • Annual research award • MPhil awards • Remembrance Days • Memorial Lectures
Mathematics (UCMS)	TVM/TC/558/2016	<ul style="list-style-type: none"> • Regular meetings • Quiz competitions
Hindi(UCHAA)	Formed in 2009	<ul style="list-style-type: none"> • Regular meetings • 7 scholarships
Malayalam(UCMAA)		<ul style="list-style-type: none"> • Regular meetings • Celebration of Important Days • Memorial talks
Sanskrit(UCSAA)	Formed in 2009	<ul style="list-style-type: none"> • Books donated to department • Honouring former teachers

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 238

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
67	44	42	41	44

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Proudly bearing a rich heritage of one hundred and fifty years, the University College, Trivandrum, is the point of genesis of English education in the State.

The governance of the college for all its activities is always in tandem with the stated vision and mission, though as a government institution it has all the strengths and weaknesses that prevail in public sector institutions. Keeping in touch with the changing demands of the society, in general, and the student community, in particular, the college introduces new courses, add-on courses and other programs which provide hands-on training and expertise to the students and increase their employability in the global job market. The College Council, IQAC, Academic Committee and the Research Committee closely monitor the effective implementation of the curriculum and the results of the examinations in order to identify any existing lacunae, and to suggest and implement any appropriate measures that is required.

Apart from curricular activities, the co-curricular and extra-curricular activities are planned in a manner to ensure the linking of the campus with the outside society, thus highlighting value-based education. The NSS, the NCC, the Students' Union and the various clubs strive together, under the able guidance of the teachers, to organize programs that nurture the social linking of the students and mould them into responsible and socially committed citizens. Seminars, class projects, research projects undertaken by both students and the teachers are always socially relevant, yielding fruitful production and dissemination of knowledge. The sprawling campus adhering to green protocol is both physically and academically congenial to knowledge creation and sustenance.

The admission, examination and evaluation procedures are all conducted in a fair and just manner, ensuring equality and maintaining of discipline in the campus. The conduct of students' council election and the activities of the students' council also are free from any sort of discrimination, thus passing on a clear and strong message of socialism and secularism in the campus. The students' council is also given a functional role in the campus activities and functions, thus cultivating the organizing, team-building and leadership skills of the students.

The functioning of the administrative section and the teaching section is transparent. The different arms of the institution work as a team for the betterment of the students and in ensuring excellent learning outcomes. Teachers always make use of state of the art technologies and innovative teaching practices, and endeavor to foster the innate talents of the students. The rich source of our alumni is used to build on the rich legacy and heritage of the college and to horn the knowledge-seeking instinct of the students. Eminent alumni nurture a special love for the college, and always willingly come to the campus to interact with the students, share their experiences and often to guide them. Financial assistance and donation of books are also undertaken by the alumni, along with industry-academic interaction.

6.1.2 The institution practices decentralization and participative management

Response:

Decentralization and ensuring the participation of all stakeholders in the functioning of the educational institution is very crucial. University College takes utmost care to involve all stakeholders in the process of running the college including Alumni, Parents, Local Administrative bodies etc. The functioning of the **Parent Teacher Association** can illustrate the commitment of the college to manage the affairs by collective responsibility

Case study: Functioning of PTA in the year 2016-17

The PTA consists of the parents of all the students and all the teachers of the college. The office bearers are democratically elected in an Annual General Body meeting. The audited accounts of the income and expenditure of the outgoing PTA committee are presented. (*Ref: Independent Auditor's Report, 2016-17*)

Principal is the president of the PTA and there a vice president who is also a Parent. The PTA has Teacher Secretary and a Parent Secretary. There are 7 teacher representatives and 8 parent representatives. This ensures due representation of all stake holders. The PTA secretary is made a member of College Development Council and College Council.

Major initiatives

- In the year 2016-17 alone, the PTA has renovated three defunct class rooms in the heritage building and made them useful. **New class rooms** thus created were given to research scholars of Sanskrit Department, M.Phil. Students of History and Chemistry. (*Ref: PTA Annual report 2016*17 Page no. 5*)
- PTA of the college provides all the stationery required in departments and it undertakes the printing of **forms and question papers** (*Ref: PTA Annual report 2016*17 Page no. 6*)
- PTA took initiative to resolve the problem of drinking water by **installing water tanks** over the Arabic block and main administrative block. (*Ref: PTA Annual report 2016*17 Page no. 7*)
- The water filters and coolers were repaired and maintained by the PTA. (*Ref: PTA Annual report 2016*17 Page no. 7*) The PTA has spent **Rs.106,272 on plumbing and sanitation** in 2016-17 alone.
- PTA is very crucial for the smooth functioning of the college office as it **maintain computers and printers** there. (*Ref: PTA Annual report 2016*17 Page no. 7*)
- The PTA **appointed a faculty** in Department of French. (*Ref: PTA Annual report 2016*17 Page no. 8*)
- The PTA appoints and maintains **five staff members**. One security staff, three assistants at the OERC, one person for sanitation works in addition to the government appointed staff. In the year 2016-17 alone, PTA had spent **Rs.482,060** on salary to the staff .
- The **Civil services coaching centre** of the college is supported by the PTA .(*Ref: PTA Annual report 2016*17 Page no. 9*)
- PTA maintains the photocopying and printing facilities at subsidized rate. (*Ref: PTA Annual report 2016*17 Page no. 9 &10*)

It can be seen that in the overall administration and management of the college happens through the

involvement of all the stakeholders and central role given to the PTA in the running of the college is very helpful in ensuring decentralization and participative management.

File Description	Document
Any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The multi-dimensional strengths of the college have always yielded top-quality results in the academic as well as sociocultural and political fields.

With a faculty and student community that touches 3,500, making the college stand a par with any university, the college can easily scale heights of excellence. The Strategic Plan 2016-2022 targets achieving equity, excellence and employability. The three Es are identified so as to generate graduates with high potential of employability through equity and excellence in the academic and research domains.

The Strategic Plan identified goals at two levels:

i) Transforming teaching/learning experience ii) To excel in the research domains.

For long-term goals it is proposed to establish Centres of Excellence.

On the short-term goal end, the following are the activities proposed and the outcome.

Outcome	Strategy	Time Line
Rooftop solar panel	Estimation from ANERT	2020
Analytical Instrument facility	Administrative Sanction obtained for 935 Lakhs.	2022
Increase quantum an quality of research –more projects / social relevance	Major / Minor Projects Socially relevant topics	2019
Upgrade remaining departments to research centres	Infrastructural facility must be enhanced	2020
collaboration	MoU with nearby National research institutes to do the research as dissertation work of PG students	2020
Upgrade instructional technology –virtual class	Model virtual Lab	2020

room			
Dedicated competitive examination coaching center- placement	Apart from Civil Service Coaching, PSC,UPSC and Bank coaching	2020	
More add-on courses- employability and skill -placement	Short term skill development program	2018	
Fitness centre	Gymnasium should be upgraded	2019	
Improve the ambience of campus- more trees and landscaping, engaging classes in lawn or under shade of trees	Vertical garden and amphitheater	2023	
Establish global alumni chapters	Nine registered alumni must be interconnected by a central body	2018	
Installation of MOODLE	Learning management system	2017	
Canteen extension	Using CDC fund	2018	
Renovation of Botanical garden and herbarium	Redesign landscape	2018	
Artificial pond with 50,000 litre capacity	Sustainable development	2017	
Courts for volleyball and basket ball	Using MP fund	2016	
Acoustics for auditorium	Using Plan fund	2018	
Geology block renovation	Using Special Heritage fund	2019	

The Centres of Excellence have the following objectives:

- To provide advanced facilities of sophisticated analytical instruments to teachers, students, Research scholars and other users from academic institutes, R&D laboratories and industries to enable them to carry out measurements for R&D work.
- To attract more research scholars to peruse their career in Science.
- To organize workshops and seminars on the use and application of various spectroscopic and analytical techniques for students, teachers and personnel from other Laboratories, Universities and Industries.
- Development of new measurement/analytical techniques for exploring new dimensions in research in various areas of science and technology.
- All instruments under one roof capable of handling multidisciplinary research.

The college council approved the suggestion by IQAC and works for Analytical Instrumental facility were immediately started. The strategic plan was successfully implemented and administrative sanction of 935 lakhs are allocated for the center.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The institution is headed by the principal and the decision making procedures are made at appropriate levels in the organizational hierarchy by ensuring optimum participative and decentralised manner in a democratic way. Statutory bodies and non-statutory bodies as per the university/government guidelines are also included in the organizational structure. There are different bodies that give academic and administrative leadership to the institution. Various committees work in tandem for the smooth and efficient management of curricular and cocurricular activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with College council for one academic year or until new committees are constituted. Following is the list of few bodies and their functions:

College council: Constitutes all the Head of 23 departments and 4 elected members and representative from IQAC and PTA and Administrative Assistant.

CLMC: College level monitoring committee act as an interlink between various bodies as well as plans academic activities and monitor it.

Examination Committee: Internal and Examinations are coordinated through different examination convenors

Planning/Purchase committee: Separate committees comprising of faculty members and administrative staff are involved in the planning and implementation, audit and purchase.

Research Committee: M.Phil. and Ph.D. courses are monitored and faculty certificate are issued in recommendation of committees.

Committees: Decentralisation of power through committees; some are statutory and the others are nonstatutory in nature which include Anti Ragging cell, Womens grievance redressal cell, counselling cell, placement cell, SC/ST welfare cell etc. Co-Curricular and Extracurricular activities are headed by faculty in with sufficient autonomy.

IQAC: The Internal Quality Assurance Cell is constituted of members as per NAAC norms. The IQAC ensures systematic documentation of all activities and collects/analyse feedback from stakeholders and

ensuring the sustenance and enhancement of quality and excellence. The IQAC organizes quality enhancement programmes for faculty, non-teaching staff and the students.

PTA and CDC: These bodies monitor, maintain or provide necessary infrastructural facilities and ensure a healthy academic environment.

Office Administration: An Administrative Assistant with two wings viz, accounts and establishment sections coordinate all office administration.

Service rules and procedures

As a Government institution and an affiliated college of University of Kerala, we strictly follows the service rules according to the UGC/State Government/University norms. The Working hours are from 9.30a.m-4.30pm. The teaching and non-teaching faculty have the benefits of GPF/GIS/SLI/Gratuity and Casual/Earned/Medical/Maternity/Paternity/ Compensatory Leaves. Recruitment is taken place according to the norms of State Service rules and UGC. The HoDs review requirements as per Teaching Load and submit the consolidated staff requirement to Principal and report to higher authorities. Promotions are based on service and merit stipulated by government.

Grievance redressal Committee:

Committee headed by principal and faculty-in-charge meet to discuss and resolve the grievances as soon as possible, if any received from the concerned students/staff. The minutes of the meetings are maintained.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Object of study: Effectiveness of decisions and implementation of their resolutions are described by using a case study-

College Development Committee (CDC)

Subject of study: Construction of an Interdisciplinary research centre, Ladies amenity centre and renovation of the Canteen.

Structure of CDC

The CDC is a unique mechanism that brings together bureaucracy, the local administration, law and order officials, teachers, students and college administration to act in a synergic mode to achieve the maximum potential. Chaired by the **District Collector**, other members include the Principal, Assistant Engineer of PWD, PTA secretary, teacher representative, student representative, president of Alumni Association and a higher police personnel. All matters related to the functioning of the college including general discipline, academic activities, and infrastructure enhancement are discussed. The CDC meets periodically to ensure that the budget allocated for development is utilized properly and analyses all developmental works in the college. The appropriate utilization of the heritage fund is done under the impetus of CDC.

Decisions taken

The CDC took decision to effectively utilize “the Centre of Excellence and Heritage Fund” and proposed the construction of an Inter disciplinary Research Centre. The CDC also took decision on 04/01/2013 to construct a new Ladies Amenity Centre and renovate the Botanical garden and canteen. (*Ref: Minutes of the CDC meeting held on 04-01-2013*). The work was started immediately.

Tracking the progress

The meeting held on 29/10/2013 reported that Rs.2.25 crores allocated for the three storied interdisciplinary centre was handed over to PWD and the construction could be started. (*Ref: Minutes of the CDC meeting held on 29-10-2013*)

Since the institution is owned by the Government of Kerala and the major maintenance and repair works are carried out through the Public Works Department of the Government, the college council can only finish the formalities and hand over the resources to the PWD.

Even though CDC had no direct control over the PWD, the committee decided to take proactive steps to ensure that the work is promptly and swiftly undertaken by the PWD.

The meeting held on 29/06/2015, analyzed the progress of work and it was noted that the construction of Ladies Amenity Centre has started and the work on Interdisciplinary research centre was in progress. (Ref: *Minutes of the CDC meeting held on 29-06-2015*)

The meeting held on 09/03/2017 noted that the tender for the renovation of the canteen has been taken up and the work started. (Ref: *Minutes of the meeting held on 09/03/2017*)

Successful outcomes

- The Ladies amenity centre was opened to the students in 2017.
- The Canteen was refurnished and opened to the college fraternity in 2017.
- It is expected that the construction of interdisciplinary centre will be completed in 2018 as all the formalities are got over by CDC.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Infrastructural facilities

- **Staff Club:** The staff club is keen to ensure a harmonial and cordial working environment within the college. The club takes all kinds of initiative to organize cultural programmes, and engage experts to give talks on diverse subjects to celebrate festive occasions. The club also provides sumptuous feasts to the entire staff on important events. The club furthermore extends hands to help the employees who are in distress. The club also arranges tours to different locations for the staff every year and provides staff directory and identity cards.
- **Gymnasium and Yoga:** The Physical education department supervises a fitness gym for the staff to ensure their health and well-being. The Physical education department also provides Yoga classes to the Staff to take care of their mental welfare.
- **First aid appliances:** First aid appliances are maintained by the Heads of the Departments concerned and provided in times of emergency.
- **Urinals:** Sufficient numbers of urinals for the staff and the students are functioning well in the campus and are properly maintained.
- **Canteen facilities:** A Cafeteria run by the women members of Kudumbashree Unit provides the staff and students with hygienic, homely and nutritious food. The staff of the cafeteria embraces clean and hygienic practices at work to keep the environment clean. They use food handler gloves, head coverings, clean equipment and utensils while handling food. They also adopt environment

friendly waste management techniques to dispose waste materials.

- **Wash areas:** Adequate washing rooms such as bathrooms, wash basins with taps and taps on stand pipes are functional in the campus and are maintained properly.
- **Ladies Amenity room:** The College has a common rest room for women where three main incinerators are installed to dispose waste materials and sanitary napkins and also has a coin-operated sanitary-napkin-vending machine. It also houses a women study centre for discussing various women-centric issues. The Kerala State Women's Development Corporation, for the welfare of women commuters of the city installed an e-toilet for the exclusive use of women in our college.
- **Drinking water facilities:** Monitored and maintained by PTA.
- **Security:** The College has installed CCTV cameras for the close monitoring of campus activities and security personnel in campus

Statutory benefits

The statutory benefits provided are those prescribed for the State employees by the Government of Kerala.

- **Maternity & Paternity Leave:** Employees can avail maternity or paternity leaves and other leaves like Special disability leave with permission to leave station.
- **Medical reimbursement Scheme:** refunds the medical expenditure of employees and their dependents.
- **Sexual Harassment Policy:** A Women's grievance redressal cell for addressing complaints regarding sexual harassment.
- **House Building Advance:** provided to the employees at interest rates lower than that of the market rate.
- **Welfare schemes:** The entire staff is covered under the Group Insurance (GIS), State Life Insurance and Group Accident Insurance (GPAI) schemes of the state government.
- **Leave Travel Concession:** Subject to rules and regulations, the travelling expenditure of the employees to any place in India is refunded.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0.28

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	1	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	4	3	3	5

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 8.98

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	13	22	25	22

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The college has an effective performance appraisal system for both teaching and non teaching staff. For assessing performance related to teaching, the evaluation indicators are academic excellence gained by the students, learning outcome of the students and the API scores of the faculty. For non Teaching staff, the indicators are efficiency, economy and time bound completion of tasks.

The college assesses the performance of its staff taking into consideration the self assessment analysis made by the staff and assessment made by the beneficiaries. Students and parents are major sources of feedback. The self assessment of the staff is taken periodically and evaluated.

After reviewing the feedback of the staff given by the students, the Principal provides counsel to the faculty members confidentially. The students are also asked to give their feedback on the experience gained on the respective programmes they have chosen and they are assured of their anonymity while giving the feedback. In addition, feedbacks from the peer members of the faculty are collected and subjected to examination.

A survey is conducted amongst the parents to find out the nature and extent to which the faculty achieves success in achieving the goals. On the basis of this survey, adequate and timely suggestions are provided by the Principal to the concerned faculty and departments to improve their performance. The preferred suggestions are discussed at the college council and recommended for implementation.

Every teacher is required to submit self assessment form in the required PBAS format based on the API scores thus gained, as and when indicated by the UGC. The Self assessment forms are critically assessed and the teachers are encouraged to better their performance levels.

The academic audit of every department is ongoing from 2016 onwards. The annual reports submitted by the departments are audited by peers from other departments. The college plans to put into practice external academic audit from the next academic year onwards.

Periodic reports are prepared by the Administrative officer concerned of the office and submitted to the Principal regarding the performance of the non-teaching staff. The quality of work, time bound nature of finishing tasks, whether rules and regulations are obliged or not and other matters are assessed and evaluated.

The college council discusses the reports and makes recommendations. The feedback of the students and teachers with regard to the functioning of office and matters related to administration is periodically taken and reviewed by a committee headed by the Principal comprising of the Head Accountant, AO, PTA secretary and IQAC convener. Practical solutions are put forward by the committee for improving the efficiency of the staff and maintaining economy in all financial related matters.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

University College is wholly owned and administered by the Department of Collegiate Education, Government of Kerala. All the grants and emoluments received in the form of budgetary support, grants and special funds from UGC, RUSA and other bodies are subjected to strict auditing. The institution is subject to auditing by Directorate of Collegiate Education in all financial matters. Timely audit is done annually in the form of department audits and Accountant General's audit.

The audit is done at various levels. External Audit is conducted mainly in three modes.

(I) Audit by the Directorate of Collegiate Education

The funds and grants obtained from the state government, the amount collected and received related to the general revenue of Government, Utilization/Non-Utilization details of such amount, its registers/accounts and so on are audited by the auditors with the Directorate of Collegiate Education. The senior finance officer of DCE is in charge of auditing.

The DCE Audit involves auditing of:

- Cash books, bill books, fee receipts , term fee registers
- Concession fees, non-plan contingent bills, contingent bill plans
- Plan fund , chemical lab, library books, stock register etc.
- CIUP , Plan expenditure , Study tours , Scholarship programmes
- Modernization of Edusat , CDC matching grants, Student acquittance of departments
- Challans and receipts, DD registers, PD accounts, Magazines , funds for Sports
- Pass books , RUSA passbook, FIST , UG associations, UGC CPE schemes
- Tour TA , Transfer TA
- Guest lecturers' and FIP substitutes' appointments and remuneration
- Registers , Annual stock registers , Computer stock registers
- DCB , Service books , Stock verification, Cash balance, Denomination

(II) Audit by the Office of the Accountant General

The funds from Government, UGC and central agencies and their expenditure are audited by the Accountant General.

The audit of the Accountant General involves:

- State Government non plan funds and their utilization
- PD accounts
- Stock registers
- Retention of cash balance
- Construction of time lines
- Timely completion of PhD and MPhil courses
- Recovery of pay and allowances
- Maintenance of DCB statement

(III) Audit by external Chartered Accountants.

PTA and Alumni associations have their audits performed by external Chartered accountants. UGC funds are also audited by CA firms. The expenditure of various UGC funds is audited by Chartered Accountants.

The audited reports are published so that all stakeholders can scrutinize the expenditure thereby ensuring accountability. The annual statements of accounts are prepared and audited and such statements are placed before the committee and the General Body of PTA and Alumni associations.

Internal audit

Internal Audit is done by a committee consisting of a senior faculty not belonging to the Department concerned. The senior faculty of Statistics and Mathematics are also included in the auditing team. The Stock verification of all the assets of every department is verified at the end of each and every financial year.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 9.84

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1.89901	2.02401	1.99381	2.02401	1.89901

File Description

Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Resources constitute human resources, material resources, infrastructural support and financial help.

Major resources are mobilized from:

1. Government / Department of Higher Education/ Department of Collegiate Education, Kerala:

Funds are made available to the institution through these agencies as Plan Fund and funds are allocated according to the proposal submitted by the college. The Directorate of Collegiate Education is the apex body which runs the institution. But the funds thus obtained have not

restricted the college further from exploring and procuring funds from other sources.

2. **Alumni support:** The University College has active alumni associations at the college level and departmental level, giving support to the college, investing with a number of resources. The alumni, many of whom occupies the highest echelons of society take an active interest in the functioning of the institution and provide free consultancy and financial support to the students and help in improving the infrastructure of the institution.
3. **Research Funds:** The Major and minor Projects and grants gained from UGC, ICSSR, and Kerala State Council for Science, Technology & Environment and other such bodies by our faculty help a great deal in facilitating the potential growth of the college.
4. **Fees, charges & levies:** The College collects a fixed amount of tuition fee from the students, which in turn is remitted to the government. The examination fee is remitted directly to the university.
5. **UGC and RUSA grants:** The Special grants from UGC and RUSA are vital resources for the growth and advancement of the college and assist in modernization and digitalization of academic environment.
6. **Donations:** The College collects a voluntary contribution from the students as Parent Teacher Association (PTA) fund at the time of admission. The PTA fund is utilized for various developmental activities of the college. The College Development Council(CDC) fund collected from the students is remitted to the Government which is allotted to the institution later along with a corresponding matching grant. The CDC fund is employed for the implementation of various student welfare programmes.
7. **User fees from UPSC, KPSC, SSC, Banks and other bodies for using the premises for examinations:** As the college is located in a prime position at the heart of the city, it is much in demand as an ideal spot for conducting various competitive and civil service examinations. The ambience and infrastructure provided by the college has resulted in being selected as a test center by UPSC and KPSC thereby benefitting the college in turn with the rent thus obtained.

Future plans:

1. Make available consultancy services for industries
2. Provide Data analysis for research purposes
3. Function as a service provider by making our institution an online examination centre in addition to the facilities provided for off line examinations.
4. Build an extensive network of alumni and well wishers who can afford financial support for growth and innovation.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC has been set up as envisaged by NAAC, for continuous evaluation and assessment of quality sustenance measures and act as a catalyst in quality enhancement. With the Principal as its Chairman and a

senior faculty as its convenor, external member from industry and alumni circle.

i. Development and application of quality parameters

IQAC has made the faculty and the staff aware of the parameters of quality assessment, and channelize the activities, introduce new models, design the forms as well as maintains records of their activities.

ii. Creating Learner-centric environment

The IQAC undoubtedly took the lead in transforming the learning atmosphere in the campus into a learner-centric one, though the institution functions within the limitations of a traditionally-structured curriculum and time-pressed semester examination system. Moodle, the free Open Source software package, is utilised as the learning platform or Course/Learning management system. Also motivates teachers to adapt their teaching approaches so that the learning system can be managed better, and the facilities can be utilised more effectively.

iii. Feedback response system

Every year, under the initiative of the IQAC, the feedback on the academic processes is taken from the stakeholders. Relevant issues are taken up and appropriate responses and measures are suggested by the IQAC to the college council, which sees to the implementation of these in due course of time.

iv. Organisation of Curricular Activities

IQAC organises workshops, seminars, exhibition, competitions aiming at the interaction of the academic and industrial realms, which is hugely beneficial for the teachers and the students.

v. Documentation

The IQAC meticulously document the participation of faculty and students in various curricular and extracurricular activities. IQAC publishes Quarterly News Letter. It monitors the departmental documents by providing clear guidelines and documentation materials. Each faculty is asked to maintain a record of their academic activities such as the Teacher's Diary, for which the books are provided by the IQAC.

vi. Nodal agency for best practices

IQAC is also the nodal agency for coordinating and implementing the best practices of the institution. Under the initiative of the IQAC, best practices such as Green Audit, Energy Audit and Academic Audit were conducted in the campus. All the studies were done in a time-bound manner and its recommendations were implemented in the campus. The Strategic Plan was also headed by the IQAC convener.

vii. Development of quality culture in the institution

The IQAC associates closely with the conduct of various programmes in the campus, and provides guidelines for the students' council and the departmental clubs regarding the organising of events. IQAC ensures the avoidance of plastic, for instance, and works with the NSS and the NCC in maintaining the Green Protocol. IQAC also makes sure that while new constructions are being done, the differently-abled are kept in mind.

viii. Preparation of AQAR

The preparation of AQAR in strict accordance with the guidelines and parameters set by the NAAC is definitely a prime duty of the IQAC, which it fulfils without fail.

File Description	Document
Any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**Response:**

IQAC plays a pivotal role in ensuring and amplification of quality of the teaching- learning process, assessment and evaluation, research and planning. It initiated National Institutional Ranking Framework process (*NIRF*) and get listed. IQAC coordinator is a member in college council, Academic monitoring committee, CLMC, Planning Board and College Development Council and ensure effective implementation of strategies.

- **Effective Curriculum Delivery**

The IQAC facilitated the organising of syllabus revision workshops by the departments, with the assistance of our members of the Board of Studies and the Academic Council. The college could initiate proposals for new MPhil Programs as an outcome of these. IQAC organised two seminars on Higher education with former and present Vice Chancellors in Kerala as resource persons. IQAC organised four-day science exhibition, as a social outreach programme, as part of sesquicentennial celebrations involving all the departments, research institutions and government agencies from outside to engage public.

- **ICT enabled teaching-learning process**

To provide modern technological devices for the teaching-learning process, the IQAC suggested installing smart boards and electronic podiums, and purchased college management system software. A workshop on “Technology Enabled Learning in Higher Education” focusing on Moodle, LaTeX and SPSS, was organized IQAC.

- **Assessment and Evaluation**

IQAC took the initiative to design and develop the Institution Management Software for a comprehensive and integrated assessment and evaluation of the students. An updated version using Moodle-based Learning Management System is now employed. The Academic Audit was initiated for all the departments, with ample assistance from HoDs. The annual evaluation and planning sessions are convened by the IQAC, in consultation with examination convenors.

- **Research**

IQAC proposed the formation of the University College Research Portal (UCRP) to coordinate the research activities (dissertation) undertaken by the students. This involves monthly meetings of research scholars and supervisors for sharing their ideas and problems, if any. A National Seminar on “Emerging Trends in Science Research” was organised by the IQAC for research scholars. Separate sessions on Research Methodology was conducted by experts for the benefit of research scholars from all disciplines, under the initiative of the IQAC.

- **Planning and Monitoring of the Quality of Teaching-learning Process**

IQAC convenes monthly Academic Council meetings in which the Principal, Vice-Principal and all HoDs sit together to evaluate effectiveness of curriculum delivery. Systematic monitoring of the planning and scheduling of teaching-learning and evaluation process of the college is done in the IQAC meetings held periodically. It organizes academic programmes including seminars, workshops, exhibitions, inter-and intra-college level Quiz competitions for the institution and general public. Moreover invited lectures of eminent resource persons including alumni are also arranged by the IQAC.

- **Content/Knowledge Management**

The IQAC organised a training programme on *Moodle* Learning Management Software for the faculty of the college. IQAC notifies the use of e-resources from Inflibnet. It monitors the activities of new initiatives such as WWS, SSP, ASAP and suggests periodical updating. IQAC prepares policy documents such as Master plan, Proposal for Government Budget allocation, Green Audit, Energy Audit and Academic audit.

File Description	Document
Any additional information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

University College on completing its sesquicentennial year keeps on striving to make improvements and needful changes while reworking on the weaknesses pinpointed by the NAAC peer team during its visit in 2010. Reckoning the recommendations proposed by the previous NAAC peer team, the college has ascertained to adopt a couple of measures to bring in innovations and qualitative amendments. Taking into account the suggestions of the previous NAAC peer team, following measures were taken.

Teaching-Learning

- Several eminent personalities from various streams of knowledge are invited to disseminate and share their knowledge and experience through lectures thereby motivating and inspiring the

students.

- As many a number of faculty are members in the Board of Studies/Academic Council/Syndicate of the University, we have grabbed our opportunity to have our say on the design and development of our curriculum.
- Value inculcation in students is carried out by providing them with lectures, activities, field visits and social outreach programs.
- Teaching learning methodology has been revamped and smart classrooms are being effectively utilised for teacher input that facilitates successful student output. Moodle based Learning Management System has been introduced.

Research and Development

- The College promotes interdisciplinary research, and in association with several national level research institutes brings out numerous research publications.
- National and international seminars and workshops organised by respective departments, thus leaving no room for doubts and misinformation related to various topics.

Infrastructural Facilities

- As the college provides good infrastructural facilities for sports, set up gymnasium, Basketball and volley ball courts, archery field , students have won accolades at university, state, national and international levels.
- Library Automation has been completed by using software like LIBSOFT and KOHA.
- Centralised Analytical Instrument Facility has been proposed and a building for setting up the same has received administrative sanction of 935 Lakhs.
- A new Ladies Amenity Centre has been set up in the campus.

Student support and Progression

- As per ICCR students from countries like Uganda, Mauritius and Iran are a part of this campus.
- Vocational training is also imparted to the students to mould them to cope with the global challenges.
- The college offers many entrepreneurship and skill development programmes including ASAP, soft skill development programmes, communicative skills enrichment programmes etc. The college also sustained two add-on courses namely Mushroom Cultivation and Hardware Networking Training Course.
- Extension club activities and social outreach programs are in full force.
- The campus spares no efforts to persist as eco-friendly, women-friendly and differently-abled friendly.
- The Career Guidance and Placement Cell of the college has rejuvenated itself and frequently invites various firms and companies to the campus to give exposure to the students to diverse fields of work.
- IQAC organises seminars, workshops, quiz and exhibitions as part of internalising a quality culture in the campus.

All these initiatives and innovations adopted by the college have taken us afar in terms of our educational goals and the mission and vision of our college.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 22

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	3	4	4	2

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Any additional information

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

A. Safety and Security

- The college has a Women's Grievance Redressal Cell with Principal as the Chairman and appointed members.
- The college has installed CCTV cameras for close monitoring of campus activities, has a helpline number for women students and faculty, and a complaint box.
- Our college has security personnel at the gate and also night watchmen to keep vigil of the campus.

B. Objectives:

- To deal with the complaints of sexual harassment and any other type of harassment of the female students, women staff of the college.
- To process all the individual complaints and take immediate suitable action.
- To provide assistance to the Faculty/Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.

- To form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

C.Activities

- The college promotes equality of opportunity and treatment for all men and women working and studying at the College or applying to do so and to ensure equality of access to all services provided by the College.
- The College builds upon existing arrangements to foster gender equality in all aspects of College life including admission process and appointments.
- The College takes active steps to establish good gender balance in decision-making processes in all areas of College's activities.
- The College continues research into gender gaps in student admissions and progress, and support the University's research into causes of gender gap in final examinations, where required.
- Every department has a student Advisor and mentors for every batch.
- The College embraces the laws and regulations of University of Kerala and current work on gender equality. The College fully supports the staff benefits provided by the Directorate of Collegiate Education, Govt of Kerala and has similar arrangements for College-only appointments. (www.collegiateedu.kerala.gov.in/)
- Apart from the Women's Grievance Cell, all the committees formed in the college contain at least one female member, assuring gender equality in all spheres.
- The Kerala State Women's Development Corporation, for the welfare of women commuters installed a public 'She Toilet' for the exclusive use of women in the city in our college in 2012.

D.Counselling

- Counselling is provided to the needy students of the college by the eminent psychologists under the auspices of the Department of Psychology referred by the mentors of the concerned departments.
- Documentaries and relevant films are screened occasionally. Seminars, talks by experts and interactions with renowned counsellors help to create awareness among the students about gender related issues.

E.Common Room

- The college has a common room (Ladies Amenity Centre) for girls where there are two napkin vending machines and three incinerators are installed to dispose waste materials and sanitary napkins.
- It also has attached toilets and wash areas.
- It acts as a platform for discussing various women-centric issues as it houses a women's study cell also.
- It also provides women space for taking decisions on primary matters related to the general well-being, and for creating awareness about their rights.

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy

sources**Response:** 0.06

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 100

7.1.3.2 Total annual power requirement (in KWH)

Response: 163700

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs**Response:** 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 46400

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:**A.Solid Waste Management**

- We have gone paper free by introducing online admission process, online office work, and fee payment, online submission of assignments, projects and internal assessments.
- Waste like glass splinters and aluminum scraps are separated and disposed in an eco-friendly manner.

- The institution follows 'Green Protocol' while conducting seminars and other events .
- Students and faculty are encouraged to use steel lunch boxes.
- Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste.
- Used papers are recycled and the students make paper bags out of them.
- Incinerators are installed in the campus for waste disposal.
- Separate bins are kept for organic waste and for non-biodegradable ones.
- A vermin-compost pit is maintained for converting organic matter to manure.
- A biogas plant in the campus helps to provide fuel for the purposes of the canteen functioning in the college.
- The college canteen strictly sees that any kind of non- biodegradable materials are not used for its functioning.
- The remains of the biogas plant is used for organic farming and as fertilizer for gardening purposes.
- The remaining waste such as those of plastic materials and thermocol are disposed of through the waste management programme of Trivandrum Corporation.

B.Liquid Waste Management

- Chemical solvents from laboratories are distilled and reused as far as possible.
- Waste water is reused for gardening purposes and ground water is recharged using water recharge pits.
- The sewage system of the college is connected to the Trivandrum Corporation drainage system.

C.E-waste Management

- Maximum efforts are taken to utilize the existing hardware by regular servicing and employing AMC to reduce e-waste.
- Unavoidable e-wastes like printer cartridges and laptop batteries are returned to the company personnel.
- Reusable parts are separated and used in other systems.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The state receives an average annual rainfall of 3000 mm. But Kerala faces severe water scarcity between February and mid May every year which leads to acute water shortages during summer, especially in the drinking water sector.

The Government of Kerala has taken many initiatives for promoting Rain Water Harvesting (RWH). As a

part of this, three Ferro cement water storage tanks were installed above ground in three different places in the campus in 2006. As our college is in the heart of the city water shortages especially during scorching summer are often met with to a large extent by means of rainwater harvesting. In our college, rainwater is collected at the time of heavy downpour in these tanks. These three tanks of 50,000 litre capacity each have been installed in three different localities in the campus and are suitably utilized for various purposes. The collected rain water is later reused for irrigation, in wash area, in toilets and for laboratory purposes. The locations of the tanks are as given below.

1. On the left side of the Physics block.
2. On the backyard of Philosophy block.
3. Behind the Chemistry block.

Water recharge pits are strategically placed in the campus for replenishing ground water which helps in maintaining adequate water level in the well even in scorching summer, in the courtyard of the Department of Physics. Excess rain water falling in Botanical garden is stored in an artificial pool in the garden having a total capacity of 50,000 liters.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Our college has a lush green campus with rich flora and fauna located 2 Km north of the Trivandrum railway station. It is a plastic free campus endowed with thick vegetation spread over 10.62 acres of land. The environmental setting is ideal for academic activities and creativity.

- Students and a large section of the faculty make use of public transport system for conveyance. The staff and the students use bicycles for their local travel as far as possible. There are five bicycles earmarked on the campus for this purpose.
- We have gone paper free to a great extent by introducing online admission process, online office

work, scholarships, salary disbursement and fee payment, online submission of assignments, projects and internal assessments through Moodle based Learning Management system.

- Our Nature Club takes onus in promoting various activities including eco - sensitizing programmes, discussions on pressing environmental issues and initiating appropriate solutions.
- A plethora of events are organized every year to create awareness on campus, such as case studies, projects, talks by noted speakers, quizzes, documentary screenings and nature walks.
- Tree plantation drives are made on World Environment Day every year to keep our campus green by planting saplings in collaboration with Dept. of Social Forestry.
- “Save Energy” campaign was initiated in connection with World Earth Day, organized a Seminar on ozone layer protection and screened a film on 16 Dec 2014 and the practice of save energy campaigns are still ongoing.
- Flex boards are banned, eco - friendly palm leaves and clothes used and natural lighting encouraged during working hours.
- Field trips are conducted to study environmental issues specific to Kerala.
- It is customary to plant trees commemorating the visit of eminent personalities.
- Promotes carbon neutrality by strictly adhering to its policy of not burning dry leaves and degradable or non - degradable waste.
- An exhibition cum seminar on ‘Plants for Human welfare’ organized on 21, 22 and 23rd Feb 2017 focusing on “earn and learn,” a novel idea with the huge participation of the public.
- A well maintained herbal garden of medicinal plants having indigenous herbs.
- A Nakshatra garden with plants representing 27 stars to promote the concept of conservation of plants and trees.
- The Botanic Garden of the College is a repository of diverse groups of species under plant kingdom.
- Visits to *FRLHT* to gather information of several species of ethno medicinal plants.

Major initiatives

- A database of the plant kingdom of the campus is made and botanical names displayed
- Green Audit
- Energy Audit
- Vermi-composting
- Rainwater harvesting
- Ground water recharging
- Biogas plant
- Solar panels in the Department of Physics

Courses

- Elective (PG) Political Science - *Environment Development and Politics* (from 2010)
- Open course (UG) - *Green Politics* (from 2010)
- Foundation Course (UG): Module on *Environmental Studies* and Module on *Green Politics* (from 2010).
- Elective (PG) History- *Environmental History of Modern India*

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.92

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.9993	10	0	0	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 10

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	1	3	3

File Description	Document
Report of the event	View Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory

bodies / regulatory authorities for different professions**Response:** No

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 12

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**Response:**

The Institution has organized the following activities related to the national festivals, birth/death anniversaries of the great Indian personalities:

- Gandhi Jayanthi: cleaning – college campus, railway station, University, drainage of Barton Hill Colony every year.
- Children’s Day (14 Nov): University College hosts valedictory ceremony of Children day rally of the State every year.
- Independence and Republic Day - flag hoisting ceremony, oath taking, and motivation talks.
- Commemoration lectures: Ambedkar Memorial (Yearly), Mahatma Ayyankali Memorial (Yearly), Sree Narayana Guru Memorial (Yearly), Eric Hobswam Memorial (2014, 2015 and 2016), Bipan Chandra Memorial (2015 and 2016), Prof. Satish Chandra Memorial (2017), Ilamkulam Kunjan Pillai Memorial (Yearly) and A. Sreedhara Menon Memorial (Yearly), Prof. Manonmaniam Sundara Pillai Memorial (2017), Prof. K.K. Neelakantan memorial (2017).
- Sadbhavana Day 2015)- Lecture on the topic ‘Thinking about Us’.
- Observed national festivals like Onam, Diwali , Xmas, Ramzan, Id, Holi, World Health Day, International Literacy Day, National Blood Donation Day by incorporating Students Union, NSS, NCC and Staff club of the college.
- National Science Day: Seminars and exhibitions held on diverse focal themes every year.
- Teacher’s day (5 Sep 2016): ‘**Gurusagaram**’- honoured 106 academicians, residential visit to

honour eminent teacher and Vyalar award winner (2010) Prof Vishnunarayanan Namboothiri.

- Nonagenarian celebration 27 Oct 2016 of Prof. **M.K. Sanu**, prominent Malayali writer and critic.
- Oru Vattom Koodi (2016) - musical tribute to Kerala's Poet and Jnanpeeth award winner Prof. O.N.V Kurup.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

A. Financial transparency:

The financial assistance is acquired through plan fund allotment, UGC and RUSA and the financial apportioning is done in a fair, transparent manner at the time of college council meeting for all the departments. The college level Planning board and Purchase Committee closely monitor financial activities. The institution is subject to auditing by Directorate of Collegiate Education in all financial matters. Timely audit is done annually in the form of department audits and Accountant General's audit. The expenditure of various UGC funds is audited by Chartered Accountants including reputed alumni. The audit of PTA expenditure is done by a registered CA and monthly statements are published. The annual statements of accounts are prepared and audited and such statements are placed before the executive committee and the General Body.

B. Academic transparency:

For transparency in academic matters, the academic programmes are executed in compliance with the uniform academic calendar of the University of Kerala and the master timetable of the college. Log books, Syllabus apportion books and Teachers diaries are maintained by all the departments. An academic year plan is made at the college council meeting. Continuous evaluation is done during the semester end and feedbacks taken by dept level councils and class PTA. The student grievance cell of the college examines and resolves the problems of the students. Department level and College level Monitoring committee addresses the complaints of students. IQAC takes annual feedback survey from among the stakeholders and conducts academic audit of our institution and suggests remedial measures.

C. Administrative Transparency:

Every decision regarding the administration of the college is taken at the College Council Meetings and the Minutes are communicated to each department. Department level meetings are held regularly for discussing and taking decisions on key issues. Each department has a department Secretary to maintain the records. Various Clubs, NSS, NCC, ASAP, WWS, SSP etc functions under various faculties-in-charge. A democratic selection of members for every committee is done by the College Council ensuring gender equality, and including student representatives. Department Level Clubs function under faculties - in charge nominated at department level meetings. Continuous Evaluation is carried out under faculties - in

charge. There is a Staff Advisor, PTA Secretary, and IQAC Co-ordinator for the proper management of the institutional affairs. The College Union is vested with the charge of carrying out extra-curricular activities of the students. The Disciplinary Committee, Women's Cell, Anti-Ragging Committee, University Examination Committee and Research Committee also play vital roles in the smooth functioning of the college activities. For enhancing the efficiency of the administrative staff, IQAC provides annual training to them on open source software and e-governance.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Civil Service Coaching Centre (CSCC)

CSCC established in the College in 1961 as an independent Sub Centre by the Government of Kerala has the specific objective of providing free and concessional intensive coaching to eligible candidates appearing for All India Civil Services Examination (CSE) conducted by the Union Public Service Commission.

The Civil Service aspirants on and off campus are profited from the coaching centre. They are primarily given free Prelims exam coaching, main coaching and intensive interview-oriented training with the help of civil service officers and former UPSC members. The expenses in connection with coaching are predominantly met by the PTA funds along with the donations of students and government allocation of the college. The classes are for two batches of 50 students (40 seats for the general category and 10 for SC/ST students). Scholarships are given for ten outstanding students.

CSCC has successfully completed 74 batches of students. The best part is that while other coaching centres charge heavy fees, CSCC is the only centre which affords free and concessional coaching for the aspirants.

The staff of the college is not enough to meet the needs of CSCC. The classes are principally handled by our faculty who give it as service gratis. Due to paucity of funds, the PTA can only disburse minimum wage and honorarium to experts and invited guests. The college has submitted a proposal to the govt to revise the minimum wage of Rs. 500 and honorarium of Rs.150.

2. ABCD (Any Body Can Do)

A noteworthy practice among the score of socially beneficial activities done is that of **ABCD (Any Body Can Do)**, an on-going student initiative with our Principal as patron, and Rahul Babu, PG student as Secretary that began in 2016. A teacher convenor co-ordinates the activities and our students and teachers take lead in the initiative. The objective is to provide succour to the deprived and disadvantaged. Flash mobs are conducted to raise funds and foster awareness about the endeavour.

On 23 June 2017, a grand ‘Praveshanotsavam’ (reception) was organised for the students of Lower Primary Tribal School of Vlavetti forest area, Kottur, Kerala, and distributed study materials and books. Lack of access to public transport and basic amenities are just a few issues that stop children from attending the school regularly. As a next step, the team ABCD wrote an article in the popular daily *The New Indian Express* highlighting the plight of the tribal children. The matter reached District Tourism Promotion Council and a one day tour “Kaattil Ninnu Naattilekku” (From the Wilderness to the City lights) was arranged on September 27, World Tourism Day. In addition to this, there are activities related to old age homes and rehabilitation centres. ABCD as a youth service initiative tried to establish a rationale connecting students’ needs and support service providers. For them, it was a valuable opportunity for selfless service. More funds and support are required for such activity oriented programmes.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Our institution is the oldest heritage higher education institution in Kerala established in 1866 celebrating its sesquicentennial status. Complying with the mission of the institution to foster talent and build on its rich repository of fame and prestige, research is the area selected for performance evaluation distinctive to its vision, priority and thrust.

Students of this college are from the lower strata and the college provide them with countless facilities to pursue higher education. Many of our *alumni are* in leadership roles in careers across the country and globe.

The college is a recognised research centre under University of Kerala in 16 diverse disciplines in Science and Humanities. Academic Research Programmes dates far back as 1935, the veteran research scholars being K. S. Padmanabha Iyer and K Bhaskaran Nair who took Ph.D in Zoology from Madras University.

M.Phil Programme was underway in the college during 1994 - 95 and our college remains the solitary college of Kerala University to offer M.Phil Programmes in various disciplines. Of the 218 faculty members, 66 are research guides (30.4%) with an output of eighty one PhD degrees (2012-17). 564

research papers and 836 presentations have been added to the vast repertoire of the research work of our venerable predecessors. Eight UGC major projects and twenty four minor projects and many student projects have been added to. Apart from post - doctoral programmes and training for National level and Junior Research fellowships, the ASPIRE scheme covers internship Programmes in organisations like JNTBGRI. Our faculty are recipients of fellowships including Raman Post-Doctoral Fellowship. Currently, we have 287 research scholars.

Prof M Somasekharan Pillai has made laudable contribution in the field of Data Analysis and Research Methodology for the Govt of India and Kerala. His study titled *Melting Crucibles: A Quantitative Assessment of Erosion and Traditional Knowledge among Tribal Communities of the Western Ghats - A Natural heritage Site* on the massive erosion and dwindling of traditional knowledge of Kerala's tribesmen was raised as a special mention by the Hon. M.P. Shri. K. Somaprasad in the Rajya Sabha (http://youtu.be/6_SDlx5e_8w?a) the rarest instance where in a study not commissioned by the Government is cited in the floor of the house (<https://www.researchgate.net/publication/275830463>). His study and report on the Nilgiri Biosphere Reserve in a workshop jointly organised by UNESCO and IITM-K is noteworthy.

Analysing the research output, 15 gene sequences have been identified and submitted to the NCBI, USA. The plant collections of Botanical Herbarium date back to 1887, one-off the kind in India with a total of 14000 accessions on report till date. Other notable works include the mosquito population survey of the city conducted by Zoology team and mental health assessment for the public by Psychology team. The pronouncement of the research team of Botany that the aquatic plant *Pistia Stratiotes* has the ability to detoxify pollutants and some wild tribal plants have high nutrient values attracted the attention of the media.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

University College, Thiruvananthapuram is one of the oldest and most prestigious institutions of higher education in India, established in 1866 to impart English education to the common folk of erstwhile Travancore by H.H. Sri Ayilyam Thirunal Rama Varma Maharaja. Having reached *Sesquicentennial* status, the College stands tall bringing forth thousands of luminaries such as the former President of India Sri. K.R Narayanan, numerous Cabinet Secretaries, Ambassadors, Civil Servants, IT doyens, Teachers, Poets, Writers, Artists, Politicians and the like. Offering 18 UG, 20 PG, 13 M.Phil and 16 Ph.D programmes, the College is undoubtedly vibrant academically. Its architecture, location, history and resourcefulness have made University College a spot not to be missed in the city, if not in the State. With staff strength of 218, of which more than sixty per cent are research degree holders, the College has sixteen research departments, 66 research guides and 299 research scholars. Its student-strength of 3294 comprises pupils from all social classes, mostly from the lower strata. Since the selection procedure to all the courses is based on merit alone, the percentage of financially challenged but meritorious students is the highest in this College. University College has been re-accredited with grade 'A' with a CGPA of 3.16 by the National Assessment and Accreditation Council of UGC. The college has also been accorded "College with Potential for Excellence" (CPE) status by the University Grants Commission. University College is also identified as a heritage institution by the Government of Kerala.

Concluding Remarks :

Post re-accreditation in 2010, efforts were put in for reaching national standards by including more entrepreneurship and skill development programmes. The student exchange programmes helped immensely in getting more students both at national and international levels. Initiatives were taken to conduct more campus interviews for students, and consultancy for generating funds, in particular research consultancy. Furthermore, IQAC took moves for engaging expertise faculties and eminent scholars for consultation and lectures, gave more importance to value education through awareness campaigns, seminars discussions, and value based programmes in the curriculum. Steps were also taken to get more involvement in Curriculum design and development through BoS.

The various advancements that have been carried out since the second re- accreditation are summed up briefly under the seven criteria. The various thrust areas of the institution as presented in the seven criteria are:

- Quest for excellence with emphasis on quality education;
- Fostering and rewarding research;
- Cultivating global competence among students;
- Promoting the use of technologies;
- Inculcating value system among students;
- Promotion of transparent and participatory governance;
- Promoting innovative practices to help realize the institution's mission as an agent of social transformation.
- Empower students to contribute towards nation's development through socialist and secular strategies of instruction.

All these have taken us afar in redefining our educational goals to respond to the contemporary global

challenges and national demands on the one hand, and mould our students as responsible citizens contributing to national development, on the other.

NAAC