The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*

2012-2013

1. Details of the Institution

1.1 Name of the Institution

Newman College

1.2 Address Line 1

Thodupuzha

Address Line 2

Thodupuzha East

City/Town

Idukki District

State

Kerala

Pin Code

685585

Institution e-mail address

principal@newmancollege.ac.in

Contact Nos.

04862-229797, 222686

Name of the Head of the Institution:

Dr. T.M. Joseph

Tel. No. with STD Code:

04862- 229797

Mobile:

9447851808

Name of the IQAC Co-ordinator:

Dr. Lovely Mathew P.

Mobile:

9745922219

IQAC e-mail address:

newmancollegethodupuzha@gmail.com

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

KLCOGN10033

OR

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.newmancollege.ac.in.

Web-link of the AQAR:

www.newmancollege.ac.in/ AQAR 2012-2013.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Three Star		2000	Till 2005
2	2nd Cycle	'A' grade		2007	Till 2012
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   2004

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

    i.   AQAR _____ _____ (DD/MM/YYYY)4

    ii.   AQAR_____ _____ (DD/MM/YYYY)

    iii.   AQAR_____ _____ (DD/MM/YYYY)

    iv.   AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution   Yes ☐   No ✓

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

Type of Institution   Co-education ✓   Men ☐   Women ☐

                  Urban ✓   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ✓   UGC 2(f) ✓ UGC 12B ✓

                 Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ✓   Science ✓ Commerce ✓ Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

Others (Specify)   .

1.11 Name of the Affiliating University *(for the Colleges)*

| Mahatma Gandhi University Kottayam |

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers | 12 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and

   community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held | Four Times |

2.11 No. of meetings with various stakeholders: No.   Faculty

Non-Teaching Staff Students | 02 | Alumni | 01 | Others | |

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

   If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. | 3 | International | | National | | State | 3 | Institution Level | |

   (ii) Themes

   1. Emerging Perspectives in Higher Education- Two day Conference for College Principals in Kerala- 29 & 30 October 2012

   2. Faculty Development Programme for Young college Teachers in Kerala on 17& 18 May 2013

   3. Orientation Programme for school teachers, 8-9 October 2012

2.14 Significant Activities and contributions made by IQAC

   Preparation for the 3rd cycle of Accreditation

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements

   * Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

   Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

> The report was presented in the governing body of the college and discussed. Suggestions made by the body were taken care of.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02			
PG	05			
UG	09			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02	02		04
Others				
Total	16	02		04

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	14
Trimester	
Annual	

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

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

Please provide an analysis of the feedback in the Annexure

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

   ┌───┐
   │   │
   └───┘

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

   ┌───┐
   │   │
   └───┘

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
69	14	55		

2.2 No. of permanent faculty with Ph.D.   22

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
06									

2.4 No. of Guest and Visiting faculty and Temporary faculty   06

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	02	07
Presented papers	01	08	02
Resource Persons		01	02

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

   ┌───┐
   │ Technology assisted education is promoted   │
   │   │
   └───┘

2.7 Total No. of actual teaching days   168

during this academic year

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

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

04		02

2.10 Average percentage of attendance of students

86

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.Maths	43	7(16%)	16(37%)	13(30%)	7(16%)	43(100%)
B.Sc. Phy.	25	5(20%)	11(44%)	5(20%)	3(12%)	25(100%)
B.Sc.Chem	36	2(6%)	15(47%)	7(19%)	6(17%)	30(83%)
B.Sc. Zool.	32		1(3%)	6(19%)	16(50%)	23(72%)
B.Sc. Bot.	19	2(11%)	1(5%)	5(26%)	9(47%)	17(89%)
B.A. Lit.	54	5(9%)	4(7%)	18(33%)	18(33%)	45(83%)
B.A. Eco.	48		4(8%)	16(33%)	26(54%)	36(75%)
B.A. Hist.	50		2(4%)	11(22%)	28(56%)	41(82%)
B.Com	60	6(10%)	23(38%)	18(30%)	10(17%)	57(95%)
M.Sc. Maths	15	7(47%)	5(33%)			12(80%)
M.Sc. Phy.	12		12(100%)			12(100%)
M.Sc. Chem.	13	1(8%)	10(77%)			11(85%)
M.A. Lit.	18		10(56%)	1(6%)		11(61%)
M.Com	18	1(6%)	17(94%)			18(100%)

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

The IQAC meets frequently and monitors the teaching & learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	35
Orientation programmes	65
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	04
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18			
Technical Staff	12			

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC promoted teachers to apply for Research Projects and Seminars

3.2　　Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	02	03	02
Outlay in Rs. Lakhs	15.59	9.89	32.12	25.00

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	09	07	04	04
Outlay in Rs. Lakhs	6.36	7.33	4.90	8.06

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	3	
Non-Peer Review Journals	01	11	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

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

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2012-2013	UGC	2544600	1864800
Minor Projects	2012-2013	UGC	490000	378000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

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

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		06	01		04
Sponsoring agencies		UGC	KSHEC		College

3.12 No. of faculty served as experts, chairpersons or resource persons   03

3.13 No. of collaborations   International [ ]   National 02   Any other [ ]

3.14 No. of linkages created during this year   01

3.15 Total budget for research for current year in lakhs :

From Funding agency   37.02   From Management of University/College [ ]

Total   37.02

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides   05
and students registered under them   12

3.19 No. of Ph.D. awarded by faculty from the Institution   03

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

JRF [ ]   SRF [ ]   Project Fellows [02]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level [08]   State level [ ]

National level [01]   International level [ ]

3.22 No. of students participated in NCC events:

University level [59]   State level [12]

National level [12]   International level [ ]

3.23 No. of Awards won in NSS:

University level [02]   State level [ ]

National level [ ]   International level [ ]

3.24 No. of Awards won in NCC:

University level [01]   State level [ ]

National level [ ]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [09]

NCC [01]   NSS [02]   Any other [ ]

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

- The college initiated a project titled 'Sasthragramam' (Science Village) to popularize scientific knowledge among school children in the district

- The college runs every year a communicative English course to the poor students in the Malayalam Medium schools, free of cost

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	26.0 acre			
Class rooms	50			
Laboratories	07			
Seminar Halls	05			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	40			
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.15.33			
Others				

4.2 Computerization of administration and library

> Admission process is computerised. Book entry in the library is also computerised

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29111		2682	356000	31793	
Reference Books	3145		28	32100	3173	
e-Books						
Journals	44					
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	96	03	24	03	02	01	11	
Added	26		29		01			
Total	122	03	53	03	03	01	11	

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

4.6 Amount spent on maintenance in lakhs :

  i) ICT | 0.56

  ii) Campus Infrastructure and facilities | 72.00

  iii) Equipments | 16.69

  iv) Others |

                            Total : | 89.25

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC directed the Principal to properly inform the students as and when scholarship schemes are announced by the govt. It appointed a nodal officer for scholarships

5.2 Efforts made by the institution for tracking the progression

The tutors are directed to keep a close watch on the progress of students in studies. Timely meetings of the PTA are held and progress of students evaluated.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1292	180	03	

(b) No. of students outside the state

(c) No. of international students

Men

No	%
532	36

Women ——————

No	%
940	64

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
794	162	82	264	13	1315	888	173	76	321	14	1472

Demand ratio   Dropout %

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

Coaching classes are held for Bank tests on a regular basis

No. of students beneficiaries   62

5.5 No. of students qualified in these examinations

NET 03   SET/SLET   GATE   CAT

IAS/IPS etc   State PSC   UPSC   Others 12

5.6 Details of student counselling and career guidance

The career guidance and placement cell is functioning effectively. The career counselling was offered by Dr. P.R. Venkataraman on 20 May 2013.

No. of students benefitted

48

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	66	12	

5.8 Details of gender sensitization programmes

> The Centre for Women Empowerment organised training programmes in tailoring, ornamental designing, fashion designing and cookery.

5.9 Students Activities

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

State/ University level | 21 | National level | | International level | |

No. of students participated in cultural events

State/ University level | 04 | National level | | International level | |

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

Sports : State/ University level | 22 | National level | | International level | |

Cultural: State/ University level | 02 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	Rs.15000
Financial support from government	268	1134000
Financial support from other sources (UGC)		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

| 01 | | |

Fairs   : State/ University level   National level   International level

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

5.12   No. of social initiatives undertaken by the students   [02]

5.13 Major grievances of students (if any) redressed: Demand for having water coolers has been accepted by installing two more water coolers.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision: Trust in God; Integrity of Character, social commitment and pursuit of Excellence
> Mission: Academic Excellence; spiritual vitality and social concern

6.2 Does the Institution has a management Information System

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

   6.3.1   Curriculum Development

> Motivates the teachers to take part in the curriculum revision process of the University

   6.3.2   Teaching and Learning

> Directs the teachers to employ ICT in the teaching – learning process of the institution

   6.3.3   Examination and Evaluation

> Adopts a centralised scheme for the   conduct of internal examinations and evaluates the performance of students with the parents

   6.3.4   Research and Development

> Promotes the teachers to do doctoral research and undertake research projects

6.3.5 Library, ICT and physical infrastructure / instrumentation

Initiated the library automation; provided maximum computer terminals to the students and developed the infrastructural facilities on the campus

6.3.6 Human Resource Management

Organise maximum seminars/workshops and training programmes for the enrichment of the faculty.

6.3.7 Faculty and Staff recruitment

The management adopts the criterion of merit in faculty and staff recruitment

6.3.8 Industry Interaction / Collaboration

Promotes industry collaboration by encouraging students to pay visits to the industrial units.

6.3.9 Admission of Students

For admission under General Merit Quota, follows the Centralised Admission Process initiated by the University. For Management Quota seats, adopts the criteria of merit, conduct and financial constrains of the family.

6.4 Welfare schemes for

Teaching	Loan facilities offered from the Staff Co-operative Society
Non teaching	,,
Students	Students Welfare Scheme for meeting the expenses of prolonged medical treatment

6.5 Total corpus fund generated

Rs.2,80,000 for Students Welfare Scheme

6.6 Whether annual financial audit has been done   Yes ✓   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Governing Body
Administrative			Yes	Governing Body

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

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [✓]

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

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

6.11 Activities and support from the Alumni Association

Mega Alumni Meet was held every year. They organise inter-collegiate elocution competitions in English and Malayalam every year. The Alumni Association instituted the Newman Youth Excellence Award for the most outstanding college going student in Kerala

6.12 Activities and support from the Parent – Teacher Association

The general body of the PTA is held every year. They mobilise funds for the infrastructural development of the institution

6.13 Development programmes for support staff

Training/ orientation programmes are arranged for support staff

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

> The administration tries to keep the campus plastic free, clean and green.

Criterion – VII

7. Innovations and Best Practices

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

> Inter-departmental cultural festival introduced. Each department was given one afternoon to showcase the talents of their students. This practice gives the students the much needed spirit of team spirit and leadership qualities. The practice of zero hour introduced. This is an awareness programme on general topics for five minutes, every day.
> The Newman Monthly Lecture series introduced. Every first Friday, an invited lecture will be arranged.

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

> Food festival was started, based on the decision taken at the beginning of the year. The fest gives the students the spirit of entrepreneurship and a passion for cooking.

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

> 1. The Zero Hour Programme which enables the students to address the entire student community for five minutes on a topic which is beyond their syllabus.
>
> 2. The Monthly lecture series by eminent persons on every first Friday.

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> The NSS volunteers spread the message of energy conservation and no-use of plastic among the local people.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

> 1. Ramps and Special toilets (wheel chair accessible) were constructed for the benefit of persons with disabilities

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

> Proposed the construction of Indoor Stadium

Name Dr. Bijimol Thomas   Name Dr. T.M. Joseph

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC