



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		NEWMAN COLLEGE
Name of the head of the Institution		Fr. Dr. Vincent Joseph
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04862229797
Mobile no.		9447368222
Registered Email		principal@newmancollege.ac.in
Alternate Email		newmancollegethodupuzha@gmail.com
Address		Newman College, Thodupuzha - 685585, Kerala, India
City/Town		Thodupuzha
State/UT		Kerala
Pincode		685585

2. Institutional Status																															
Affiliated / Constituent	Affiliated																														
Type of Institution	Co-education																														
Location	Rural																														
Financial Status	state																														
Name of the IQAC co-ordinator/Director	Dr. Bijimol Thomas																														
Phone no/Alternate Phone no.	04862229797																														
Mobile no.	9961971552																														
Registered Email	principal@newmancollege.ac.in																														
Alternate Email	bijimolnewman@gmail.com																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	http://newmancollege.ac.in/igac/aqar/																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	http://newmancollege.ac.in/academic-calendar/																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Three Star</td> <td>1</td> <td>2000</td> <td>07-Feb-2000</td> <td>07-Mar-2007</td> </tr> <tr> <td>2</td> <td>A</td> <td>86.00</td> <td>2007</td> <td>31-Mar-2007</td> <td>31-Mar-2014</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.32</td> <td>2016</td> <td>17-Mar-2016</td> <td>16-Mar-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	Three Star	1	2000	07-Feb-2000	07-Mar-2007	2	A	86.00	2007	31-Mar-2007	31-Mar-2014	3	A	3.32	2016	17-Mar-2016	16-Mar-2021
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1	Three Star	1	2000	07-Feb-2000	07-Mar-2007																										
2	A	86.00	2007	31-Mar-2007	31-Mar-2014																										
3	A	3.32	2016	17-Mar-2016	16-Mar-2021																										
6. Date of Establishment of IQAC	11-Aug-2004																														
7. Internal Quality Assurance System																															
Quality initiatives by IQAC during the year for promoting quality culture																															

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Submission of AISHE-DCF	09-Mar-2019 1	2115
Collection, compilation and analysis of feedback from all stakeholders	01-Mar-2019 30	2115
Student satisfaction survey on institutional performance	25-Mar-2019 7	400
Gender audit	01-Mar-2019 30	2115
Submission of AQAR	26-Dec-2018 1	2115
Regular meeting of IQAC	01-Nov-2018 1	26
Regular meeting of IQAC	04-Sep-2018 1	20
Regular meeting of IQAC	04-Aug-2018 1	19
Regular meeting of IQAC	21-Jul-2018 1	27
Regular meeting of IQAC	06-Jun-2018 1	16
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	RUSA	MHRD, Dept of Higher Education	2019 1125	20000000
Institution/ Zoology/ Ms. Jisha jacob	KSCSTE - Ozone day observation	KSCSTE, Govt. of Kerala	2018 1	11000
Institution/ Botany and Biotechnology/ Anju T R	KSCSTE- Wetland day celebration	KSCSTE, Govt. of Kerala	2019 1	100000
Institution	Walk with a scholar	Govt. of Kerala	2018 365	195000
Institution	Scholar Support Programme	Directorate of Collegiate Education Govt. of Kerala	2018 365	88500
Institution/ Botany/ Saju	Environment Management	KSCSTE, Govt. of Kerala	2018 3	95000

Abraham	training Program			
Institution	Additional Skill Acquisition Programme (ASAP)	Govt. of Kerala	2018 365	114600
Institution/ Physics and Chemistry/ Beena Mary and Alex Joseph	National Science Day	KSCSTE, Govt. of Kerala	2019 4	10000
Institution/ UGC FDP substitute	FDP substitute	UGC	2019 365	626712
Institution/NCC	NCC	Government	2019 365	486000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	10
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<ul style="list-style-type: none"> • RUSA grant approval for infrastructure development • 78th position in NIRF ranking • Introduction of various certificate and value added courses to enrich curriculum • Gender audit and Academic Administrative Audit practices and results analysed and action taken for improvements. • Extension activities got recognition such as Big Salute - program in connection with Appreciation of flood relief activities of NSS and NCC • Physical facility augmentation such as construction of Indoor stadium and new building with Seminar halls and classrooms 	

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Promotion of elearning resources, ICT/digital tools and LMS	More LCD projectors were installed in classrooms and teachers get trained about LMS and ICT tools
Introduction of new certificate courses and value added courses	Fourteen new certificate courses and 10 new value added courses were offered
Promotion of social commitment, environment consciousness and gender equity	NSS, NCC, Women's cell and CSM of the college gave prime importance to these issues in the academic year.
Improvement of pass percentage of the college	IQAC has done result analysis and instructed teachers to give revision or remedial classes and pass percentage got increased
Revision of Stakeholders' Feedback Forms	IQAC has revised the feedback forms for various stakeholders and feedback is analysed and corrective measures are taken.
Catering the needs of advanced learners	Walk with the Scholar (WWS) Programme was offered. In addition to this, external mentoring session was also carried out.
Catering the needs of slow learners	Student Support Programme (SSP) and remedial coaching were offered.
Introduction of student centric teaching learning process	Learning outcomes are explained to students and peer learning and experiential learning are promoted
Upgradation of postgraduate departments into research department	Postgraduate Department of Chemistry is elevated as research department.
Strengthen the research capacity of the college	Most of the newly recruited faculty have PhD. One faculty (Dr. Jenni K Alex) got Ph.D awarded. Many Faculty got publications in Scopus/Web of Science listed journals. A team from research department of chemistry got a paper published in the journal - Chemical Reviews with an impact factor of 52.75 (Listed as the 12th best journal overall by Scimago / Scopus)
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Managing Board of College	09-Aug-2021

<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2019</p>
<p>Date of Submission</p>	<p>09-Mar-2019</p>
<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>Newman College, Thodupuzha, uses a software called "College Manager" to manage its academic activities including internal examinations, report generation of students' internal evaluation processes, overall office automation of the college administration starting from students' admission till issuing the transfer certificates to the students. The "College Manager" has the following modules included with it: • Admin Module • Faculty Module • Student Module (Teacher Evaluation) • Admission Module • Office Administration Module The Admin Module helps the college to manage our system through a central admin login. It provides privileges to admin to make changes in the general setting and changing configurations of the learning management system. Admin can create login id for faculty members, office staff and student login credentials, along with creating new users and assign privileges. It facilitates the management of departments, subjects, batches and internal exam mark entries and report creation. The Faculty Module is mainly intended for uploading internal examination marks and for the generation of various reports for the student evaluation processes that are mandatory for the university. In the student module, every student is provided with login credentials. With these credentials, students can be part of the teacher evaluation and institution evaluation processes. Admission and Office Administration modules provide automated solutions for</p>

the admission processes. Those officials/staff who are in charge of the admission are provided with separate login credentials and with this they can perform the remaining admission procedures after the centralized allocation of students by the university.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Newman College develops and deploys action plans for the effective implementation of the curriculum fixed by Mahatma Gandhi University, Kottayam. Faculty members from different departments in the college have contributed to the curriculum development and assessment of undergraduate and postgraduate programmes as Board of Studies members and question paper setters of Mahatma Gandhi University. There is active involvement of the faculty in various seminars, workshops and discussions for curriculum delivery. An annual academic calendar including all the academic activities of the college is prepared by the IQAC in tune with the University academic calendar and department level academic plan and is integrated in the college handbook. Details of programme outcome, programme specific outcome, course outcome, syllabus, weightage of examinations, study materials, e resources, question banks and academic plans are communicated to the students by publishing it in the website of the college. The smooth functioning of teaching learning programme is ensured by preparing a general time table at the beginning of every academic year.

Curriculum is delivered through a planned and documented process which is monitored at the department level. Department meetings are convened to develop curriculum implementation strategies. Departments prepare course plan which is a detailed document outlining the module, date, duration of the course, learning activities, modes and parameters of assessment. The syllabus divided among teachers is published in the department and the teachers deliver the curriculum in accordance with the teaching plan and effectiveness is ensured through various evaluation procedures. Students are made aware of the PO, PSO and CO. Timetables are charted for assignments, seminars, projects, internal examinations and evaluations and is communicated to the students in advance. Curriculum is complemented with certificate courses, add on programs, hands on activities, project/ field visits, study tours and value added initiatives by all the departments. Learning is enhanced by having a robust tutorial system and the college organises lectures, seminars, workshops by eminent academicians on a regular basis. Additional Skill Acquisition programme is implemented for developing academic skills. Bridge courses are conducted after an entry level test which helps to identify the students who require remedial teaching. Library orientation is given to get accustomed with the available resources in the library as well as online resources like N list, e-journals etc. The clubs and cells like ED Club, Quiz club, Innovation cell etc. NCC and NSS provide curricular and co-curricular options for the students to promote their interests. Curricular enrichment programmes like Walk with a scholar (WWS) are provided for advanced learners. The extension activities implemented by various departments ensure awareness on gender, climate change, environmental education, professional ethics and human rights. Internal examinations are conducted in a centralized manner and marks are awarded through a process

dictated by the University. Grievances regarding internal exams are redressed at the department level or through exam committee. Regular class wise Parent-Teacher meetings monitor the feedback regarding completion of syllabus and evaluation. Feedback regarding curriculum is collected from students, alumni, employers, parents and teachers and evaluation is done to plan

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Tally ERP 9	Nil	21/07/2018	30	Employability	Practical accounting skills with proficiency in computerised accounting
Database Management System for Business	Nil	03/11/2018	30	Employability	Enable the students to create and manage database
M S Office	Nil	07/07/2018	30	Employability	Proficiency in Office Management
Web Designing for Business	Nil	06/07/2018	30	Employability	Inculcating practical knowhow of website designing
Capital Market	Nil	20/06/2018	30	Employability	Practical knowlegde of Indian Capital market operations
Introduction to Gender History	Nil	23/06/2018	30	Employability	Soft skills
Research Methodology	Nil	20/06/2018	30	Employability	Practical orientation to research
Film - History and Techniques	Nil	02/07/2018	30	Employability	Soft skills
Softwares for beginners in Chemistry	Nil	11/06/2018	30	Employability	Ability to draw the structures of compounds and chemical reactions

Solid waste Management	Nil	23/06/2018	45	Employability	using various soft wares Employability in local self governing or ganisations
Fundamentals of Mathematics	Nil	12/06/2018	30	Employability	Soft Skills
Formal Communication	Nil	09/07/2018	30	Employability	Enhanced Communication Skill, and Personality Development
Fundamentals of Human Resource management	Nil	03/11/2018	30	Employability	Managerial skill, Professional Skill and Organisational Skill
Health and Nutrition (Women Cell)	Nil	01/08/2018	30	Employability	Awareness for physical health and nutrition

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Botany model II	04/06/2018
BSc	Chemistry	04/06/2018
BSc	Mathematics	04/06/2018
BSc	Physics	04/06/2018
BSc	Zoology	04/06/2018
BA	Economics	04/06/2018
BA	English	04/06/2018
BA	English Literature and Communication Studies Model III	04/06/2018
BA	History	04/06/2018

BA	Malayalam	04/06/2018
BCom	Model I Finance and Taxation	04/06/2018
BCom	Model III Computer application	04/06/2018
BCom	Model I Cooperation	04/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	873	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Accounting with GST	10/08/2018	41
E Commerce and General Informatics	07/07/2018	37
Logical Reasoning	04/08/2018	42
Aptitude Test Training	27/07/2018	39
Spoken English	23/06/2018	50
Kavya Kalary	12/07/2018	30
Food Quality and Detection of food Adulteration	11/06/2018	33
Statistical Surveys using Statistical Package R	12/06/2018	44
Basics of still Photography	07/07/2018	42
Dynamic Entrepreneurial Development and Management	05/11/2018	45
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Botany Model II	21
BSc	Chemistry	33
BSc	Mathematics	40
BSc	Physics	58
BSc	Zoology	33
BA	Economics	60
BA	English	49
BA	English Literature and Communication Studies	19

	Model III	
BA	History	52
BA	Malayalam	22
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The college employs a systematic mechanism to collect and analyse curriculum feedback from all the stakeholders viz, students, teachers, alumni, employees and parents. The college prepared separate feedback forms for each stakeholder and circulated through offline or online mode. The responses and level of satisfaction was measured on a five point Likert rating scale ranging from strongly disagree to strongly agree. The feedback was analysed using simple tools like percentage analysis, charts, graphs etc. using SPSS. Student feedback on curriculum covered various key aspects like depth of the course content and delivery, course objectives and course outcome, internal evaluation methods, relevance and practicability of the courses to real life. Feedback on curriculum was collected from teachers every year to enhance the content of the curriculum. Faculty gave feedback on latest scientific developments and suggested the need for curriculum enrichment through certificate and add-on courses. Feedback from the parents was collected when parents teachers meetings were held. Alumni feedback was collected during alumni meetings, through emailed surveys and through social networking sites. Employers' feedback was collected either through online surveys or directly from them seeking the help of students. Feedback from students and teachers was collected in a detailed manner and from other stakeholders (alumni, employers and parents) in a general way. The feedback from all the stakeholders was analysed by the IQAC and reports were prepared on the basis of the analysis. The responses are analysed to develop a road map for the academic year ahead and to align the interest of various stakeholders with institutional interest. The result of the feedback was given for deliberations to the college staff council and the governing body to discuss the suggestions and feasibility of implementing the suggestions. IQAC communicated the result of the feedback to the Head of the Departments, teaching staff and library for making necessary improvements in curriculum delivery and enrichment. Feedback responses were discussed during faculty meeting for modification of teaching strategy and curriculum delivery. Further relevant feedbacks on curriculum obtained from the stakeholders were communicated to the University bodies like Board of Studies and Academic Council through the faculty members who are the members of those bodies for further deliberations and actions. The feedback mechanism has impacted the overall functioning of the institution in terms of career orientation, employability, communication skill, entrepreneurship development and field projects. In addition to curriculum feedback a separate college level feedback is taken from students and faculty to enhance teaching learning process and thus striving for a continuous improvement in all the affairs of the

institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Mathematics	63	241	59
BSc	Physics	40	138	40
BSc	Chemistry	50	141	43
BSc	Zoology	50	169	48
BSc	Botany Model II	30	127	29
BA	Malayalam	28	135	28
BA	English	70	262	67
BA	English literature and communication studies Model III	30	117	24
BA	History	65	376	65
BA	Economics	70	291	70

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1747	262	38	5	61

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
104	83	154	22	3	14

[View File of ICT Tools and resources](#)

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In order to resolve day to day academic problems of the students, mentors are appointed for a group of around 20 students and the mentors are advised to keep the record of their mentees till their mentees complete their academics. Though mentors are available for their needy times there is a face-to-face meeting at least twice in a

semester. Mentoring boosts the inter personal relationship of learners with their teachers in addition to building knowledge, skills and abilities. Thus, mentors have become facilitators who can guide them in intellectual and professional development. The objectives of the practice followed by the college are: • Supporting personal and professional growth • Monitoring psychological growth and progress • Identifying special talents, skills of learners • Locating and solving attendance issues • Providing sustained motivation • Ensuring and providing feedback for parents • Assisting in developing rights, responsibilities values Outcomes of mentoring system • The number of detainment of students has decreased consistently. • Increased bonding with mentors helps learners to get a quality academic life in campus.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2009	104	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
106	106	Nil	31	31

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Saju Abraham	Assistant Professor	Certificate of merit –JAIVAM –organic farming literacy programme (M.G. University Kerala).
2018	Dr. Joe Jacob	Associate Professor	New Discovery Award 2018 by ASI (for the discovery of Saraswathi' super cluster)
2018	Dr. Stephen Joseph	Associate Professor	Best Poster Presenter Award (Institute for Integrated Regenerative Medicine (IIRM), Malaysia)
2018	Dr. Anju T R	Assistant Professor	First Prize for Outstanding Best Paper Award for publication in Scopus indexed Journals by Nature Science Foundation.
2019	Dr. Joe Jacob	Associate Professor	Zubin Kembhavi award for astronomy popularization 2019
2019	Dr. Anju T R	Assistant	Reviewer of

		Professor	Scopus indexed international peer reviewed journal - Behavioral Brain Research (Elseiver)
2018	Dr. Anju T R	Assistant Professor	Editorial board Member of international peer reviewed journal - Journal of Pharmaceutics and Drug Research (SciTech Central Inc. CA, USA)
2018	Dr. Anju T R	Assistant Professor	Elected Secretary of Society for Biotechnologists (India) - Registered Academic Society with headquarters at Department of Biotechnology, Cochin University of Science and Technology
2019	Dr. Bejoy Thomas	Assistant Professor	Reviewer, Accounts of Chemical Research-Multidisciplinary Chemistry Journal Published by American Chemical Society
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Newman College, being an affiliated college under Mahatma Gandhi University follows the Continuous Internal Evaluation (CIE) system prescribed by the University with formative assessments in the form of internal tests, assignments, seminars etc and summative assessment in the form of End Semester Exam (ESE). With the implementation of Choice Based Credit System in the University curriculum, the college initiated various reforms in the CIE system to improve the conduct, administration and evaluation thereby mapping the outcomes effectively. Reforms for the conduct of CIE: A fully equipped

examination wing is working with a Chief Superintendent of Examinations, an Assistant Superintendent of Examinations and internal examination coordinators to monitor the smooth conduct of assessment and evaluation. The IQAC publish tentative dates for internal examinations in the academic calendar after consulting the examination committee and college council. To ensure proper conduct of formative tests, question papers are prepared by course handling teachers. 'Open House day' is conducted twice every semester during which each course handling teacher and class tutor interact with each student and his/her parent individually. This helps in addressing the issues faced by all stakeholders and improve the outcome of students. Student centric activities for smooth conduct of CIE: Departmental wise orientation on the components of CIE, assessment pattern and the relevance of CIE are detailed to students by class tutors and teachers. A common orientation is given to all first year students regarding the pattern of question papers, answer sheets and evaluation criteria. The schedule of assignments, seminars and internal examination are announced in advance and displayed in the student notice board. Pre-final examinations are conducted for the first year students as a prelude to the university end semester examination. The evaluation scores are discussed with students and modifications are suggested for improvement. Adequate steps are taken to help the slow learners to improve their scores. Attendance of students and Generation of score sheet: Student attendance is registered in the beginning of each class by the teacher and the attendance sheets are submitted to the office for regular entry to Management Information System (MIS).

Internal mark entry and generation of final score sheet is completely digitalized with the MIS- College Manager. Grievance Redressal Mechanism: The faculty addresses the lawful grievances of the students related to the marks obtained in the internal examination and other CIE components. Retest for internal examinations are conducted for students who have not attended the internal examination on genuine grounds. Assessment of higher order skills: Higher order skills are assessed by the evaluation of projects, field trip, case study, on job training report, role play, literary writing, group discussions, scientific writing, seminar presentations, viva voce etc.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

At the beginning of each academic year, IQAC prepares an academic calendar detailing the annual academic plan of the college in tune with M. G. University academic calendar. The departmental academic action plan prepared from the inputs of departmental staff meeting and the details of semester duration from the University calendar are used to frame the college academic calendar with the dates and details of internal examinations and other programs. The academic calendar is prepared and distributed to students and teachers to ensure proper planning of instructional hours and continuous internal evaluation (CIE) without compromising the co-curricular and extracurricular activities important for the overall learning outcome. Scheduling and conduct of Examinations: The schedule for internal examinations (CIE component) is discussed and finalised in the staff council and included in the academic calendar. The adherence to examination schedule is monitored by Staff council and changes are made only under unavoidable situations. The internal examination wing ensures the proper conduct of internal examinations in accordance with the academic calendar. The details of CBCS and CBCSS grading and assessment pattern, the details and weightage for each component of CIE (assignment/ seminar/viva voce) and CGPA calculation are given in the academic calendar for students. Other matters: The details and proposed schedule of various co-curricular programs like seminars, workshops, invited lectures etc. in all disciplines and extracurricular programs like sports, cultural fest etc. are given in the academic calendar. Details of all student centric activities like various clubs and extension activities are given in the academic calendar in addition to the course details

of all programs, details of open/ elective courses, various add- on/ certificate courses programs offered by the college.

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 in website of the institution (to provide the weblink)

<http://newmancollege.ac.in/learning-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSc	Zoology	33	30	91
Nill	BSc	Physics	29	26	90
Nill	BSc	Chemistry	33	28	85
Nill	BSc	Mathematics	40	40	100
Nill	BSc	Zoology	33	30	91
Nill	BSc	Botany Model II	20	19	95
Nill	BA	Malayalam	22	21	95
Nill	BA	English	49	43	88
Nill	BA	English literature and communication studies	19	15	79
Nill	BA	History	52	38	73

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://newmancollege.ac.in/student-satisfaction-survey/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	180	KSCSTE	0.4	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National work shop "SITARE- Southampton IUCAA training for astronomical research and Education	Physics	17/09/2018
Nature Rhythms- An extension Programme for Public to promote setting up of Home Vegetable Garden. Industrial Collaborator: The Mathrubhumi Printing and Publishing Company Ltd as part of the SEED programme.	Botany Biotechnology	16/10/2018
One- Day Symposium on Research in Literature: Changing Paradigms	English	08/06/2018
Intercollegiate training programme on water quality analysis and Solid waste management	Zoology	26/12/2018
Statistical Science: Scope and opportunities	Mathematics	25/01/2019
Panel discussion on Union Budget Analysis	Commerce and Economics	20/02/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Discovery of galactic super cluster 'Saraswathy'	Dr. Joe Jacob	Astronomical Society of India (ASI)	18/02/2019	Associate Professor
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Incubation center	Management	NAVA	Fashion designing: Online clothing store exclusive for ladies and kids	05/06/2018
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Physics	3

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany and Biotechnology	1	2.36
International	Chemistry	2	28.4
International	Physics	6	1.3
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany and Biotechnology	8
Chemistry	7
English	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Synthesis of Novel Poly (1-Naphthylamine)- Silver nanocomposites and its catalytic studies on reduction of 4-Nitrophenol and Methylene Blue	Alex Joseph	Journal of Applied Polymer science	2019	2.542	Newman College, Thodupuzha	Nil
Nanocellulose, a versatile	Bejoy Thomas	Chemical reviews	2018	54.3	Newman College, Thodupuzha	335

green platform: from biosources to materials and their applications						
Nanocellulose, a versatile green platform: from biosources to materials and their applications	Jithin Joy	Chemical reviews	2018	54.3	Newman College, Thodupuzha	335
Altered muscarinic receptor expression in the cerebral cortex of epileptic rats: restorative role of Withania somnifera	Anju T R	Biochemistry and Cell Biology	2018	2.36	Molecular Neurobiology and Cell Biology Unit, Department of Biotechnology, Cochin University of Science and Technology, Cochin-682 022, Kerala, India. Centre for Advanced Research, Athreya Research Foundation, Kerala, India.	19
Characterization of NiO/CoPc nanocomposite materials synthesized by solvent	Sheena P.A.	Journal of Nanostructure in Chemistry	2018	4.077	Department of Physics, Newman College Thodupuzha	4

evaporatio n route						
Structur al, optical and magnetic properties of nanophase NiWO ₄ for potential applicatio ns	Hitha Harshan	European Physical Journal B	2018	1.347	Department of Physics, Newman College Thodupuzha	15
Nickel o xide/cobal t phthaloc yanine nan ocomposite for potential electronic s applicat ions	Sheena PA	European Physical Journal B	2018	1.347	Department of Physics, Newman College Thodupuzha	9
Effect of 8 MeV electron beam irradi ation on the struct ural, optical and electrical properties of a PANI- MnWO ₄ nano composite	Aloysius Sabu N	The European Physical Journal - Plus	2019	3.228	Department of Physics, Newman College Thodupuzha	6
Synthesis and charac terization of iron cerium tungstate nanopartic les and their dielectric studies	Anjaly Jose	AIP Conference Proceeding s	2019	0.04	Department of Physics, Newman College Thodupuzha	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in
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					citation	the publication
Synthesis and characterization of iron cerium tungstate nanoparticles and their dielectric studies	Anjaly Jose	AIP Conference Proceedings	2019	4	2	Department of Physics, Newman College Thodupuzha
Effect of 8 MeV electron beam irradiation on the structural, optical and electrical properties of a PANI-MnWO ₄ nano composite	Aloysius Sabu N	The European Physical Journal - Plus	2019	1	6	Department of Physics, Newman College Thodupuzha
Structural, optical and magnetic properties of nanophase NiWO ₄ for potential applications	Hitha Harshan	European Physical Journal B	2018	1	15	Department of Physics, Newman College Thodupuzha
Characterization of NiO/CoPc nanocomposite materials synthesized by solvent evaporation route	Sheena P A	Journal of Nanostructure in Chemistry	2018	5	4	Department of Physics, Newman College Thodupuzha
Nanocellulose, a versatile green platform: from	Bejoy Thomas	Chemical reviews	2018	28	335	Department of Chemistry, Newman College, T

biosources to materials and their applications						hodupuzha, 685 585 Th odupuzha, Kerala, India
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	14	2	2
Presented papers	2	5	Nil	Nil
Resource persons	1	10	17	8

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
House cleaning at Flood affected Colony	NCC	4	40
Door to Door Plastic Eradication Awareness Program and plastic collection and separation	NCC with The Mathrubhumi Printing and Publishing Company Ltd as part of the SEED programme.	2	100
Preventive campaign Against Monsoon diseases	NCC with Rapid Action Epidemic Control Cell, Homeopathy	20	50
Yuva Haritha Bhoomi Project - Organic farming (vegetable cultivation)	NCC	10	104
Visit to Okhi cyclone affected area	NCC	2	100
Share a Rupee program	Community service (Fund mobilisation) as part of golden Jubilee celebrations of the department	5	250
Friday Food	NCC, NSS and	5	250

collection	Collaborating agency Providence Home		
Blood donation camp	NSS and NCC	2	75
NSS Volunteers as Special Police Officers during Parliament Election 2019	Election Commission	2	20
Compost pit construction	NCC with rural community	2	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Extension activity	Best blood donor motivator organization Award	District medical office (health), Idukki and IMA blood bank, Thodupuzha	75
Extension activity	Big Salute - program in connection with Appreciation of flood relief activities	District administration Idukki	78
Extension activity	Best NSS Volunteer of M.G. university award	Mahatma Gandhi University, Kerala	1
Extension activity	Award for winning National Adventure Camp	ABVIMAS (Atal Bihari Vajpayee Institute of Mountaineering and Allied Sports, Manali, Himachal Pradesh)	1
Extension activity	Selection NSS National Integration Camp at Banaras Hindu University, Varanasi	NSS	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachath	NCC	Swachath	12	100

Bharath Awareness in the adopted village of Kumaranmangalam Rally		Bharath Awareness		
Cleaning program in the campus	NCC	Cleaning activity: Swachh Bharat	53	100
Drama on awareness against Drug by Excise Team	NCC with Excise Department ,Thodupuzha	Anti drug awareness campaign	104	2009
Gardening at Public place under PACHTHURUTHU scheme , Govt of Kerala	NCC	Cleaning and beautification: Swachh Bharat	5	46
Thondikuzha cleaning programme	NCC	Cleaning activity: Swachh Bharat	2	100
Swachh Bharath	NCC	Completed swachh Bharath summer internship 2018-19	1	1
Gender issue	NSS	Seminar on gender issue	2	19
Science awareness program through hands on training for high school students- "Talent hunt Sa sthrajalakam"	State institute for school of Educational Technology, Govt. of Kerala	Talks, practical demonstration and hands on training , interaction, sky watching	9	15
Science awareness program through hands on training for higher secondary school students- "Sasthrapadham for higher secondary students"	Kerala State Higher Secondary Education dept, Govt. of Kerala	Talks, practical demonstration and hands on training , interaction, sky watching	9	15
Public awareness on Astrophysics:	Kerala State Council for Science,	Science awareness: Sky watching-	3	50

Sky watching programme for students and public	Technology and Environment (KSCSTE), Govt. of Kerala	familiarization of telescope, identification of planets, stars, constellation etc.	
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Visiting Associateship, IUCAA, Pune	Dr. Joe Jacob	Personal	1101
DBT RBPT Workshop	Dr. Bejoy Thomas	DBT, Govt. of India	7
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Spectral Analysis	Collaboration	International School of Photonics, CUSAT,	01/06/2018	31/05/2019	4
Spectral analysis	Collaboration	Dept. of Physics, Vimala college, Thrissur	01/06/2018	31/05/2019	3
Availing lab facility	Collaboration	Dept. of Physics, Bharata Mata College, Thrikkakara	01/06/2018	31/05/2019	6
ICARD-IUCAA centre for astronomy research and development	ICARD	Inter university centre for Astronomy and Astrophysics (IUCAA), Pune	31/01/2019	31/05/2019	1
On Job Training	On job training	UniBiosys Biotech Research	26/04/2018	16/05/2018	20

Labs, Kochi

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
260	263.7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBSOFT	Fully	4.1	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	49750	4458775	535	109820	50285	4568595
Reference Books	1632	955435	34	19750	1666	975185
Journals	54	86348	Nill	Nill	54	86348
Digital Database	1	5900	1	5900	2	11800

CD & Video	350	Nil	Nil	Nil	350	Nil
Library Automation	1	31860	Nil	Nil	1	31860
Others (specify)	25	47010	Nil	Nil	25	47010

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. George Sebastian	Nil	Newman Blogs and you tube	Nil

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	107	68	85	10	0	10	19	50	0
Added	11	0	0	0	0	4	7	50	0
Total	118	68	85	10	0	14	26	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video editing facility	https://www.youtube.com/watch?v=puaM_MmyjII

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
22	22.55	22	22.54

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College continuously strives to meet the growing demand of new pedagogical approaches by enhancing the available physical infrastructure and

upgrading other supportive facilities by working in tune with the Planning body of the college. The planning body of the college comprising the Planning Committee (comprising of the Principal, Bursar, IQAC Coordinator and Head of the departments), Purchase Committee, Building Committee, Campus Development Cell and Library Advisory Committee, hold regular meetings across the academic year, to assess the physical, academic and other supportive requirements. The budget for each academic year is prepared by Purchase Committee as per the requirements on priority basis and funds are utilized as per the allocation.

Maintenance of Physical facility The physical facilities and infrastructure are maintained and monitored by Bursar appointed by Corporate Educational Agency Kothamangalam. Academic and support facilities including adequate classrooms, properly maintained laboratories, computer centers, library, sports facilities like indoor stadium, gymnasium, College ground etc. are monitored by various committees and maintained under the supervision of bursar. Standard protocols are followed for the maintenance and maximum utilization of resources with technical team for trouble shooting and maintenance register for documentation.

Maintenance of laboratories and Classrooms Maintenance and utilization of laboratory facilities are followed as per the Standard Operating Procedures with trained laboratory assistants under the supervision of the Head of the Department and other staff members. Classrooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the respective Head of the Department and bursar.

Maintenance of library The library facility is maintained with properly marked and arranged books for easy access by the students and faculty and automation for book issue and renewal. Periodicals, journals, newspapers and new arrivals are prominently displayed and all back issues are archived. Electronic version of text books and e-resources are made available to stakeholders through the library website for maximum utilization.

Maintenance of sports and games facility The sports equipment, indoor stadium, Gymnasium and College ground are supervised and maintained by the Head of the Physical Education Department. The staff of the department ensures proper training and guidance for various indoor and outdoor sports and games, both for competition and for physical well being of all stakeholders.

Maintenance of ICT Facility The college has a team of technical staff for regular monitoring of the internet facilities, wifi, computers, other electronic gadgets and software installation and upgradations. All sophisticated instruments and facilities are maintained under Annual Maintenance Contracts. The bursar of the college monitors the House- Keeping Staff and the maintenance of the campus infrastructure. Maximum utilization of all resources are ensured by encouraging interdisciplinary and trans disciplinary research and academic activities, collaborating with universities and National/ State institutes for research, providing physical and academic facilities to school students, farmers and general public under various programmes and schemes without compromising the utility and availability to any stake holder.

<http://newmancollege.ac.in/maintenance-and-utilization-policy/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial aid given by teachers and management (tution fee, medical aid, study purpose)	105	80790

Financial Support from Other Sources			
a) National	Scholarship and freeship	1547	4600000
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	05/06/2018	2009	Ms. Dary John, Dept. of Mathematics, Newman College, Thodupuzha, Ph:9446517397
Personal Counselling	10/07/2018	240	Sr. Dr. P. O. Alphonsa Dr. Jane A. Luke, Counselling Cell, Newman College Thodupuzha, Ph: 9446173293
Yoga and meditation	21/06/2018	60	Yogacharya Sri. Paul, Madakathanam, Ph: 9400877725
Bridge Course	07/10/2018	6	Ms Sandyamol V. S. Department of Economics, Newman College, Thodupuzha
Language Lab	10/06/2018	435	Ms Anu Joy Chemparathy, Dept of English, Newman College Thodupuzha, Ph: 9605117685
Remedial Coaching	02/07/2018	150	Dr. Cintil Jose, Dept of Chemistry, Newman College Thodupuzha, Ph: 9048994868
Soft skill development programme	05/02/2019	152	Career Guidance and Placement Cell, Newman College, Thodupuzha, Ph: 9947710433
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passed in	Number of students placed
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		competitive examination	career counseling activities	the comp. exam	
2018	Coaching for competitive exams	270	Nil	10	Nil
2019	career counselling	Nil	2009	Nil	47
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Goan Institute, Federal Bank, Wipro, Infosys	117	25	Cooperative bank Thodupuzha, Aster mims calicut, Girigyothi school, TCS	59	19
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	BSc. Physics	Physics	Catholicate college, Pathanamthitta	MSc. Physics
2019	1	BSc. Physics	Physics	SB college, Changanassery	MSc. Physics
2019	1	BSc. Physics	Physics	Mar Ivanios college, Trivandrum	MSc. Physics
2019	3	BSc. Physics	Physics	Devamatha college, Kuravilangad	MSc. Physics

2019	1	BSc. Physics	Physics	St.Thomas college, Pala	MSc. Physics
2019	7	BSc. Physics	Physics	Newman college, Thodupuzha	MSc. Physics
2019	1	BSc. Physics	Physics	School of pure & applied physics, MG University campus, Athirampuzha	MSc. Physics
2019	1	BSc. Physics	Physics	Sacred Heart college, Thevara	MSc. Physics
2019	1	BSc. Mathematics	Mathematics	University of Wollongong, Australia	Masters in Financial Mathematics
2019	1	BSc. Mathematics	Mathematics	Madras Christian College	MSc. Mathematics

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	5
Any Other	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural activities	Institutional	1997
Sports Activities	Institutional	1980

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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)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	Nil	Nil	1	Nil	Nil	Nil

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of

the institution (maximum 500 words)

The College Union Executive Committee is empowered to promote and facilitate student activities on the campus. The college has a statutory Student Council, and the members are democratically elected in the presidential manner, according to University Statutes. Every student on the rolls has the right to vote in the process of election of class representatives through a secret ballot. The Student Council comprises Chairperson, Vice Chairperson, General Secretary, Arts Club Secretary, Sports Club Secretary, Magazine Editor, two lady representatives and two University Union Councillors who function as the representatives of the students of this college in the University. The College Student Council is steered by a sprightly band of youngsters gifted with abundant leadership qualities. The Students' Council in the year 2018-19 organized an array of academic and extracurricular activities to enhance the skill acquisition, leadership qualities and discipline. It is a platform for the students to raise their demands, grievances, requirements to the college or management through their representatives. The functioning and activities of the Student Council are under the guidance of the Staff Advisor nominated by the Principal. The Principal is the President of the College Union Council. All important decisions are taken in the combined meetings of the union executive members, class representatives and association secretaries, which are convened regularly. The student representatives express their views and raise opinions in a democratic spirit. The various activities organized under the leadership of the Student Council during the academic 2018- 2019 include Sports Day, Arts Festival, Literary and Cultural, food fest, Onam and Christmas Celebrations, Exhibition and many other capacity enhancement activities of the campus. The newly formed student band Newman Rides was another milestone in the activities of the student union. To enhance the talents of students, film and drama clubs were established and acting workshops were organised. There is active participation of students in social activities through programmes. The institution, in keeping with its Vision and Mission provides a value based two level educational experience, one that develops the innate potential of the student and the other that promotes social responsibility and nation building. Apart from the students council, the activities of clubs and forums like NSS, NCC, Women's cell, Debate and Oratory club, Quiz Club, Nature club etc. are coordinated by the students along with the faculty coordinators. Student representatives are also given opportunities to associate with administrative bodies like IQAC, Canteen Committee, Anti ragging Committee, Library Committee etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

628

5.4.3 – Alumni contribution during the year (in Rupees) :

364240

5.4.4 – Meetings/activities organized by Alumni Association :

The activities and contributions of the association during 2018-19 are the following: Alumni Meetings: • The alumni association convenes its Annual Meet on 26th January. This year Alumni Association convened its Mega Alumni Day on 26th January 2019 in the College Auditorium. Adv. Joice George M P was the

keynote speaker. The Golden Jubilee batch (1968) was honoured on this occasion. The presence of life members of the association, former principals, teachers and the alumni from various walks of life made the meeting a grand success. • Departmental alumni gatherings were also conducted. • The Executive Committee of Alumni Association met six times during 2018-19 academic year to discuss various quality initiatives that can be implemented by alumni in the campus. Felicitation of Rank holders: Rank holders of the previous year were honored and Alumni scholarships were distributed during the Mega Alumni Day programme. Induction programme for outgoing students: An induction ceremony of the outgoing students of final year degree and post graduate courses was also organized as part of the Alumni day. Infrastructure Development support: • Alumni Association has extended their support in the development of infrastructure facilities of the institution. Alumni Lecture Series: • The college has a good practice of organizing Alumni lectures at the institutional level as part of Alumni Lecture Series. As a part of this, lectures were given by our prominent alumni. • Dr. Jeevan Babu IAS Idukki, District Collector (alumna of Physics department) gave orientation talk on the various aspects of civil service exam preparation. Extension activity as flood relief programmes: Alumni Association actively participated in the flood relief campaign organized by the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

In consensus with the institutional vision and mission, the College staunchly believes in and practices collective responsibility and participative management at different levels of its activities. The productive involvement of the management along with the main stakeholders including faculty members, alumni, parents, retired teachers and students help in planning, developing and implementing strategies and policies that open up new pathways in transforming the college to greater heights. An apt example of the practice of decentralization and participative management of the College is embodied in the Indoor Stadium Project which got completed in 2019 enhancing the infrastructural requirements and facilities of the College. The project which was commenced in 2016 with the financial aid of UGC would have been at standstill without the assistance and contributions made by various stakeholders at the right time. The alumni of the college in its annual get together conducted on 26 December 2018 came up with the need for its fast completion and the suggestions were reinforced by the PTA later. The IQAC discussed the matter among its members and spotlighted the financial constraints involved in it. The matter was presented before the Staff Council comprising of the Principal, Vice Principal, Bursar and the Heads of all Departments. The suggestion was later discussed in the meeting of the Governing Body. The deliberations could bear fruitful results with the managements' decision in extending a financial aid of Rs. 1, 50,00000 for the Project. The Project was completed with a total cost Rs. 1, 75,000,000. The blessing ceremony and the inauguration were done on 28 March 2019 with the participation of the representatives from all stakeholders' groups. After its completion, the Indoor stadium has proved to be of immense help for many of the college and public related activities. Several sports and indoor games competitions are held here. The faculty members of the college regularly make use of it for their evening recreational activities. Another instance of the practice of decentralization and participative management is the expansion of E Block. Anticipating the future needs and to augment the infrastructural requirements with the commencement of new academic programmes, the PTA suggested the expansion of the campus building. The Academic Block named E Block built in

association with the Golden Jubilee year was later extended to include two mini conference halls, 3 refreshment rooms and 15 classrooms. The PTA and the students' council were instrumental in the addition of refreshment rooms and a mini conference hall. The PTA had raised an amount of Rs.2, 789,720 in the year and it was productively used for this purpose apart from other financial assistances. The suggestions and contributions were later accepted by the Staff Council. The IQAC in conjunction with the Council constituted a building committee of 12 members with the Principal as the Chairman and one faculty member as Secretary. The committee had representatives from the teaching and non teaching staff including a nominee from the University. The expansion of the block got completed in the same year and was inaugurated on 26 March 2019. The building is now open to the conduct of several academic and public related events. A number of events in association with the government find its venue here.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Teachers participate in the curriculum creation and revision workshops of the University and contribute productively. A handful of teachers are members in the Board of Studies and Board of Examinations at both UG and PG Levels in various disciplines. The IQAC and the Staff Council take utmost care in implementing creative suggestions evolved from the curriculum based feedback taken from the various stakeholders- students, teachers and parents. In the selection of Open Courses for Fifth Semester UG and Elective Course for Fourth Semester PG, the academic expertise of the faculty members are made use of and this validates the rationale behind the Choice Based Course System followed by the college.
Teaching and Learning	The teaching learning process in the college is primarily student oriented. The college acts as an academic hub of teaching learning exercise by offering a spectrum of additional courses with thrust areas on value, skill and vocational development. The courses offered include 1. Add on Courses 2. Value Based Programmes 3. Certificate Courses 4. Community College Courses and 5. Skill Development Courses such as ASAP All faculty members ensure the timely and fruitful completion of the syllabus. The incorporation of advanced

technologies and hands on learning through labs are given due importance. Experiential and Student centered learning are encouraged through practicals, field visits and internship. Slow, moderate and advanced learners are properly guided and channelized through specific programmes designed. More than a dozen of our advanced learners have completed courses offered through NPTEL and Coursera. Academic seminars and invited talks are regularly organized for the knowledge expansion and updating of both students and faculty members

Examination and Evaluation

The Co-coordinator of Internal Examinations and the Chief Superintendent of Exams in consultation with the IQAC and Academic Council map out an exam calendar and get it approved at the commencement of each academic year. In accordance with the strict norms of Mahatma Gandhi University, University exams have been conducted in the college with cent percent accuracy and transparency. All departments follow a centralized exam management system conduct 2 internal exams including a model exam for each semester. The writing and presentation skills of the students are tested and improved through assignments and seminars each semester. Practical exams and viva-voce are conducted for science students for each semester. All final semester students of both science and humanities subjects undergo a Project work and viva voce which are evaluated by an External Examiner appointed by the University. In addition, all final semester PG students are given mandatory paper presentation provision as part of their project work. The college strictly practices flawless evaluation of internal answer sheets, assignments and seminar evaluations in addition to the timely preparation, publishing and uploading of internal marks. Progress Reports are given to parents during Open House Meetings conducted at the end of each semester. Judicious transparency is ensured in the examination process through the active Grievance Redress Mechanism. The Internal Examination Wing in alliance with the IQAC and Staff Council took the decision to update Online Internal Entering System this year.

<p>Research and Development</p>	<p>The college proffers conducive research environment for the faculty to assimilate and disseminate knowledge through the participation and presentation of papers in seminars, conferences and workshops. Duty leaves are given without delay. Research Council co-ordinates the entire research activities of different departments and comes up with feasible and timely interventions in encouraging activities like organizing conferences, professional development courses, research methodology workshops, systematic conduct of course work for research scholars, giving perks for best presenters etc. Faculty members are triggered to take up research projects, research guideship, fellowships and faculty development programmes. Advanced learners among students are spotlighted and are given adequate guidance in presenting and publishing papers. It was a commendable achievement of this year that the department of Chemistry had been uplifted to a Research Centre and commenced its activities on 14-08-2018.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The library is updated regularly with latest issues and volumes. The faculty members and students regularly visit library to read and borrow books. The students are given assignments and projects with mandatory requirements of atleast 5 references from the library print and digital resources. Many a students, research scholars and faculty members resort to the online resources available through inflibnet and other digital resources in the library.</p>
<p>Human Resource Management</p>	<p>Professional development and training programmes are conducted for the enhancement of the skill and knowledge of the teaching and non-teaching staff. The faculty members are encouraged to attend courses/conferences/workshops/seminars/training programmes to keep abreast with the updates around. The Manager and Secretary visit the various departments, library and office and meet with the teaching and non-teaching staff to appraise the performance, achievements and grievances and to motivate them to maintain quality in their endeavor</p>
<p>Industry Interaction / Collaboration</p>	<p>The college includes industry experts as ex-officio members of the Governing</p>

Body and IQAC. Their industrial expertise is optimally made use of by seeking suggestions and guidance from them in curriculum enrichment and industry collaborations. Industry visits and internship programmes are included as mandatory elements in several courses like Botany, Zoology, Physics and Chemistry. Some programmes like Community College employ faculty from industries and organize classes by industrial experts. Internships and on the job training provide hands on experience and open up platforms for industry collaboration. Experts from industries are invited as resource persons in seminars and workshops organized by the college. The Entrepreneurship Club motivates students in developing their entrepreneurship skills.

Admission of Students

Admissions of students are done purely on merit basis through University CAP mechanism. The process is done transparently in accord with the UGC, University and Government rules. Admissions to Community and Management quota are in strict adherence to the rules and regulations stipulated by the University and Govt. of Kerala. Admission Fee collection is done through centralized banking system in association with SIB.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>Planning and Building Committees and Governing Body etc are operational for implementing the projects funded by the government and other agencies. Project proposals are prepared and circulated among the members physically and through emails..Telecommunication and meetings are also made use of. Frequent communication with the stakeholders and experts is maintained through telephone social media, whats app groups and emails.</p>
<p>Administration</p>	<p>Communications are done through College Website, Whats App groups, emails, bulk message posting systems. Periodic administrative auditing is done and frequent feedback is collected from all the stakeholders. The institution makes effective utilization of social media for academic and administrative purpose.</p>

Finance and Accounts	The institutional finance management is fully transparent. The college depends on online money transfer mechanism in association with SIB for fee collection, remittance to university and state government. The college ensures periodical financial auditing both internal and external by registered chartered accountants and by the officers from DCE and AG's office respectively. The institution prepares financial statements annually.
Student Admission and Support	Admission is done purely merit based through University CAP mechanism. The admission procedure is cent percent e-governed. Admissions to Community and Management quota are centralized and uses college portal. Fee collection is made easier through e-banking. All details regarding the admission process and the students admitted are uploaded in the college portal.
Examination	Submission of application, fee remittance, collection of hall tickets, generation of question papers, and submission of attendance and internal marks to the University are done through the examination portal and they are fully electronic mediated.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Training in Office Management Softwares	01/12/2018	01/12/2018	Nil	30
2019	Nil	Tools and	19/01/2019	19/01/2019	Nil	28

		Techniques in Administration				
2019	Nil	Scholarships and other Government Aids	23/03/2019	23/03/2019	Nil	32
2018	Cyber Crimes and Drug Trafficking	Nil	23/06/2018	23/06/2018	93	Nil
2019	Literature and Culture	Nil	14/02/2019	14/02/2019	102	Nil
2019	Social Responsibility and Ethics	Nil	19/03/2019	19/03/2019	92	Nil
2019	Exploring Digital Resources	Nil	20/03/2019	20/03/2019	100	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Course	1	03/12/2018	17/12/2018	14
Short Term Course	1	22/11/2018	29/11/2018	7
Refresher	1	07/12/2018	27/12/2018	21
Refresher	1	27/07/2018	16/08/2018	21
Orientation	1	10/07/2018	06/08/2018	28
Orientation	1	27/02/2019	27/03/2019	28
Orientation	1	14/01/2019	09/02/2019	28
Orientation	1	07/06/2019	04/07/2019	28
Orientation	1	01/03/2019	30/03/2019	29
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	23	Nil	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The college takes judicious care in extending welfare schemes for the cognitive, emotional and physical development of the teaching community. The college regularly offers professional development and training programmes for the faculty. The college extends lodging facility for lady teachers. The financial necessities of the staff are met by a Cooperative Society which offers schemes like Short term and Long term loans, Home Loan etc with low interest rates and viable terms and conditions. Group Insurance Scheme is there. Yoga classes and meditation sessions are provided to attain balance of body and mind. To maintain a conducive professional atmosphere department wise staff tours are conducted, personal as well as departmental achievements are lauded and celebrated. Our retired teachers are sent off with due regard. At the annual gathering conducted towards the close of the academic year, the Manager of the institution gratefully recognizes their yeomanship and their colleagues accompany them to their respective houses. Teachers are provided ample parking spaces.</p>	<p>Members of the non teaching staff are also privileged to enjoy all the services offered by the Staff Cooperative Society. Group Insurance Scheme is there. Members of the nonteaching staff are sent off with due respect at their retirement. At the annual gathering conducted towards the close of the academic year the Manager of the institution gratefully recognizes their commitment and dedication and their colleagues accompany them to their respective houses. They are provided ample parking spaces to conveniently park their vehicles. The Management with the help of the teachers extends financial support to them during contingency. Jobs are given on compassionate grounds to family members of non-teaching staff</p>	<p>Students are provided lunch at subsidized price and free meals are offered to the economically challenged, identified by the institution. Hostel facility is provided for the female students in the vicinity. Besides helping the students avail themselves of various scholarships, the institution takes necessary steps to support the financially backward students even by initiating financial collections. The institution with the aid of its staff, NCC and NSS even takes initiative to build houses for financially backward students. Adequate number of washrooms for both boys and girls are provided with easy access at various places on the campus. Drinking water facilities accessible during intervals are provided near the respective departments in each block. In the light of the court verdict the institution has provided the students ample parking space outside the campus without disrupting the public and their conveyance.</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution ensures transparency in financial matters. The bursar of the college supervises all financial matters of the college. The college conducts

periodical financial auditing, both internal and external. The internal audit is done by an expert faculty member, M. C. Thomas of Mathematics Department. The external auditing is taken up by the officers from DCE (Directorate of Collegiate Education), Government of Kerala and Account General's office, Thiruvananthapuram on 21-08-2018. Auditing of the UGC funds and other associated funds are also done. The utilization of all governmental funds is submitted to the offices concerned with audited statements and utilization certificates issued by a registered Chartered Accountant. An annual financial statement is prepared every year.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

18552960

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Prof. Jacob John Kattakayam	Yes	Manager and Team from Corporate Educational Agency, Kothamangalam
Administrative	Yes	Directorate of Collegiate Education, Government of Kerala, and Account General's Office, Trivandrum	Yes	IQAC and a faculty in charge of Accounts and auditing - Asso Prof. M. C. Thomas

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The PTA was instrumental in devising several innovative strategies to ensure a constant momentum for the activities of the college. The PTA with Principal as Chair and a parent representative, Shri. Paul Kuzhippillil as Vice President had 10 executive members including faculty members. Two Executive Meetings and four general body meetings were held on 12/12/2018 and 01/03/2019 27/09/18, 31/10/18/ 15/11/18 and 22/11/18 respectively. Discussions pertaining to students' attendance shortage, wearing ID cards, uniform, mobile phone abuse, college placement cell activities and College Union election in parliamentary mode were discussed in the meetings and the PTA promised its support to all the relevant decisions taken by the College authorities in these matters. The tenure of the PTA was fixed as one year instead of the existing 2 years according to the directives issued by the Director of Collegiate Education. The PTA honoured meritorious students. Outstanding students including 21 university

rank holders, proficiency prize winners, endowment awardees etc were honoured.

The PTA held several meetings and carefully implemented plans for the materialization of many activities of the college. PTA played very productive roles in the three projects of the year. The PTA had raised an amount of Rs. 2, 789,720 in the year and the same was judiciously used for the infrastructural development. 1. Indoor Stadium Project 2. Expansion of E Block 3. Colour Code of Uniforms

6.5.3 – Development programmes for support staff (at least three)

1. Conducted professional development and training programmes for teaching and non teaching staff. 2. Renovation of the recreation room for non teaching staff so that they could spend their leisure time creatively. 3. An annual gathering, lunch and one day tour were organized for both teaching and non teaching this year too

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Indoor Stadium Project: One of the major post accreditation initiatives was the completion of Indoor Stadium Project 2. Campus Development Project: The Jubilee Block was expanded with the addition of E- Block Annexure II consisting of a mini conference hall, refreshment rooms and a number of classrooms. In addition, the laboratories of all the Science Departments were renovated. 3. Updating of Online Internal Mark Entry System 4. Conduct of Gender Audit 5. Participation in NIRF

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Regular meeting of IQAC	06/06/2018	06/06/2018	06/12/2019	16
2018	Updating of Online Internal Mark Entry System	21/07/2018	08/08/2018	08/08/2018	2
2018	Collection of Student Progression Report	21/07/2018	17/08/2018	17/08/2018	600
2018	Administrative Audit	21/07/2018	21/08/2018	21/08/2018	3

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Women empowerment, Centre for Women empowerment	22/10/2018	22/10/2018	75	23
Malayalimanka and Kerala Kesari competition (beauty contest)	01/11/2018	01/11/2018	25	13
Talk on Welfare measures for Transgender community	19/01/2019	19/01/2019	48	32
Gender Equality Seminar on Transgender policy and welfare schemes	19/01/2019	19/01/2019	52	28
Food fest	16/02/2019	16/02/2019	224	176
Observation of International women's Day In collaboration with UpasnaVani thavedi	08/03/2019	08/03/2019	463	236
Lady Teachers' Gathering and discussion on gender equality in workplace	14/03/2019	14/03/2019	45	18
Golden Girl Competition in association with The Times of India and Malabar Gold	27/03/2019	27/03/2019	71	Nil
Driving training for female students in association with Maruti	09/08/2018	31/03/2019	26	Nil
Cover girl competition in association	10/10/2018	10/10/2018	31	Nil

2018	Nill	1	01/11/2018	1	Harvest of Karanel Krishi (Agriculture Crop harvesting)	Organic farming and self sustainability	73
2018	1	Nill	30/11/2018	3	Science awareness program "Talent hunt Sasthrajaalam"	Residential camp program for science labs and facility sharing to meritorious high school students from the Government schools of rural and tribal areas of Idukki district	24
2018	Nill	1	27/12/2018	10	Karshikamela (State level Agricultural Fest)	Promotion of farming culture in the community Familiarizing the society about new techniques in agriculture and farming	2009
2019	1	Nill	17/01/2019	Nill	Home for Homeless Scheme	Providing shelter to homeless people of rural areas of Idukki	120
2019	1	Nill	19/01/2019	3	Science awareness	Residential camp	24

					program "Sastrapadam"- Batch 1	program for Science labs and facility sharing to meritorious higher secondary school students from the Government schools of rural and tribal areas of Idukki district	
2019	1	1	21/02/2019	1	Sky watching programme	Lack of planetarium or sky watching facility for students and public people in the district of Idukki or neighbouring places	53
2019	1	Nil	26/01/2019	3	Science awareness program "Sastrapadam"- Batch 2	Residential camp program for Science labs and facility sharing to meritorious higher secondary school students from the Government schools of rural and tribal	24

						areas of Idukki district	
2019	1	1	20/02/2019	1	Open lab programme for public	Demonstration of physics experiments to overcome the lack of laboratories facilities in the neighbouring Government schools to demonstrate simple physics experiments	35
2019	Nil	1	01/03/2019	7	Survey on vector borne diseases	Social commitment to control Vector born diseases in the district of Idukki	39
2019	Nil	1	24/05/2019	1	Allocation of Ground to Kerala Police Association for football practice	Promotion of sports and meeting the demand of a full ground	5

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for teachers	04/06/2018	The code of conduct for the teachers is published in the website as well as the college calendar for the easy circulation. The newly appointed teachers are given awareness about the code of conduct. Disciplinary actions if

		any are taken against the teachers only by consulting the code of conduct. The management insists that the teachers should read the code of conduct for other stakeholders also.
Code of Conduct for students	04/06/2018	The code of conduct for the students is published in the website as well as the college calendar for the easy circulation. The principal gives an overview of the code of conduct during the orientation class provided to the students at the beginning of the course. Whenever a disciplinary action is taken against the students the provisions in the code of conduct are consulted. During the Parent Teachers' Association meetings, the principal familiarizes the parents about the code of conduct for the students. The discipline committee is entrusted with the updating of code of conduct as and when required.
Code of Conduct for administrative staff	04/06/2018	The code of conduct for the administrative staff is published in the website as well as the college calendar for easy circulation. The code of conduct ensures that they strictly maintain the secrecy of student and staff related information. Whenever a disciplinary action is taken against an administrative staff the code of conduct is consulted.
Code of Conduct for Principal	04/06/2018	The principal is the controlling factor who coordinates all the activities of the college. It is mandatory for the principal to

adhere to certain demeanor that serves his position. It is his responsibility to ensure that all stakeholders adhere to their respective code of conduct. The governing body of the college makes sure that the principal follows the code of conduct properly and he receives expert advice in all administrative matters from the college council. The code of conduct ensures that the principal acts in favour of the goodwill of the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Invited talk on Social Commitment to our Fellow beings	13/06/2018	13/06/2018	220
Prof. Thonikuzhy Memorial was delivered on Indian Democracy and Constitutional Values	18/06/2018	18/06/2018	143
Pencil Drawing Competition in association with Anti- Drug day	25/06/2018	25/06/2018	57
Independence day Rally	15/08/2018	15/08/2018	113
Workshop on Disaster Management by National Disaster Management Authority	22/08/2018	22/08/2018	2009
Seminar on Surgical strike and consequences by Col.Kirit Nair	29/09/2018	29/09/2018	110
National Integration Rally	02/10/2018	02/10/2018	110
Seminar on cyber Crimes by IG Sreejith IPS	18/11/2018	18/11/2018	106
Invited lecture	17/01/2019	17/01/2019	180

on "Concept of Nature and Writing of History"			
Invited talk on Social responsibility and Young Generation	19/01/2019	19/01/2019	266
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• To make campus plastic free, College adopted multifaceted strategies like proper segregation of bio- degradable and non- degradable wastes in different colour coded waste bins, segregation of plastic waste, recycling of plastic waste in the plastic shredding unit, reuse of plastic bottles as grow pots and various student activities which promote use of reusable and recyclable substitutes. • Students are sensitized on the importance of sustainable ecosystem and encouraged to use reusable water bottles and lunch boxes prompted to reduce paper usage given training on reuse of plastic waste into value added products. • Green initiatives are encouraged like planting trees in the campus by a representative of retiring faculty member for nurturing by students promoting and maintaining the plants and trees in the campus. • To make the campus sustainable, the college office is partially automated to reduce the use of papers. The admission process, internal mark entry etc. are executed through software. Use of flux for banners was discouraged. • Nature camps and various awareness programmes are routinely conducted and training on production of paper bags, paper pens etc. are given to selected students.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1 Title: Community oriented activities. Objective of the practice

- To create social consciousness among students.
- To help the rural folk achieve better opportunities in academic and vocational fields.
- To contribute to the well-being of the community
- To inculcate eco-friendly attitude in an environmentally vulnerable situation.

Context The college being the first higher education institution of the high ranges it can never limit its scope to the academic matters alone. The community expects the intervention of the college in many aspects. The institution being the social and cultural capital of Idukki district, it can't be blind to the cultural and other social needs of the people alongside with its primary motive of providing quality education to all. The college also has the responsibility of protecting the needs of the agrarian community since most of the inhabitants find their livelihood from agriculture. The ecological sensitivity of the high ranges from where a considerable number of our students come, poses great threat to their educational, economic and cultural life. This bestows in us the responsibility of imbibing a sense of sustainable development of the community flavoured by ecological consciousness. The Practice To achieve the above objectives, the institution organizes several programmes. Through the mid day meal collection conducted every day, around 500 food packets are provided to the poor people in Thodupuzha Municipality. The institution has adopted a village in Kumaramangalam and involves in the developmental activities of the village. Programmes like door to door plastic eradication awareness programme, Swatch Bharat awareness, compost pit construction in the adopted village maintain a healthy living condition for the people of the village. The college also extends its helping hand to places other than the adopted village in emergency situations like flood. Being the responsible youth, the students actively involved in the flood relief activities in Idukki, Ernakulam and Alappuzha

districts. The staff and students of the college contributed flood related relief material worth 40 lakhs to the victims of near by districts, Alappuzha and Ernakulam. The students also provided house cleaning services to those affected during the flood. The yearly agricultural fest hosted by the college and properly maintained greenery of the college also contribute the ecological consciousness of the institution. All initiatives are taken to avoid the usage of plastics in the campus. The campus also has a plastic shredding unit which recycles plastic wastes if any within the campus itself. The institution also gives special consideration for the vocational needs of the community. By arranging placement drives for the students and public, it helps in the upward social mobility of many families. Programmes like "Summer Showers" - providing free summer classes for English grammar to poor school students adds to the grandeur of this institution. Evidence of Success The initiative taken to achieve the objectives are successful to the maximum extent. Students themselves take the responsibility of collecting the food packets and their distribution without compulsion from the teachers. The active participation in organic farming, blood donation camps, flood relief etc., shows how the college molds students as socially committed citizens. Problems Encountered • Hectic academic schedule sometimes hinder the conduct of community oriented programmes

BEST PRACTICE 2 Title: Value based Education and Strengthening Global

Competency Objective of the programme • Inculcate moral and ethical consciousness among students • To enable the students to reflect and act upon moral issues in the society • To help students achieve global standards in all activities The context In the rapidly developing society characterized by technological advancement, social harmony and humanitarian values are out of place. But many of the social issues can be tackled if people have strong ethical and moral values. So the coming generation should possess such values for the formation of a better society. This is the necessity of having value based education. Due to the immense job opportunities in the global scenario education should be structured so as to build global competency in students. in the extremely competitive world where qualified candidates outnumber the required posts, being globally competent is mandatory. Here comes the relevance of an educational pattern that boost up global competency. The practice With the aim of triggering discussions over ethical problems and to give insights on practical measures for addressing them, separate time is given for value education classes every week. Materials are provided and exams are conducted. The winners are awarded prizes also. On a practical level students engage in activities like blood donation camps, midday meal schemes, anti-drug campaigns, women empowerment programmes, and observation of various days in commemoration of great personalities who upheld human values. To build global competency in students several programmes are added to the curriculum. Special training in communication skills, group discussion, interview training etc., is given to equip students to compete in the extremely challenging job scenario. The research centres also promote research that meets global standards. We have three reputed journals. Programs like ASAP, Walk with a Scholar, Student support Programmes and collaboration with reputed institutes like IUCAA also work towards achieving global competency. Evidence of success The number of placements, university ranks and NET-JRF winners bear testimony to the success of this practice. Ten PG ranks and 9 UG ranks were received. Six of our students got placed in Airforce and Army. Twenty five prizes were received in sports and games including four national level prizes. Twenty three university youth festival prizes also form part of the list. Problems Encountered • Lack of proper syllabus by the university regarding value education. • Lack of time for practical and activity oriented sessions

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://newmancollege.ac.in/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional distinctiveness: Quality value based Education to attain global competence Newman College stands as the ideal place to mould globally competent students from first generation learners hailing from the economically weaker sectors of Idukki district by providing various curricular enrichment programmes, bridge courses, career counseling and continuous grooming by efficient mentoring system. The outcome is reflected in the high percentage of Mahatma Gandhi University rank holders in various UG and PG programmes, the on-campus and off-campus placement rate, student progression to reputed higher education institutions including University campuses and institutions abroad and commendable achievements in various competitive examinations like NET/JRF, SET, Civil service exam etc. To instil research based learning in students, College took special emphasis by giving more research presentation opportunities to students in scientific forums and promoting the participation of faculties in workshops in this theme. Thus, even undergraduate students made oral presentations in national level meetings and bagged prizes. The selection of a faculty of Science stream, Dr. Bejoy Thomas, to DBT's Research Based Pedagogical Tools (RBPT) workshop jointly hosted by IISER, Pune and British Council helped in inculcating experiential teaching methods in the teaching process. The research accomplishments from the research centres and various departments of the college are adding valuable knowledge to the scientific community and representation of teachers as session chairs, authors, reviewers and editors in research forums and globally reputed journals define the quality of research. The College stands out in its research accomplishment in the year by being the only College with a first author publication in one of the topmost journals Chemical Reviews, with an impact factor of 58 (<https://pubs.acs.org/doi/10.1021/acs.chemrev.7b00627>), in which three research students and a faculty member shared authorship with the first author. The academic excellence has produced excellent human resource to various sectors as policy makers, administrators, teachers, managers, ministerial staffs, entrepreneurs and start up founders. The representation of the teachers of various disciplines in the academic bodies as members of the board of studies, subject experts for faculty selection, member of syllabus restructuring committee and question paper setters helps the College to improve its academic excellence. The locational distinctiveness of the college and its stake holders has been a matter of prime importance in framing the co-curricular and extracurricular activities of the institution. Students are given proper scientific awareness and training to identify and act as responsible citizens to take measures for ecosystem conservation especially the ecologically sensitive zone, the Western Ghats, in the district of Idukki. In addition to being the centre of quality education for the students of Idukki and neighboring districts, Newman College stand tall in its social commitment to the people of Idukki district at times of need. During the time of unprecedented flood, the high ranges of Idukki, being one of the mostly affected parts of Kerala, remained a tearful presence in the flood map of Kerala. Since its inception, Newman College has been an inevitable presence in the academic and non-academic realm of the district.

Provide the weblink of the institution

<http://newmancollege.ac.in/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

1. To encourage departments for applying institutional grants like DBT STAR college and other UGC schemes
2. To get UGC mentor college status under Paramarsh

scheme and conduct NAAC supported seminar on innovative pedagogies by IQAC 3. To promote the use of more e-resources and LMS for teaching process and facilitate the use of MOOC platforms like Swayam, edx, courseera etc. 4. To enhance the innovative ecosystem of the campus by promoting student innovations and enterprenership. 5. To organize FDPs and workshops for teachers and non teaching staffs 6. To allocate and apportion RUSA grant effectively. 7. To promote faculty participation and involvement in research and projects and increase the research publications. 8. To ensure proper community usage of infrastructure facilities like indoor stadium.