

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year:

2017-18

Part – A

1. Details of the Institution

1.1 Name of the Institution

MARY MATHA ARTS & SCIENCE COLLEGE,
MANANTHAVADY

1.2 Address Line 1

VEMOM P O

Address Line 2

MANANTHAVADY

City/Town

WAYANAD

State

KERALA

Pin Code

670645

Institution e-mail address

mmcmdy@gmail.com

Contact Nos.

04935-241087

Name of the Head of the Institution:

Dr Savio James V

Tel. No. with STD Code:

04935-241087

Mobile:

9400381087

Name of the IQAC Co-ordinator:

Dr MARIA MARTIN JOSEPH

Mobile:

09447277990

IQAC e-mail address:

iqacmmc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN12613

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/ 38/101 Dated 02/02/2006

1.5 Website address:

www.marymathacollege.org

Web-link of the AQAR:

http://marymathacollege.org/iqac/aqar

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83.5%	2006	2006-11
2	2 nd Cycle	A	3.02	2014	2014-19
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

02/03/2006

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2014-15 submitted to NAAC on 12-10-2015*)

- i. **AQAR 20/10/2014 (2013-14)**
- ii. **AQAR 30/09/2015 (2014-15)**
- iii. **AQAR 30/09/2016 (2015-16)**
- iv. **AQAR 30/09/2017 (2016-17)**

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Total self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Nil

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- The Academic Calendar for the current year was prepared by the IQAC. An evaluation of the previous year's curricular and co-curricular activities was made and suggestions for improvement were incorporated for preparing the Academic Plan of the current year. After the department level meetings, the teachers work done diary was revised.
- It being the last year of Second Cycle of accreditation, IQAC decided to have an external audit of the academic activities of the institution to make the stakeholders aware of the new process of accreditation.
- In addition to the orientation programmes for students and parents, and training programmes for teaching and administrative staff, IQAC organised a workshop on Research Methodology in the view of increasing research

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Enhancing Research and Development Cell activities.	Four of our faculties joined PhD program.
Conducting Annual Internal Quality Audit (Academic Audit).	External Academic Audit was conducted by a peer team from United Board of Peer Team Members.
Promoting Soft Skills / Employability Skills among students.	Continue to offer value added certificate courses: 1.Course in Yoga and Meditation 2. Course in Communicative English
Possibilities of starting a Media Center and E-content repository	HoDs of Physics, Computer Science and the Librarian drafted a proposal for the same and it was decided to allot a room in the new building which is under construction.
Enhancement of PEN-R Activities	Introduced every day news broadcast (Mary Matha News Service) by the students through the public announcement system of the College.
Promoting more extension activities	Launched: <ol style="list-style-type: none"> 1. Gothra Jyothi—A project for providing assistance to the tribal communities of the district by the students of the College and 2. Schollege Programme, an initiative for improving the communicative skills of High School students of the neighbouring schools.
To start competitive exam oriented classes for the students appearing for various exams.	<ol style="list-style-type: none"> 1. Department of Computer Science conducted NET coaching classes. 2. Department of Mathematics conducted coaching classes for JAM. 3. Department of English conducted coaching classes for PG entrance tests.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	2	0	0	0
PG	2	0	1	0
UG	7	0	1	3
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	3	3	0	3
Others	Nil	Nil	Nil	Nil
Total	14	3	2	6

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	0
Annual	0

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

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

***Please provide an analysis of the feedback in the Annexure**

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

Syllabi of all UG programmes were revised by the Affiliating University in 2013-14 to be implemented in the academic year 2014-15. By being members of academic bodies like Boards of Studies, Academic Council etc of Kannur University, almost all senior faculty members actively involved in the syllabus revision and for that, the feedback obtained from various stakeholders was utilized to the maximum extent.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	25	11	14	0	0

2.2 No. of permanent faculty with Ph.D. 15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty 22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	0	0
Presented	02	05	0
Resource Persons	0	0	0

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

- The Institution, through various approaches/activities nurture scientific temper, critical thinking, creativity, etc. among the student community
- Teachers are encouraged to adopt new techniques like Blended Learning, Crossover Learning, Incidental, Contextual Learning etc.
- **Luminous Alumnus Circle**, a platform for Alumni Interaction with the students for inspiring and motivating them.
- Students are encouraged to participate in Seminars/Workshops/ Surveys and to actively involve in Debates, Group Discussions and Panel Discussions. Seminars/ Workshops on very crucial subjects like Biodiversity Conservation, Research Methodology and Data Analysis were conducted in the College.
- Students are taken to Research Institutions and/or Industries as a part of their study tour and thereby providing them ample opportunities to interact with experts in various fields and exposure to such establishments.
- Students are encouraged to utilize the Library and Internet Facilities to the maximum extent.
- They are motivated to analyse Case Studies, Social & Environmental issues, etc.

- **Students are encouraged to/in:**
- Make Short Films and Documentary Films
- Bring out Manuscript Magazines, Print Magazines.
- Make Science Models, Herbaria, Museum Specimens, Taxidermy Models, Charts, Specimen Slides, etc.
- Photography (especially Wildlife Photography), Photomicrography,
- Blog Designing, Web Designing, etc.
- Explore the possibilities of Social Network Sites

2.7 Total No. of actual teaching days during this academic year **180**

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

Institution is bound to follow the guidelines stipulated by the affiliating University regarding evaluation. However, for internal examination, innovative methods like open book test, oral test etc. are used.

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

Doctoral Committee 02
UG BoS 10
PG Bos 01
UG BoE Chairman 02
PG BoE Chairman 01

2.10 Average percentage of attendance of students **80%**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Functional English	36	5.55	47.22	Nil	Nil	52.77
BSc Mathematics	34	20.58	44.11	3.0	Nil	64.7
BSc Zoology	38	21.05	36.84	Nil	Nil	57.89
BSc Computer Science	32	3	58	8	Nil	69
B Com	46	21.73	56.52	4.34	Nil	82.60
B Sc Physics	22	13.63	50	9.09	Nil	72.72
BSc Chemistry	14	28.57	28.57	14.28	Nil	71.42
M Sc Computer Science	18	20	60.2	14.1	Nil	94.4
MSc Maths	8	12.5	37.5	Nil	Nil	50

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

- Academic Plan for the year is prepared and discussed with the College Council for recommendation for implementation. After the approval of the College Council the Plan gets implemented and monitored throughout the year by the Heads of the Departments and IQAC.
- At the end of every Academic Year the Principal and the Teaching Faculty meet for an evaluation of the academic activities of the year. Schedules for teaching, conduct of examinations, conduct of Seminars, Workshops and other curricular & co-curricular activities of the year are critically evaluated and each Faculty presents before the community their suggestions for the betterment and plans for major academic Programmes for the next year.
- IQAC prepared the blue print of the Academic Master Plan for the next ten years. Discussions are going on with all the stakeholders for modifications and corrections.
- IQAC arranged for an External Academic Audit of the last five years to evaluate academic performance of the institution. Suggestions in the audit report were complied with and modifications were made accordingly.
- Internal Quality Assurance Cell (IQAC) formulates, monitors and decentralizes the quality enhancement measures of the College.
- IQAC leads all programmes related to third cycle of accreditation like preparation of Self Study Report of the College.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	0
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (Course work)	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	0	0	0
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- Research Committee functioning in the college monitors and addresses the issues related to research and thus create a research culture in the institution. The Committee motivates the faculty to promote research and coordinate research activities of different departments.
- IQAC encourages the faculty members to attend national and international seminars and workshops which enable them to equip with advanced research in different fields. They are also encouraged to attend seminar and workshops as resource persons to contribute to the existing knowledge and enrich academics.
- IQAC encourages the teachers to get actively involved in the popularization of science programmes being organized within and outside the campus. Many teachers of this institution are Resource Persons in different areas of knowledge.
- IQAC encourages the staff to engage in interdisciplinary and interdepartmental research activities and resource sharing. In spite of the limitations of an undergraduate College and with only two Research Centres, the Institution ensures optimal use of various equipment and research facilities of the Institution by staff and students.
- IQAC encourages the teachers to undertake research projects sponsored by UGC, KSCSTE DST, and other funding agencies.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	01	Nil	03
Outlay in Rs. Lakhs	Rs. 30,77,660 Rs 8,22,800 Rs 1928000			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	16	01	00	16
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	04	00
Non-Peer Review Journals	00	0	00
e-Journals	00	00	00
Conference proceedings	00	00	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 years 3 years	KSCSTE KSCSTE	1928000 1699400	474000
Minor Projects	2 years	UGC	NA	NA
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA
Students research projects <i>(other than compulsory by the University)</i>	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	NA	NA	3627400	474000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		00			15
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency

From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows

Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

1. Gothra Jyothi—A project for providing assistance to the tribal communities of the district by the students of the College
2. Schollege Programme, an initiative for improving the communicative skills of High School students of the neighbouring schools

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	18 Acres	Nil	Nil	18 Acres
Class rooms	25	Nil	NA	25
Laboratories	07	Nil	NA	07
Seminar Halls	02	Nil	NA	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil	NA	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	NA	NA
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

LIBRARY

- Automation of the Library is completed with KOHA Software.
- The Borrower Facility is completely computerized with Bar Code Reader for book issue and return. The use of ID Cards adds further security.
- The books are housed in well maintained stacks.
- Internet facility is provided to all students and faculty in the library, free of cost.
- Nine Systems are set apart in NRC for students and staff.
- Two Systems are provided exclusively for the Catalogue Search (OPAC) in the Library.
- Students have access to Library and Internet from 9am to 4.30 pm.
- Access to INFLIBNET is made available.
- The library has an Open Access System

ADMINISTRATION

- Single Window Admission Process
- SPARK—Online Billing System
- Online Attendance Marking System
- Students Information System
- Computer Aided Evaluation System
- Online Government Scholarship Processing
- Computerised Fee Collection System

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Books	14367	5378017	477	39300	14844	5417317
Reference Books	1032	10,32,000	Nil	Nil	1032	10,32,000
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	20	106029	Nil	Nil	20	106029
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	10	10,000	Nil	Nil	10	10,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	142 PC 12 Laptops	83	Facility in all computers	18 in NRC	NA	6 desktops 1 laptops	37 (Class rooms + Staff rooms)	09 (Manager, Principal, Library, Office, AVR, IQAC)
Added	19	19	In all computers					
Total	173	102		18		7	37	09

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

Nil

4.6 Amount spent on maintenance in lakhs:

i) ICT	31740
ii) Campus Infrastructure and facilities	102007
iii) Equipments	83347
iv) Others	706386
Total:	923480

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation is given to freshers about the facilities provided by the College, the various curricular, co curricular and extra-curricular programmes and about the different associations, forums and the clubs.
- The College Calendar/Handbook provides the students the details of the Student Support Facilities and Programmes.
- College website, common notice boards and Department notice boards, bulletin boards of Clubs and Associations, public announcement systems, class wise announcements are used to pass on the information regarding Student Support Programmes.
- Periodical class PTA meetings also serve the purpose.
- Mentoring and Personal Counselling encourage the students to make use of the Student Support Services effectively.

5.2 Efforts made by the institution for tracking the progression

- Continuous evaluation through test papers, assignments and seminars.
- Weaker students are given personal attention.
- Brighter students are encouraged to participate in seminars, symposia and quiz competitions conducted by other Institutions.
- Formal and Informal Feedback on student performance to parents.
- Effective Mentoring and Personal Counselling.
- Career guidance for Students.
- Departmental Alumni Associations keep track of the progress made by alumni.

5.3 (a) Total Number of students:

UG	PG	Ph. D.	Others
781	58	26	

(b) No. of students outside the state

(c) No. of international students

No	%
266	31.7

Men

No	%
573	68.3

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
472	39	68	218	04	801	482	32	64	254	07	839

Demand ratio 5250: 839

Dropout % 0.4

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

- The College has a Career Guidance and Placement Cell.
- The Career and Guidance Cell of the College regularly conducts Coaching Classes for entry into various services. The Programme has been partially funded by UGC.
- The Institution provides Academic Counselling, mainly through the Mentoring System.
- The Institution offers training programmes in Communicative English and Computer Literacy for the students.
- The Entrepreneurship Club functioning in the College:
 - creates awareness about the need of entrepreneurship in Kerala
 - develops entrepreneurial skill among the students through Lectures and Workshops on Entrepreneurship
 - makes arrangements for interactions with successful Entrepreneurs in the State
 - promotes students attending Seminar/Workshops on Entrepreneurship organized by various Institutions.

No. of students beneficiaries

75

5.5 No. of students qualified in these examinations

NET	12	SET/SLET	65	GATE	04	CAT	Nil
IAS/IPS etc	Nil	State PSC	04	UPSC	Nil	Others	

5.6 Details of student counselling and career guidance

- The College has a Career Guidance and Placement Cell (CGPC) which functions with the following objectives:
 - To provide employment information.
 - To provide information on various courses of higher studies in India and abroad.
 - To render vocational guidance to students individually and in groups.
 - To acquaint the students about Self – Employment Programmes.
 - To assist students looking for international placements.
 - To motivate and counsel students about industry practices to make them equipped to meet the challenges in the job market.
 - To orient the students for prospective entrance examinations, interviews, group discussions etc.
 - To organize Workshops and Seminar on latest trends.
- The Career Guidance and Placement Cell offers the following facilities:
 - has a structured mechanism to cater to the career requirements of students.
 - has a furnished room with Internet connectivity and study materials (Books, CDs, Printed Notes, and Model Question Papers etc.).
 - conducts weekly training classes for Competitive Exams like Bank Clerical, Probationary Officers, MAT, PSC Tests etc.
 - conducts Model Tests, Group Discussions and Mock Interviews.
 - arranges Campus Placement drives.

Counselling:

- There is a Professional Counsellor on campus in addition to the teacher-Counsellors to address the psychosocial issues of the needy students.
- Academic Counselling is given mainly through the Mentoring System which functions effectively in the College
- The Women's Cell of the College offers counselling to girl students

No. of students benefitted

100%

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	170	35	NA

5.8 Details of gender sensitization programmes

The College ensures equal representation of female students in various programmes, committees and the Students' Union. There is fifty percent reservation for female students in the Class Representative Council of the College Union. Gender sensitization is inherently incorporated into all our activities. In addition, awareness programmes are organised.

Women's Cell of the College monitors the welfare and activities of the girl students and organises various programs.

5.9 Students Activities:

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	40	30000
Financial support from government	141	---
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: 02

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Holistic development of students with a sound intellectual, physical, psychological, emotional and spiritual maturity that will pave the way for a truly democratic, secular and equitable social order

Mission: To make knowledge available to the students through quality education irrespective of their religion, caste or sex, but keeping in view the educational needs of the Christian Community as well, thus to be an active agent contributing to the socio-economic and cultural transformation of Wayanad

6.2 Does the Institution has a management Information System

The Institution has a Management Information System and its details are published in the College Calendar and website.

- The Board of Governors (BOG) is the highest hierarchical body of the Institution which comprises of sixteen members including the Patron, the Manager (President of the BOG), the Principal (Secretary to the BOG), the Deputy Director of the Collegiate Education, the Co-ordinator of the IQAC, Representatives of the Faculty, Local Self Government Bodies and other Stakeholders.
- In consultation with the Board of Governors, the IQAC prepares Academic and Infrastructure Master Plan and places them before the respective committees— the Infrastructure Development Committee (IDC), and the College Council (CC) for discussion and recommendation for implementation. The IDC comprises of the Manager as the Co-ordinator and the Principal, IQAC Co-ordinator, Co-ordinator of UGC Projects, Office Superintendent and Heads of all Departments, Complementary, Second Languages and Physical Education Departments as members.
- The Parent Teacher Association comprising a hierarchical structure of the Executive Committee, Representative Council and General Body plays an important role in the policy making and implementation.
- As per the recommendations of these committees, the Institution implements its quality policies and plans.

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

6.3.1 Curriculum Development

- Teachers having membership in various bodies like Faculty of Science, and Languages, and Board of Studies directly participate in Curriculum development at the University level.
- At the institutional level the following steps are taken:
 - In the beginning of each Semester the Principal convenes meetings of the HODs and discuss the curriculum and its implementation.
 - At the Department Level, the prescribed Curriculum is discussed in detail by the HODs.
 - It is the responsibility of the individual teachers to see that the Curriculum is implemented effectively in the classroom.
 - Periodic Monitoring and Evaluation is done at the Department Level.
 - The Institution gets feedback from the stakeholders every year regarding curriculum and relevant suggestions are intimated to the Bodies concerned.

6.3.2 Teaching and Learning

Specific strategies of teaching and learning are formulated both at the College level and Department level. The College Council designs the Academic Calendar with the assistance of all the stakeholders and gives general guidelines. The Management, by providing state of art infrastructural facilities, supports the teaching and learning process of the College.

College level

- Monitoring the Diary of Academic Work.
- Monitoring ICT enabled teaching and the facilities in the Library, NRC, Digital/Smart Classrooms, Audiovisual Hall and Language Lab.
- Conducting Certificate Courses and Career-oriented Programmes
- Orientation and Induction programmes for the freshers.
- Formal and Informal feedback on student performance to parents.
- Monitoring government sponsored programmes like WWS, SSP, ASAP.
- Effective Mentoring and Personal Counselling
- Interactive Sessions /Workshops/Discussions with Experts/Academicians/Alumni

Department level:

- Bridge Course for first year UG students
- Identifying and Categorizing the newly admitted students into Advanced, Average and Slow Learners
- Peer-group Learning in which Advanced Learners are grouped with Slow Learners
- Remedial Classes to Slow Learners, and challenging assignments, encouragement for participating in competitions for Advanced Learners
- Experiential Learning through experiments, student projects, field trips, study tours, interaction with the tribal community, visit to national institutes, heritage centres etc.

6.3.3 Examination and Evaluation

- With the introduction of CBCSS by the University, we have a rigorous and transparent Internal Evaluation System in place. The various components in the system are: Periodic Test Papers, Assignments, Seminars and regularity in Attendance as envisaged in the Academic Calendar.
- The College maintains detailed record for such internal marks and sends the consolidated marks to the University for the Final Result Sheet Preparation by the University.
- The insights derived from the feedback of the stakeholders are made use of in designing the Annual Academic Plan of the forthcoming year. Career Guidance, Classroom Interaction, Group Discussion, Remedial Courses, Seminar Presentation & Project Work, Assignment, etc. are a few examples to cite.
- At the end of every academic year the Principal and the teaching faculty meet for an evaluation of the academic, co-curricular and extra-curricular activities of the year. Schedules for Teaching, Conduct of Examinations, Conduct of Seminars, Workshops, and other curricular, co-curricular and extra-curricular activities of the year are critically evaluated and each faculty presents before the community their suggestions for the betterment and plans for major academic and other Programmes for the next year.

6.3.4 Research and Development

IQAC and Research Advisory Committee:

- Ensures research promotion in the College so as to inculcate a research culture in the Campus.
- Encourages Departments to take initiative to establish Research Centres.
- Motivates teachers to take up Research Projects, to publish Research Papers and to obtain Research Degrees.
- Encourages teachers to organize Seminars/Workshops/Conferences etc. in each Department.
- Encourages teachers to attend Seminars/Workshops/Conferences etc. organized by other institutions.
- Provides supporting Infrastructure Facilities.

6.3.5 Library, ICT and physical infrastructure / instrumentation.

The Library Advisory Committee effectively monitors the functioning of the library and new facilities are provided and the existing facilities are updated every year:

- Automation and updating of library software (KOHA) with fully computerised borrower facility.
- The Network Resource Centre provides ample opportunities for the academic community to explore resources like N-LIST and INFLIBNET.
- The faculty and researchers in the Institution utilize the Internet facilities for Green Open Access Publication and downloading Open Access Journals.
- Library provides open access facility to all students.

ICT enabled teaching is promoted to enhance teaching effectiveness, (a) by providing smart classrooms and corresponding facilities (b) by encouraging teachers to make use of these facilities.

- ICT enabled Classrooms
- Free Internet access in all Staff Rooms and Network Resource Centre through NMEICT scheme (National Mission on Education through Information and Communication Technology).
- Each department is provided with a NETBOOK and a Digital Camera.
- Collection of digital materials and videos.

The Infrastructure Committee monitors the construction, renovation and maintenance of the infrastructure facilities.

The College procures equipments/ instruments on the recommendation of the Departments and monitors their annual maintenance.

6.3.6 Human Resource Management

The following are the quality improvement strategy of the Institution for human resource Management:

- Maintenance of operational autonomy, academic democracy and decentralized governance system in order to promote quality culture at every level.
- Inclusion of representatives from all stakeholder groups in the decision taking bodies
- Maintenance of participative working culture to ensure the empowerment of academic and administrative teams.
- Promoting the faculty to attend orientation/refresher Programmes, seminars, workshops, expert lectures etc.
- Providing opportunities for skill development to administrative staff
- Providing better infrastructure facilities and academic environment to retain the quality teachers.

6.3.7 Faculty and Staff recruitment

The process of recruitment of Teaching and administrative is made strictly adhering to the rules and norms stipulated by the Kerala State Govt, Affiliating University and University Grants Commission. The College Management never compromises on quality of Teaching and Administrative Staff, right from their appointment.

6.3.8 Industry Interaction / Collaboration

The College promotes Institute-Industry Interface through various programs like internships and visits to Institutes and Industries.

- Computer Science: Software Companies and Hardware Industries
- English: News Papers, Publishing Companies, Audio and Visual Media
- Mathematics: Software Companies
- Chemistry: Chemical Industries
- Commerce: Business Establishments/Small Scale Industries
- Zoology: Sericulture/Aquaculture/Apiculture and other Industries
- Physics: Electronic and Electrical Equipment Industries

The Entrepreneurial Club conducts programmes to develop entrepreneurial skills among the students.

6.3.9 Admission of Students

- The College follows Kannur University Single Window admission process for both PG and UG programmes.
- The Admission Committee, constituted according to the rules and regulations laid down by the University, comprising of the Principal, Nodal Officer, Heads of all Major Departments and the Office Superintendent monitors the admission process.
- The norms and guidelines of the Government and the University, including reservation for socially backward and differently-abled persons are strictly followed.
- The admissions to Management Quota and Community Quota are managed by the College following the regulations of the University. Provisional Merit Lists of these admissions are displayed on the Notice Board and the College website to ensure transparency.
- The applicants can verify the list and are given a chance to get it rectified if there is a discrepancy within a stipulated time as per University Norms.

6.4 Welfare schemes for Teaching and non teaching staff

No	Welfare Schemes of the Govt.	% of the Staff Benefitted	
		Academic	Administrative
1	Provident Fund	100	100
2	General Life Insurance Scheme (GLIS)	100	100
3	State Life Insurance (SLI)	100	100
4	Accident Insurance	100	100
5	Commuted Leave	100	100
6	Leave Surrender Facility	100	100
7	Maternity Leave	0	0
8	Paternity Leave	4	0
9	Special Casual Leave for Rabies and Communicable Diseases	0	0

In addition to that both the Staff and Students are shareholders of the Co-operative store. The Staff Benefit Scheme and other self supporting schemes are also under operation.

6.5 Total corpus fund generated

52830555

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	University
Administrative	Yes	NAAC	Yes	Management

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The institution being an affiliated college under Kannur University cannot make any examination reform on its own. But suggestions made through the faculty members of our college in various university bodies are considered in the board meetings for examination reforms.

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

The institution being an affiliated college under Kannur University does not have academic autonomy, but limited autonomy is given in:

- Designing certificate courses and add on courses
- Developing infrastructure facilities
- Formulating innovative teaching methods
- Admissions (management quota)
- Consultancy and extension activities

6.11 Activities and support from the Alumni Association

Luminous Alumnus Circle

1. The Association organizes Annual Alumni Meet on 26th December every year.
2. The resourceful alumni are invited to the Institution and share their valuable experience with the academic community so that the current trends are made known to both the students and teachers.
3. Financial assistance to poor students from the well settled alumni.
4. Financial support to alumni for medical purposes.
5. Utilises the possibilities of Social Network Sites to strengthen the activities of the alumni association.
6. Feedback from the alumni is better utilized in the planning and designing of infrastructure and Academic Master Plan.

6.12 Activities and support from the Parent – Teacher Association

- The Executive Committee of PTA plays a key role in policy making and its implementation.
- Class PTA meetings are held every year.
- Feedback collected is considered prior to designing the Academic Plan every year.

6.13 Development programmes for support staff

- The IQAC, right from its inception, has been taking initiatives in looking after the welfare of all the stakeholders of the College and ensuring sustenance and enhancement of quality in academic/administrative/co-curricular/extra-curricular activities of the Institution.
- IQAC takes initiatives to update the administrative capabilities of the support staff by organising training programmes in soft skills and computer skills.

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

- Solar garden lamps are installed on the campus replacing the conventional bulbs.
- Energy Auditing of the institution has been conducted by IQAC in association with the Department of Physics.
- The conventional tungsten bulbs are completely replaced with CFL bulbs in the campus.
- The organic waste materials generated in the college are efficiently being converted into bio-gas.
- The energy demand of the college canteen is partially met from the biogas plant.
- Plastic wastes, if any, are effectively disposed off with the assistance of nearby recycling units.
- Taking the conservation of water a serious concern, the institution constructed a 20 x 15 x 4 metres pond in the campus to recharge groundwater and to meet the diverse water demands of the institution.
- A number of trenches (3x1x1 mts) are constructed in the campus for groundwater recharge.
- The college has a green campus and it is maintained by NSS, Save Green Club and Bhoomitrasena.
- E-wastes in the college are usually sent to recyclers.

Criterion – VII

7. Innovations and Best Practices

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

In the beginning of the year, after thorough deliberations, the college council put forward the following proposals:

- Maximum utilisation of RUSA fund for infrastructure development and other academic activities.
- Establishment of a Media Centre for e-content development.
- Installation of Learning Management System (LMS) for accessibility of study materials, and learning and development programs.
- Establishment of Rev Fr Francis Njallampuzha Memorial State Level College Magazine Award

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

- A proposal for a new library cum auditorium submitted to RUSA.
- A room allotted for the Media Centre in the new block.
- Installation of Learning Management System is on the top priority of the Management.

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

Scollege Programme, an initiative for improving the communicative skill of High School students of the neighbouring schools.

Gothra Jyothi—A project for providing assistance to the tribal communities of the district by the students of the College.

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

7.4 Contribution to environmental awareness / protection

- Awareness campaigning through various activities of NSS, Save Green Club and Bhoomitrasena
- Sign boards carrying conservation messages at various places in the College.
- Screening of documentary films on energy conservation.
- Organizing Seminars/Workshops on Environmental Issues
- Carbon emission in the campus is negligible since the Campus is situated very close to Wayanad Wildlife Sanctuary.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

- The Institution has a strong mission and vision, catering to the educational needs of Wayanad.
- The management and staff are committed to fulfilling the vision and mission, and are dedicated to excellence in teaching and learning.
- The College promotes strong mentor- student relationship which fosters ethos of openness and sharing.
- The state-of- the -art infrastructure and other facilities provide an inspiring atmosphere for the students to engage in curricular and co-curricular activities.

Weaknesses/ Threats

- Remoteness of the place curtails accessibility to industries and research institutes, and conveyance of visiting faculty and resource persons.

Opportunities

- Scope for new programmes in the degree and PG levels.
- Scope for interdisciplinary programmes, management and professional courses.

Criterion – VIII

8. Plans of institution for next year

1. Construction of library cum auditorium with advanced facilities.
2. Conversion of the already existing auditorium and library into classrooms.
3. Relocation of the existing heritage museum to the new building.
4. A yoga and meditation centre in the sports pavilion.
5. Continuation of government sponsored programs like Walk With a Scholar and Scholar Support Program.
6. Computer labs for the departments of Mathematics, Commerce and Physics to be provided in the new building.
7. New staff room for the Department of Computer Science
8. Introduction of 4 more certificate courses.
9. Commissioning of UGC assisted staff quarters and guest house.
10. To try for autonomous status as per the suggestion of the NAAC Peer team.
11. Efforts to increase our collaboration with other institutions/agencies to provide our students with better placement opportunities and career counselling will be continued.

Name: Dr Maria Martin Joseph

Name : Dr Savio James V

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Link to the College Calendar

Annexure II

Feedback from students, alumni, parents & teachers about academic and institutional matters and the actions taken: 2017-18

Department of English

1. Uniform for students. This request came from many parents and students. This was forwarded to the authorities.
This was implemented from June 2018 onwards for the 1styr students.
2. Book purchase for the library. The list was submitted.
Books were bought in January & March 2018.
3. Conduct a film festival. The proposal is under consideration.
4. Conduct orientation/bridge program for 1st yrs, especially in language and communication skills. This was also implemented from June 2018 onwards.

Department of Mathematics

1. Need Math Lab for students
2. Uniform for students
3. More computers with internet facility
4. Inform parents about internal examinations
5. Start certificate courses
6. Conduct mathematics exhibition

Action Taken

1. Decided to inform parents about the performance of students semester wise
2. Informed the Principal about Math Lab, ICT enabled class room and internet facility
3. Decided to start two certificate courses: Basics of LATEX and Basics of Geogebra
4. Decided to conduct mathematics exhibition
5. Inform the Principal about the suggestion for uniform

Department of Zoology

1. Introduce uniforms.

Action Taken

1. Decided to introduce uniforms from next year onwards.

Department of Commerce

1. Provide space/room for students for discussions, combined studies etc.

Department of Computer Science

1. Suggestion of changing PG S3 elective subject Information Security
2. Uniform for PG students
3. Maximum usage of E-learning systems
4. To implement online attendance system in such a way that SMS will be sent to parents when students are absent.

Action Taken

1. Recommended to college management to introduce college uniform for both UG and PG students.

Department of Physics

1. The students of B Sc Physics suggested conducting a science fest and a national seminar. They also requested for more CRO, circuit boards, Function Generator, Multimeters, Melde's String Apparatus etc.
2. Parents asked us to take necessary action for vehicle facility from Mananthavady to the college and they again raised the necessity of a boys' hostel.
3. The alumni of B Sc Physics requested for the necessary number of laboratory apparatus for doing practicals. They also asked that an alumni meeting be held at least once in a year.
4. During our staff meeting the department decided to conduct a physics fest "PHYVIBE" and we conducted the same in Feb 2018.

Department of Chemistry

1. To improve transportation facility
2. To increase drinking water facility
3. Need of making the 1st year classroom a smart classroom
4. Increase the computer facility in the department
5. To improve transportation facility
6. Need of uniforms
7. Need campus interviews & placement
8. Facility for light and fan in the classrooms

Annexure III
BEST PRACTICE-I

1. Title of the Practice

“Implementation of the Parliamentary Mode of Students’ Union Election incorporating the Lyngdoh Commission Recommendation”

2. Goal

- To ensure peaceful teaching-learning environment on the campus a democratic system of Parliamentary Mode of Students’ Union Election has been introduced in the College since 2007 following the Lyngdoh Commission Recommendations.
- It also aims at maintaining discipline in the Institution by strengthening the head of the institution with sufficient powers so that students, who are keen to study and to improve their career are not be made victims of the anti-social activities a handful of students, whose dominant interest is indulging in party politics.
- Through the parliamentary mode of election the institution ensures peaceful, party-politics free campus.

3. The Context

- Several instances of election related violence against college teachers and students, and other malpractices have been observed during the conduct of elections on college campuses in Kerala.
- After having discussions and negotiations at various levels, the College Council took a strong decision to implement the Parliamentary Mode of Election on the campus, taking the students into confidence and following the Lyngdoh Committee recommendations.
- It has also been decided to set up a special Grievance Redressal Cell with senior faculty as members to address election related grievances on disputes regarding the fairness, eligibility of the candidate and/or the non-observance of norms while holding the elections, etc.

4. The Practice

- A male and female representative (Class Reps) each are elected from every class. The Chairman, General Secretary, University Union Councilor, Secretary to the Fine Arts Association, Student Editor to the College Magazine, General Captain to the Sports and Games activities, Secretaries to the Department Associations and Representatives of 1st, 2nd and 3rd year students are elected through Parliamentary Mode of Election. Two Seats, the Vice Chairperson and the Joint Secretary are reserved for girl students. It is to be highlighted that more than 50% of the candidates for the above major posts are girl students.

- The Class Representatives elected through this system function as a link between the College Union and individual Classes. Therefore, the decisions taken at higher levels are immediately conveyed to the entire students.
- The Institution entrusts the responsibility of the Students' Union Advisor to a Senior Faculty as in the older system. However, in the present system, the Advisor has more responsibilities. The Union Advisor serves as the Mentor of the Union office bearers and the Co-ordinator of the Union activities.
- Apart from the leadership role of the Chairman, Vice Chairperson, Secretary, Joint Secretary and Association Secretaries, the following portfolios are allocated in the College Students' Union to ensure student participation in all areas of student activities:
 - Secretary to the Fine Arts Association: Responsible for promoting the artistic talents of the students, organizing fine arts activities on the campus and ensuring the participation of the students in intercollegiate competitions.
 - General Captain for Sports and Games: Responsible for promoting the sports talents, organizing sports and games activities on the campus and ensuring the participation of the students in intercollegiate sports & games competitions.
 - Magazine Editor: Responsible to compile the creative ideas of the College Community and publish the same in the form of a College Magazine. The Staff Editor and the Editorial Team support the Magazine Editor in publishing the College Magazine.
 - University Union Councilor (UUC): Represents the College in the University Union and serves as a link between the College Students' Union and the University Union.

5. Evidence of Success

- This is the only aided College affiliated to Kannur University and one among the very few aided colleges in Kerala State that successfully implemented the Parliamentary Mode of Students' Union Election. It has been proved that this mode of election ensures a party-politics-free, violence-free Campus where academic, co- and extra-curricular activities can be planned and implemented/organized in a peaceful atmosphere and that too under the leadership of elected Student Union office bearers.
- The prevalence of Parliamentary Mode of Students' Union Election has been appreciated by the public in general and the parents in particular which is reflected in the enhanced rate of *applications for admission* received in the recent years.
- This Practice has become an accepted system in the College and the students who resisted in the initial stage realized the merits of the system and extended their co-operation in the succeeding years.
- As a recognition for the efforts in implementing the system, the academic community of the State, recently honoured the Principal of the College, Dr Raju George with the *Award of the Best College Principal in Kerala*, instituted by Dr Tharsis Joseph (NAAC Peer Team Member and former Secretary of the State Principals' Council) Foundation based on the initiatives taken to implement the Lyngdoh Commission Recommendations

as per the Hon. Supreme Court directives to ensure peaceful teaching learning by maintaining the campus violence-free from the evil effects of party politics.

6. Problems Encountered and Resources Required

Problems Encountered :

In the Paradigm Shift from the Conventional Presidential Mode of Election to the Parliamentary Mode, the Institution experienced certain amount of resistance from the Students and to a lesser extent from the politicians, especially on the following conditions:

- The candidates contesting the elections should possess certain minimum level of discipline and academic ability.
- No political activity to be allowed on the campus. Demonstrations, campaigning, and rioting in the classroom etc. will not be allowed. No meeting to be held in the campus without the permission of the Principal. Banners, posters, flags etc. of political organizations are not be allowed on campus as well as on the gates and compound walls of the campus.
- No outsider to be invited into the college by any group of students without the consent of the Principal.

Resource Required:

- In order to set a platform for the smooth implementation of the new system discussions/meetings/negotiations at various levels have been convened; sought the support of parents, general public and mass media.
- Open forums to discuss and familiarize the Lyngdoh Commission Report have been organized in the College for students, parents, etc.
- The excerpts of the report have been circulated among the College Community for discussions.

BEST PRACTICE-II

1. Title of the Practice

‘PEN-R’ – Project on English Newspaper Reading

2. Goal

- To inculcate reading habit among the entire students of the college.
- Subscription to more than hundred English newspapers for the students aims at improving their reading skills, developing confidence in English communication, improving their general awareness, broadening their vision, improving their vocabulary, inspiring their thoughts and helping them to absorb all kinds of information.
- Though the primary objective of subscribing the ‘Business Line’ is to develop business orientation among the Commerce students, it helps them to improve their English language skills.

3. The Context

- Majority of the students hailing from poor rural background and first generation learners of this Institution are the products of Malayalam Medium Schools.

- Eventhough they are better in their major subjects, their Communication Skill (both oral as well as written) in English Language is poor.
- The Institution realizes that English communication skills are essential for the overall development of students. The confidence level of students can also be improved by acquiring competency in English Language.
- This was the driving force in introducing the practice of subscribing English National Dailies, The New Indian Express and The Hindu for each batch of UG students of the College.
- The recommendations of the NAAC Peer team in 2005 to give maximum emphasis on developing the communication skills of students have been considered very seriously. This project is an effort to materialize the same.

4. The Practice

- The Institution started subscribing two copies of The New Indian Express to each class on an experimental basis in 2006 and the result obtained was amazing.
- This was literally the driving force to think of making English newspapers available to each student in their class room, free of cost.
- The number of newspapers available to the students has been raised to three in the next year. The development in the reading habit of students was discernible.
- In the next year, the Institution has contacted the authorities of The New Indian Express and The Hindu to provide newspaper at reduced rate.
- The New Indian Express has agreed to reduce the rate to Rs. Two per copy, provided the College should subscribe a minimum of fifty copies.
- When the Student Edition of the New Indian Express was launched in 2011, the regular newspaper being supplied to the students was replaced with this.
- The Hindu daily has also agreed to supply the newspapers on a subsidized rate.
- Since the Peer Group Learning is an accepted practice in the College, the Slow Learners and the Advanced Learners sit together to read newspapers to engage in news analysis etc.
- The Media Club of the Institution conducts news reading contest and Newspaper Quiz for the students every year.
- In order to put the objectives of the Project into practice, the Institution gives the following directions to the students:
 - Try to read at least one small article twice a day.
 - Do not try to read much, but try to make it a habit to read something every day.

- Try to read without a dictionary and guess the meaning of the whole article, even if you do not understand some parts.
 - Choose articles that the student is interested in reading.
 - Read the same type of article every day at the beginning and gradually increase the amount that he/she reads.
 - After he/she can read that type of article well enough, try different types.
 - Try to memorize words or phrases, which appear many times.
- The Dept of English has been conducting a Certificate Course in Communicative English with UGC assistance since the academic year 2007-08. The Department has been organizing various Programmes and activities to help the students overcome difficulties with regard to the usage of English. All such efforts taken by the Department of English supplement, to a great extent, to make the project a success.

5. Evidence of Success

- Visible attitudinal change in the reading habits among the students
- Better results in the University examinations in the Common Course in English
- Improvement in the Presentation of Seminars by the students
- Improved classroom performance of students
- Active participation of students in participatory learning
- Results of *Campus Interviews for Placement* in the recent years.
- Increased number of readers of English magazines and subscribers of English books from the Central Library.

6. Problems Encountered and Resources Required

Problems Encountered:

- Majority of the newly admitted students do not have the habit of reading newspapers, even in their mother tongue, regularly.
- To bring back the students to the print media was a challenging task in the initial stage as their access to the mass media was limited to Television.
- Since the competency in English language is limited, the level of confidence of the students, especially the Poor Learners, was very low.

Resources Required:

- In order to materialize the objectives of the project, discussions/meetings at various levels have been conducted/convened.
- The possibilities of the Mentoring System have been utilized to the maximum extent to get the project materialized.

- Open forums to discuss the significance of acquiring competency in the Global language have been organized.
 - The availability of the English National Dailies at concessional/cheaper rates has been explored.
-
