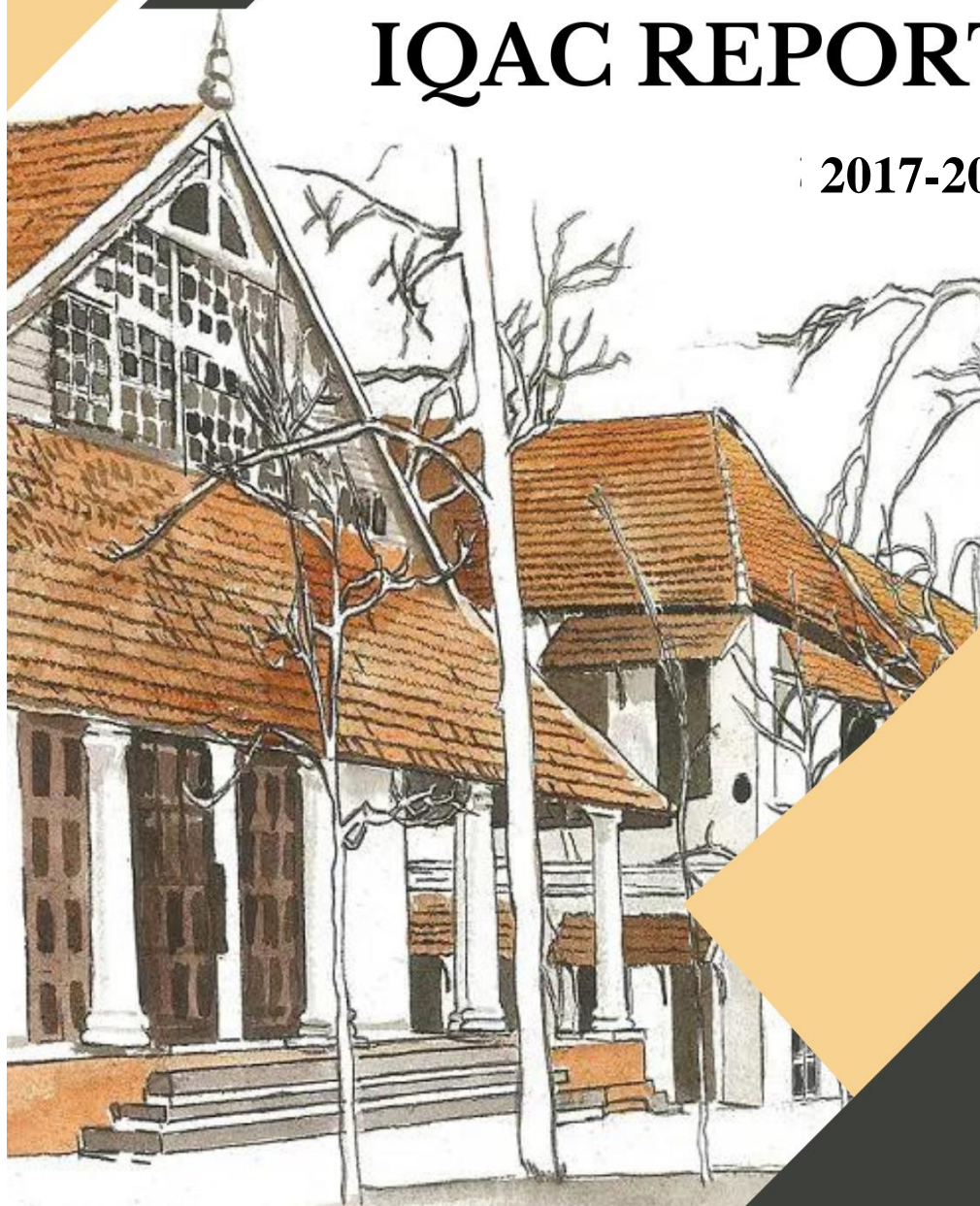




IQAC REPORTS

2017-2018



Internal Quality Assurance Cell (IQAC)

CMS COLLEGE KOTTAYAM (AUTONOMOUS)

CMS College Kottayam, Kerala, India – 686001

Website : <https://cmscollege.ac.in>

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CMS COLLEGE KOTTAYAM (AUTONOMOUS)

VISION

To endorse excellence and commitment based on the vision of CMS College Kottayam through quality enhancement, evaluation, promotion and sustenance initiatives.

MISSION

The IQAC of CMS College Kottayam (Autonomous) aims to;

- Act as a nodal agency to achieve excellence by imparting quality in all facets of academic and administrative arenas of the institution in an inclusive environment.
- Promote innovative and effective teaching-learning practices and research initiatives to improve the performance of stakeholders.
- Act as a dynamic system for progress in the institution, by building a sound institutional Management Information System.
- Ensure periodic assessment and accreditation for quality evaluation, promotion and sustenance.

QUALITY POLICY

CMS College Kottayam is committed to ensure consistent improvement in the policies and practices by upholding quality benchmarks and sustaining a quality culture

IQAC COMPOSITION

- ❖ Dr. Roy Sam Daniel, Principal –Chairperson
- ❖ Dr. Varghese C. Joshua, Vice-Principal & Associate Professor, Mathematics
- ❖ Dr. Mini Chacko, Associate Professor & Head of the Department, Botany
- ❖ Dr. SosammaOommen, Associate Professor & Head of the Department, Zoology
- ❖ Dr. Joji John Panicker, Assistant Professor, Department of English
- ❖ Dr. Tomy Mathew, Controller of Examinations, Associate Professor & Head of the Department, Commerce
- ❖ Dr. Samkutty George, Associate Professor & Coordinator – Self Finance Programs
- ❖ Dr. Sunish K. S. Asst. Professor, Dept. of Chemistry
- ❖ Smt. Mini Mariam Zachariah, Assistant Professor, Department of Malayalam
- ❖ Smt. MarykuttyNinan, Jr. Supdt. - Accounts, CMS College Kottayam (Administrative Official)
- ❖ Rev. Jacob George, Bursar, CMS College, Kottayam
- ❖ Prof. C.A Abraham, Former Principal – CMS College Kottayam and President – Alumni Association
- ❖ Ms. Rubenamol, Chairman – College Union
- ❖ Mr. Raju Kurien, Chairman & Managing Director, UNISIS Group, India and Middle East– Industrialist
- ❖ Mr. Abraham P Kurian, Managing Director, Abraham’s Homeland Assisted Services Trust – Parent
- ❖ Dr. P. Rajagopal, Associate Professor & Head of the Department, Physics – Director

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Quality Initiative by IQAC

Green Audit

An internal Green Audit was conducted by IQAC during the academic year with the support of faculties and student volunteers from the departments of Zoology and Botany.

NIRF Ranking 2018

CMS College Kottayam (Autonomous) successfully participated in the All India National Level NIRF Ranking 2018 published by the Ministry of Education. The manager and the principal congratulated the faculty, students, non-teaching staffs, alumni, parents and all stakeholders for their unlimited support.

AQAR Data Submission

IQAC initiated data collection and processing of data for the submission of Annual Quality Assurance Report (AQAR) for the year 2017-18. The data prepared was presented before the college. The link for the AQAR is available online on college website:

<https://cmscollege.ac.in/wp-content/uploads/2022/06/AQAR-2016-17.pdf>

AISHE Data Submission

Annual data collection and submission to the online portal of All India Survey on Higher Education (AISHE) for the academic year was successfully completed by the IQAC.

Preparation of Academic Calendar

The process of preparation of new academic calendar for the new academic year was taken up by the IQAC. Academic Calendar of the college was prepared taking into consideration the curricular, co-curricular and extra-curricular activities in the college and proposed examination schedules.

E-Governance

- An ERP software 'CMS Eduware' was developed exclusively by the college to automate its campus
- The attendance of students is collected by the administrative staff from teaching faculty and are entered to the software. The software then, automatically generates Monthly Reports and Semester End Reports.
- Application for Admission under UG and PG Programmes are published in the college website.

- Unique Permanent Register Number for all the students are automatically generated.
- E-books are provided to the entire faculty and students.
- Examination procedures like hall tickets with room and seat numbers generation, automated Question paper printing for each student, internal and external marks entering, semester result processing and Grade Card, Consolidated Mark list, TR are generated using software
- Feedback from students and faculty are collected using CMS-Eduware through online Feedback Management system.
- The academic success of the college is maintained through keeping a well-stocked library. The College will continue to expand its e-learning tools for the benefit of the teachers and students
- The salary bills of the employees are processed and generated using online tool 'SPARK'.
- LCD projectors/computers and WiFi connectivity were distributed and arranged in all departments in the campus.
- College Website (www.cmscollege.ac.in) was updated regularly.

Value Added Courses

Value added courses were offered to students with the aim of skill development and enhancing employability of the students.

Mentor-Mentee Programme

Mentor-mentee programme was conducted to address the personal, academic, social and emotional needs of students in the college. Mentor-mentee ratio in the college is 1:17. The newly admitted students were allotted mentors by the head of the department

Participation in the NIRF Ranking 2019

It was determined to prepare in a way that would enable a better rank to be achieved in the NIRF ranking from the previous year. A proforma was supplied to the department and to every academic and extracurricular organisation to gather data for the same. Data about the institution, the professors, and the students were only gathered with the assistance of DQAC and IQAC core team members.

Star College Scheme by DBT

IQAC took initiative to apply for Star College Scheme by DBT and sanctioned Rupees 13.00 Lakhs for the implementation of the project for strengthening of Life Science and Biotechnology Education and Training at undergraduate level.

No. BT/HRD/11/06/2017
Government of India
Ministry of Science & Technology
Department of Biotechnology

Block 2, 6-8th Floor
CGO Complex, Lodi Road
New Delhi - 110001
Dated: 25/05/2017

ORDER

Sanction of the President is hereby accorded under Rule 18 of the Delegation of Financial Power Rules, 1978 for the financial support for strengthening of Life Science and Biotechnology Education and Training at undergraduate level under Star College Scheme to CMS College (Autonomous), Kottayam - 686001 (Kerala) at a total project cost of ₹ 69.00 lakhs (Rupees sixty nine lakhs only) for three years as per budget details are given below:-

Head	Amount (₹ in lakhs)			
	1 st Year rel	2 nd Year rel	3 rd Year rel	Total
Non-Recurring				
Equipment @ ₹ 5.00 lakhs per dept. (Physics, Chemistry, Botany, Zoology, Mathematics and Home Science)	30.00	-	-	30.00
Recurring to all six depts. @ ₹ 2.00 lakhs per year (Physics, Chemistry, Botany, Zoology, Mathematics and Home Science)	12.00	12.00	12.00	36.00
Travel Grant (Mentoring, Monitoring and Site Visit)	1.00	1.00	1.00	3.00
Total:	43.00	13.00	13.00	69.00

- Dr. Anuja Thomas K, Associate Professor, Department of Home Science, CMS College (Autonomous), Kottayam - 686001 (Kerala) will be the coordinator for this programme and will submit utilization certificate and statement of expenditure duly signed by him, finance/accounts officer of college and head of college in duplicate at the end of financial year.
- The college is required to implement the programme as per the terms and conditions given in Annexure-I.
- As per "Rule 236 (1) of GFR 2017", the Account of all Grantee Institution or Organisations shall be open to inspection by the sanctioning authority and audit, both by the Comptroller and Auditor General of India under the provision of CAO(DPC) Act 1971 and internal audit by the Principal Accounts Office of the Ministry or Department, whenever the Institute or Organisation is called upon to do so.
- The expenditure involved is debitable to:

Demand No. 85	Department of Biotechnology
3425	Other Scientific Research (Major Head)
60	Others (Sub Major Head)
60.200	Assistance to Other Scientific Bodies (Minor Head)
29	Biotechnology Research and Development, Human Resource Development, Research Resources and facilities
29.17	Assistance for Research and Development
29.17.31	Grants-in-Aid General for the year 2017-18

Continue...2/-

Feedback Mechanism

Feedback from Students

Student satisfaction survey with customised questions was conducted among the students on academics, infrastructure, library, college office, placements and services. Feedback on teachers and teaching-learning process in the college was also taken from the students. The analysis of the feedback was evaluated and made available to the authorities for further improvement.

Feedback from Faculty

Feedback on the general infrastructure of the college, teaching aids and management support was gathered from the faculty. The analysis of the feedback was evaluated and made available to the respective teachers for further improvement in the teaching-learning process.

Feedback from Alumni

Feedback from alumni with customised questions was conducted among the alumni on academics, infrastructure, library, college office, placements and services. The analysis of the feedback was evaluated and made available to the authorities for further improvement.

IQAC Meetings

Internal Quality Assurance Cell (IQAC) of CMS College Kottayam conducts regular meetings which ensure the proper planning and organisation of the initiatives and activities of the IQAC.

Programmes organised by IQAC

Student Induction Programme

The IQAC organised student induction programmes both for UG and PG students. Through this programme, the college officially welcomed and gave orientation to the newly joined students. The induction programme was conducted for two days in the month of October. On the first day, general orientation to the programme was given. After the address of the Principal and the inauguration address of the Bursar, the IQAC Director, Academic Dean, Student's Dean and Controller of Examinations gave a brief introduction on general aspects like quality initiatives, curriculum, student affairs and examinations etc. During the afternoon sessions, various services provided in the college were introduced to the students by the concerned coordinators and nodal officers. On the second day, functions and activities of various value added and service learning initiatives were introduced by the concerned coordinators. At the end of the day, a preference list was given to all students to choose the Value Added Services they were interested to join.

STUDENT INDUCTION PROGRAMME

2017

12 -13 July 2017

**CMS College
Kottayam
(Autonomous)**




www.cmscollege.ac.in
Phone: 0481-2566002
Mob: 9446391943




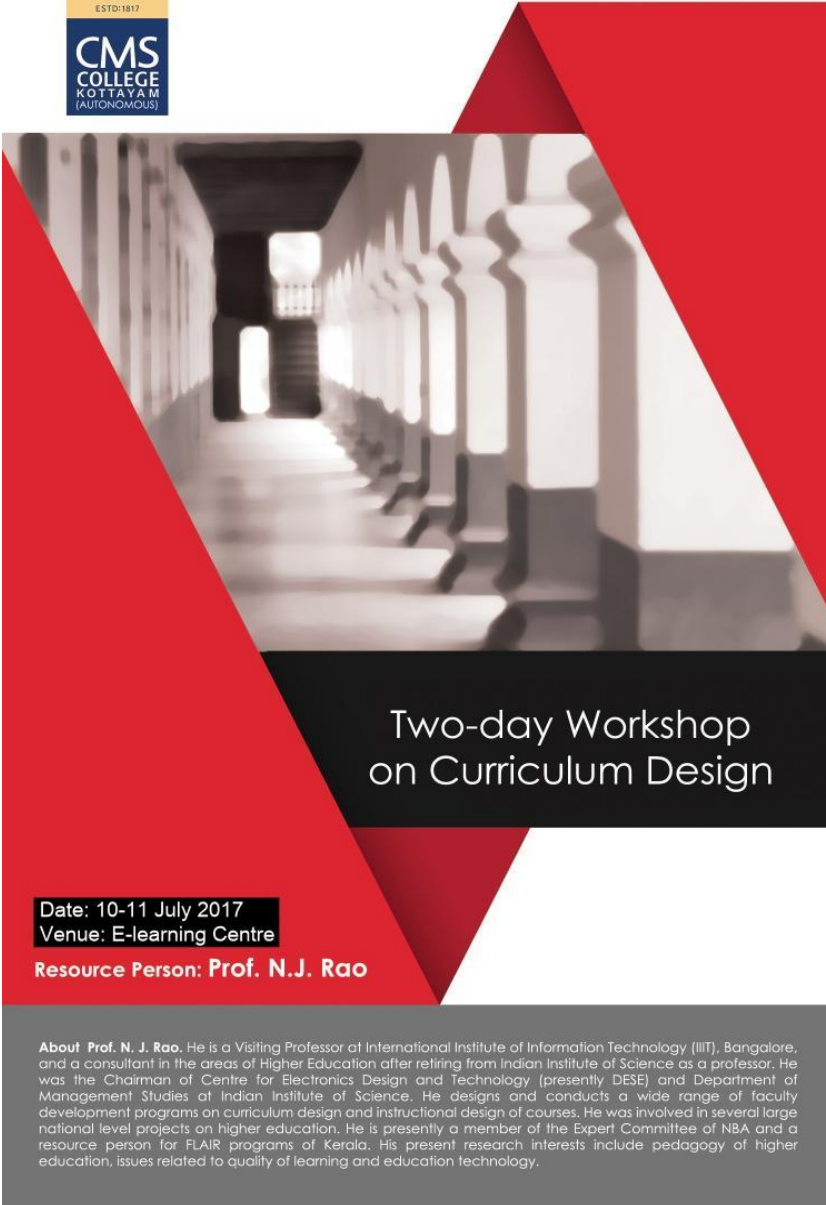

Inauguration by
Rev. Jacob George
Bursar, CMS College Kottayam
(Autonomous)

Organized by
Internal Quality Assurance Cell (IQAC)
CMS College Kottayam (Autonomous)



Two Day Workshop on Curriculum Design

A Curriculum Design Workshop was conducted on 10th and 11th of April, 2017. Selected 50 faculty members were imparted skill for outcome based Curriculum Development. Prof. N J Rao (Visiting Professor, International Institute of Information Technology (IIIT), Bangalore) was the chief resource person. The departments organised Programme Specific Workshops for UG Curriculum Revision. Continuous orientation are provided to all the faculty members regarding outcome based approach in teaching - learning process.

**Two-day Workshop
on Curriculum Design**

Date: 10-11 July 2017
Venue: E-learning Centre
Resource Person: Prof. N.J. Rao

About Prof. N. J. Rao. He is a Visiting Professor at International Institute of Information Technology (IIIT), Bangalore, and a consultant in the areas of Higher Education after retiring from Indian Institute of Science as a professor. He was the Chairman of Centre for Electronics Design and Technology (presently DESE) and Department of Management Studies at Indian Institute of Science. He designs and conducts a wide range of faculty development programs on curriculum design and instructional design of courses. He was involved in several large national level projects on higher education. He is presently a member of the Expert Committee of NBA and a resource person for FLAIR programs of Kerala. His present research interests include pedagogy of higher education, issues related to quality of learning and education technology.

The two-day workshop aims at facilitating the participating faculty members to understand OBE and CBCS of UGC, design curricula of programs offered at CMS College, and write outcomes at the program level and course level that would be in alignment with NAAC Accreditation framework. A course in a general higher education program in India needs to be designed and conducted to facilitate the program to meet the identified Program Outcomes and Program Specific Outcomes identified by the Department.

Good teachers want good learning to occur as a result of their teaching. Good learning means, besides recalling information, acquiring the ability of problem solving, and critical and creative thinking. Students learn well when

- They are provided information about the course outcomes (what the students should be able to do at the end of the course), their responsibilities, and the criteria used to evaluate their performance
- The assessment is in alignment with the stated outcomes
- Instructional activities are designed and conducted to facilitate them to acquire the stated outcomes and they are actively engaged and challenged at the right level

Workshop Outcomes

- WO1. Understand OBE and CBCS of UGC
- WO2. Understand the taxonomy of learning
- WO3. Choose Program Outcomes and write Program Specific Outcomes (PSOs) for a general program
- WO4. Design the curricula in the UGC framework
- WO5. Write course outcomes for a selected course

Time Table

Monday, 10-7-17

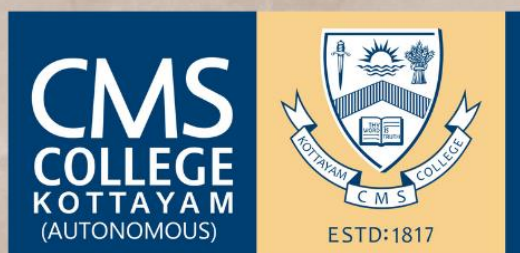
- 09.00 - 09.30 : Inauguration
- 09.30 - 11.00 : What is Choice Based Credit System of UGC?
- 11.00 - 11.15 : Tea Break
- 11.15 - 13.00 : What are outcomes and Outcome Based Education?
- 13.00 - 14.00 : Lunch Break
- 14.00 - 15.45 : Deciding the major parameters of CBCS at and collaboratively identifying courses of all UG programs
- 15.30 - 15.45 : Tea Break
- 15.45 - 17.00 : Deciding the major parameters of CBCS at and collaboratively identifying courses of all UG programs

Tuesday, 11-7-17

- 09.00 - 10.45 : Designing curricula of general higher education programs
- 10.45 - 11.00 : Tea Break
- 11.00 - 13.00 : Writing course outcomes for some selected courses
- 14.00 - 15.45 : Writing course outcomes for some selected courses
- 15.45 - 16.00 : Tea Break
- 16.00 - 17.00 : Summarization and discussion on the structure and process of curriculum design

Seminar on ‘Quality Sustenance in higher education’

The Internal Quality Assurance Cell (IQAC) of CMS College Kottayam (Autonomous) organised a one day seminar on ‘Quality Sustenance in Higher Education: Challenges and Opportunities’ on 27th January 2018. Dr. C James (Assistant Controller of Examinations, Scott Christian College, Autonomous, Nagarcoil) was the chief resource person.



**CMS COLLEGE KOTTAYAM
(AUTONOMOUS)**

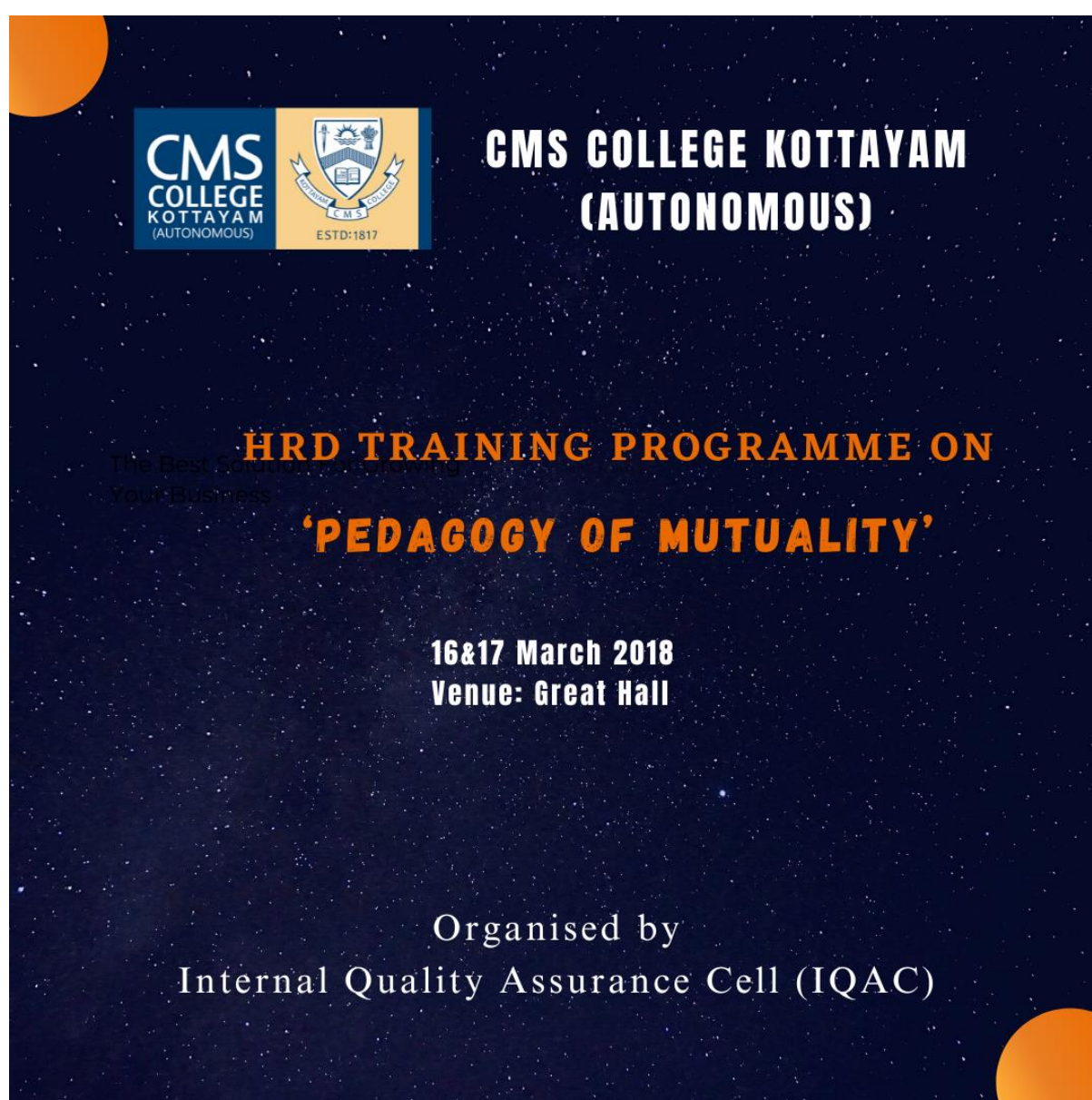
**SEMINAR ON ‘QUALITY SUSTENANCE IN
HIGHER EDUCATION’**

ON 27TH JANUARY 2018

**ORGANISED BY
INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

HRD Training Programme on 'Pedagogy of Mutuality'

A two day HRD Training Programme on 'Pedagogy of Mutuality' was organised from 16th March 2018 to 17th March 2018. Dr.MeenakshiGopinath (Director, Women in Security Conflict Management and Peace, New Delhi &Principal Emerita, Lady Shri Ram College for Women, New Delhi) and Mr. Jaikiran K P (Head- Curriculum Development, Additional Skill Acquisition Programme, Dept. of Higher Education, Govt. of Kerala)were the resource persons for the training programme. The need for commitment to the society, students and self for mutual existence and growth were inculcated to all the faculty members





Faculty Development Programme

Online/ Face-To-Face Faculty Development Programmes

Name of the teacher	Department	Title of the program	Duration
Ambily P.Mathew	Department of Mathematics	Summer School on Gibonacci Family: Ubiquity, Properties and applications conducted by KIM@CMS	18-04-2018 to 02-05-2018
Vibin Ipe Thomas	Department of Chemistry	Orientation Programme	01-03-2018 to 28-03-2018
Bessy A. Varkey	Department. of Chemistry	Orientation Programme	01-03-2018 to 28-03-2018
Susan Mathew	Department of English	Orientation, HRDC, University of Kerala	28-02-2018 to 27-03-2018
Sumi Mary Thomas	Department of History	Refresher Course	26-02-2018 to 17-03-2018
Nisha P Aravind	Department of Zoology	Refresher Course	19-02-2018 to 10-03-2018
Vijo Thomas Kurien	Department of Zoology	Workshop on environmental impact assessment	08-02-2018 to 10-02-2018
Ambily P.Mathew	Department of Mathematics	Matrix Analysis Method in Queueing Models	15-01-2018 to 25-01-2018
Aleena Manoharan	Department of English	Refresher, HRDC, Bangalore University	04-12-2017 to 23-12-2017
Christine Sara Abraham	Department of Botany	UGC sponsored Refresher Course in Life Science	27-11-2017 to 16-12-2017
Basil George	Department of Botany	Degree college teachers training programme, IISc Challakere	25-11-2017 to 15-12-2017
Anju Sosan George	Department of English	Refresher, HRDC, Visakhapatnam	20-11-2017 to 10-12-2017
Nibu Varghese	Department of Economics	Orientation	09-11-2017 to 06-12-2017
Jobin Mathew	Department of Zoology	Refresher course	08-11-2017 to 28-11-2017
Varghese C. Joshua	Department of Mathematics	International Conference on Distributed Computer and Communication Networks	25-09-2017 to 29-09-2017
Anju Susan Kurian	Department of English	"Tuning Young Faculty Towards Effective Teaching", United board for Christian Higher Education in Asia	22-08-2017 to 26-08-2017
Arun Abraham David	Department of Chemistry	Refresher Programme	09-08-2017 to 29-08-2017

Seema R	Department of Physics	Refresher	09-08-2017 to 29-08-2017
Amrutha Rinu Abraham	Department of Sociology	Refresher Course	31-07-2017 to 25-08-2017
Ambily P. Mathew	Department of Mathematics	Scholar in Residence Programme under Erudite Scheme (Approved and Supported by Kerala State Higher Education Council)	12-07-2017 to 27-07-2017
Jackson Paul V	Department of Physical Education	UGC Sponsored Special Summer School Programme	11-07-2017 to 31-07-2017
Shahvas Sharif P.	Department of Economics	Orientation	03-07-2017 to 29-07-2017
Shija Grace	Department of Hindi	Orientation Programme for NSS	14-06-2017 to 20-06-2017
Blesson George	Department of Physics	Orientation	08-06-2017 to 05-07-2017

PROFESSIONAL DEVELOPMENT /ADMINISTRATIVE TRAINING PROGRAMMES

Professional development program/Administrative training program organised for organised for teaching and non-teaching staff	Dates (from - to) (DD-MM-YYYY)	No. of participants
Zoology Curriculum revision workshop	26-03-2018	8
Hands on Training for Teachers and students	22-03-2018 to 25-03-2018	8
Two day HRD Training Programme on Pedagogy of Mutuality	16-03-2018 to 17-03-2018	53
International Workshop and Seminar on Stochastic Modelling Analysis and Applications	09-01-2018 to 11-01-2018	9
One day seminar on 'Quality Sustenance in Higher Education: Challenges and Opportunities'	27-01-2018	25
Zoology Curriculum Revision Workshop	29-12-2017	8
Undergraduate Curriculum Revision workshop	12-12-2017	13
One day Workshop on Curriculum Revision in Commerce	25-11-2017	8
One day Curriculum Revision Workshop in BCA	24-11-2017	5
Stochastic Models	17-07-2017 to 18-07-2017	7
Scholar in Residence Programme	12-06-2017 to 27-06-2017	7
Workshop on Curriculum Restructuring	17-06-2017 & 19-06-2017	17
Zoology Curriculum revision workshop	26-03-2018	8
Undergraduate Curriculum Revision workshop	22-03-2018 to 25-03-2018	8
One day Workshop on Curriculum Revision in Commerce	16-03-2018 to 17-03-2018	53
One day Curriculum Revision Workshop in BCA	09-01-2018 to 11-01-2018	9
Stochastic Models	27-01-2018	25
Scholar in Residence Programme	29-12-2017	8
Workshop on Curriculum Restructuring	12-12-2017	13

Research and Innovation

Strategies for Research Enhancement

CMS College, Kottayam (Autonomous) envisions and implements a well-defined and meticulous research policy for the development of a sustained research culture leading to the creation of new knowledge. The Research Advisory Committee (RAC) enhances and channelizes the resources of the college towards consistent quality research outcomes and integrates the specified functions of multiple committees. Curiosity-driven research in contemporary and emerging areas with multidisciplinary relevance as well as collaborative research with various institutions and industries has been emphasized by the college.

Research Fellowships and Awards

- Dr. Ambily P Mathew, Assistant Professor, Department of Mathematics, was awarded with Faculty Development (FDP) of University Grants Commission during the current academic year.
- Dr. Vijo Thomas Kurian, Assistant Professor, Department of Zoology, was awarded with Faculty Development (FDP) of University Grants Commission during the current academic year.
- Dr. Ann Abraham, Assistant Professor, Department of Commerce, was awarded with Faculty Development (FDP) of University Grants Commission during the current academic year.
- Dr. Blesson George, Assistant Professor, Department of Physics, was awarded with Faculty Development (FDP) of University Grants Commission during the current academic year.
- Mr. Olive Abraham Chandy, Assistant Professor, Department of Chemistry, was awarded with CSIR-UGC National Eligibility Test (NET) for Junior Research Fellowship (JRF) and for Lectureship (LS).