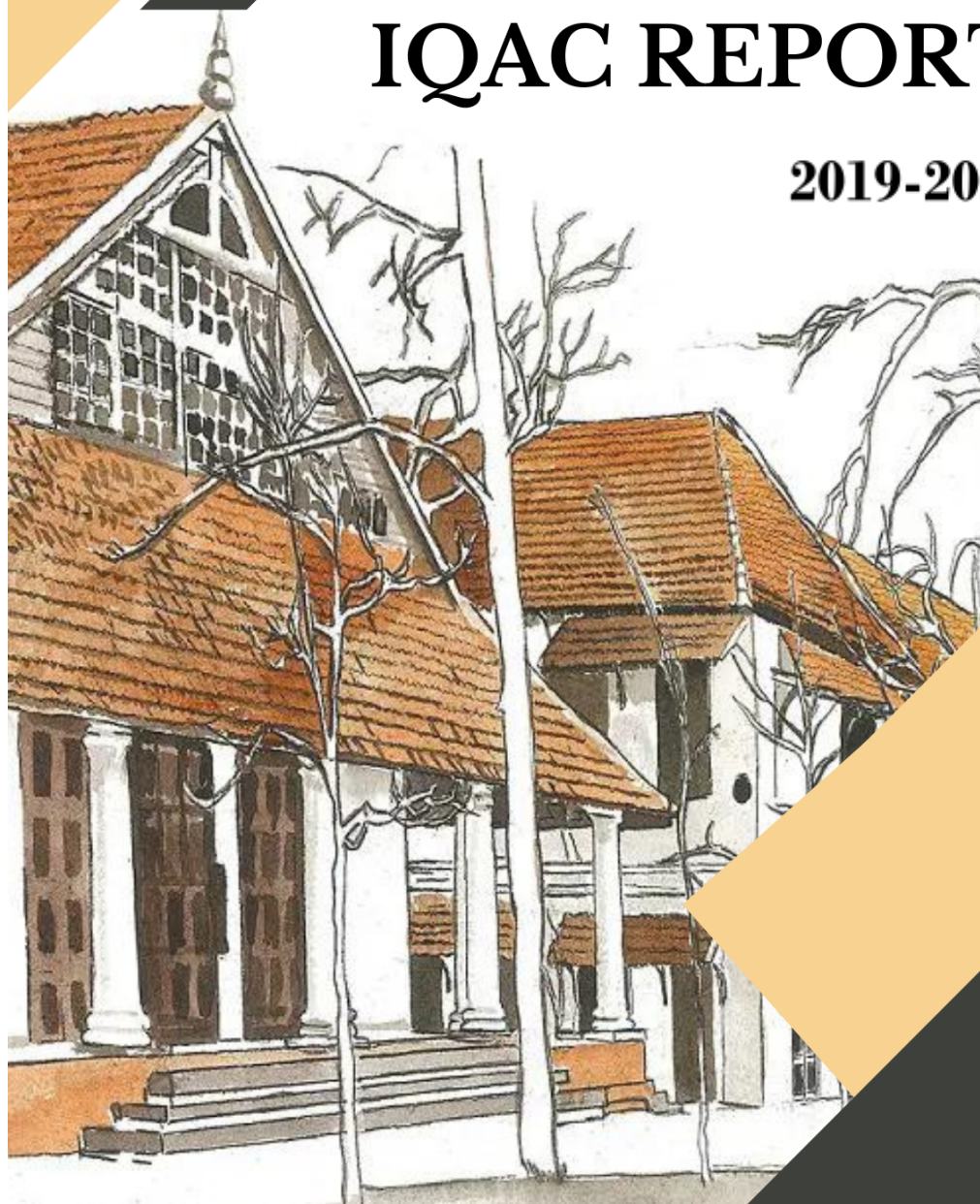




IQAC REPORTS

2019-2020



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, CMS College, Kottayam (Chairman).
- ❖ Dr. Mini Chacko, Vice-Principal & HOD, Dept. of Botany.
- ❖ Dr. Varghese C. Joshua, Associate Professor, Dept. of Mathematics.
- ❖ Dr. Unnikrishnan N. HOD, Dept. of Biotechnology.
- ❖ Dr. Preema C. Thomas, Dean of Academic Affairs & Assistant Professor, Dept. of Physics.
- ❖ Dr. Rogimon P. Thomas, Assistant Professor, Dept. of Botany.
- ❖ Dr. Sunish K. S., Coordinator, Department Self – Assessment & Assistant Professor, Dept. of Chemistry.
- ❖ Dr. Vimal George Kurian, Co-ordinator – Centre for Career Guidance & Placements & Assistant Professor, Dept. of Commerce.
- ❖ Smt. Mini Mariam Zacharia, Assistant Professor, Dept. of Malayalam.
- ❖ Sri. Johnson M. M., Assistant Professor in Sociology, CMS College, Kottayam (Alumni Representative)
- ❖ Rev. Jacob George, Bursar, CMS College, Kottayam. (Management Representative)
- ❖ Smt. Marykutty Ninan, Jr. Supdt. – Accounts, CMS College, Kottayam. (Administrative Staff)
- ❖ Dr. Punnen Kurien, Principal, St. Mary's College, Manarcaud. (Local Society Representative)
- ❖ Mr. Raju Kurien, Chairman & Managing Director – UNISIS group, India and the Middle East. (Industry Representative)
- ❖ Mr. Shibu Thomas, Principal, CMS Higher Secondary School, Kuzhikala. (Parent).
- ❖ Ms. Sheen Thomas, II – B.Com. (Student)
- ❖ Dr. Joji John Panicker, Assistant Professor, Dept. of English - Director

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Quality Initiative by IQAC

GreenAudit

An external Green Audit was conducted with the support of School of Environmental Science, Mahatma Gandhi University and Faculties and Bhoomithrasena Club members of CMS College.

NIRF Ranking 2020

CMS College Kottayam (Autonomous) secured **108th position** in the All India National Level NIRF Ranking 2020 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 & KSHEC Data Submission

IQAC initiated data collection and processing of data for the submission of Annual Quality Assurance Report (AQAR) for the year 2018-19. 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-2018-19.pdf>

Data for the Kerala State Higher Education Council (KSHEC) portal was also prepared as per the requirements of the online format.

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.

Participation in the NIRF Ranking 2021

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 generate data for the same. Data about the institution, the professors, and the students were gathered with the assistance of DQAC and IQAC core team members.

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

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 2019

1st July 2019 to 5th July 2019

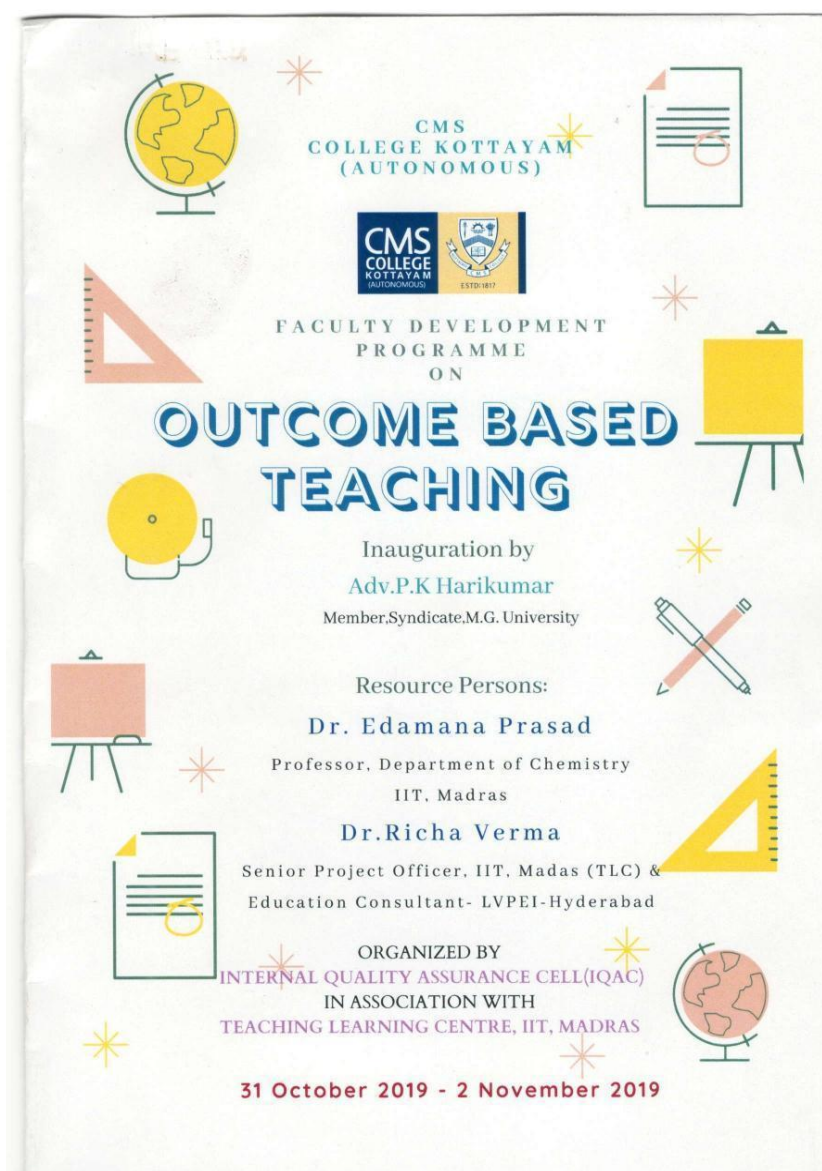


CMS College Kottayam (Autonomous)



TWO DAY WORKSHOP ON OUTCOME BASED TEACHING

The Internal Quality Assurance Cell (IQAC) organised a Faculty Development Programme in two batches commencing from 31st October 2019 to 2nd November at two different venues for all the teachers. The Teaching Learning Centre of IIT Madras conducted the workshop for teachers, which focused on innovative pedagogical approaches and effective teaching learning methodology which will facilitate outcome driven teaching and learning process. Dr.Edamana Prasad, Professor, Department of Chemistry, IIT, Madras and Dr.RichaVerma, Senior Project Officer, IIT, Madras & Education Consultant-LVPEI- Hyderabad were the resource persons.





Faculty Development Programme

Online/ Face-To-Face Faculty Development Programmes

Name of the teacher	Department	Title of the program	Duration
Appu Jacob John	Department of English	Online Content Design, Development and Delivery by UGC HRDC, University of Hyderabad	26-05-2020 to 28-05-2020
Selin Samuel	Department of English	FDP in Humanities and Social Sciences, "How Can Teachers Make a Difference"	26-05-2020 to 30-05-2020
Betty Elsa Jacob	Department of English	FDP in Humanities and Social Sciences, "How Can Teachers Make a Difference"	26-05-2020 to 30-05-2020
Appu Jacob John	Department of English	Humanities Research Methodology by Rajiv Gandhi Central University, Arunachal Pradesh	26-05-2020 to 30-05-2020
Appu Jacob John	Department of English	STTP on Recent Trends in Research Methodology by REST Society for Research International	25-05-2020 to 29-05-2020
Christine Sara Abraham	Department of Botany	One Week FDP on "Higher Education During Covid Times and After: Challenges and Opportunities"	23-05-2020 to 29-05-2020
Delsy M J	Department of Computer Science	5 Day National Level Online FDP Programme on AI	22-05-2020 to 26-05-2020
Ani Merly Paul	Department of Sociology	Three Day International on Online Teaching Strategies for Teacher Education Mt. Tabor Training College (IQAC)	22-05-2020 to 24-05-2020
Lekshmi S Kaimal	Department of Sociology	Three Day International on Online Teaching Strategies for Teacher Education Mt. Tabor Training College (IQAC)	22-05-2020 to 24-05-2020

Riju Varkey Thomas	Department of Commerce	Online FDP Data Analysis Using Spreadsheet	19-05-2020 to 22-05-2020
Susan Mathew	Department of English	One week online national workshop on creative adaptation	19-05-2020 to 25-05-2020
Reenu Jacob	Department of Physics	One week national level online workshop	19-05-2020 to 25-05-2020
Elizabeth Cherian	Department of Botany	One week online professional certification programme in LMS for educators with special focus on online evaluation	18-05-2020 to 24-05-2020
Betty Elsa Jacob	Department of English	FDP on Managing Online Classes and Co-creating MOOCs 2.0, Ramanujan College, University of Delhi, Spons by MHRD	18-05-2020 to 03-06-2020
Susan Mathew	Department of English	FDP on Managing Online Classes and Co-creating MOOCs 2.0, Ramanujan College, University of Delhi, Spons by MHRD	18-05-2020 to 03-06-2020
Betty Elsa Jacob	Department of English	FDP on Managing Online Classes and Co- Creating MOOCs 2.0	18-05-2020 to 03-06-2020
Appu Jacob John	Department of English	One week STTP on Teaching and Learning Pedagogy(Online mode),REST Society for Research International(RSRI)	18-05-2020 to 22-05-2020
Appu Jacob John	Department of English	One Week STTP on Statistical Analysis for Research (Online mode)	18-05-2020 to 22-05-2020
Appu Jacob John	Department of English	FDP on Virtual Learning Environment by APA College of Arts and Culture and Unnat Bharat Abhiyan	18-05-2020 to 24-05-2020

Preema C. Thomas	Department of Physics	FDP on Nanomaterials on Energy Harvesting and Biomedical Applications	18-05-2020 to 22-05-2020
Betty Elsa Jacob	Department of English	FDP on Application of Literary Theory in Literature Research	14-05-2020 to 15-05-2020
Reenu Jacob	Department of Physics	Advanced Functional Materials for Energy Harvesting, Storage and Applications	13-05-2020 to 19-05-2020
Vishnu Prakash	Department of Commerce S.F	One-week STTP on Advanced Research Methodology	11-05-2020 to 15-05-2020
Agna Mariyam Laji	Department of Commerce	One Week National Online FDP on ICT tools for Effective Teaching Learning	11-05-2020 to 16-05-2020
Susan Mathew	Department of English	ICT Tools for Effective Teaching Learning	11-05-2020 to 16-05-2020
Sam Rajan	Department of Physics	Refresher course on Astronomy and Astrophysics	11-05-2020 to 12-06-2020
Rinsy Thomas	Department of Physics	Refresher Course on Astronomy and Astrophysics	11-05-2020 to 12-06-2020
Sam Rajan	Department of Physics	One Week STTP on Advanced Research Methodology	11-05-2020 to 15-05-2020
Rogimon P Thomas	Department of Botany	Pest and disease management through organic and bio-controller methods(MOOCs)	29-04-2020 to 22-05-2020
Vishnu Prakash	Department of Commerce S.F	Three day Basic Online Research Method Workshop	28-04-2020 to 30-04-2020
Riju Varkey Thomas	Department of Commerce	Two Weeks Faculty Development Programme on Managing Online Classes and Co-Creating MOOCs	20-04-2020 to 06-05-2020

Minnie Mary Ninan	Department of Commerce	FDP on managing online classes and Co- Creating MOOCs 7.0”	20-04-2020 to 06-05-2020
Reenu Jacob	Department of Physics	Short term workshop on Research Methodology	19-02-2020 to 25-02-2020
Reenu Jacob	Department of Physics	UGC Sponsored One week short term course in Research Methodology	19-02-2020 to 25-02-2020
Preema C Thomas	Department of Physics	Short term course on teacher educators	17-02-2020 to 22-02-2020
Jenny Sara Paul	Department of Malayalam	Orientation Programme conducted by UGC HRDC, University of Calicut	10-02-2020 to 29-02-2020
Elizabeth Cherian	Department of Botany	Refresher course in Curriculum design, implementation and learning outcome conducted by UGC HRDC, University of Kerala.	31-01-2020 to 13-02-2020
Charles A. Joseph	Department of Physical Education	Refresher Course in Curriculum Design, Implementation and Learning Outcome	31-01-2020 to 13-02-2020
Amrutha Rinu Abraham	Department of Sociology	Refresher Course in Social Science, HRDC, Pondicherry	21-01-2020 to 03-02-2020
Ann Abraham	Department of Commerce	Workshop on Research Methodology	20-01-2020 to 24-01-2020
Preema C. Thomas	Department of Physics	Short term workshop on Research Methodology	20-01-2020 to 24-01-2020
Reenu Jacob	Department of Physics	Short term workshop on Research Methodology	20-01-2020 to 24-01-2020
Vijo Thomas Kurien	Department of Zoology	Short term workshop on research methodology	20-01-2020 to 24-01-2020

Thejal Abraham	Department of Physics	Orientation Course	17-01-2020 to 06-02-2020
Ravikumar C.	Department of Physics	UGC sponsored short term course in curriculum development and evaluation	07-01-2020 to 13-01-2020
Renji Varghese	Department of Biotechnology	NPTEL AICTE FDP	January - April 2020
Joji John Panicker	Department of English	Refresher Course in Educational Technology (Multidisciplinary), UGC HRDC Bharathidasan University, Trichy	06-12-2019 to 19-12-2019
Ravikumar C.	Department of Physics	FDP in science (Philosophy of science)	23-11-2019 to 27-11-2019
Charles A Joseph	Department of Physical Education	One Week FDP in Gender Sensitization	22-11-2019 to 28-11-2019
Jobin Mathew	Department of Zoology	Short term course in Gender Sensitization	22-11-2019 to 28-11-2019
Minnie Mary Ninan	Department of Commerce	FDP on Emerging Trends in Commerce and Management Teaching and Research	18-11-2019 to 22-11-2019
Anju Sosan George	Department of English	Refresher Course in Global Studies, JNU	18-11-2019 to 30-11-2019
Nisha P Aravind	Department of Zoology	FDP on skill intensification of teachers through technological integration	04-11-2019 to 08-11-2019
Lekshmi S. Kaimal	Department of Sociology	FDP on Outcome Based Education	31-10-2019 to 01-11-2019
Sreelakshmi S.		FDP on OBE	31-10-2019 to 01-11-2019
Rinsy Thomas	Department of Physics	FDP on Outcome Education	31-10-2019 to 01-11-2019

Jeya P	Department of Physics	FDP on Outcome Education	31-10-2019 to 01-11-2019
Ani Merly Paul	Department of Sociology	FDP on Outcome Based Education	31-10-2019 to 01-11-2019
Amrutha Rinu Abraham	Department of Sociology	FDP on Outcome Based Education	31-10-2019 to 01-11-2019
Lekshmi S Kaimal	Department of Sociology	FDP on Outcome Based Education	31-10-2019 to 01-11-2019
Sibin Mathew Medayil	Department of Sociology	FDP on Outcome Based Education	31-10-2019 to 01-11-2019
Ravikumar C.	Department of Physics	UGC sponsored one week short term course in group theory	29-10-2019 to 04-11-2019
Arun Kumar K V	Department of Physics	Refresher Course in Experimental Physics	24-10-2019 to 06-11-2019
Preema C. Thomas	Department of Physics	Refresher Course in Experimental Physics	24-10-2019 to 06-11-2019
Baaby Job	Department of Zoology	Interdisciplinary Refresher Course in Teacher Education	22-10-2019 to 04-11-2019
Shija Grace	Department of Hindi	Refresher Course -UGC-HRDC	18-10-2019 to 31-10-2019
Pushpa Geetha S	Department of Zoology	FDP on ICT enabled online teaching tools	12-10-2019 to 16-10-2019
Jisha Mary Mathew	Department of Commerce	Orientation Programme	10-10-2019 to 30-10-2019
Jeya P.	Department of Physics	India-UK joint hands-on training programme	19-09-2019 to 21-09-2019

Susan Mathew	Department of English	FDP in Humanities and Social Sciences, KSHEC, Mahatma Gandhi University	18-09-2019 to 22-09-2019
Betty Elsa Jacob	Department of English	FDP in Humanities and Social Sciences, KSHEC, Mahatma Gandhi University	18-09-2019 to 22-09-2019
Charles A Joseph	Department of Physical Education	One Week FDP in Humanities and Social Science	18-09-2019 to 22-09-2019
Jackson Paul V	Department of Physical Education	One Week FDP in Humanities and Social Science	18-09-2019 to 22-09-2019
Amrutha Rinu Abraham	Department of Sociology	Faculty Development Programme (One Week) on Humanities & Social Sciences, M G University Kottayam	18-09-2019 to 22-09-2019
N Hari	Department of Botany	Philosophy of Science Faculty Development Programme	29-08-2019 to 02-09-2019
Sheny D S	Department of Chemistry	FDP- Kerala State Higher Education Council	29-08-2019 to 02-09-2019
Nisha P Aravind	Department of Zoology	Short term course on Philosophy of Science	29-08-2019 to 02-09-2019
Ashok Alex Luke	Department of Political Science	Refresher Program in Political Science, Law and Public Administration in JNU, New Delhi	19-08-2019 to 30-08-2019
Rogimon P Thomas	Department of Botany	UGC sponsored Refresher Course in Life Sciences (Interdisciplinary)-UGC-HRDC, University of Kerala, Trivandrum	11-07-2019 to 24-07-2019
Pushpa Geetha S	Department of Zoology	Refresher Course in Life Science	11-07-2019 to 24-07-2019

PROFESSIONAL DEVELOPMENT /ADMINISTRATIVE TRAINING PROGRAMMES

Professional development program/administrative training program organised for teaching and non-teaching staff	Dates (from – to) (DD-MM-YY YY)	No. of participants
Teaching Methodology of Chemistry	28-02-2020	12
International Workshop on Computational Techniques in Stochastic Modelling	24-02-2020 to 26-02-2020	9
The Prof.A.Krishnamoorthy Endowment Lecture	14-01-2020	10
Faculty Development Programme on Outcome Based Teaching	31-10-2019 to 02-11-2019	52
One Day Workshop on Preparation of Dissertation	21-08-2019	8
Workshop on The Methodology in Teaching Commerce	25-06-2019	8
One day workshop on teaching methodology of biotechnology	11-06-2019	8

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

- Mr. Anandhu Mohan, Assistant Professor, Department of Mathematics, was awarded with CSIR-UGC National Eligibility Test (NET) for Junior Research Fellowship (JRF) and for Lectureship (LS).
- Dr. Jinu John, Assistant Professor, Department of Biotechnology, was awarded IASc-INSa-NASi Summer Research Fellowship sponsored by Indian Academy of Science Bangalore
- Dr. Anju Sosan George, Assistant Professor, Department of English, was awarded ICSSR Travel Grant to Attend the IASSIDD World Congress at Scotland
- Mr. Sam Rajan, Assistant Professor, Department of Physics, was awarded Research Fellowship by UGC.