

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of Institution:	KNM Govt. Arts & Science College, Kanjiramkulam, Thiruvananthapuram, Kerala-695524
Year of Report	2011-12

Part A

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.

The IQAC's plan of action for the academic year 2011-12 was well chalked out. It was decided that every programme conducted should aim at the all round development of the students. The student achievements hitherto were meagre in the non-academic spheres. Moreover, as typical of those from their socio-economic background, the students have been rather reserved. One of the targets set for 2011-12 was to remedy these handicaps.

Warming up to the incredible advances in technology, at least one ICT enabled Smart classroom was proposed for each major department. The teachers were to be encouraged to improve and put to use their IT skills.

Scholarly research and creative output, both of the teachers and the students were to be encouraged alongside academic competence. It was also acknowledged that the students in their teenage years face a host of problems, which if left unattended, could do a lot of damage to themselves and the society at large. Hence, the IQAC proposed to conduct as many counselling sessions as possible.

Part B

1. Activities Reflecting the Goals and Objectives of the Institution:

The academic year 2011-12 has been quite an eventful and rewarding one at KNM Govt. Arts & Science College, Kanjiramkulam. We reaped laurels in academic and non academic spheres. There was an incredible leap in terms of quality of education as well as overall development of the students.

To facilitate student development, a number of talks, counselling sessions, workshops and the like were conducted. Students were encouraged to participate in intra and intercollegiate competitions. Steered by the NSS unit of the college, the students reached out to the society and organized awareness programmes and similar community service drives. An interaction session with Professors of Canterbury Christ Church University, UK, was organized by the Department of Communicative English, to hone the student's communication skills and their passion for the language.

Infrastructure development was one of the thrust areas especially since the college lacks in space. The construction of the new Science Block which commenced last year has progressed well and is expected to be completed during 2012-13.

2. New Academic Programmes Initiated:

No new courses were sanctioned by the Government during 2011-12. However, the syllabi of BA Programmes in Sociology and Communicative English were revised during the academic year.

Three Add-on Courses were conducted during the academic year. The course offered by the Department of Sociology was *A Certificate Course in Human Rights Education*, and those by the Department of Commerce were *Business Communication* and *Advance Diploma in Tax Procedure and Practice*. All three courses were well attended and appreciated.

3. Innovations in Curriculum Design and Transaction:

The Principal, Dr S Rajoo Krishnan is the Chairman of the Board of Studies (Pass) in Statistics, and a member of the Faculty of Science; both of the University of Kerala. He is also a member of the Board of Studies (Pass) in Statistics, of the Mahatma Gandhi University. The Board of Studies (Pass) in Sociology is chaired by Dr. Sunil John, who took over from Dr. Abraham Vijayan. The latter continues as a member along with Dr. Rejula P K of the same department. Dr. Sunil John is also a member of the Post Graduate Board of Studies in Sociology, and of the EDUSAT Committee of the DCE. Dr. Abraham Vijayan is a Member Faculty of Social Sciences, and of Academic Council of the University of Kerala. Mr. Sreejith K, Assistant Professor of Sociology, is a certified Master Trainer of the Society for Promotion of Alternative Computing and Employment. He also fills in as a Resource Person for SSA and IT@School Projects for visually challenged teachers. Miss. Meera Baby R., Assistant Professor of English is a member of the Syllabus Drafting Sub-Committee of the Board of Studies (Pass) in English.

To embrace the advances in technology and to equip the faculty for handling the mandatory course on Informatics introduced as a part of the Choice Based Credit and Semester System (CBCSS), a three-day Orientation course on General Informatics, sponsored by the Kerala State Higher Education Council, was organized by the Department of Sociology from 22 to 24 August 2011.

4. Examination Reforms Implemented:

With the introduction of the Choice Based Credit and Semester System, examinations have come to be conducted at the end of every semester. As a part of the continuous assessment of the students, two sets of internal examinations are conducted to prepare the students for the university examinations. The internal examinations are organized meticulously and in a centralized pattern, with the College Level Monitoring Committee (CLMC) Convener at the helm.

5. Initiative towards Faculty Development Programme:

Five faculty members of various departments were deputed/ have continued on deputation for completing research leading to PhD, and one to undertake Post Doctoral Fellowship.

Two faculty members have attended Orientation Courses and one has attended a Refresher Course during this period.

A book entitled *Pranayavum Sahityakalayum* was penned by Dr. E Banargy in June 2011. Faculty members of various Departments had papers published in various journals and books with ISBN.

- Malayalam – 2 [*Vijnanakairali*]
- English – 4 [*Proceedings of International Conference on English Language and Literary Studies, Mapping Marginality: Premises and Perspectives, Concepts and Contexts of Diasporic Literature of India, and Critical Perspectives on the Poetry of R K Singh, D C Chambial, and I K Sharma*]
(Details given as **Annexure 1**)

Dr. Abraham Vijayan is an approved Research Guide in Sociology, with three Research Scholars under his guideship. Dr. Rejula P K extends her services as a guide to M. Phil. Sociology Students of Madurai Kamaraj University.

6. Seminars/Workshops Conducted:

Seven National Seminars, an Orientation Programme, and Workshop were conducted by the various departments during 2011-12.

- Commerce – 1 Seminar
- Communicative English – 1 Seminar
- Economics – 1 Seminar
- Malayalam – 1 Seminar
- Mathematics – 1 Orientation Programme and 1 Workshop

- Sociology – 3 Seminars

(Details given as **Annexure 2**)

7. Research Projects

There are four ongoing Projects being carried out by the faculty of the Department of Sociology.

8. Research Grants Received from Various Agencies:

An amount of Rs.2,22,500/- was received from the UGC during the year 2011-12 for various ongoing projects of faculty members.

9. Honours/Awards to Faculty:

Dr. Sunil John, Associate Professor of Sociology, was conferred with the UGC Research Award in January 2012. He is currently pursuing Post Doctoral Fellowship w.e.f. 31 March 2012.

10. Internal Resources Generated:

During 2011-12, the PTA raised an amount of Rs. 3,77,600/- and the College Development Committee funds came upto Rs. 1,35,900/-.

11. Community Services:

Community Service initiatives of the college are headed by the NSS and the Women's Study Unit. Quite a few programmes like talks on legal awareness and health awareness, medical camps, counselling sessions, blood donation camp, classes on tailoring, paper cover making, etc. were provided to the students. Reports of activities of the NSS Unit and that of the Women's Study Unit are given as **Annexure 3** and **Annexure 4** respectively.

12. Teachers and Officers Newly Recruited:

The College recruits only Guest Lecturers and FIP Substitutes directly as per the requirements, following the Guidelines issued by the Government. The regular

faculty is recruited through the State Public Service Commission and are posted to the College by the Directorate of Collegiate Education.

13. Teaching-Non-teaching Staff Ratio:

Ratio of teaching to non-teaching staff is 3:2

14. Improvements in Library Services:

The college subscribed to the N-List e-resource access scheme of the University Grants Commission. Students are provided with free browsing facility and are encouraged to download online resources. The initial process of library automation, viz., barcoding of books was completed during the year.

15. New Books Purchased and their Cost:

175 books, purchased for an amount of Rs. 47, 326/-, were added to the College Library during 2011-12.

16. Courses in which Student Assessment of Teachers was Undertaken and the Action Taken on the Student Feedback:

A comprehensive assessment of teachers by students was done in 2011-12. The responses were consolidated and teachers were informed of their strengths and weaknesses. Necessary measures were taken for the follow up action based on the assessment.

17. Computerization of Administration and the Process of Examination:

The Administrative Office has been computerized and resultantly, all current documents have a soft copy version as well. The salary bills of the establishment and the Self Drawing Officers were converted into SPARK bills during 2011-12. This has taken the efforts at computerising administration a step further.

Moreover, with the implementation of the CBCSS, all main departments are expected to upload the Continuous Assessment (CA) grades of the students to the Kerala University website. Since all departments are computerized, the demand is

met head on. Also, the hall tickets for the CBCSS end semester examinations are downloaded and issued to the students.

18. Increase in Infrastructural Facilities:

The new Science Block is under construction and is expected to be completed during 2012-13. The college also purchased many an item of furniture, including Jefferson Chairs, lecterns, tables, etc., utilizing Plan Funds and the CDC fund.

19. Technology Upgradation:

As part of the effort to rein in technology to aid classroom transaction, one classroom in each major department was converted into a Smart Classroom. This has aided in improving the quality of teaching and the interest of the students by leaps and bounds. The efforts are in progress to convert one more classroom each of the five major departments into Smart Classrooms. Two computer Labs, one each in the departments of Commerce and Mathematics, have become functional during the academic year. The college also purchased a RISO printer-duplicator which has revolutionized the conduct of internal examinations by churning out cost effective copies of question papers in bulk.

20. Financial Aid to Students:

The students received a number of scholarships during the academic year. The college channelled a Central Sector Scholarship, 14 Muslim Girls Scholarships, 48 Post Metric Scholarships, 14 Suvarna Jubilee Merit Scholarships, 5 Higher Education Council Scholarships, and 2 ACQUIRE Scholarships.

21. Old Student Association and its Activities:

Under the auspicious of the Old Students' Association, the alumni of the Departments of Sociology and Mathematics got-together on 14 January 2012 and 18 February 2012 respectively. The gatherings were well attended and memorable.

22. Support from the Parent-Teacher Association and its Activities:

The PTA has been offering solid support for the smooth management of the activities of the college. A few of the major efforts of the PTA this academic year include the financial advance provided for the NLIST library registration for faculty and students, teacher evaluation by students, electrification for the setting up of the Computer Laboratory in the Commerce Department, appointment of the new security staff, observation of the Annual Merit Day, etc. Further the PTA has always attended to all the miscellaneous maintenance works and purchases as and when the need arose.

A report of the activities of the PTA is given as **Annexure 5**.

23. Health Services:

A medical check-up camp – a joint venture of the NSS Units and the Women's Study Unit – was conducted on 27 February 2012. The active participation of the students in the camp was ensured.

24. Performance in Sports Activities:

As a result of the dedication and the coaching camps organized by the Department of Physical Education, the academic year has been a rewarding one for the college. The college Football team led by Mr. Antony of III B.Com, won the South India level Intercollegiate Five-A-Side Floodlight Football Tournament organized by the Dindigul Football Association for the second consecutive year. Our cricket team lead by Mr. Deepu of III BA Economics, championed in the 13th Intercollegiate Cricket Tournament, organized by Christian College, Kattakkada in January 2012. Mr. Pushparaj of final year BA Sociology got selected to the Kerala University Volley Ball team, and Miss Neethu Francis of II BA Sociology secured third prize in 5000 m. race in the Kerala University Intercollegiate Athletic Championship.

25. Incentives to Outstanding Sportspersons:

The College honoured those students who excelled in sports on the College Day on 8 March 2012.

26. Student Achievements and Awards:

Three University ranks were secured by the students of the College during this academic year. (Details given as **Annexure 6**)

The college was also placed third in two Quiz Competitions. (Details given as **Annexure 7**)

27. Ethics and Prevention of Sexual Harassment Cell:

The Ethics and Prevention of Sexual Harassment Cell was quiet alert as has been of yore. No cases of sexual harassment were reported. The Cell organised a survey and a talk on surmounting the problems faced by the students.

A report of the activities of the Ethics and Prevention of Sexual Harassment Cell is given as **Annexure 8**.

28. Activities of the Career Guidance and Counselling Cell:

The Cell has organized an IAS Orientation Programme, PSC/UPSC coaching classes, soft skill training, workshops, counselling sessions, interdisciplinary and career oriented talks, and classes in Photoshop.

A report of the activities of the Career Guidance Cell is given as **Annexure 9**.

29. Placement Services Provided to Students:

The Career Guidance and Counselling Cell has facilitated two campus recruitments during the academic year. Eureka Forbes and Muthoot Fin Corp recruited a few of our talented students. A detailed list is given in **Annexure 10**.

30. Development Programmes for Teaching and Non-Teaching Staff:

Principal Dr. S Rajoo Krishnan underwent an Orientation Programme in Planning and Management of Higher Education Institutions conducted by the National

University of Educational Planning and Administration, held at the Academic Staff College, University of Kerala, from December 19 to 23, 2011. The Senior Superintendent participated in an Executive Development Programme for Supervisory Staff at the Institute for Management in Government (IMG) from 8 November 2012 to 11 November 2012. A UD Clerk has attended a Computer Training Programme at the IMG from 9 January 2012 to 20 January 2012. Two Peons attended a Programme in Work and Behaviour Skills at IMG from 21 October 2011 to 23 October 2011. An attender underwent Attender Training at IMG from 15 August 2011 to 20 August 2011. In addition, quite a few members of the faculty were given training at the IMG on topics ranging from e-Governance to Cyber Law.

31. Best Practices of the Institution:

An induction programme was organized for the freshmen at the commencement of the academic year. It was an added delight that the parents of quite a few newly admitted students also participated in the programme.

Apart from the annual College PTA meetings, the departments convened well-attended class PTA meetings once every semester.

The campus is ragging-free and the academic atmosphere is student-friendly.

The Equal Opportunities Centre aimed at the welfare of the SC/ST students, has arranged PSC coaching classes, a workshop on personality and soft skill training, classes on career guidance, education and employment prospects, and computer classes. The efforts of the Centre have been widely appreciated. A report of the activities of the Equal Opportunities Centre is given in **Annexure 11**.

Inspired by their love for theatre, the students of Communicative English staged an adaptation of George Bernard Shaw's *Arms and the Man* on 28 March 2012.

The Mathematics Department Association conducted a Mathematics Exhibition on 22 February 2012.

32. **Extension Activities:**

The Department of Sociology conducted a National Environment Awareness Programme. As a part of this programme a seminar was conducted, and saplings were planted at the Jawahar Public School, Kanjiramkulam.

To inculcate business aptitude in the students and to empower them to seek self-employment, an innovative project: **Chips Production and Marketing** was undertaken by the Department of Commerce.

A seven-day Annual Camp of the NSS was conducted at VPSHSS for Boys, Venganoor, from 23 to 29 December 2011. During the camp, the students interacted with the people of the locale and engaged in community service activities including cleaning a nearby canal.

33. **Clubs in the College:**

A number of clubs such as the Red Ribbon Club, Literary Club, Science Club, etc function in the campus. Reports of the activities of these clubs are given in **Annexure 12.**

34. **Any Other Relevant Information:**

The college suffers from shortage of land and hence lacks a sprawling campus. There is no playground either. To overcome this handicap a committee was formed to work at acquisition of land by appealing to the authorities. Accordingly, a request was submitted to the District Collector, and memoranda to Dr. Shashi Tharoor, MP, and to Mrs. Jameela Prakasam, MLA. We are keeping our fingers crossed on the issue.

The Department of Sociology conducted a Tribal Visit and an Open Jail Visit during this academic year. This initiative of the Department was received enthusiastically by the students. Moreover the students of the Department were encouraged to attend and have attended the conferences organized by the Kerala Sociological Society, and Loyola College of Social Sciences during 2011-12.

The Women's Study Unit, and the Literary Club aided by the editorial prowess of Miss Vani K., Assistant Professor of English, brought out a manuscript magazine each. The manuscript magazines stand in testimony to the creative potential of the students and the faculty.

The Department of Communicative English organized an interaction session with Dr. Goodith White and Prof Kevin Balchin of the Christ Church University, Canterbury, UK, on 3 February 2012. It was a spirited session which got the students to shed their inhibitions by degree.

Part C

Detailed plans of the institution for the next year:

The academic year 2011-12 has witnessed many developments in the college. But there are still miles to go. We plan to strengthen our efforts to acquire more property to expand the campus. The IQAC also aims at keeping afloat the efforts to bring out the best in the students. Further, we propose to convert all classrooms into Smart Classrooms, and to undertake more extension activities.

Name and Signature of the
Coordinator, IQAC

Miss Meera Baby R
Department of Communicative English

Name and Signature
of the Chairperson, IQAC

Dr. S. Rajoo Krishnan
Principal

ANNEXURE: 1

BOOKS/ ARTICLES PUBLISHED

Sl No	Name of the Teacher	Department	Name of Book/Article	Publication details
1	Dr. E. Banargy	Malayalam	<i>Pranayavum Sahityakalayum</i>	Kerala Bhasha Institute. June 2011. No. of Pages: 181.
			“Thudikkunna Thaalukal”	<i>Vijnanakairali</i> , September 2011. Vol. 42, Issue 9, 41-44
			“Pratinayakan”	<i>Vijnanakairali</i> , December 2011. Vol. 42, Issue 12, 31-34
2	Meera Baby R	Communicative English	“The Taming of the Vampire: From the Folkloric Monsters to the Sexy Edward Cullen”	<i>Proceedings of International Conference on English Language and Literary Studies</i> . Ed. Ramnita Saini Sharda. Uttam Publishers, Jalandhar City. 2012. Pg. 210-213. (ISBN 978-81-923858-0-8)

3.	Vani K	Communicative English	<p>“Doublebind: The Trauma of Women Migrants in Sui Sin Far’s “The Americanizing of Pau Tsu’ and “In the Land of the Free””</p>	<p><i>Mapping Marginality: Premises and Perspectives.</i> Ed. M.Dasan and B.S. Jamuna- Emerald Publishers-2011. ISBN-978-81-7966-306-6.</p>
			<p>“Hyphenated Identities in Jhumpa Lahiri’s <i>The Namesake</i>”</p>	<p><i>Concepts and Contexts of Diasporic Literature of India</i> GNOSIS- New Delhi 2011- Ed K.V. Dominic. ISBN 978-93-81030-24-0</p>
			<p>“Undoing Violence and Oppression: A Thematic Study of Selected Poems of D.C.Chambial”</p>	<p><i>Critical Perspectives on the Poetry of R.K.Singh, D.C. Chambial and I.K. Sharma</i> .2011. ACCESS. New Delhi. Ed. K.V. Dominic ISBN 978-81-921524-9-7.</p>

ANNEXURE: 2**Seminars/Workshops/ Orientation Programmes Conducted**

Sl No	Department	Type of Programme	Title	Date
1	Commerce	Two-day National Seminar	<i>Financial Inclusion for Inclusive Growth: A Myth or Reality</i>	19 and 20 January 2012
2	Economics	Two-day National Seminar	<i>Current Economic Issues and Development</i>	24 and 25 January 2012
3	English	Two-day National Seminar	<i>Communication via Culture</i>	29 and 30 November 2011
4	Malayalam	Two-day National Seminar	<i>The Birth Centenary of Vyloppilli</i>	17 and 18 November 2011
5	Mathematics	Two-day Orientation Programme	<i>The Methodology of Science</i>	25 and 26 August 2011
6	Mathematics	Two-day Workshop	<i>The Essentials of LATEX Programming</i>	8 and 9 December 2011
7	Sociology	Two-day National Seminar	<i>Urban Development in India: Emerging Trends</i>	21 and 22 July 2011

8	Sociology	Two-day National Seminar	<i>Human Rights: A Sociological Perspective</i>	1 and 2 December 2011
9	Sociology	Two-day National Seminar	<i>Social Exclusion and Social Development</i>	10 and 11 January 2012

ANNEXURE: 3

NATIONAL SERVICE SCHEME

There are three units of NSS functioning in the college with a volunteer strength of 365. The regular programme of 2011-12 started with campus cleaning. After the completion of admissions, the first year students were enrolled as volunteers and an Orientation Class was arranged for them.

Independence Day was celebrated on August 15, and the rank holders were felicitated in that function. Gandhi Jayanthi was celebrated with a meeting followed by campus cleaning by the volunteers. On 1 December, AIDS Day was observed. A rally was organized, and Mr Narayanan, an HIV positive victim delivered a talk.

The seven-day Annual Camp was conducted at VPSHSS for Boys, Venganoor from 23 to 29 December 2011. A nearby canal was cleaned by the students as part of their community work. Several activities and programmes were conducted for the students in the camp.

A Blood Donation Camp was organized at the college in association with Sree Chitra Institute of Medical Science, Thiruvananthapuram. Twenty students and a teacher donated blood.

Republic Day was celebrated with great zest. It was followed by campus cleaning and tidying up of the two water tanks in the campus.

A medical check-up was organized on 27 February 2012. All students and teachers participated in it. The units also celebrated Women's Day on 8 March 2012.

In addition, talks related to legal awareness, health awareness, and agriculture, counselling classes, and a workshop on paper bag making were organized by the NSS. Further, the students were deputed to attend various seminars and camps in connection with NSS activities. Two NSS volunteers, Divin Raj and Prajith S Leon, students of S4 Sociology, got selected to the National Winter Adventure Camp at Manali, Himachal Pradesh, in March 2012

ANNEXURE: 4

WOMEN'S STUDY UNIT

The Women's Study Unit's activities were inaugurated by Smt. Ushakumari U R, Deputy Superintendent of Police, State Women's Cell, Thiruvananthapuram, on 2 Sept 2011.

Activities

1. Tailoring Class: As a part of empowering girls for self employment tailoring classes were arranged on 4th November 2011, 6th January and 30th January 2012. The classes were engaged by Mrs. Swarnam J., former Tailoring Instructor, Technical Education Department. All the members actively attended the classes.

2. Legal Awareness Class: A class on legal awareness was arranged on 16th December 2011 with a view to instil in the students an awareness about the legal perspective of the problems faced by women in society. The session was handled by Advocate Rajendran, Kerala Paralegal Service Authority, Neyyattinkara Court.

3. Counselling: Talk and Session: Sensing the need for student-counselling, the Women's Study Unit arranged a one day programme for the same. The class and session were held on 14 February 2012 and were handled by a team of four faculty members [Ms. Grace Alice (Associate Professor), Ms Kala Rani (Assistant Professor), Ms. Sonia

George (Assistant Professor), and Ms. Archana (Substitute Lecturer)] of the Department of Psychology, Govt. College for Women, Thiruvananthapuram.

4. Health Awareness Class and Health Counselling: On 15 February 2012, the Women's Study Unit conducted a health awareness class and health counselling. Dr. M K C Nair, Director and Professor of Paediatrics, Child Development Centre, Medical College, Thiruvananthapuram, delivered the talk and later gave the health counselling to the students.

5. Flower-Making Class: The Women's Study Unit organized a well-received class on flower-making on 24 February 2012. The members actively participated in the class engaged by Mrs. Swarnam J., Rtd. Tailoring Instructor, Technical Education Department, and strived at improving their work experience.

6. Manuscript Magazine: The Women's Study Unit's manuscript magazine, *Embers* is a repository of the creativity of the girl students and lady teachers of the college. Ms. Vani K, has meticulously and successfully carried out the charge entrusted upon her and put together quite an outstanding work in ink. It was released on the College Day on 8th March 2012, marking the culmination and crown of achievements of the Unit for the academic year 2011-12.

ANNEXURE: 5

PARENT TEACHER ASSOCIATION

The PTA has given financial assistance for the smooth functioning of the college. A few of the efforts of the PTA for the development of the college are stated below.

1. Appointment of the Security Staff

One of the key issues related to maintaining discipline in the college was the appointment of a new security staff. The PTA has been able to save the situation in this regard.

2. N-LIST Library Registration

To ensure the smooth functioning of the semester system, the PTA had advanced an amount of Rs. 5000/- towards N-LIST Library Registration.

3. Teacher Evaluation

The PTA has assisted in conducting teacher evaluation by the students.

4. Canteen

The college does not have a regular canteen. In response to the persistent demands of the students, the PTA agreed to provide financial assistance to run a canteen. However, since the sales were low, the venture had to be dropped after a few months.

5. Name Boards

The PTA has put up a display board, related to the implementation of the RTI Act, in front of the college. Also a board stating the succession list of Principals has been put up in the Principal's room.

6. Financial Assistance

The PTA has extended financial assistance to meet the extra expenses incurred during purchase. The PTA has also advanced funds for various activities in the college, including the construction work by PWD.

7. Faculty's Contribution to the PTA Fund

A good majority of the faculty has contributed to the PTA fund.

8. Miscellaneous

The PTA has met all work-a-day expenses, like the purchase of chalks, dusters, attendance registers, etc.

ANNEXURE: 6

UNIVERSITY RANK HOLDERS

Sl. No	Name	Subject	Rank
1	Vijayalekshmi	BA Sociology	I
2	Vijitha U P	B. Com.	I
3	Sreeja R S	B. Com.	II

ANNEXURE: 7

QUIZ COMPETITION WINNERS

Sl No	Contestants	Prize	Organized by	Date
1	Renuka S G (Fourth Semester B. Sc. Mathematics) and Priyanka G S (Second Semester B. Sc. Mathematics)	III	All Saints' College, Thiruvananthapuram	11 March 2012
2	Swapnadevi P M and Sabu T (Both of Fourth Semester BA Economics)	III	Govt. College, Nedumangad, Thiruvananthapuram	27 March 2012

ANNEXURE: 8**ETHICS AND PREVENTION OF SEXUAL HARASSMENT CELL**

The Ethics and Prevention of Sexual Harassment Cell was acutely alert throughout the academic year. Consequently the Cell received no complaints. A survey was conducted among the students about the problems they face within and out of the campus. The survey result pointed at the misuse of mobile phones among the students. The Cell also organised a talk on how best to surmount the problems faced by the students.

ANNEXURE: 9**CAREER GUIDANCE CELL**

The Cell, functioning with the financial assistance of UGC, organized a variety of programmes during the academic year 2011-12.

PSC/UPSC coaching classes were organised during the vacation in April/May 2011 for the outgoing III BA students. Soon after the beginning of regular classes, the first year Degree students were given soft skill training & counselling. Orientation programmes /workshops were organized to boost the hidden individual calibre. Multidisciplinary classes were arranged to widen all-round knowledge of students. Special attention was given to impart coaching to IIIrd year students about the unlimited scopes around them and the ways to exploit them. Interested final year students were given intensive coaching on Saturdays to attend Public Service and Competitive Examinations. Computer training on Photoshop has also been arranged for the interested 2nd & 3rd year students

The notable programmes organised by the Cell during the calendar year were the Campus Recruitment & the Professional Orientation to students by the reputed Firms/Corps.

The Eureka Forbes & Muthoot Fin Corp recruited a few talented students. Another noteworthy programme organised is the *workshop on Civil Service (IAS)*. An *interactive session* was arranged with an IRS Officer.

A one day programme on Psychic issues on adolescents was arranged on 13 March 2012 getting the service of a Senior Clinical Psychologist of the Dept of Psychiatry, Medical College, Thiruvananthapuram.

It is also important to mention the facilities provided in the Cell and the functioning of the Photocopier. Seven Journals (weekly, monthly & quarterly) and a daily (not available in the General Library) are provided in the Cell. A globe and several maps are made available for the reference of the students. A photocopier with scanner and printer and a computer with internet facility are provided in the Cell. Proposals have been given to get two more computers. Photocopies are made available to students and teachers at a nominal charge. Photocopies and printouts related to career aspects /job online/with scanning facilities are made available free of cost to the students.

ANNEXURE: 10

STUDENT PLACEMENTS

Sl. No.	Name of the Student	Company
1	Anju J	Muthoot Fin Corp
2	Blessy Yesudas	Muthoot Fin Corp
3	Prathibha	Muthoot Fin Corp
4	Jijo Wills	Muthoot Fin Corp
5	Mufeeda S M	Muthoot Fin Corp
6	Vijila Lekshmi	Muthoot Fin Corp
7	Renju P	Muthoot Fin Corp
8	Reshmi Shree	Muthoot Fin Corp
9	Arya Shankar J	Muthoot Fin Corp

ANNEXURE: 11**EQUAL OPPORTUNITIES CENTRE REPORT**

KNM Govt. Arts & Science College, Kanjiramkulam, Thiruvananthapuram has a very diverse set of student population with majority of the students being females. There is a high share of Scheduled Caste students and students belonging to the minority and backward communities. The College is situated in a rural area and away from the city and near to the coastal area. Majority of the students in the college belongs to minority community and they need the motivation and support to enhance their individual potentials.

The Equal Opportunity Centre of KNM Govt. Arts & Science College, Kanjiramkulam, Thiruvananthapuram, which functioned as per the objectives and functions as envisaged by the UGC, organized a variety of programmes during the academic year 2011-12 for the students. The programmes focused on uplifting the students and building in them the confidence to face the challenges of life and also to ensure their placement after the completion of the course.

The Programs organized by the Centre were mainly focused on bringing up the disadvantaged group to the mainstream. The programmes were aimed at motivating students, developing their individuality, fostering good qualities in them, enabling them to realize their hidden potentials and building up technical awareness. The training was also intended to make the students to realize their capabilities and to help them earn for themselves. The service of trainers, specialists in various fields, scholars & placement officers, technical experts, and teachers etc were made available during the academic year.

The main areas covered included Sessions on Soft Skill Training; classes on Motivation, Positive Thinking, Vision and Mission, writing Curriculum Vitae, facing interviews, Career Guidance & Counselling, classes on Human Rights activities, training

programmes, multi-disciplinary classes, job-oriented training, Software-Multimedia classes etc.

A short term Course on Basic Computer Skills was also arranged during the period.

The responses of the students to the programmes were beyond our expectation. The activities organized by the Equal Opportunity Centre succeeded in stimulating interest in the students in various areas and also in developing their individual capabilities. It enabled to throw some light on the world outside the campus.

ANNEXURE: 12

RED RIBBON CLUB

The activities of the Red Ribbon Club (2011-12) were inaugurated by Principal, Dr S. Rajoo Krishnan. The enrolment of 40 volunteers for RRC was conducted from 1 to 3 December 2011.

Observance of world AIDS Day: As a part of the world AIDS day, Manav campaign was conducted from November 25th 2011. Posters and stickers received from the Kerala State Aids Control Society were displayed in different locations of the college campus, which created eagerness among the students to know more about the posters. On December 1st a street play was performed by the volunteers, which created awareness among all staff and students about AIDS. Essay writing, story writing and quiz competitions were conducted on 28 November 2011.

AIDS Day was observed in the campus on 1 December 2011. Red Ribbons were distributed to all the students and members of the staff. Pledge regarding AIDS was taken by all. As a part of the programme, an AIDS awareness rally was also conducted. 75 students participated in the programme.

As a part of observance of world AIDS day a positive talk by Mr. Narayanan, an HIV Positive victim was arranged. This was a new experience to the students.

Blood group detection camp 14 December 2011: A blood group detection camp was organized with the help of C H C Poovar. The aim of the programme was to update the Voluntary Blood Donors' Diary. 270 volunteers gave their consent for blood donation.

Blood donation awareness programme: A voluntary blood donation awareness programme was organized on 5 January 2012. A class on voluntary blood donation was engaged by Sri. K.P. Rajagopalan, General Secretary, All Kerala Blood Donors' Society. He explained the relevance of blood donation in the contemporary society.

Voluntary blood donation camp: A Voluntary blood donation camp was organized on 6 January 2012 in collaboration with Sree Chitra Tirunal Institute of Medical Science and Technology, Thiruvananthapuram, and Kerala State AIDS Control Society. The volunteers donated 24 units of blood.

Life Skill Training 3 days residential Programme from 21 January 2012: Three Red Ribbon volunteers participated in life skill education programme at Mariarani Training Centre, Sreekaryam organized by Kerala State AIDS Control Society.

LITERARY CLUB

The Literary Club was the flocking point for literary enthusiasts. The Club maintained a wall magazine named 'Aksharacheppu.' The members were offered the chance to listen to recitation of poems. This encouraged them to make an attempt at it themselves. Discussions on literary works were made an inevitable part of the Club's activities.

A creative writing workshop was conducted on 7 January 2012. The best performers in the workshop were identified and congratulated.

A condolence meeting was held at on 25 January 2012 where the members expressed their grief over the demise of the eminent litterateur Sukumar Azheekode, who had passed away on the previous day.

A session was handled by Dr. Rejula P K, Assistant Professor of Sociology, on 10 February 2012. She introduced the author Taslima Nasrin to the members.

The talk on “Imagination in literature” by Sri. K. Gopalakrishnan, former Professor, Department of English, University College, Thiruvananthapuram, was held on 18 February 2012. A manuscript magazine entitled *Sargachinthu* was released on 30 March 2012 at the valedictory function of the Club.

Science Club

The Science Club put up a Wall Magazine to communicate the significance of a few important days. The members of the club chose scientific areas and presented papers on it. The club prepared a General Knowledge Booklet, collecting questions and answers on various topics. A Quiz competition was conducted on 27 February 2012 to commemorate the National Science Day.