

**ANNUAL QUALITY ASSURANCE REPORT  
(AQAR)  
2014-15**



**GOVT. VICTORIA COLLEGE**

**PALAKKAD – 678001**

# The Annual Quality Assurance Report (AQAR) of the IQAC

ACADEMIC YEAR 2014-15  
JUNE 1, 2014 to March 31, 2015

## Part – A

AQAR for the year (*for example 2013-14*)

2014-15

### 1.Details of the Institution

1.1 Name of the Institution

GOVT. VICTORIA COLLEGE, PALAKKAD

1.2 Address Line 1

GOVT. VICTORIA COLLEGE

Address Line 2

City/Town

PALAKKAD

State

KERALA

Pin Code

678001

Institution e-mail address

victoriapkd@gmail.com

Contact Nos.

0491-2576780

Name of the Head of the Institution:

Dr. P. MURALIDHAR

Tel. No. with STD Code:

0491-2576773

Mobile:

09447838977

Name of the IQAC Co-ordinator:

DR. C.V. SREERANJIT KUMAR

Mobile:

09249425095

IQAC e-mail address:

iqac@victoriacollege.in

1.3 NAAC Track ID (*For ex. MHC0GN 18879*)

KLCOGN10095

OR

1.4 NAAC Executive Committee No. & Date:

NAAC/ANR/DS/SC 66-EC/2014 dt 5/5/2014

1.5 Website address:

[www.victoriacollege.in](http://www.victoriacollege.in)

Web-link of the AQAR:

<http://www.victoriacollege.in/IQAC/AQAR.php>

### 1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	4*	-	2001	5 YEARS
2	2 <sup>nd</sup> Cycle	A	3.13	2008	5 YEARS
3	3 <sup>rd</sup> Cycle	A	3.14	2014	5 YEARS
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

7/7/2008

### 1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

Reaccredited with A grade during 2013-14 as per the NAAC Accreditation Certificate dated 5<sup>th</sup> May 2014

### 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   
 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  Totally Self-financing

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI(Phys Edu)   
 TEI (Edu)  Engineering  Health Science  Management   
 Others(Specify)

1.11 Name of the Affiliating University (for the Colleges)

University of Calicut, Kerala State

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

Autonomy by State/Central Govt. / University

N.A.

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme DST-FIST	<input checked="" type="checkbox"/>		
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	
UGC-COP Programmes	<input type="text"/>		

## **2.IQACComposition and Activities**

2.1No. of Teachers	<input type="text" value="6"/>		
2.2No. of Administrative/Technical staff	<input type="text" value="1"/>		
2.3No. of students	<input type="text"/>		
2.4No. of Management representatives	<input type="text" value="1"/>		
2.5No. of Alumni	<input type="text" value="1"/>		
2. 6No. of any other stakeholder and community representatives	<input type="text" value="2"/>		
2.7 No. of Employers/ Industrialists	<input type="text"/>		
2.8 No. of other External Experts	<input type="text" value="1"/>		
2.9 Total No. of members	<input type="text" value="12"/>		
2.10No. of IQAC meetings held	<input type="text" value="12"/>		
2.11 No. of meetings with various stakeholders:	Total.	<input type="text" value="12"/>	Faculty <input type="text" value="1"/>
	Non-Teaching Staff	<input type="text" value="1"/>	Students <input type="text"/>
		Alumni	<input type="text" value="1"/>
		Others	<input type="text"/>
2.12. Has IQAC received any funding from UGC during the year? If yes, mention the amount	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
		<input type="text" value="300000/-"/>	

2.13Seminars and Conferences (only quality related)

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

Total Nos.	<input type="text" value="3"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text" value="1"/>	Institution Level	<input type="text" value="2"/>
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(ii) Themes

ORIENTATION FOR P.G STUDENTS,  
ORIENTATION FOR SECOND YEAR DEGREE STUDENTS  
ORIENTATION FOR DEGREE ASPIRANTS

## **2.14Significant Activities and contributions made by IQAC**

The IQAC plays an active role in internalising a culture of quality within the institution. This culture is maintained and sustained by several initiatives taken by the Cell throughout the year.

1. FORMATION OF A CETRALISED INSTRUMENTATION FACILITY FOR SCIENCE RESEARCH
2. ORGANISED ORIENTATION FOR STUDENTS AND STAFF

### 2.15. Plan of Action by IQAC/Outcome

Plan of Action	Achievements
<ol style="list-style-type: none"><li>1. FORMATION OF CIF</li><li>2. Orientation for students and staff</li><li>3. Planned organization of national seminars in various disciplines</li><li>4. Promotion of young faculty and students in participation of innovative programmes of government</li><li>5. Strict implementation of academic calendar</li></ol>	<ol style="list-style-type: none"><li>1. A centralised facility for instrumentation was started for encouraging science research,</li><li>2. Orientation for students and staff was conducted</li><li>3. Organized 11 national seminars in 10 disciplines</li><li>4. 7 faculty participated in FLAIR, OPTIMA and STEP, and 25 students participated in ASAP, 32 students in WWS and 40 students in SSP.</li><li>5. Achieved 95% of planned activities</li></ol>

\* Attach the Academic Calendar of the year as Annexure.

2.16. Whether the AQAR was placed in statutory body      Yes       No   
Management       Syndicate       College council

Provide the details of the action taken

The college council at its meeting held on 23<sup>rd</sup> April 2015 , approved the AQAR and decided to send it to NAAC, Bangalore

## Part – B

### 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	4			
PG	10			
UG	15			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	29			
Interdisciplinary	14			
Innovative				

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

As we are following the syllabi of Calicut University, the flexibility in changing the curriculum limited. But in the degree curriculum of fifth semester, students are allowed to take an open course, from a list of 14 topics out of their core subject. Core elective flexibility is limited to departments, as each department will select an elective paper from a list of three or four topics approved by the University.

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	All 29 programme are in this pattern
Trimester	Nil
Annual	Nil

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

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

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

The undergraduate curriculum has been revised in the academic year 2014-15, with CBCS. The grading system has been revoked to mark based grading system.

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

No
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**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
104	89	15		

2.2 No. of permanent faculty with Ph.D.

35
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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
89	14	15						104	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

14	6	
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	102	25
Presented papers	14	66	3
Resource Persons	1	14	10

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

There has been a greater improvement in teaching-learning environment making the college more flexible towards adopting better teaching practices.

The highlights are as follows:

1. Lecture sessions in PPT mode in most of the departments.
2. Student seminars in PPT format.
3. Multimedia presentations and online classes are also slowly catching up.
4. Movie shows help a lot in language departments.
5. Quiz programmes and debates have helped in enhancing the output of the students.
6. Science departments promoted more field visits.
7. The students have been familiarised with the latest developments in science, including nanochemistry and green chemistry.
8. A special achievement recorded was a student project of preparing an interactive audio CD of Malayalam grammar text 'Kerala Panineeyam' for the benefit of blind students under the guidance of the faculty in the department of Malayalam. Its release and uploading to You-Tube were widely noted in the media.
9. Much needs to be done before the conventional methods of teaching such as lecture method undergo change.

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

180

2.8. Examination/ Evaluation Reforms initiated by the Institution

Exams are conducted as per University norms

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

9

**2.10 Average percentage of attendance of students**

89%

**2.11 Course/Programme wise**

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	350	21	37	11	7	90
PG	105	19	81	7	-	91
Ph D	18					

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

IQAC periodically collected the Feed-Back from the students, evaluated and forwarded the result of analysis to the concerned teachers. This improved the status of teaching.

IQAC conducted orientation programme for first year P.G students to generate an awareness among the students about the College, its discipline, their duties and various other aspects like leadership training, time management, career opportunities etc.

IQAC proposes to conduct an orientation programme for newly recruited teachers in the next academic year, so that they would be better equipped for discharging their responsibilities in the College. The ultimate objective is to infuse more professionalism in the teaching faculty.

More improvements can be brought in implementing academic auditing (to evaluate the percentage of portions completed at the end of every month). From the next academic year onwards, IQAC plans to implement an academic calendar for enhancing the teaching , learning environment on the campus.



### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	14
UGC – Faculty Improvement Programme	13
HRD programmes	7
Orientation programmes	10
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	14
Summer / Winter schools, Workshops, etc.	10
Others	8

### 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	33	1	-	-
Technical Staff	20	-	1	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1. Initiatives of IQAC in sensitizing/promoting research climate in the institution

Initiated steps for setting-up a Centralized Instrumentation Facility (CIF) in the College to facilitate inter departmental research collaboration in the Science stream.

Co-ordinated the research activities of the institution through a research committee.

Supported seminars and workshops aimed at enhancing the avenues in research. The teachers have been encouraged to take up major and minor research projects in the Science stream.

#### 3.2. Details regarding major projects

	Completed	On-going	Sanctioned	Submitted
Number		<b>1</b>		<b>1</b>
Outlay in Rs. Lakhs		<b>27.6</b>		

### 3.3. Details regarding minor projects

	Completed	On-going	Sanctioned	Submitted
Number	4	12	15	11
Outlay in Rs. Lakhs	1.5	10.65 Lakhs	11.5	16.5

### 3.4. Details on research publications

	International	National	Others
Peer Review Journals	11	21	10
Non-Peer Review Journals	2	4	2
e-Journals		2	
Conference proceedings	6	28	

### 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	2013-16	DST	27.6	15
Minor Projects	2014-16	UGC	29.95	12.35
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

### 3.7 No. of books published

i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

### 3.11 No. of conferences organised

Level	International	National	State	University	College
<b>Number</b>		<b>10</b>	<b>1</b>		<b>3</b>
<b>Sponsoring agencies</b>		<b>DCE &amp; Nat. Sci. Academy</b>			<b>OSA &amp; Dept.</b>

### 3.12 No. of faculty served as experts, chairpersons or resource persons : 24

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

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
4	1	1	1	1		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

10

25

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

4

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**

**Blood donation:** It is a regular social service extended to the needy persons. Our students are always willing to donate blood at emergency. This kind of a social responsibility can be seen only among Govt. Colleges. There are volunteers who are always ready to extend such a help to

the needy people. We are maintaining a blood donation forum under the NSS units which are actively and efficiently operating the responsibility.

**Traffic awareness campaign:** Students of NSS and Nature club are actively involved in creating awareness about traffic rules and importance of wearing helmet during motor cycle riding among the students and the public.

**Implementation of Traffic signal:** The massive movement of our students invited the attention of traffic police in implementing an automatic traffic signal system in front of the college after the untimely demise of one of our brightest students (Miss. Vinitha of IIIrd semester BA Economics), following an accident in the busy traffic junction.

**Social forestry activities:** The Nature Club celebrated world environment day on 05.06.2014. Celebrations were inaugurated by Dr. P M Sakina, Principal, Govt. Victoria College, Palakkad by planting a sapling in the college garden. Celebrations started with staff and students taking an oath regarding environmental protection, conveyed from the principal. Heads of various departments delivered talks. Later, students and staff members of the college planted further saplings at various parts of the college campus. Cleaning of the college campus was also performed by nature club members by removing plastic wastes. This was led by various faculties at dept. Level

Nature club together with environmental club of the college and WWF-India, Palakkad conducted an awareness programme on wetland conservation to the students on 05.02.2015, in connection with World Wetland Day. The expert talk on wetlands was delivered by Dr.Suresh V, Asst. Professor in Dept. of Botany. He stressed on the role of wetlands in our ecosystems and the importance of their protection and judicious use for future. In addition to these Natu, re club observed Lunar day and also organised a one day visit to Silent Valley National Park.

**Declaration of Organ donation:** Nature club together with environmental club of the college and Kidney federation of India arranged a health awareness class on world kidney day, 12.03.2015. Kidney federation of India. Dr.Radhakrishnan, Deputy DMO, Palakkad delivered felicitation. Dr. Selvaraj, Medical Officer and consultant physician, PHC, Koduvayur, Palakkad delivered an expert talk on lifestyle and kidney diseases. He explained the impact of changing environment and habits on human health. At the end of session, participants had the opportunity to ask their questions on kidney health and doctor satisfactorily answered them.

**Donations to rehabilitation centres:** Regularly students of various departments visits old age homes, rehabilitation centres for mentally challenged people etc., extended donations collected and conducted various entertainment programmes for the deserving people. Such programmes are organised by National Service Scheme also.

## 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	25 Acres	Nil	Nil	25 Acres
Class rooms				
Laboratories	4	CIF	Plan fund. .	
Seminar Halls	2			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		5	Plan Fund of Govt.	
Value of the equipment purchased during the year (Rs. in Lakhs)		1493484/- 1621600/-	Plan fund UGC	
Office Automation		160000/-	UGC	
Office and class room furniture		664708/- 249000/-	Plan fund UGC	
Campus infrastructure maintenance		470000/-	Plan fund	
Library Books		19400/- 843000/-	UGC Plan fund	

#### 4.2 Computerization of administration and library

Computerisation of the administration has been completed partially and digitalisation of the Library is under progress.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	102309	3520000	1796	824000	104105	3,6024000
Reference Books	12000	2435000	1500		13500	2435000
e-Books			10000		10000	
Journals	28					
e-Journals			145		145	
Digital Database			3	1500	3	1500
CD & Video			130	50000	130	50000
Others (specify)Periodicals	34				34	37430

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	164	2	1	2	2	Yes	Yes	
Added	11							
Total	175							

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

Campus is WI-FI enabled and e-Governance programme done for office staff by IQAC

4.6 Amount spent on maintenance in lakhs :

i) ICT

100000/-

ii) Campus Infrastructure and facilities

470000/-

iii) Equipment

1451481/-

iv) Other<sup>19</sup>

**Total :**

2021481/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Conducted orientation programmes for UG and PG students for creating awareness about the career options after completing their courses. We have organised a orientation programme for the fourth semester UG students for enabling them to choose their open course options.

#### 5.2 Efforts made by the institution for tracking the progression

Periodical monitoring of the academic activities by the college council at the end of every month, based on inputs from the departmental meetings. From the next year onwards, the IQAC plans to monitor the utilisation of lab and library facilities in each departments.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1849	279	6	

#### (b) No. of students outside the state

UG	PG	Ph. D.	Others
20			

#### (c) No. of international students

Nil

Men

No	%

No	%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
671	312	80	556	24	1643	933	339	77	538	19	1906

Demand ratio

1:10

Dropout %

1%

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

Entry into service coaching is conducted on Saturdays and Sundays for enabling students to appear for competitive examinations.

Campus recruitment : Placement cell of the college is acting as a facilitator for the students to secure jobs at various reputed institutions. 13 students got jobs in Federal Bank, three in Infosys, one in Tech Mahindra, and 12 in Eureka Forbes Ltd.

No. of students beneficiaries

150

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  SC  Others

### 5.6 Details of student counselling and career guidance

We have organised career guidance sessions every month with the help of experts from outside and our own faculty.

No. of students benefitted

163

### 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
5	46	23	41

### 5.8. Details of gender sensitization programmes

The women's cell of the College is actively involved in creating sensitivity towards gender issues. Dept. like Zoology took the initiative in creating awareness about the issues connected to womens health.

### 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		
Financial support from government	249	1938750.00
Financial support from other sources	35	358000.00
Number of students who received International/ National recognitions		

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: \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **VISION**

To provide quality education to the youth from all sections of society, especially the deprived and disadvantaged, and to mould them into responsible citizens capable of contributing to the nation's progress.

##### **MISSION**

- To enable all round development of students at the UG and PG levels with multi-optional facilities in different disciplines.
- To motivate the urban, semi-urban and rural youth towards further pursuit of knowledge.
- To equip them to lead the nation in its march towards self sufficiency and progress in all areas of human endeavour.
- To mould the youth into socially-committed individuals, ready to use their expertise to serve the needs of society at large through multi-pronged extension activities.

#### 6.2. Does the Institution have a Management Information System

The MIS existing in the college is utilised for all the communication including with the Principal., various departments and the Office

We have started using the MIS for compiling the attendance of students in degree classes. The compilation of attendance obtained from various departments is generally done by the parent department and then it is transferred to the Principal's office for calculating the percentage of attendance of the students in each semester.

MIS is practiced for compiling the internal marks of students who are attending various complementary and second language subjects. These are also compiled in the parent department and transferred to the principals office.

Students feed back is also collected and analysed by using the MIS managed by the department of Statistics. IQAC collects the feed back from the students through the concerned Heads of Departments and the same may be transferred to Statistics department for compilation and analysis. After compilation, the data will be transferred to the concerned faculty member for information.

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

#### **6.3.1 Curriculum Development**

The college obtains feedback on the curriculum from students, parents and the alumni through discussions and questionnaires during meetings. Projects assigned to students in industries as part of the course enable the institution to obtain the evaluation of the curriculum from industries. Campus recruitment programmes facilitate the collection of feedback from employers. Faculty who are on the Board of Studies also obtain feedback from employers, academic peers and community.

The faculty communicate suggestions based on the feedback received to the universities at workshops organized for restructuring the syllabus.

The curriculum of the institution is designed by the University which largely follows the core values adopted by NAAC. Mention must be made of the recent incorporation of special modules on Environmental Studies and Compulsory Social Service in the syllabi of the UG courses offered

The college has many members of its faculty in the Board Of Studies of the University. They keep pace with changing global and national trends through international journals, seminars, the internet etc and make useful suggestions at the board effecting relevant changes in the existing courses

The institution being an affiliated college, It is not in a position to directly ensure and enhance the quality of the curriculum. However, the college keeps abreast of the best practices in education world over and strives to adopt these methods and aspects in the curriculum. During the last five years, the focus has been on a learner-centred approach that nurtures qualities like self-reliance and research aptitude in the learner. The curriculum is also framed in such a way as to enhance the employability of students

The institution adopts a learner-friendly approach and strives to keep pace with the best practices in education available globally. Students are encouraged to take up projects in collaboration with external institutions and to attend workshops, seminars and academic and non-academic programmes in other colleges. Syllabus-based workshops and seminars are organized annually on a national basis enabling the interaction of students and teachers from various parts of the country. Time has been allotted for programmes that enable overall development of the personality of students.

#### **6.3.2 Teaching and Learning**

The college has a transparent procedure for admission with students being selected strictly on merit, the basis of which is the marks obtained in the qualifying examination. There is a selection committee for every subject to which admission is sought for, with the principal as the chairman and the head of the department concerned as a member. The procedure remains the same for all courses. The college strictly follows the rules laid down by both the university and the government of Kerala to ensure the transparency of the admission procedure. Duly filled in application forms are sorted and rank list is published accordingly. The rank list shall be prepared by a selection committee. There shall be a selection committee for every subject for which admission is sought

### 6.3.3 Examination and Evaluation

Class tests are held as the course progresses. Assignments are also given to assess the intellectual calibre of the students. At the end of each academic year, a model examination, funded by the PTA, is conducted. Progress Reports are sent to the parents and a joint session of the teachers, parents and wards is organised to evaluate the performance of students and to take remedial measures if needed. The class-wise P T A is unique feature of this college, where the parents and teachers meet once in every term to assess the progress of the students.

The college has a tutorial system under which a set of students is assigned to a group tutor. The system facilitates better interaction between the students and teachers. Every week a tutorial hour has been set aside essentially for this purpose.

At the end of every academic year, a comprehensive self-appraisal is made by the teachers in the prescribed format and the same is sent to the Director of Collegiate Education after due verification.

### 6.3.4 Research and Development

The Research Committee of the college is involved in coordinating and motivating research activities carried out by the members of the faculty of various departments. The vice-principal of the college is presently the Chairman of the committee with 10 members selected from among the faculty of the institution. Scrutiny and selection of various proposals for projects submitted by the members of the faculty are done by the committee.

Our college has Four Research departments (Botany, Chemistry, Physics and Zoology) and there are 10 research guides. There are 25 Numbers of students were registered for Ph.D. under various universities. During the Plan period, One major and 4 minor research projects were taken up by the teachers of this college. During this academic year financial sanction from UGC for 21 more minor research projects were received by our faculty members. One of our faculty member got selection for International Fellowship for PDF. The teachers of Science, Commerce and Humanities are actively participated in various International, National and regional seminars and presented papers. Moreover there are numerous publications in the credit of the faculty members in reputed International and National Journals.

There are seven faculty members are doing their Ph.D. under the FIP scheme of UGC. They all are actively involved in research as evidenced by the publications in reputed journals as enlisted in the annual report.

Student participation in research is encouraged to some extent in almost all departments through research projects that form part of the evaluation process at the UG level. For the PG program, research projects carry credit equivalent to a full course in the curriculum. The students are encouraged to do this project in institutes outside also. The research culture is inculcated amidst PG students through project work. Currently the project work is taken up as an academic pursuit within the college

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Infrastructure includes, apart from class and staff rooms and laboratories, a central library, an auditorium, a centenary hall, a canteen, two hostels, staff quarters, principal's residence, warden's quarters, cycle parking sheds, ladies' waiting rooms, language lab, seminar hall, a shooting range for NCC cadets, and a Co-Operative store.

The Library is having more than 1 lakh titles of Books, which are accessible to students in addition to the books available from their own department Library. So it helps the students to lend more books at a time, which is advantageous to the students who are coming from economically weaker sections of the society. The library is now automated with digitalised bar coding system, which helps the students to access the books easily.

The computer laboratory has 26 computers connected with LAN facility. Each computer has 80 GB hard disc, 256 RAM, windows xp, Microsoft word, and other office applications. CD writing facility is also made available to the users, the college has a central computer lab with 26 computers with LAN facility and broad band connection.

The College Co-operative Society which now functions mainly as a bookstall has scope for growth. It could become an institution analogous to a bank and function as a credit society. This year we have started one Centralised instrumentation facility, by utilising the Govt. Plan Fund for uplifting the research activities in Science.

### 6.3.6 Human Resource Management

Self appraisal was collected from all the newly joined teachers, for forwarding it to the director of Collegiate education. IQAC has collected the feed back from the students and analyse it. The result is informed individually to all the faculty members for their information for maintaining the standard or for making suitable corrections. At the beginning of each academic year the College council reviews the existing staff pattern and vacancies if any and recruits guest personnel for filling-up the vacant teaching and non-teaching positions by obeying prescribed procedures of the Govt.

Orientation and training programmes are periodically organised for new recruits. In order to enhance capacities of staff need-based training/workshops are organised for faculty, administrative, and supportive staff. Recreation programmes are also organised for teaching, non-teaching and supportive staff.

### 6.3.7 Faculty and Staff recruitment

The faculty members are appointed by The Public service Commission of Kerala as per the norms laid down by the U.G.C., The state government and the university. The process involves a written examination followed by an interview of the successful candidates in the exam. Merit is the only criterion of appointment. Many of the teachers are university rank holders and quite a few are PhD/ .M. Phil holders even before the appointment.

If the required number of faculty is not available; the college has provision for appointing guest faculty on a temporary basis. These temporary appointments are done strictly on the basis of merit and the vacancies are notified through local news dailies.

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

The college has a transparent procedure for admission with students being selected strictly on merit, the basis of which is the marks obtained in the qualifying examination. There is a selection committee for every subject to which admission is sought for, with the principal as the chairman and the head of the department concerned as a member. The procedure remains the same for all courses.

The college strictly follows the rules laid down by both the university and the government of Kerala to ensure the transparency of the admission procedure. Duly filled in application forms are sorted and rank list is published accordingly. The rank list shall be prepared by the University for degree admissions and a selection committee constituted by the College Council for Post Graduate admission.

6.4 Welfare schemes for

Teaching	No
Non teaching	No
Students	No

6.5 Total corpus fund generated

Nil

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	No		Yes	IQAC
Administrative	No		No	-

6.8 Does the University/ Autonomous College declares 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?**

University is conducting terminal examination for all the semesters, but generally the examinations are getting delayed in every semester. But we ensure that the syllabus for every semester is completed in the prescribed time itself. All internal evaluation will be completed before the closing of each semester

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

Due to the heavy protest from students and a section of staff members, govt. postponed the implementation of autonomy to our college

### **6.11 Activities and support from the Alumni Association**

Departments also provide various endowment prizes and scholarships instituted by the OSA to the economically deprived students.

### **6.12 Activities and support from the Parent – Teacher Association**

PTA – Consists of elected members of staff and parents with Principal as the President and an elected member from the parent community as the vice-president. The General Body meets annually and the executive members meet occasionally to discuss funding and other activities of the association

Departments also provide various endowment prizes and scholarships instituted by the PTA, to the economically deprived students.

### **6.13 Development programmes for supporting staff**

An adequate amount is sanctioned every year from the plan fund of the institution to the various departments for organizing workshops, conferences and seminars at the state and national levels.

The teachers who attend refresher and orientation courses at Academic Staff Colleges as well as those who attend seminars and workshops in other institutions are permitted to avail duty leave. The teachers pursuing higher studies for academic growth can avail of study leave as per the provisions of the Kerala Service Rules. Deputation is granted for the faculty members pursuing research under the Faculty Improvement Programme implemented by the UGC.

The faculty needs skill up-gradation and development from time to time. An induction programme that throws light on various aspects of the college, the profession and the service rules is conducted every year for the newly-appointed faculty.

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

Measures have been taken for an effective waste disposal in the campus by setting up of waste bins in collaboration with Palakkad Municipality. As Palakkad is facing extreme drought during summer, harvesting of rain water can provide sustainable supply of water during summer, hence proposals have been submitted for Rain water harvesting systems. To explore the green and clean energy from sunlight, a proposal was submitted to the Govt. for solar paneling of the roof. Proposal also have been made for implementation of a biogas plant to recycle the waste generated in college canteen. College premises is declared as No-plastic zone by the Nature club and efforts are being made to ensure the same by clean campus campaign.

The climate of Palakkad is so dry during summer, even-then we are maintaining a very good garden in front of the college – with the help of the members of eco-clubs during summer vacation also. As a part of beautification, the nature club has taken sufficient effort to maintain always the garden green.



## 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.**

The Govt. funded projects like ASAP, WWS & SSP had conducted external mentoring sessions and related workshops to boost the competency level of the students. More than 25 students were placed thru campus recruitment. Leading companies like Infopark, TCS, Ureka Forbes & Federal Bank had selected students from our college. Computer lab started using the money allotted from the M.P. fund of Sri. M.B. Rajesh, M.P., created more opportunities for the students in IT.

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

1. Seminars conducted using UGC fund & Collegiate education fund- 14
2. Minor Projects allotted- 21  
Major Project – Ongoing- 1  
Major projects submitted for verification- 3
3. Library computerization- 50% completed
4. Wi-Fi connectivity for the whole campus
5. Infra structure facility completed for the newly introduced Computer Science Course
6. Campus improvement- Vineetha Memorial Park was constructed with the fund allotted by Sri. Shafi Parambil MLA.
7. Academic audit has been introduced on an experimental basis.
8. Translation works done by Tamil Department as part of consultancy programme.
9. Extension talks conducted by Botany & Zoology Depts
10. Exhibition conducted by the Dept. of History in collaboration with the Archaeological Dept.  
Ecofest Conducted by Economics Dept.
11. Making campus green- Social forestry with the help of Forest Dept.
12. Campus Friend to prevent exploitations of the students and hear their grievances
13. Launching of Central Instrumentation Facility by pooling the fund from all the research Depts.
14. Collaboration with industry- Medical consultancy on 1<sup>st</sup> Sunday of every month

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

1. Saving Life through Blood Donation
2. Fostering Computer culture

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

#### 7.4. Contribution to environmental awareness / protection

1. Nature club- nature visits- Trip to Silent Valley, Bird watching, Social Forestry
2. Extension talks by Depts of Botany and Zoology

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**

1. College with a heritage status.
2. An institution imparting quality education for 128 years (1887-2015)
3. A young team of faculty with more interests in research and innovations in teaching. At present, 21 minor research projects are ongoing.
4. Good will of the community in the town and the rural areas around.
5. Career guidance to students through the effective implementation of government aided projects such as ASAP, WWS and SSP.
6. Entry into service coaching in competitive tests through UGC aided programmes.
7. Tech savvy campus with facilities such as wifi connectivity to staff.
8. Increased drive towards computerisation of the college library.
9. Supportive parent Teacher Association
10. More facilities for campus placement.
11. More number of NET qualified students every year.
12. Alumni in all the departments.

##### **WEAKNESSES**

1. Poor maintenance of the buildings some of which go back to 1890 and early 20<sup>th</sup> century.
2. Transferrable faculty.
3. Delay in admissions, examinations and declaration of results.
4. Rigidity in syllabus imposed by the university.
5. Loss of teaching days due to strikes and student protests.
6. Delays in executing projects by the agencies responsible for implementing building and repair works
7. Interrupted power supply

##### **OPPORTUNITIES**

1. Focus can be given to secure more minor and major research projects from various funding agencies including UGC, DBT, STEC, ICSSR and ICHR so that funds could be available for improvements in library and laboratory facilities in addition to Plan funds.
2. Identify needs and secure funds from the government for infrastructural development.
3. Can have a long term vision and plans in accordance with them.
4. Can create a more student friendly campus by enhancing professionalism.
5. More scope for introducing post graduate courses in languages.
6. Scope for degree course in Statistics.

##### **THREATS**

1. Institution heads for shorter duration
2. Introduction of new courses without ensuring additional infrastructural facilities.

## **8.Plans of institution for next year**

Implementation of academic calendar for all the courses (Degree and P.G.), Online feed back collection from students, Orientation for faculty members to improve professionalism, modernisation of laboratories and Library, installation of more research equipment in the CIF, Ensure modern class rooms in all the departments, Post Graduation courses for Malayalam and Hindi Departments, Research centres for History, Economics and English Departments, Digitalised class rooms for Computer Science Department, Green campus, etc.

Name *Dr. C.V. Sreeranjitkumar*

Name *Dr. P. Muralidhar*

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*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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## Annexure I

### Item No. 7.3

#### **Best Practice-1 Title: Saving Life through Blood Donation**

**Goal:** The aim of education is not only to achieve academic excellence but also to discern one's responsibility towards society. In today's self-centred and materialistic world, it is very difficult to cultivate the culture of compassion and consideration to others. It is the duty of the college to inculcate the concept of social responsibility in the minds and hearts of students. The students should realize that learning becomes meaningful only when it provides service to society.

**The Context:** Emergency surgeries require blood, which is to be collected from donors. Getting blood of the matching blood groups and in the required quantity is possible primarily because of blood banks. Awareness campaigns have resulted in the success of blood donation camps.

Young students who are in good health are the best donors of blood. Realizing this, the Red Ribbon Club of the college, in association with the NSS units, have taken up the divine mission of organizing blood grouping and blood donation campaigns.

**The Practice:** Every year, at least one Blood Donation Camp is arranged in the campus. Moreover, the students of the college also donate blood to nearby hospitals as and when required. On an average, around 150 students donate blood at least once every year. In the college, blood donation camps are conducted with the help of a medical team and the mobile Blood Bank of the Government District Hospital, Palakkad. A doctor checks the health of each student who volunteers to donate blood. At this time the doctor also suggests ways to improve the health of the weaker students. Blood is collected from the students in a sterile environment. The blood is then taken to the blood bank of the hospital to be stored there.

**Evidence of success.** The efforts of the NSS units and the Red Ribbon Club of the College to organize blood donation campaigns have been highly appreciated. In the last two years, the NSS Units of the college has received a Certificate and Trophy from the Red Cross for the endeavour. The blood donation drive enables the students to make use of the opportunity to save precious lives and to realize the importance of the invaluable service they can render to society.

Problems encountered and Resources required. Most of our students come from a rural background, and are either underweight or find it difficult to get permission from their parents to donate blood. The students need to be better motivated and informed about the importance and ease of blood donation to remove the barriers of fear and ignorance. Perhaps, more awareness programmes need to be conducted.

#### **Best Practice-2 .Title of the practice: Fostering Computer culture**

**Goal:** The underlying principle of this practice is to make the best possible use of internet enabled computers for administrative purposes, to provide library services and browsing facility for students and staff.

**The Context:** The main objective of the practice is to enable teachers and students to make use of internet enabled computers to enhance the quality of the teaching-learning process. It also aims to facilitate the flow of information from, to, and among the administration, the faculty, the students and parents. It is to be used for PPT presentations, for the conduct of seminars and workshops, and to improve office and library services. New courses in B.Sc (Computer Science) and B. Com. (Hons) have

been introduced, and all degree courses offer one computer based paper to ensure an acquaintance with computer fundamentals and to foster the skills to use and develop software. The training methods of these courses are computer-oriented and practicals-based.

**The Practice:** There were certain challenges in designing and implementing this practice. Providing the necessary number of computers with the needed software and hardware involves enormous expenditure. There is also the problem of creating adequate awareness among students and teachers about the importance of the practice.

**Evidence of success:** Computers with broadband internet are used i. In the office for administrative records and routine office work. ii. In the library for cataloguing and other services. iii. To provide N-List resource facility in library. iv. To promote ICT in the teaching- learning process for all streams. v. To develop and present power point slides, seminars and papers. Students of all streams have compulsory project work and they use the facility to complete their work effectively. vi. By students and faculty, who are engaged in research work It has enhanced the research culture of the institution.

The IQAC played an important role in introducing and implementing the scheme successfully. The students and staff get the required information on time. This practice has enhanced the quality of the teaching- learning process. It has also served to streamline the admission procedure and the evaluation process, in addition to fostering the research culture.

**Problems encountered and Resources required.** It has been very challenging to get the required financial assistance for this purpose. Maintenance cost is rather high. Frequent voltage fluctuations and power-cuts have resulted in equipment damage and data loss.