The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.*(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

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

2015-16

1.Details of the Institution

1.1 Name of the Institution

GOVT. VICTORIA COLLEGE

1.2 Address Line 1

GOVT. VICTORIA COLLEGE

Address Line 2

PALAKKAD

City/Town

PALAKKAD

State

KERALA

Pin Code

678001

Institution e-mail address

gvcpkd@gmail.com

Contact Nos.

0491-2576780

Name of the Head of the Institution:

MR. T.K. RAJAN

Tel. No. with STD Code:

0491-2576780, 2576773

Mobile:

9446537545

Name of the IQAC Co-ordinator:

DR. C.V. SREERANJIT KUMAR

Mobile:

9249425095

IQAC e-mail address:

iqac@victoriacollege.in

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

KLCOGN10095

OR

1.4 **NAAC Executive Committee No. &Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no.is available in the right corner-bottom
of your institution's Accreditation Certificate)

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

1.5Website address:

www.victoriacollege.in

Web-link of the AQAR:

http://victoriacollege.in/victoria/admin/ranklist/IQAC-AQAR-2015-16IQAC-AQAR-2015-16.pdf

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

1.6Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	5*		2003	5 years
2	2nd Cycle	A	3.13	2008	5 years
3	3rd Cycle	A	3.14	2014	5 years
4	4th Cycle				

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

7/7/2008

1.8 Details of the previous year's AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
  i.   AQAR_____Reaccredited with A grade during 2013-14_____ (DD/MM/YYYY)
  ii. AQAR - 2014-15 Submitted to NAAC on 05/May/2015 _____ (DD/MM/YYYY)

1.9 Institutional Status

University [√]   State [ ]   CentralDeemed [ ]   Private [ ]

   Affiliated College   Yes [√]   No [ ]

   Constituent College   Yes [ ]   No [√]

Autonomous collegeof UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [ ]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

      Urban [ ] Rural [√] Tribal [ ]

Financial StatusGrant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

      Grant-in-aid +Self FinancingTotally [ ]   Self-financing [ ]

1.10 Type of Faculty/Programme

   Arts [√]   Science [√] Commerce [√] Law [ ]   PEI(Phys Edu) [ ]

   TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

   Others(Specify) | B.Com Honours.

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 [ ] [ ]

UGC-Special Assistance Programme   DST-FIST [ ] [√]

UGC-Innovative PG programmes [ ] Any other (*Specify*) [ ]

UGC-COP Programmes [ ]

2.IQACComposition and Activities

2.1No. of Teachers [6]

2.2No. of Administrative/Technical staff [1]

2.3No. of students [1]

2.4No. of Management representatives [1]

2.5No. of Alumni [1]

2. 6No. of any other stakeholder and

community representatives [2]

2.7 No. of Employers/ Industrialists [ ]

2.8 No. of other External Experts [1]

2.9 Total No. of members [13]

2.10No. of IQAC meetings held [6]

2.11 No. of meetings with various stakeholders: No. [1]   Faculty [1]

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | |

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

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 3 | International | | National | | State | | Institution Level | 3 |

(ii) Themes

| ORIENTATION FOR FIRST YEAR U.G. AND P.G STUDENTS, ORIENTATION FOR SECOND YEAR DEGREE STUDENTS |

2.14 Significant Activities and contributions made by IQAC

| 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

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

Plan of Action	Achievements
1. Academic schedule 2. Academic calendar 3. Faculty diary 4. Orientation for students	A well programmed academic schedule for the college was developed in par with the university schedule. After a long gap, a new academic calendar was released, a faculty diary was prepared to document the activities in addition to teaching.

Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes | √ | | |

Management | | Syndicate | | Any other body | √ |

Provide the details of the action taken

| The college council dated 31-5-2016. approved the AQAR and action taken to forward it to NAAC. |

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	NIL	NIL	NIL
PG	10	NIL	NIL	NIL
UG	15	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	29			

Interdisciplinary	14 (Open Courses)			
Innovative				

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

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

1.3 Feedback from stakeholders*Alumni √   Parents √ EmployersStudents √
   (On all aspects)

Mode of feedback:Online [ ] ManualCo-operating schools (for PEI) √

*Please provide an analysis of the feedback in the Annexure

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

> Following the syllabus proposed and approved by the University of Calicut

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

> Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
94	86	8	Nil	Nil

2.2 No. of permanent faculty with Ph.D.   31

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
	21								21

2.4 No. of Guest and Visiting faculty and Temporary faculty   21   1   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	60	13
Presented papers	6	22	7
Resource Persons	2	19	4

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

1. Multimedia methods such as presentations , videos etc
2. Group discussions and problem based teaching
3. ICT enabled teaching
4. IT enabled classes
5. Microscale analysis and ICT enabled teaching
6. Assignments and test papers to all classes
7. PPT presentation on selected topics
8. Demonstration of optical and general experiments in the class room relevant to theory papers

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

1. Technology based teaching practices are adopted by the faculties in statistics
2. More teachers (4 out of 8) started using PPTs in History
3. Most of the teachers present in PPT form also students take seminars in PPT guided by teachers .As a part of UG curriculum the open course has been presented in PPT in most of the departments
4. ConventionalLecture method in Hindi
5. Biology Quiz, Debate, Multimedia presentation, Nature visits, Bird watching in Zoology
6. Power point presentation and demonstration in computer science
7. Multimedia enabled classes, demonstration with models and experiments, Green chemistry and nanochemistry experiments, microscale laboratory practices and training in Chemistry
8. Teaching learning aided by field studies and powerpoint presentations along with online classes and scientific movies in Botany

2.7Total No. of actual teaching days

Duringthis academic year

| 194 |

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

| Conventional exam methods are followed |

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

| 6 | 1 | 1 |

2.10Average percentage of attendance of students

| 95 |

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	379	30	47	6		90
PG	168	28	60	6		93
Ph D						

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

At the end of every semester, IQAC meetingevaluated the performance of the students by collecting performance report from the concerned departments. Remedial coaching facility is provided and care has been taken to ensure the participation of weaker section of students participate the said classes. By collecting feed back from students we also monitor the performance of faculty members and intimate the information timely for the betterment of teaching methods and output.

2.13Initiativesundertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	11
UGC – Faculty Improvement Programme	9
HRD programmes	2
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	3
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	60
Others	9

2.14Details 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	53		1	
Technical Staff	4			

Criterion – III

3. Research, Consultancy and Extension

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

> IQAC is co-ordinating the research pursuits undertaken by different research departments and faculty members of other streams through the research committee constituted at the institutional level. IQAC also submit proposals for centralization of the research facilities at the institution.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	1
Outlay in Rs. Lakhs	0	32 Lakhs	0	

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	25	1	5
Outlay in Rs. Lakhs	2.25 Lakhs	48.35 Lakhs	5 Lakhs	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	10	18	0
Non-Peer Review Journals	6	7	9
e-Journals	0	0	1
Conference proceedings	1	14	0

3.5 Details on Impact factor of publications:

Range [1-5]   Average [3]   h-index [1]   Nos. in SCOPUS [1]

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	32 Lakhs	32 Lakhs
Minor Projects	14 -17	UGC	48.35 Lakhs	35 Lakhs
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects *(other than compulsory by the University)*	2015-16	KSCSTE	14000	14000
Any other(Specify)				
Total			8049000/-	6714000/-

3.7 No. of books published   i) With ISBN No. | 2 | Chapters in Edited Books | 6 |

ii) Without ISBN No. | 1 |

3.8 No. of University Departments receiving funds from

UGC-SAP | 1 | CAS | | DST-FIST | 1 |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	12	0	0	3
Sponsoring agencies		DCE, GOVT. OF KERALA and UGC			KSCSTE

3.12 No. of faculty served as experts, chairpersons or resource persons : | 23 |

3.13 No. of collaborations   International | | National | 6 | Any other | 1 |

3.14 No. of linkages created during this year | 5 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 58.3 | From Management of University/College | 5 Lakhs |

Total | 63.35 |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
2	2	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides

10

and students registered under them

22

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

0

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

JRF [ ]   SRF [ ]   Project Fellows 1   Any other 1

3.21 No. of students Participated in NSS events:

University level 76   State level 0

National level   International level 0   0

3.22 No. of students participated in NCC events:

University level 0   State level 0

National level   International level 0   0

3.23 No. of Awards won in NSS:

University level 3   State level 0

National level   International level 0   0

3.24 No. of Awards won in NCC:

| | University level | 0 | State level | 0 |
| National level | International level | 0 | | 0 |

3.25 No. of Extension activities organized

| University forum | 0 | College forum | 5 |
| NCC | 0 | NSS | | Any other | |

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

Urjakiran 15-16: Conducted awareness programme on Energy Management and Conservation to public in two assembly constituencies viz. Malampuzha and Palakkad by Environment Club and Department of Botany.

Ozone day Celebration: Conducted awareness programme to students on ozone depletion and global warming by Environment Club and Department of Botany. Nature club of our college observed World Environment Day 5th June, World population Day 11th July. World Ozone Day 16th September and Conducted class on the topic Need and importance of Energy Conservation on 17/09/2016. On October 1st the club conduct a wildlife photo graphic exhibition in association with LEEP an NGO working in wild life photography. As part of the occasion Nature club of our college honoured SriKalloorBalan a famous environmentalist in Palakkad.

The Career and counselling cell The employability centre of district employment exchange and RVS group conducted career guidance, training and campus recruitment for students. Nehru Youvak Kendra conducted a skill demonstration programme for students. EDUEXPO 2016 was organised by Microtech events. TCS conducted a placement camp for students, from that 19 students were selected. Career orientation talks, essay writing competitions etc. were also organised by the Cell

The SSP was very active in the campus, that helped a lot of students to improve their academic outcome. Students of 15 classes were got the opportunity to utilise the facility. Stitching classes were conducted in Girls hostel. Most of the inmates got the opportunity to learn stitching.

A demonstration class was conducted on paper craft was organised by Entrepreneurship Development Club. In addition, a workshop was conducted for providing training of making Washing soap, soap powder, agarbathi, hand-wash, dish-wash etc. around 50 students benefitted with the programme.

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			25 Acres
Class rooms				
Laboratories	4+1	Nil	Govt. Plan fund	
Seminar Halls	2			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	5	1		
Value of the equipment purchased during the year (Rs. in Lakhs)		1.18		
Others		12.5	Rusa fund	

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	104105	3,6024000	3417		107522	
Reference Books	13500	2435000	23		13523	
e-Books	10000				10000	
Journals	28		8		36	
e-Journals	145				145	
Digital Database	3	1500			3	
CD & Video	130	15000			130	
Others (specify)Periodicals	34	37430	9		43	

4.4Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	175	2	1	2	2	Yes	Yes	
Added								
Total								

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

e-Governance programmes proposed to install for office by IQAC

4.6Amount spent on maintenancein lakhs :

i) ICT

1,00000

ii)Campus Infrastructure and facilities

9,00000

iii) Equipment

1,17939

iv) Others

Total :

11, 17939

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The extra- curricular activities of various clubs are also under the close observation of IQAC. IQAC ensure the participation of students in every activities not only by monitoring, but by encouraging the youngsters to involve such programmes. College has so many govt aided programmes like SSP, WWS, ASAP etc. which are supported by IQAC

5.2 Efforts made by the institution for tracking the progression

> By collecting feed back from stakeholders, we ensure the participation and success of each and every programmes organised by various departments as well as various clubs.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1428	247	8	

(b) No. of students outside the state

(c) No. of international students   Nil

No	%

No	%

MenWomen

	Last Year					This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
933	339	77	538	19	1906	575	353	88	648	19	1683

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. 19 students got jobs in TCS, Two in L&T., and more than 100 is awaiting for the interview under Banking Service Recruitment for South Indian Bank,

No. of students beneficiaries [21]

5.5 No. of students qualified in these examinations

NET [5] SET/SLET [12] GATE [4] CAT [ ]

IAS/IPS etc [ ] State PSC [40] UPSC [ ] Others [24]

5.6 Details of student counselling and career guidance

> We have organised career guidance and counselling sessions every month with the help of experts from outside. Now, there is a drastic increase in the number of firms visiting for conducting campus recruitment. ASAP also helps to enhance the number of placements from the campus.

No. of students benefitted [180]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
8	52	25	52

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 women's health.

5.9 Students Activities

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

State/ University level [14] National level [11] International level [ ]

No. of students participated in cultural events

State/ University level [75] National level [24] 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		
Financial support from other sources	1	14000.00
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   [3]

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
1. Provide quality to the youth who seek it irrespective of caste, creed, religion, wealth etc.
2. To mould the youth from all sections of society into responsible citizens to the nation's progress.
3. Imparting knowledge for a brighter and broader tomorrow.
4. Enlighten and empower students to succeed in changing world.
5. Inculcate wisdom, compassion and humanitarian spirit.

MISSION
1. To lay a foundation to inspire students to learn and develop as whole persons physically, mentally and intellectually.
2. Teaching, learning, scholarships, research innovation and leadership development for promoting student success.
3. To prepare and inspire students for a changing world.
4. To encourage students to achieve excellence in their chosen field.
5. Ensure the deprived find their feet in the main stream by providing equal opportunity to all.

6.2 Does the Institution has a management Information System

The MIS existing in the college is utilised for all the communication among the departments with the Principal. 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

We are following the curriculum developed by the University of Calicut. Our teachers are involved in many of the board of studies and syllabi preparation committees of the University

6.3.2 Teaching and Learning

Introduced more number of smart class rooms for P.G students,
Field oriented classrooms were being practiced
Included value education by conducting social services like blood donation, adoption of old-age homes etc.
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.

6.3.3 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 29 minor research projects were taken up by the teachers of this college. During this academic year financial sanction from UGC for 6 more minor research projects were received by our faculty members. Three of our faculty member got selection for International Fellowship for PDF.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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.

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 a selection committee. There shall be a selection committee for every subject for which admission is sought

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

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		Yes	IQAC

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

For UG Programmes   Yes   NA   No

For PG Programmes   Yes   NA   No

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

As ours is an affiliated college , The 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 in our college

6.11 Activities and support from the Alumni Association

> The old students association is very strong and active. They are supporting the students by providing endowment prizes for meritorious students. In addition, they help us to maintain the beauty of the campus

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 support staff

> Training programmes for computer literacy, management practices etc. are provided to the supporting staff regularly.

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. <u>Innovations and Best Practices</u>

7.1 Innovations introduced during this academic yearwhich 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 50 students were placed thru campus recruitment. Leading companies like TCS, L&T&South Indian Bank had selected students from our college. Building fund was provided from the development fund of Palakkad MLA Sri. ShafiParambil for the construction of two storied building for Computer Science Department.

7.2Provide 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-
> 2. Minor Projects allotted-
>   Major Project – Ongoing-
>   Major projects submitted for verification-
> 3. Library computerization- 65% completed
> 4. Wi-Fi connectivity for the whole campus
> 5. Infra structure facility completed for the newly introduce Computer Science Course
> 6. Academic audit has been conducted
> 7. Translation works done by Tamil Department as part of consultancy programme.
> 8. Extension talks conducted by Botany & Zoology Departments
> 9. Collaboration with industry- Medical consultancy on 1st Sunday of every month
> 10. Making campus green- Social forestry with the help of Forest Dept.
> 11. Campus Friend to prevent exploitations of the students and hear their grievances
> 12. Launching of Central Instrumentation Facility by pooling the fund from all the science Depts.

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

> 1. Blood donation camps
> 2. Computer culture- wifi connection and library computerization
> 3. Hands on experience thru Nature Club activities.
> 4. Campus cleaning- CSS
> 5. Campus Friend

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 Ecologically important places, 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**
>   College with a large heritage
>   Human Resource Potential- huge
>   Competent Faculties
>   Well supporting community
>   21 Minor Research Projects allotted
>   Govt. funded Projects like ASAP, WWS, SSP & Career Guidance Cell
>   Campus friend
>   PSC coaching classes
>   Wifi connectivity
>   Library computerization
>   Civil Service Academy
>   Central Instrumentation Facility
>   Need based Extension activities
>   Campus selection
>   Well supporting Parent Teacher Association
>   NET qualified alumni students
>   Well supporting Old students association
>   Financial support from the Government for new courses

WEAKNESS
Transfer of the faculties
Prolonged implementation periods due to time taking Govt. procedures
Delayed University admissions and examinations

OPPURTUNITIES
More focus on sanctioning Major Research projects
More focus on infra structure development
New courses can be introduced
More career oriented coaching.

THREATS
The pressure to become autonomous
The introduction of new courses without providing proper
infrastructure facilities
Unexpected changes in the Acadamic schedule of the University

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

Completion of the expansion and modernisation of the Library Building
Construction of a new Auditorium
Planting more trees in the campus and beatification of the campus by
planting more flowering plants
Completion of the construction of New P.G Block
Development of new water and energy conservation strategy after
conducting a green auditing

Name __Dr. C.V. SREERANJIT KUMAR_____   Name ___Mr. T K. RAJAN _____

_____   _____

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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