GOVERNMENT VICTORIA COLLEGE

PALAKKAD – 678001

ANNUAL QUALITY ASSURANCE REPORT
(AQAR)

2016-17

The Annual Quality Assurance Report (AQAR) of the IQAC

ACADEMIC YEAR 2016-17
JUNE 1, 2016 to March 31, 2017

Part – A

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

2016-17

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

victoriapkd@gmail.com

Contact Nos.

0491-2576780

Name of the Head of the Institution:

DR. A. SAFIYA BEEVI

Tel. No. with STD Code:

0491-2576780, 2576773

Mobile:

9446541493

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

1.5 Website address:

www.victoriacollege.in

Web-link of the AQAR:

http://victoriacollege.in/upload/AQAR2016-17.pdf

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

1.6 Accreditation 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				

1.7 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 2010-11submitted 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)
    iii. AQAR - 2015-16 Submitted to NAAC on 05/June/2016 _____ (DD/MM/YYYY)
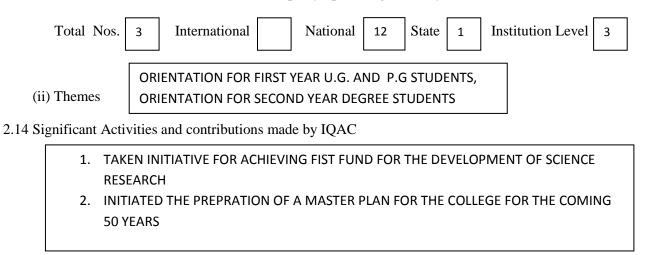
1.9 Institutional Status

   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 [ ]

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

   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)   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-CE	
UGC-Special Assistance Programme		DST-FIST	√
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers `6`

2.2 No. of Administrative/Technical staff `1`

2.3 No. of students `1`

2.4 No. of Management representatives `1`

2.5 No. of Alumni `1`

2. 6 No. 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`

2.10 No. of IQAC meetings held `10`

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 | 12 | State | 1 | 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. TAKEN INITIATIVE FOR ACHIEVING FIST FUND FOR THE DEVELOPMENT OF SCIENCE RESEARCH
> 2. INITIATED THE PREPRATION OF A MASTER PLAN FOR THE COLLEGE FOR THE COMING 50 YEARS

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, Faculty diary was prepared to document the activities in addition to teaching. Department Data Bank was issued to each department to document the activities of the department.

   Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes | √ | No | |

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

   Provide the details of the action taken

| The college council dated 17/10/2018 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 25 programme are in this pattern
Trimester	
Annual	

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

   Mode of feedback   :   Online   Manual   √   Co-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
112	107	5	Nil	1

2.2 No. of permanent faculty with Ph.D.   33

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
107	17	5	0	0	0	1	0	113	17

2.4 No. of Guest and Visiting faculty and Temporary faculty   17   ☐   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10		
Presented papers	3		
Resource Persons			

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, Smart class rooms
4. Micro scale analysis of results
5. Online video Resource Material Creation of Lab Experiments
6. Demonstration of optical and general experiments in the class room relevant to theory papers
7. Quiz, Debate, Nature visits, Bird watching add to enthuse learning

Field study, case study followed by presentations, statistical analysis and discussion.

11.Talk by Visiting Experts on various topics of interest within/out of the syllabus

12. Exhibitions were conducted by many departments, that provide ample opportunities to the students to interact with the public about their field of study and they are getting exposed to the various avenues of their subject with deep and practical knowledge. This also generates enthusiasm among students in their subject

2.7 Total No. of actual teaching days During this academic year

| 194 |

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

| Conventional exam methods are followed |

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

| 12 | | |

2.10 Average 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 %
BA	209					86.12
B.Sc	200					80.00
B.Com	60					76.67
MA	43					95.35
M.Sc	74					89.19
M.Com	14					100

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

1. Collecting performance report from the concerned departments.
2. Remedial coaching facility is provided to improve performance of students especially those students who belong to the weaker sections of the society
3. Feedback from students is collected and we also monitor the performance of faculty members and intimate the information timely for the betterment of teaching methods and output.

2.13 Initiativesundertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	15
Others	

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	36	nil	1	Nil
Technical Staff	20	nil	nil	nil

Criterion – III

3. Research, Consultancy and Extension

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

1. 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.
2. IQAC also submit proposals for centralization of the research facilities at the institution.
3. Proposal have been submitted to approve English, History and Economics Departments as a research centre.

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	8	15	6
Non-Peer Review Journals			8
e-Journals		2	
Conference proceedings		5	

3.5 Details on Impact factor of publications:

Range $\boxed{1\text{-}5}$ Average $\boxed{3}$ h-index $\boxed{1}$ Nos. in SCOPUS $\boxed{1}$

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	18000	18000
Any other(Specify)				
Total				

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	15	0	0	3
Sponsoring agencies		DCE, GOVT. OF KERALA and UGC			KSCSTE

3.12 No. of faculty served as experts, chairpersons or resource persons : | 14 |

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 | 58.35 | From Management of University/College | 5 Lakhs |
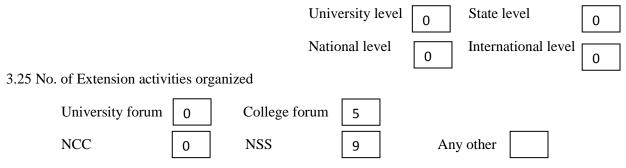
Total | 63.35 |

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   2   SRF   Project Fellows   1   Any other   1

3.21 No. of students Participated in NSS events:

University level   76   State level   0

National level   0   International level   0

3.22 No. of students participated in NCC events:

University level   0   State level   0

National level   0   International level   0

3.23 No. of Awards won in NSS:

University level   3   State level   0

National level   0   International level   0

3.24 No. of Awards won in NCC:

University level [0]   State level [0]

National level [0]   International level [0]

3.25 No. of Extension activities organized

University forum [0]   College forum [5]

NCC [0]   NSS [9]   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 Sri Kalloor Balan 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. A workshop on Placement readiness was also organised.

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.

Entrepreneurship Development Club. 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.

The **Women's club** organised talks, a workshop on gender sensitivity, a night out and a n event on queer pride.

Other programmes

An Awareness programme on Law and Justice was conducted by having an interactive session with the Palakkad Dist. Judge Shri. Anil Kumar.

As part of the Swatch Bharat mission, a cleaning drive were organised in the campus.

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.	10	5		
Value of the equipment purchased during the year (Rs. in Lakhs)	36 lakh		DST-FIST	
Others				

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	107522	3,6024000	1681	517901	109203	36541901
Reference Books	13523	2435000	108	75021	13631	2510021
e-Books	10000					
Journals	36				36	
e-Journals	145				145	
Digital Database	3	1500			3	
CD & Video	130	15000			130	
Others (specify)Periodicals	43	37430			43	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	175	2	1	2	2	1	18	
Added	37							
Total	212	2	1	2	2	1	18	

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

> e-Governance programmes proposed to install for office by IQAC. The programme is under installation

4.6 Amount spent on maintenance in lakhs :

   i) ICT

100000

   ii) Campus Infrastructure and facilities

900000

   iii) Equipment

   iv) Others

Total :

1000000

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 in 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
1848	313	17	

(b) No. of students outside the state

18

(c) No. of international students

Nil

Men

No	%
720	

Women

No	%
1441	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
575	353	88	648	19	1683	957	345	87	727	45	2161

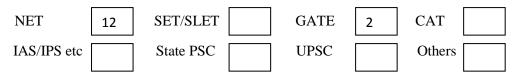Demand ratio   1:10   Dropout %   1%

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

> 1. Entry into service coaching is conducted on Saturdays and Sundays for enabling students to appear for competitive examinations.
> 2. Campus recruitment : Placement cell of the college is acting as a facilitator for the students to secure jobs at various reputed institutions.

No. of students beneficiaries

21

5.5 No. of students qualified in these examinations

NET [12] SET/SLET [ ] GATE [2] CAT [ ]

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

5.6 Details of student counselling and career guidance

1. We have organised career guidance and counselling sessions every month with the help of experts from outside. There is a drastic increase in the number of firms visiting for conducting campus recruitment
2. . 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
3	150	4	27

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 [ ] National level [ ] International level [ ]

No. of students participated in cultural events

State/ University level [23] National level [2] 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 [2] 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 [1]   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

1. The MIS existing in the college is utilised for all the communication among the departments with the Principal. and the Office
2. 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.
3. 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.
4. 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 17 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 5 research guides. There are 17 Numbers of students were registered for Ph.D. under various universities. During the Plan period, One major and several 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 ….. 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 ….. 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 stakeholders, and result analysis were individually communicated to the faculty members 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. An academic schedule is prepared regularly and circulated among the faculty members as well as uploaded in the web site in the first week of the Academic year itself.

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,

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

Submitted applications and projects for MoU with some Central and State Govt. Agencies for approval

6.3.9 Admission of Students

Centralized Admission Process (CAP) Admission to the PG and UG Programmes in Arts and Science nd Commerce is conducted through Centralized Admission Process in the University of Calicut. The Centralized Admission Process (CAP), offers facility for online submission of application to various programmes. Students can opt up to 15 programmes of their choice on priority basis through simple online steps available in CAP (website www.cuonline.ac.in). The online allotment process provides the candidates, the opportunity to obtain admission to any of the programmes of his/her choice on the basis of merit. It also helps to give maximum exposure to various programmes in the college. **Merit:** The seats filled by the University on the basis of the merit. **Reservation**: The seats filled by the University that are earmarked for SEBC/BPL/SC/ST/OBX/OBH etc and Reservation seats for candidates from Union Territory of Lakshadweep/Tamil Linguistic Minority /Person with disabilities/Sports etc.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

2207510.00

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 actively supports and encourages by providing endowment prizes for meritorious students, giving all fiscal as well as moral support for the functioning of the institution as well wishers as well as stakeholders of the College. Many of the old students are PTA members. Constant encouragement from has been extended by the Alumni as resource persons for various department activities as well.

6.12 Activities and support from the Parent – Teacher Association

> 1. 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
> 2. 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

> 1. Measures have been taken for an effective waste disposal in the campus by setting up of waste bins in collaboration with Palakkad Municipality.
> 2. 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.
> 3. To explore the green and clean energy from sunlight, a proposal was submitted to the Govt. for solar paneling of the roof.
> 4. Proposal also have been made for implementation of a biogas plant to recycle the waste generated in college canteen.
> 5. 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.
> 6. 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 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. Building fund was provided from the development fund of Palakkad MLA Sri. Shafi Parambil for the construction of two storied building for Computer Science Department.

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- 16
> 2. Initiated the discussion for the preparation of a Master Plan for 50 years
> 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

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
6. MOODLE class rooms
7. Small scale chemistry is introduced

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
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 activities
Well supporting Parent Teacher Association
NET qualified alumni students
Well supporting Old students association
Financial support from the State Government and other sources like FIST, DST, RUSA etc.

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 ___Dr. A SAFIYA BEEVI_____*

_____   _____

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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INTERNAL QUALITY ASURANCE CELL (IQAC)
GOVT. VICTORIA COLLEGE, PALAKKAD
ACADEMIC SCHEDULE FOR THE YEAR 2016-17

Class	Date of Commencement of classes	First Internal Exam.	Publication of results in the notice board	Second internal exam	Publication of results in the notice board	APC Submission	Consolidation and submission of internal marks	Commencement of University examination	Remarks By HOD/ Principal
UG Classes									
Ist Sem.	11/07/2016	29/08/16	06/9/2016	7/11/2016	15/11/2016	31/10/2016	15/12/2016	22/11/2016	
IInd Sem.	23/11/2016	1/2/2017	8/02/2017	20/3/2017	27/02/2016	10/03/2017	30/03/2017	03/04/2017	
IIIrd Sem	01/06/2016	8/8/2016	19/8/2016	3/10/2016	13/10/2016	12/10/2016	18/11/2016	31/10/2016	
IVth Sem	01/11/2016	9/1/2017	17/1/2016	20/3/2017	27/03/2017	08/03/2017	30/03/2017	28/03/2017	
Vth Sem	01/06/2016	8/8/2016	19/8/2016	3/10/2016	13/10/2016	05/10/2016	15/11/2016	25/10/2016	
VIth Sem	01/11/2016	9/1/2017	17/1/2017	27/2/2017	07/03/2017	28/02/2017	30/03/2017	16/03/2017	
PG Classes									
Ist Sem.	10/08/2016	14/10/16	21/10/2016	9/12/2016	16/12/2016	20/12/2016	31/01/2017	06/01/2017	
IInd Sem.	09/01/2017	10/03/17	16/03/2017	7/08/2017	14/07/2017	30/06/2017	11/08/2017	14/07/2017	
IIIrd Sem	26/09/2016	10/11/16	17/11/2016	12/1/2017	19/01/2017	25/01/2017	09/03/2017	10/02/2017	
IVth Sem	16/02/2017	16/03/17	23/03/2017	22/6/2017	29/07/2017	27/07/2017	14/09/2017	11/08/2017	

Expected dates for College Union Election: July Last or Aug. First Week, A-Zone Festival- January 3rd or 4th Week and Inter-zone festival – February 3rd or 4th Week. Based on the election and Zonal festivals dates of internal exams may change, and that will be intimated in due course. (Dates of APC submission and internal mark uploading may be changed according to the notifications issued by the University)

All HODs and Academic coordinator must ensure that, the Academic schedule is strictly followed by all the Departments. Report must be countersigned by the Academic Coordinator (CCSS) and Principal. (Total No. of Working days expected- 193 Days)

Academic Coordinator   IQAC Coordinator   Principal