

GOVERNMENT VICTORIA COLLEGE

PALAKKAD – 678001



ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2017-18

The Annual Quality Assurance Report (AQAR) of the IQAC

ACADEMIC YEAR 2017-18
JUNE 1, 2017 to March 31, 2018

Part – A

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

2017-18

I.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:

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 /AQAR 2017-18](http://victoriacollege.in/upload/AQAR%2017-18)

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	1 st Cycle	5*		2003	5 years
2	2 nd Cycle	A	3.13	2008	5 years
3	3 rd Cycle	A	3.14	2014	5 years
4	4 th 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)

- AQAR _____ Reaccredited with A grade during 2013-14 _____ (DD/MM/YYYY)
- AQAR - 2014-15 Submitted to NAAC on 05/May/2015 _____ (DD/MM/YYYY)
- AQAR - 2015-16 Submitted to NAAC on 31/May/2016 _____ (DD/MM/YYYY)
- AQAR - 2016-17 Submitted to NAAC on 05/Oct/2018 _____ (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	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>		<input type="text"/>
UGC-Special Assistance Programme DST-FIST	<input type="text"/>		<input type="text" value="√"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
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" value="1"/>		
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="13"/>		
2.10No. of IQAC meetings held	<input type="text" value="6"/>		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="1"/>	Faculty <input type="text" value="1"/>

Non-Teaching Staff Students

1 Alumni 2 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
- ASAP ORIENTATION FOR STUDENTS OF FIRST YEAR DEGREEE

2.14 Significant Activities and contributions made by IQAC

- FORMATION OF A CENTRALISED INSTRUMENTATION FACILITY FOR SCIENCE RESEARCH
- ORGANISED ORIENTATION FOR STUDENTS AND STAFF
- ORGANISED A THREE-DAY WORKSHOP FOR TEACHING/NONTEACHING STAFF
- MOTIVATED RESEARCH DEPARTMENTS TO APPLY FOR CENTRE FOR EXCELLENCE

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 5. M.A. Malayalam course 6. Digitalisation of College 7. EDUSAT 8. MoU with industries	<ul style="list-style-type: none">• A well programmed academic schedule for the college was developed in keeping with the university schedule. An academic calendar was released and a faculty diary was prepared to document the activities in addition to teaching.• The proposal for starting Post graduation in Malayalam was given last year and we have been following it up the Govt. and University of Calicut for its approval.• A proposal for the complete digitalisation of the College was submitted by IQAC to the Govt. In connection with the proposed programme a detailed project report was submitted to the Govt. of Kerala after conducting discussion sessions with all the stakeholders

	<p>and well wishers of the College.</p> <ul style="list-style-type: none"> • Online Interactive Lecture Series on varied topics was regularly conducted through EDUSAT • Proposals were submitted to various bodies to tie up the research activities in our campus made suitable to the needs of the industry
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** 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

I. 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	1		
PG	10			
UG	15			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	29	1		
Interdisciplinary	15			
Innovative				

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

- There is limited flexibility in changing the curriculum prescribed by the University of Calicut which we follow.
- The option for an Open course provides elective flexibility encouraging courses outside their core and complementary subjects.

(ii) Pattern of programmes:

Pattern	No. of programmes
Semester	25
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 Calicut University

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

Research Centre for English added during the year

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
4. Smart class rooms
5. Microscale analysis of results
6. Online video Resource Material Creation of Lab Experiments
7. Use of online learning management system- MOODLE
8. PPT presentation on selected topics
9. Demonstration of optical and general experiments in the class room relevant to theory papers
10. Quiz, Debate, Nature visits, Bird watching add to enthuse learning
11. Field study, case study followed by presentations, statistical analysis and discussion.
12. Talk by Visiting Experts on various topics of interest within/out of the syllabus.
13. The faculty guided the students to conduct the mega exhibition Shastrayaan wherein exploration through student involvement of activity and Research options were showcased to the public .. It served as a learning and sharing of knowledge base.

2.7 Total No. of actual teaching days

194

during this academic year

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

Traditional exam method

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	197					80.20
BSc	204					84.89
BCom	52					82.69
MA	50					98.00
MSc	70					94.29
MCom	12					100

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

- At the end of every semester, IQAC meeting evaluated the performance of the students by collecting performance report from the concerned departments.
- Remedial coaching facility was provided and care has been taken to ensure the participation of weaker section of students in the classes.
- By collecting feedback from students we also monitor the performance of faculty members and intimate the information timely for the betterment of teaching methods and output.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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.	16
Others	

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	37	Nil	Nil	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

- 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.
- Centralization of the research facilities of different departments at the institution,
- Research Forum disseminates talks, presentation and discussion on varied topics.
- Setting up of Research Centres in departments and providing administrative support . This year the Department of English was upgraded to a Research department
- Encouraged conducting of seminars and workshops aimed at enhancing the avenues in research.
- Also encouraged publication of papers in journals of repute.
- Two hitherto unknown new plant varieties were identified and published
- The teachers have been encouraged to take up major and minor research projects in the Science / Humanities/ Languages streams.

3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	1
Outlay in Rs. Lakhs		18.53 L	11.48L	32L

3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	25	1	NIL	Six
Outlay in Rs. Lakhs	48.35	5 LAKH		

3.4. Details on research publications

	International	National	Others
Peer Review Journals	7	14	5
Non-Peer Review Journals			10
e-Journals	1		
Conference proceedings		7	

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	3	KSCSTE	18.53	9.244
Minor Projects				
Interdisciplinary Projects	3	KSCSTE	11.48	NIL
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	1	KSCSTE	0.90	0.90
Any other(Specify)				
Total	7	KSCSTE	30.1	9.33

3.7 No. of books published i) With ISBN No.

1

Chapters in Edited Books

ii) Without ISBN No.

2

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

1

INSPIRE

CE

Any Other (specify)

DSFI

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		16			12
Sponsoring agencies					

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

27

3.13 No. of collaborations International

National

Any other

10

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

10174400

From Management of University/College

1000000

Total

11174400

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	1
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	District	College

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

13

17

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

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	<input type="text"/>	College forum	<input type="text" value="2"/>	
NCC	<input type="text" value="5"/>	NSS	<input type="text" value="9"/>	Any other <input type="text"/>

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

Blood donation: We have student volunteers who are always ready to donate blood at emergency. 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.

Social forestry activities: The Nature Club celebrated World Environment day on 05.06.2017. Saplings were distributed amongst students to be planted in their neighbourhood. Bhoomitra sena , Nature club , Environment Club, took turns to spread the message of planting trees.

Bhoomitra sena World Tiger Day, World Environment Day, farmers Day , World Ozone day, World wetland day and World water day, were observed and helped create an awareness about conservation of Nature and Natural resources. Exhibitions, craft fair, waste management, biogas plant, biodiversity, recycling of plastic and Nature camp were also held.

Visits to Old age homes/ Palliative care units: The womens Cell and the Pain and Palliative club paid regular visits to the palliative center as well as to various old age homes. The students spent time with the sick, the elderly and the bedridden. Such programmes helped build compassion for the sick and the aged and helped to create an awareness of yet another socially marginalised group. National Service Scheme volunteers also were engaged in similar activities..

The green initiative An organic vegetable cultivation in the campus was undertaken by enthusiastic students under the joint initiative by Department of Economics , NSS and the hostel inmates who also organised a fortnightly sale of fresh vegetables in the campus.

Birds Club International The Birds Club International was launched in our college by creating rain groves ie. miniature forests through reviving Nature and the ecosystem through bird watching. Talks, Birdwatch camps, birdwatch walks, photography contests as well as photo-exhibitions were organised.

ASAP The building of additional skill set especially in communication skills along with a vocational career choices is very active in our college under the government sponsored ASAP programme.

Shastrayaan A mega exhibition of the college, its activities were organised by showcasing it to the public. The two day event had different stalls set in each departments and detailed through models, , demonstration, screening of films, presentations and displays the scope of activities . The exhibition catered to every age group and were managed by the students of the college under the supervision of the departments.

Anti Narcotic cell has been active in organising awareness campaigns against substance abuse.

Anti Ragging Cell has been effective in coordinating and ensuring student participation in a healthy manner.

The Career and counselling cell has been instrumental in arranging motivational classes as well as providing information on career choices.

Other initiatives of various cells include include National Vaccination Campaigning drive, Anti filarial movement, Workshop on vector borne diseases, Seminar on Food Safety, Awareness programmes on Rabies, on Malaria, and also on Cancer. Workshops on managing personal and work pressures , motivational talk for students, and crafts exhibition , screening of film and talks with notable personalities were the other activities.

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		
Class rooms		1	MLA	
Laboratories	4+1	1	RUSA	
Seminar Halls	2			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	16		DST-FIST	
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Computerisation of the administration has been almost complete and the digitalisation of over 1,20,000 books is under progress.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	109203	36541901	3524	1904724	112727	38446635
Reference Books	13631	2510021	154	87533	13785	2597554
e-Books						
Journals	6					6
e-Journals	Nil					nil
Digital Database	Nil					nil
CD & Video	Nil					nil
Others (specify)						

4.4Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	175	2	1	2	2	yes	yes	
Added	nil	nil	nil	nil	Nil	nil	nil	
Total	175	2	1	2	2	yes	yes	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (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

ii) Campus Infrastructure and facilities

600000.0

iii) Equipments

1100000.0

iv) Others

Total :

1700000.0

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC helps ensure the participation of students in every activity not only by monitoring, but by encouraging the youngsters to involve in various club activities.
- The college has so many governmental - aided programmes like SSP, WWS, ASAP etc. which are supported by IQAC.
- Conducted orientation programmes for UG and PG students for creating awareness about the career options after completing their courses. We have organised an 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 is made possible based on inputs from the departmental meetings .
- Feedback is collected from stakeholders, we ensure the participation and success of each and every programme organised by various departments as well as various clubs.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1921	343	23	

(b) No. of students outside the state

23

(c) No. of international students

Nil

Men

No	%
754	

Women

No	%
1510	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
957	345	87	727	45	2161	1026	352	92	745	49	2264

Demand ratio

1:20

Dropout %

1%

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

- Career counseling focuses on encouraging students to take up various competitive exams like in banking and those conducted by UPSC and PSC.
- 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.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="12"/>	SET/SLET	<input type="text"/>	GATE	<input type="text" value="4"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- Career guidance and counselling sessions are organised regularly by seeking the help of professional trainers.
- Motivational Speakers also engage our students helping them to build self confidence.
- Career expo aids the students to know about various career options.
- Talks by our renowned alumni are organised by various departments which in turn help students to interact with professionals in different fields.
- The Display board notifying career openings are regularly updated
- Campus recruitment is a regular feature in our college. Many of our students participated in the selection process and many students were placed.
- The ASAP programme of Govt. of Kerala also helped our students secure a number of placements from the campus recruitment drive.

No. of students benefitted

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

5.8 Details of gender sensitization programmes

- The Women's Cell has conducted a number of programmes that focused on sensitising the students to the issue of gender divide.
- In association with Kerala State Women's Development Corporation Ltd.(KSWDC), a student women's cell was formed and various programmes were organised by the students on different themes like cultural forum, palliative care, talk shows, screening of film, etc.
- Counselling sessions, motivational talks, a night-walk through the town and a road-show also found active participation of students.
- The focus was to encourage the students to be confident and dare to dream. Education was one important tool of empowerment and it also engages a moral responsibility to serve society and work towards ending discrimination.

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		
Financial support from other sources	2	28000.00
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

1. Provide quality-driven education 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 capable of contributing 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 mainstream by providing equal opportunity to all.

6.2 Does the Institution has a management Information System

- Helps connect and aid communication amongst the Principal, Office and the various departments.
- Aids 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.
- Helps 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.
- Feedback from students is also collected and analysed by using the MIS managed by the department of Statistics. IQAC collects the feedback from the students through the concerned Heads of Departments and the same is transferred to the Statistics department for compilation and analysis. After compilation, the data is later 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

- All P.G class rooms are modified as smart rooms
- 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

- Regular 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, model examination were conducted for all batches.
- 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

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 borrow 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 feedback from the students and analyse it. The result is informed individually to all the faculty members enabling to make 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 many are PhD/ .M. Phil holders at the time of appointment.
- In case of vacancies of teaching posts due to any unfilled/ transfer/ retirement of faculty, the college resorts to the 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 newspapers.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- There is a centralised admission procedure followed in all the colleges of the University through a single window system both for the PG and the UG admission.
- The verification of marks and other criteria are duly checked by the admission committee members in each department of the college after the list of candidates are provided by the University.
- The various norms of reservations are strictly adhered to as per Governmental norms and as allotted by the University.
- A Nodal Officer coordinates the admission modalities.

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 No

For PG Programmes Yes No

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

- We are affiliated to the University which is conducting the terminal examination for all the semesters. Examination reforms are decided by the University.
- Most often, there are delays in the conduct of examinations. 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.
- We expect the semester system to stabilise with time.

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

Owing to the protest from the student community and a section of staff members, the Government has 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 support and encourage the students of the college by providing endowment prizes for meritorious 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 support staff

- Training programmes for computer literacy, management practices etc. are provided to the supporting staff regularly.
- The importance of managing a stress free environment was addressed through conduct of a workshop by IQAC.

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

- Rain water harvesting systems have been proposed as Palakkad is a drought prone area.
- Solar energy has been tapped by installing a kV solar plant this year.
- A biogas plant to recycle the waste generated in college canteen has also been proposed .
- College premises has been declared as a 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.
- There have been many initiatives from various clubs to instil the concept of recycling waste for making Decorative items, Art from waste, utility items through making floor mats from old clothes, were encouraged by various clubs.
- The mass participation in growing vegetables organically and organising the selling of the same on a weekly basis was a popular initiative this year.
- The importance of water and minimising its wastage has been the thrust area in the campus with the aid of posters.

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.

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

1. FIST fund utilisation: The fund allocated by FIST is distributed among the Research departments judiciously and to satisfy the needs of the department.
2. RUSA fund : RUSA fund allocated was utilised mainly for the infrastructure renovation and beautification of the campus. A percentage of the amount is utilised for implementing smart class rooms in all the departments
3. Detailed Master plan for digitalisation was prepared and submitted to the Govt. of Kerala after detailed discussion conducted among all the stakeholders.
4. Routine activities like preparation of academic schedule, college calendar were successfully done
5. Feedback collected and analysed from the stakeholders about the curriculum, faculty members etc. and communicated it among them.

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 Dept. 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
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

OPPORTUNITIES

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 Academic 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
Proposal submitted for M.A Malayalam
Conveyance for students from distant places (Proposal submitted)
Development of new water and energy conservation strategy after
conducting a green auditing
Proposal have been submitted for installing more solar panels and
transformer for KSEB-grid in the campus

Name __Dr. C.V. SREERANJIT KUMAR_____

Name __Dr. .A. SAFIYA BEEVI_ _____

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

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Annexure I

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

INTERNAL QUALITY ASURANCE CELL (IQAC)
GOVT. VICTORIA COLLEGE, PALAKKAD
ACADEMIC SCHEDULE FOR THE YEAR 2017-18 (Revised*)

Class	Date of Commencement of classes	First Internal Exam. (on or before)	Publication of results in the dept notice board	Second internal exam	Publication of results in the dept notice board	APC submit before	End of Semester	Consolidation and submission of internal marks	Date of conclusion of University examination
UG Classes									
Ist Sem.	5/07/2017	25/08/16	31/8/2017	31/10/2017	7/11/2017	10/01/2018	21/11/2017	08/03/2018	26/02/2018
IIInd Sem.	22/11/2017	1/12/2018	8/12/2018	10/03/2018	17/03/2018	31/03/2018	31/03/2018	05/06/2018	28/05/2018
IIIrd Sem	01/06/2017	16/8/2017	22/8/2017	03/10/2017	10/10/2017	03/11/2017	31/10/2017	22/12/2017	19/12/2017
IVth Sem	01/11/2017	12/1/2018	19/1/2018	09/03/2018	15/03/2018	31/03/2018	31/03/2018	24/05/2018	04/05/2018
Vth Sem	01/06/2017	16/8/2017	22/8/2017	03/10/2017	10/10/2017	25/09/2017	31/10/2017	01/12/2017	14/11/2017
VIth Sem	01/11/2017	09/1/2018	17/1/2018	23/02/2018	07/03/2018	15/02/2018	31/03/2018	30/03/2018	11/04/2018
PG Classes									
Ist Sem.	23/08/2017	13/10/16	20/10/2017	8/12/2017	15/12/2017	15/12/2017	22/01/2018	25/01/2018	19/01/2018
IIInd Sem.	08/01/2018	10/03/17	16/03/2018	7/06/2018	14/06/2018	15/06/2018	27/07/2018	25/07/2018	17/07/2018
IIIrd Sem	26/07/2017	22/09/16	27/09/2017	9/11/2018	16/11/2017	21/11/2017	06/12/2017	05/01/2018	17/04/2018
IVth Sem	11/12/2018	16/01/17	23/01/2018	16/2/2018	28/02/2018	25/05/2018	16/06/2018	02/07/2018	11/09/2018

Expected dates for College Union Election: Aug. 10, A-Zone Festival- December 3rd or 4th Week and Inter-zone festival – January 3rd or 4th Week. Based on the dates of Zonal festivals, dates of internal exams may change, and that will be intimated in due course. *- Revised as per the new Schedule released 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- 194 Days)

Academic coordinator IQAC Coordinator Principal