Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT VICTORIA COLLEGE**
Name of the head of the Institution	**DR. P. HARIDASAN**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04912576773**
Mobile no.	**9496294026**
Registered Email	**victoriapkd@gmail.com**
Alternate Email	**iqacvictoriacollege@gmail.com**
Address	**GOVT. VICTORIA COLLEGE, PALAKKAD 678001**
City/Town	**PALAKKAD**
State/UT	**Kerala**
Pincode	**678001**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DR. C.V. SREERANJIT KUMAR**
Phone no/Alternate Phone no.	**04912576780**
Mobile no.	**9249425095**
Registered Email	**iqacvictoriacollege@gmail.com**
Alternate Email	**sreeranjit@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://victoriacollege.ac.in/wp-content/uploads/sites/39/2019/01/AQAR-2017-2018.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://victoriacollege.ac.in/wp-content/uploads/sites/39/2020/09/IQAC-academic-schedule-18-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**Old**	**4**	**2001**	**19-Jan-2001**	**09-Jan-2006**
2	**A**	**3.13**	**2008**	**28-Mar-2008**	**27-Mar-2013**
3	**A**	**3.14**	**2014**	**05-May-2014**	**05-May-2019**

6. Date of Establishment of IQAC	**07-Jul-2008**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Capacity building in teaching	22-Nov-2018 1	35
DDFS e-Governance	27-Jul-2018 1	18
U G Orientation	05-Jul-2018 1	642
P G Orientation	23-Jul-2018 1	172
Anti-ragging awareness	29-Jun-2018 1	1625
Quality assurance in Higher education	03-Nov-2018 1	118
Swach Bharat- clean and green campus	27-Nov-2018 1	35
Open course orientation	14-Mar-2019 1	642
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	PLAN	GOVT. OF KERALA	2018 365	15652455
INSTITUTION	RUSA	GOVT. OF INDIA	2018 730	20000000
INSTITUTION	SCHOLARSHIP	GOVT. OF KERALA	2018 365	1436000
FACULTY	MAJOR PROJECT	DBT	2018 1080	3900000
FACULTY	MAJOR PROJECT	KSCSTE	2018 1080	852000
FACULTY	MINOR PROJECT	KSCSTE	2018 360	1148000
FACULTY	MINOR PROJECT	KSBB	2018 90	842000
FACULTY	MINOR PROJECT	UNIV. OF KERALA	2018 60	24000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)

10. Number of IQAC meetings held during the year :	15
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• Implemented the Academic Calendar for Teaching, Learning and Evaluation along with co curricular and sports activities. • Systematically planned the organization of Lecture series, Invited lectures, National Seminars, Workshops, Quiz, Debates, Group discussions, Exhibition and Celebration of National Days of significance. • Ensured the smooth functioning of the Research forum and continuously monitored the progress of the Research scholars and encouraged the faculty to take up consultancy in the field of expertise • Conducted induction programmes for newly admitted students of UG and PG programmes to widen social responsibility, enhance scientific temper and personality development along with anti Ragging awareness campaign for senior and newly admitted students. • Maintenance of Green protocol has been monitored in all programmes in the campus

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Planned to conduct UG Orientation and provide an overview of the opportunities in Higher Education. To provide a brief introduction to different Clubs, NSS, NCC as well as training programmes for competitive exams held in the college.	Conducted UG orientation for newly inducted students giving awareness on all club activities , NSS NCC etc. Made them aware of ASAP, WWS and SSP programmes in the institution
Ensuring the completion of new building already been under construction for recently introduced B.com (Honours)	Builiding construction for Bcom Honours completed
Envisaged the Infrastructural upgradation in lieu of starting of new courses as well as upgrading existing courses	Ensured infrastructure facilties for newly implemented MA Malayalam course
Decided to encourage the faculty to take up consultancy and extension activities to promote social	Faculty extended consultancy and extension services free of cost in the field of their expertise

upliftment.	
Resolved to ensure the smooth functioning of the Research forum and continuously monitor the progress of the Research scholars of the Institution.	Ensured the continuous monitoring of research work of the scholars in every six months by conduct of RAC through external experts and research forum of the college
Planned to set up a Central Instrumentation Facility with support from Higher Education Department, Govt. of which is expected to have state of art research facilities and can cater to basic as well as interdisciplinary research.	Though instruments could be purchased , setting up of central facility has been postponed due to constraints in space
Resolved to conduct training sessions to promote ICT enabled Teaching, Learning and Evaluation modules for both the teachers and students. Planned to ensure familiarity with LMS like Moodle and encourage active enrolment in E-courses under Swayam, MOOC, NPTEL etc.	Conducted training sessions to promote ICT enabled Teaching, Learning and Evaluation modules for both the teachers and students. E-courses were done by faculty with Swayam, NPTEL and Mooc
Decided to monitor curricular dissemination through Lecture series, Invited lectures, international / National Seminars, Workshops, Quiz, Debates, Group discussions, Exhibition and Celebration of National Days of significance.	Executed the organization of National seminars, workshops, lecture series, quizes, debates etc. by different departments and clubs at the institution
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Council	13-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018

Date of Submission	30-Mar-2019

17. Does the Institution have Management Information System ?	No

<div align="center">Part B</div>

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Through the land mark shift from teacher-centric to student-centric approach, the Undergraduate and Post Graduate streams of education in Kerala have undergone transformations in the recent past. Trend-setting changes are visible in both streams of education. The campuses in Kerala have been redesigned to promote a more inclusive approach towards teaching, learning and research. Our college academic calendar promotes inclusiveness of evaluations with thrust on class room performances along with attendance. The college calendar is designed to provide relevant information regarding the general time table, time schedules for internal examinations and other co-curricular activities. The syllabus assigned for a programme follows the general timetable and evaluation is conducted by individual faculty on the basis of assignments, seminars and test papers. Students are required to submit assignments and present seminars as a part of their continuous evaluation for each paper of study. Inclusion of E-content into the curriculum enlarges the scope of classroom interaction through addition of tools like MOOC and Moodle and introduction of SWAYAM courses for both students and teachers to enhance their knowledge repertoire and kindle their research acumen. Innovative initiatives have been proposed to be implemented in the course curriculum like the introduction of Audit courses, which provides a fascinating array of courses to choose from for our students. The audit course, which is interdisciplinary in character, provides students with an opportunity to expose themselves to disciplines of contemporary and practical relevance like Disaster Management, Environmental Studies and Intellectual Property Rights. In addition, to enhance the teaching-learning experience, field studies and visits to research institutes of national importance and academies for linguistics and performing arts are undertaken. A proposal to increase the number of field trips to include all the departments has also been put forward. Since field trips are pivotal in providing firsthand knowledge, interaction and socialization for the students, such trips prove highly beneficial for their intellectual and emotional development. As a part of our inclusive strategy, various programs have been put into action. The slow learners are given priorities, while the fast learners are given new challenges and kept motivated. The slow learners are given due attention, with special care and focus given to their future. Since, differently abled students also come under the purview of slow learners, special programs have been designed like Scholar Support Programme, where personal attention is given to such students that will keep them motivated and enhance their confidence. Keeping their future in focus an Equal Opportunity Cell has been conceived to prepare them for competitive exams like PSC that will give them a head start for a better future. The fast learners have programs like Walk With a Scholar and ASAP, that are stimulating and motivating.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Professional Diploma in Industrial Electrical Engineering	Professional Diploma in Industrial Electrical Engineering	23/09/2018	365	employability	Electrical Engineering

| Professional Diploma in Shipping and Logistics | Professional Diploma in Shipping and Logistics | 23/09/2018 | 365 | employability | Shipping |
| Professional Diploma in Civil and Construction Engineering | Professional Diploma in Civil and Construction Engineering | 23/09/2018 | 365 | employability | Construction |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	Malayalam	07/09/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	MALAYALAM	07/09/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	47

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Professional Diploma in Industrial Electrical Engineering	28/07/2018	18
Professional diploma in Shipping and logistics	28/07/2018	23
Professional diploma in civil and construction engineering	28/07/2018	6
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	BOTANY	12
MSc	CHEMISTRY	16
MA	ECONOMICS	16
MA	ENGLISH	16
MA	HISTORY	16

MCom	FINANCE	16
MSc	PHYSICS	14
MSc	ZOOLOGY	12
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The feedback system has been effectively used to receive both constructive criticism and appreciation from the stakeholders. Separate forms with feedback parameters were given to the stakeholders and the feedback scoring was received after ensuring complete anonymity of the persons providing the feedback. The scores received were further used to create feedback scores using statistical tools. The final scores were further submitted to the concerned parties under complete anonymity. Based on the feedback on course content from stakeholders, specifically from students, measures were taken to implement the mark system instead of existing grading system. The continuous evaluation envisaged in the curriculum has been modified to classroom performance along with existing criteria of written assignments, seminar presentation and internal examinations. Online exams were well received by students and conduct of internal exams through online mode was encouraged. Training sessions on Moodle equipped the faculty to provide the shift to online mode as an optional choice. Compulsory Social Service has been reintroduced as part of the syllabi in keeping with the feedback of the student community in the aftermath of the flood where their wholehearted involvement with community issues was evident. The feedback from the students was instrumental in revamping the various content of teaching learning methodology. Apart from incorporating e-content, classroom student interaction and encouraging ICT enabled teaching, thrust was given to share study material through web. Online web sources, use of INFLIBNET, and the use of e-journals were encouraged. The feedback from alumni helped in coordinating seminars, discussions and lectures by alumni associations. The feedback from teachers resulted in the revision of the syllabi with addition of field trips to promote industrial visits and provide an insight and exposure to the student community. In keeping with the feedback received from the teachers as well as class mentors, the need for counseling was highlighted at different forums. Counseling sessions that ensured privacy was recommended and a proposal for appointing professional counselors was moved. Although programmes like scholar support and walk with the scholar were highly appreciated, an initiative for the differently abled students was mooted. Varied classes aiding preparation for competitive exams like NET/JRF were initiated. The feedback from parents resulted in the audio lessons which became a regular feature and received great appreciation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	FINANCE	22	1528	22
MSc	STATISTICS	14	453	14
MSc	MATHEMATICS	20	625	20
MA	ENGLISH	22	838	22
MA	HISTORY	23	745	23
MA	ECONOMICS	22	446	22
MSc	BOTANY	14	674	14
MSc	CHEMISTRY	14	951	14
MSc	ZOOLOGY	13	663	13
MSc	PHYSICS	15	927	15
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1929	531	21	6	95

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
122	86	35	35	35	15
	View File of ICT Tools and resources				
	View File of E-resources and techniques used				

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Tutorial system Tutorial system is followed to identify and mentor the academic and non academic potential in the students. Tutorial classes are conducted and records are maintained to monitor the progress of the students. Remedial coaching In remedial teaching weak students are identified on the basis of their marks and general performance and are given special attention. An attempt is made to boost their academic performance through peer group learning and provision of learning materials. SSP SSP provides personalised additional support in academics to slow learners through tutorials, external mentoring etc. Weak students in selected subjects are identified and from them forty students are selected. Fifteen faculty members are selected as internal mentors. ASAP ASAP works with the mission of creating employable skills among youth. The programme offers general training in soft skills, IT and other vocational areas like Financial Advisory and Marketing Services, Food and Beverages, Computing and Peripherals, Journalism, Data Entry. WWS Walk With a Scholar (WWS) programme, is aimed at providing specialised mentoring for meritorious students in under graduate programmes. The scheme aims at enabling the students to prepare themselves for their future by giving necessary guidance, motivation and mental support to identify appropriate areas for higher education and employment. Clubs Catering to

Environment Consciousness Conserving nature is essential for sustainable development. Various cells are functioning in the college such as Nature Club, Environment Club, Birds Club and Bhoomithra Sena to create environment consciousness in students. NCC and NSS NCC Girls wing enrolled under 27 (k) battalion Palakkad instills in students leadership qualities, teaches them team work and discipline. NSS units in the college conduct programmes to imbibe social consciousness in the students, it teaches the students to become service oriented. Clubs Promoting Human Values To create awareness among the students about the marginalized sections of the society, various clubs have been formed in the college. Women's Development Cell, Pain and Palliative Care Unit, Legal Literacy Cell, Anti – Narcotic Cell and Human Value Cell function in the college to sensitize the students about the issues faced by the deprived sections. Clubs Promoting Student Capabilities A lot of students excel in co curricular activities. To promote and nurture their talents, various clubs have been formed in the college like Arts Club, Sports Club, Quiz Club, Debate Club, ED club etc., Career Guidance and Counselling cell To make the students aware of the job opportunities, Career Guidance and Counselling Cell functions in the college. It intimates the students regarding job openings and placements are conducted in the college. Tourism club Tourism club provides field experiences to the students to develop their interests in diverse areas such as eco tourism, heritage tourism, cultural tourism etc. Clubs Enhancing Creative Talents The college has students with high creative potential. Clubs like Film Club, Forum for Creative Expression, Sahithya vedi, Folk lore club and Malayalam Bhasha Committee function in the college to nurture their abilities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2460	122	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
122	122	Nill	12	56

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Assistant Professor	NIL
2019	NIL	Assistant Professor	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	BOTANY	FIRST	04/01/2019	09/10/2019
BA	ENGLISH	FIRST	04/01/2019	05/10/2019
MSc	ZOOLOGY	SECOND	13/06/2019	05/10/2019
BCom	HONOURS	FIRST	04/01/2019	24/10/2019
BCom	FINANCE	FIRST	04/01/2019	09/10/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• **A clear procedure is followed for evaluation and assessment of students with the internal marks secured by the students communicated to them at the end of each semester. The departments publish the internal marks by displaying the individual mark each student has secured for internal tests, attendance, assignments, and seminar presentations or viva voce along with the total internal marks which ensures transparency. • An opportunity is given to the slow learners who have scored low marks to better their marks by giving them re-tests. • The attendance records are maintained by every department and the percentage secured by the students is communicated to them at the end of every month. • Assignments given to the students range from book reviews, article reviews and write ups on a range of emergent issues and they are encouraged to make online submissions to ensure prompt submissions without delays. • Seminar presentations and viva voce are also employed to assess the performance of the students. While giving seminar presentations the students are encouraged to give power point presentations. • Continuous monitoring of the students have been initiated at the institutional levels with quizzes, debates, group discussions, model parliament, online assignments, online test papers, participation in exhibitions, photography competitions etc…. • Any grievance regarding the marks are resolved either by the teacher concerned or in the event of lodging a complaint resolved by an intra-departmental committee comprising the Head of the Department, the Department Co-ordinator and the teacher concerned.**

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar provides a roadmap for the effective functioning of the college. To coordinate the curricular and co-curricular activities of the college, IQAC routinely prepares an academic calendar which is published at the beginning of each academic year. The curricular activities listed in the calendar begin with the date of commencement of classes semester wise. The college strictly adheres to the dates posted in the calendar.The dates of internal examinations are intimated to the various departments so that portions can be completed within the stipulated time. Early intimations enable the teachers and students to make arrangements for the conduct of the examinations. The departments are directed to publish the results in the department notice board and the date for publication of the results is given in the calendar. The expected date of submission of APC is given in the academic calendar which is helpful to assess the attendance position of students. Consolidation and submission of internal marks are carried out based on the dates prescribed in the schedule. The date of commencement of university examinations are there in the academic schedule which helps teachers plan lessons and assignments within the prescribed time. Date of closing each semester is known at the beginning of the term so that the entire semester can be planned in advance. The academic calendar also specifies the dates of co curricular activities like college union election, zonal festivals and the dates of inter zone so that classes can be planned effectively.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://victoriacollege.ac.in/?page_id=724

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage

			appeared in the final year examination	in final year examination	
BOTANY	MSc	BOTANY	12	12	100
CHEMISTRY	MSc	CHEMISTRY	12	10	83
COMMERCE	MCom	FINANCE	21	21	100
ECONOMICS	MA	ECONOMICS	21	19	90.5
HISTORY	MA	HISTORY	20	20	100
MATHEMATICS	MSc	MATHEMATICS	17	14	82.35
PHYSICS	MSc	PHYSICS	12	12	100
STATISTICS	MSc	STATISTICS	10	8	80
ZOOLOGY	MSc	ZOOLOGY	13	12	93.5
ENGLISH	MA	ENGLISH	22	21	95.5
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://victoriacollege.ac.in/?page_id=1499

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	60	UOK	0.24	0.19
Minor Projects	90	KSBB	1	0.8
Minor Projects	90	KSBB	2	1.6
Minor Projects	90	KSBB	5.42	4.34
Minor Projects	360	KSCSTE	11.48	9.18
Major Projects	1080	KSCSTE	8.52	5.11
Major Projects	1080	DBT	39	27.3
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date

IPR- an introdction	IQAC	23/01/2018
Innovative software initiatives in Social Science Research (3 days)	Commerce	12/09/2018
Thought machines (2 days)	English	15/10/2018
Electrochemistry: fundamentals to application (2 days)	Chemistry	22/10/2018
Forensic with law is never a flaw (3 days)	Zoology	23/10/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Best Bhoomithrasena award	Bhoomithrasena club	Directorate of Environment and Climate Change	07/03/2019	Best Bhoomithrasena award
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
BOTANY	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	PHYSICS	11	0
National	BOTANY	10	0
National	CHEMISTRY	3	0
National	ZOOLOGY	3	0
National	HISTORY	3	0
National	ECONOMICS	5	0
National	MATHEMATICS	3	0
National	ENGLISH	7	0
National	COMMERCE	2	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ZOOLOGY	9
PHYSICS	2
MALAYALAM	2
HISTORY	3
ENGLISH	4
ECONOMICS	2
COMMERCE	1
CHEMISTRY	3
BOTANY	16
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Carbon Nanotubes	SANTHI V	Recent advances in nanotechnology and material sciences	2018	0	UGC-HRDC ,University of Calicut	Nill
ICT in Education for Sustainable Development in Higher Education	Lakshmi Priyadarsini S	World Pubcon Summit	2018	0	Springer	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Seasonal shift in angiosperm diversity with respect to wetland dynamics in the granitic	Dr. Maya C Nair	Proceedings of National seminar on Plant Sciences: Current challenges and Perspectives	2018	Nill	Nill	University of Calicut

hillocks near Palghat Gap of Southern Western Ghats					

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	138	3	18

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Bio diversity register Survey(21/05/2019), Palakkad District Youth Parliment 2019(27/03/2019), Blood donation Camp(27/03/2010)	NSS	8	162
Rally against child abuse	NCC	1	45
Cleaning of public parks	NCC	1	50
Enrichment of Bodhi library at Chinnar wildlife sanctuary	VIBA	1	5
Field Trip to study reason for increasing number of drop outs among tribal students in the hamlets of Attapadi	English Association	12	58

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Bhoomitra sena Club Activity	Best Bhoomitrasena	Kerala State Center of Environment and	250

Women Development Cell	Best Women Development Cell Award	Department of Women Studies, University of Calicut	2000
		Climate and Change (above)	

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachch Bharat	NCC/NSS	Cleaning the campus (Monthly)	122	2400
Aids Awareness	NCC/NSS	Aids Awareness	26	110
Gender issues	Womens club	Gender sensitization drive	35	453
Anti-filariasis drive	Zoology Association	Awareness about filiariasis prevention	2	32

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
MSc Project	Anjana VM	NIL	60
MSc Project	Anshida K A	NIL	30
MSc Project	Jinsha C k	NIL	90
MSc Project	Aswani M	NIL	90
Research	Maya C Nair	NIL	365

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project work	M.Sc. Project	NIT Calicut	14/12/2018	14/02/2019	Anjana VM

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	01/12/2019	NIL	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
46.45	46.45
156.52	151.52

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	18.11.02.000	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	112173	22434600	2115	800091	114288	23234691
Reference Books	800	400000	25	50000	825	450000
Others(specify)	25	1250	222	40000	247	41250
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
DR. A.R. RAMESH	PRACTICAL CHEMISTRY	MOODLE	19/11/2019
DR. RESHMI	PRACTICAL CHEMISTRY	MOODLE	17/11/2018
DR. C.V. SREERANJIT KUMAR	EXAM BIOCHEMISTRY	MOODLE	10/12/2019
DR. YESUDASAN	EXAM PHYSIOLOGY	KAHOOT	17/12/2019
DR. SURESH V	EXAM IN TAXONOMY	QUZZIZ	01/01/2019
DR. SANDEEP K	CHEMICAL EQUILIBRIUM	VICTORIA COLLEGE MOODLE	03/12/2018
DR. SANDEEP K	ANALYTICAL CHEMISTRY	KERALA MOOCs	03/12/2018

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	175	2	2	2	2	1	18	20	0
Added	5	0	0	0	0	0	0	0	0
Total	180	2	2	2	2	1	18	20	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Moodle learning management system	http://www.victoriacollegemoodle.in/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
121.29	116.28	18.5	17.2

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Physical facilities – Purchase and construction • In keeping with the set procedures and policies for infrastructure development under the Plan Funds, Government of Kerala, the college-council discusses and submits proposals to the DCE for approval and sanction. The RUSA funds are allotted for academic

infrastructure. The funds from the Higher Education Dept have been used to construct a new building for B.Com Honors as well as to reconstruct the History and Economics Block that was demolished due to natural disaster. • The procedures for all purchases are routed through centralized e-tenders. However, local purchase is permitted upto Rs.15000/- only. Maintenance • The maintenance of the college infrastructure is met with through assistance from various sources such as the Plan fund, PTA, OSA and alumni of the departments. Utilization • All the physical infrastructures of laboratories, libraries and centralized computer facility are utilized by post graduate and undergraduate students along with research scholars. • In all departments, at least one class room has been changed to e-classroom with infrastructure facilities of projectors and computers which are utilized by the faculty in ICT enabled teaching – learning process • Centralized computer facility of the institution is open to all students free of cost • Strengthened science laboratories under RUSA are open to the concerned research scholars of the institution as well as from nearby institutions • The physical education department has been strengthened by sports amenities and a Gymnasium and is being utilized by students and faculty, free of cost. Maintenance is being done by the nominal charges paid by the external agencies who utilize the sports facilities which are extended to the local community. • The Auditorium and seminar halls of the institution are utilized for the conduct of the National seminars, invited lectures, arts festivals, debates, quizzes and literary competitions. • Continuous monitoring of research progress has been centralized and is done at least once in every six months utilizing these facilities. • Hostel facilities are provided for both girls and boys and at present, facilities are extended to more than 300 students. The students from marginalized sectors and socio-economically backward categories are provided with free food and accommodation with support from government. • Further, the campus provides the facility of Crèche for the day-care of the little children of the faculty which is supported by the PTA. • The student amenity centre at the institution comprises a co-operative society, a medical centre and a Counseling cell. The office rooms for NSS, NCC, ASAP also function here.

http://victoriacollege.ac.in/?page_id=1485

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	ENDOWMENTS	244	198700
Financial Support from Other Sources			
a) National	FELLOWSHIP	941	7200850
b)International	NIL	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
ASAP,SSP,WWS,YOGA	01/06/2018	340	GOVERNMENT OF KERALA
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	CIVIL SERVICE COACHING	50	Nill	Nill	Nill
2018	PUBLIC SERVICE COMMISSION	100	Nill	5	2
2018	BANKING SECTOR	80	Nill	12	10
2018	CAREER COUNSELLING	Nill	150	Nill	Nill
2019	CAREER COUNSELLING	Nill	200	Nill	Nill
2019	CIVIL SERVICE COACHING	80	Nill	Nill	Nill
2019	PUBLIC SERVICE COMMISSION	120	Nill	18	12
2019	BANKING SECTOR	100	Nill	32	18
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Federal bank	180	6	south indian bank	240	13
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to

2019	10	B.A.	Economics	Different Institutes	M.A.
2019	20	B A	English	Different Institutes	M.A
2019	14	B.Sc.	Chemistry	Different institutes	M.Sc
2019	13	B.Sc.	Physics	Different Institutes	M.Sc
2019	15	B.Sc	Zoology	Different institutes	M.Sc.
2019	15	B.Sc	Botany	Different institutes	M.Sc.
2019	10	B.Com	Commerce	GVC	M.Com

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	10
SET	14
GATE	1
GMAT	1
CAT	3

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter departmental Football, Cricket, Volleyball, Khabadi 3	Institution	350
Inter College Cricket 3	University	500
Inter college Kho Kho 3	University	100
C Zone Football, Cricket and Football 3	District	700
College Arts Festival 3	Institution	800
A Zone arts festival 3	District	600
Interzone arts Festival 3	University	400
Inter College Ball Badminton 3	District	120

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for	Number of awards for	Student ID number	Name of the student

				Sports	Cultural		
2018	KHELO INDIA-ATHLETICS	International	1	85	0		group itema
2018	KHELO INDIA-FOOTBALL	National	4	85	0		group items

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students form the basic strength of the institution. The college has been creating an enabling environment for the student community to get involved in various activities, curricular and extracurricular. As the college is now having more girl students in the forefront of college activities, the teaching and non-teaching staff members take particular care to be gender-sensitive. The institution also caters to the needs of large number of students coming from very ordinary and rural backgrounds. The tribal students from tribal belts such as Attappady are given special care. The college has a Special Officer meant for taking care of the needs of the differently-abled students. The college has been sensitive to the needs of all the segments of students by ensuring their participation in the activities of the college and ensuring representation in various administrative bodies and committees. ? The college union, formed after a due process of elections on the campus, is the biggest body representing students in the college. The student council takes the initiative and focuses on the overall welfare of the college. The staff advisor, staff editor, and two arts club presidents are selected from faculty members to help the students in an advisory capacity. This has primarily been the reason why the college has been able to retain the top titles at A Zone arts fest and inter-zone arts fest of colleges. The various clubs -- women's cell, internal complaints committee, anti-harrassment committee etc -- functioning in the college have students as members. This helps them to be in the know of the decision-making process. There are many other committees having students as members. These include Nature Club, Bhoomitrasena, ED club, Placement cell, Legal literacy cell, Pain And Palliative Care, Extension and Consultancy Cell, Ethics Committee, Birds Club, Debate Club, Quiz Club, etc. The college has earned awards as a result of the activities of these clubs. Without the students as prime movers, the college would not have been in a position to achieve this fete. ? The College Union Chairman is a member of the important bodies in the college such as IQAC and RUSA which ensure that the students are kept informed of the initiatives taken by the college authorities. The National Service Scheme units and National Cadet Corps wing are the other agencies which create in students a passion for social work and a sense of national pride. The students also take initiative in encouraging the MLAs and MPs to fund for the infrastructural development works in the college. The Computer Science Block, Computer Lab, Vineetha Garden and College Museum have got funds from the people's representatives following student initiatives. The college has been implementing various novel initiatives adopted by the state government in the last few years. These are walk with the scholar, SSP, and ASAP headed by teacher co-ordinators. There is a faculty member in charge of which facilitates the students watching online classes.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Government Victoria College has built up alumni consisting of several eminent personalities. The college has a registered Alumni Association, namely, Old Students' Association (OSA). The Old Students' Association is very active in their support to the college. They have always extended their support with every department holding respective alumni association meetings on an annual basis. They provide not only support to high achievers of the departments through their endowment prizes, but also in their support as resource persons or organising of talks and events in the college. The strong alumni network of the college remains a motivational element for the student community. Conduct of seminars and talks for the students, cash prizes for the UG and PG toppers and other meritorious students, medical camps, facilitating / collaborating lectures or training programmes are some of the activities of the OSA. Other activities include ? Publication of Newsletter - VIBA Botanica ? Organized Nature Walks to Dhoni Hills and Chinnar Wildlife Sanctuary ? Sensitization of Panchayat Members of Nemmara ? Farmers training in collaboration with Gangothri Foundation ? Medical Camp at PHC Ozhalappathy in collaboration with DMO ? Establishment of a herbal garden at BEM Junior Basic School, Palakkad ? Enrichment of Bodhi Library for tribes at Chinnar Wildlife Sanctuary by donation of Books ? Assisted in improving the infrastructure of a greenhouse at the college campus ? Provided assistance for the subscription of five journals to Botany department library ? In collaboration with DTPC, undertook QR coded signages to Vatika Garden

5.4.2 – No. of enrolled Alumni:

1227

5.4.3 – Alumni contribution during the year (in Rupees) :

259122

5.4.4 – Meetings/activities organized by Alumni Association :

Annual General body Alumni meetings were conducted at Departmental levels and the office bearers coordinated with the departments by supporting varied programmes and initiatives for the college and the students. For instance, the activities of Victorian Botany Alumni Association included ? Publication of Newsletter - VIBA Botanica ? Organized Nature Walks to Dhoni Hills and Chinnar Wildlife Sanctuary ? Sensitization of Panchayat Members of Nemmara ? Farmers training in collaboration with Gangothri Foundation ? Medical Camp at PHC Ozhalappathy in collaboration with DMO ? Establishment of a herbal garden at BEM Junior Basic School, Palakkad ? Enrichment of Bodhi Library for tribes at Chinnar Wildlife Sanctuary by donation of Books ? Assisted in improving the infrastructure of a greenhouse at the college campus ? Provided assistance for the subscription of five journals to the department library ? In collaboration with DTPC, undertook QR coded signages to Vatika Garden ? Conducted annual general body meeting on 22 nd July 2018 ? Carried out 9 Executive committee meetings to take stock of the progress and planning new programmes The activities of the Victorian Chemistry Alumni Association included ? conduct of seminars and talks for the students, ? cash prize for UG and PG toppers, ? Alumni executive meetings were held, ? Annual general body meeting held on 9/2/2019. The activities of the Victorian Commerce Alumni Association included ? Talk by PK Narayanan Chartered Accountant (Bcom Batch 85-88), for skill development. All the departments organise similar activities and programmes which have the alumni as well wishers and a strong motivational force to the student community.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college over the years has developed an extremely effective participatory management system ensuring the involvement of all stakeholders in the decision making process, including students, teaching staff, administrative staff, parents, alumni and the various formal bodies in the college. The management of the academic and administrative processes is spearheaded by Principal as head of the institution under Director of Collegiate Education. The teaching learning and evaluation systems are implemented with directions from University of Calicut and all administrative regulations are controlled by Director of Collegiate Education, Govt. of Kerala. The decentralization of these activities within the institution are managed by college council consisting of all Heads of Departments and two elected members from the faculty. The administrative wing control the administrative activities including purchases, admissions, fee collections and establishment requirements with assistance from committees of the faculty like purchase committee, admission committee, scholarship nodal officer, e-tender nodal officer, examination committee etc. Parent Teacher Association, College Development Council and Old students Association (OSA) assist the institution with financial support for the routine maintenance of the institution. The security personnel, operation of college bus for transportation and computer technicians are funded by PTA. College Development Council support the institution with matching grants for minor constructions and student amenities. The Old Students Association support the institution with scholarships and financial assistance for minor works in the institution. The feedback from parents and alumni of the institution is also taken into consideration while formulating policy decisions within the institution. All academic and co-curricular activities are executed through the formation of various committees and clubs with active participation of faculty and students as members. The decentralized management of the institution is carried out by committees like IQAC, admission committee, discipline committee, anti-ragging committee etc. and all co-curricular development of the students are ensured through the formation of various clubs with students as core members and a faculty to co-ordinate the activities. The institution has Nature club, ED club, Quiz club, Debate club, Film club etc. Activities of Career guidance cell, equal opportunity cell, NSS and NCC with active participation of the students assist the institution in making the students reach out to the public as dedicated citizens. Before every activity, detailed interactions with the students were conducted and incorporated their viewpoints into the decisions made by authority. Thus we ensure the participation of the Students Union and students in activities ranging from admission to the maintenance of discipline in the college. In addition, every department has a department association, exclusively run by students and whose office bearers are elected by students, with a view to organize academic and cultural programmes. The students were actively encouraged to organize interdepartmental sports competitions also.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission to various undergraduate and post graduate programmes are done through the centralized admission process in a systematic, transparent and student

	friendly manner following all reservation rules. The admission process is initiated by online submission of single application for various UG PG courses in multiple colleges affiliated to the University. CAP helps students to submit applications of their choice through simple online steps. The admissions to all programmes are based on merit following reservations to all sectors. Special reservations to candidates from Lakshadweep islands are a unique feature in admission procedure of the institution.
Industry Interaction / Collaboration	The Entrepreneurship Development club of the institution conducts awareness on ED and finance for entrepreneurs. The BCom honors curriculum facilitates industrial visits and awareness on local industrial areas in the district
Human Resource Management	Need based training programmes in Personality Development, Capacity building, Career guidance and sessions for procurement of election commission ID card etc. have been conducted periodically. Campus recruitment through different agencies like Federal Bank have been undertaken. Full Time Counseling Centre functions on all working days and offers personal and career counseling. Value based education mediated through class tutors are implemented during tutorial hour. Newly recruited faculties were given capacity building training at various IMG's of the state of Kerala. The students of the institution were given awareness and training in disaster management in the light of recurring floods in Kerala.
Library, ICT and Physical Infrastructure / Instrumentation	Digitalization of the centralized library along with departmental libraries have been undertaken during the year. The inflibnet facility has been extended to all faculty and research scholars. The subscription for online journals have also been increased during the year. The physical infrastructure have been strengthened by the construction of a new academic block for the newly introduced BCom Honors course along with the setting up of a green house in the campus for germplasm maintenance.
Research and Development	Research forum monitors the progress

	of the research scholars in every six months providing a common platform for presenting their findings. During 2018 -19, 31 students pursue research under five disciplines. Three candidates submitted synopsis and published 47 research papers in peer reviewed journals. The students are encouraged to take part in research work, paper publications and poster presentations. All publications from the institution are subjected to plagiarism check. All research guides of the different disciplines are encouraged to undertake research projects from different funding agencies and during the year faculty undertook research projects from KSCSTE, KSBDB DST and DBT
Examination and Evaluation	• Assignments, seminar presentations, debates, quiz and group discussions were used for continuous evaluation • Internal exams are based through written, oral, quiz, presentations or through online exams via Moodle. • Performance based attendance envisages involvement in the classroom teaching – learning process. • Field based assignments/ reports enhanced the presentation skill of the students • Extracurricular activities – arts/ sports, NCC / NSS activities are given bonus points in the final grades • Students are encouraged to join certificate courses of NPTEL/ SWAYAM/ ASAP • Model exams are conducted and continuous assessment ensures student participation and involvement.
Teaching and Learning	• ICT enabled teaching practices were encouraged • Paper presentations in national seminars augmented the student community in academic and research career • Individual projects allotted to PG students helped them develop their academic zeal and scientific temper. • Capacity building training is provided to UG/PG students through collaboration with Research institutes and industries. • Students are encouraged to undergo summer training in Institutes of Eminence thereby providing them with exposure in a research environment/ varied academic culture. • Visits to Research Institutes, field studies , Industrial visits, and Invitee lecture / seminars widened the knowledge base of the student community

| Curriculum Development | • Some of the faculty members were nominated as Members of Board of Studies and were engaged in the revision and development of the curriculum in accordance with the changing National and International trends. • Innovative suggestions by the faculty heralded the introduction of new subjects that focused on sustainable development and green Environment. • Open courses introduced in the curriculum of different departments provided academic flexibility for the student community • The student-centric curriculum focuses on a holistic development and prepares them to face the challenges of the times. Critical thinking, communication skills and value based education were encouraged. |

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	All admissions to undergraduate and post graduate programmes along with admissions to PhD programmes are also made under e-governance system by online admission management system of University of Calicut through http://www.cuonline.ac.in/. ICT enabled administration has been implemented in range of spheres like student admission, examination, purchase of books, materials and electronic gadgets for the college, provision of scholarships and grants to the students, attendance records of the staff and students of the college, etc., so as to benefit all the stakeholders. The entire admission process is online done through the centralized admission facility provided by the university. All the admission procedures such as payment of fees, application for various programmes, allotments to various programmes and admission to the college are made throught the use of ICT enabled procedures. The college carries out the entire admission process online through the centralized admission facility provided by the University of Calicut. The students submit online applications for various UG and PG programmes. The University publishes a series of online allotments based on which the college prepares rank list of students to be

	admitted for various programmes. The student admission process within the college has also been centralized and digitalized facilitating the introduction of online queue system and creation of database of admitted students. ICT enabled provision of student support services such as scholarships and grants are also implemented in the college. Students apply for scholarships and grants online facilitating online processing and disbursal. The digitalization of library has also benefited the students.
Examination	The procedures relating to examination such as registration for examination, provision of hall tickets, award of internal marks for the students etc are also executed through ICT enabled methods. The attendance progress record of the students for every semester is uploaded to the website of the University as mandated. The registration process for the university examination is online. The hall tickets of the students can be accessed from the university website. The internal marks of the students are uploaded in the website. Online tests and online submissions of assignments enhances the effectiveness of internal assessment methods.
Planning and Development	The development vision of the college is reflected in the annual plan proposals submitted online by various departments. The administrative office compiles these proposals incorporating the development requirements of the college. All the proposals for the development of the college is processed via the DDFS system and implemented through e-procurement and PRICE software of the government. All the data collection from the departments for the planning and implementation, and communications to the departments are done via the mailing systems of www.victoriacollege.in and www.gvc.ac.in .
Administration	The institutional administration has been made under e-governance by the implementation of DDFS (Digital Document Filing System). The administration communicates with the directorate of collegiate education by DDFS, through

	http://www.collegiateedu.kerala.gov.in/. Along with this, all communications with affiliating University, University of Calicut has also been digitalized, as the university also follows DDFS through https://www.uoc.ac.in/.
Finance and Accounts	The purchase of lab and library items are done through e-tender portal of government of Kerala https://etenders.kerala.gov.in. The salary disbursement of the teaching and non-teaching staff is being done through the e-TSB portal https://tsbonline.kerala.gov.in/.

6.3 – Faculty Empowerment Strategies

 6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	DR. MAYA C NAIR	International Biodiversity Congress 2018	FOREST RESEARCH INSTITUTE	Nill
2018	D. SUMA I	11 TH INTERNATIONAL HINDI CONFERENCE	MINISTRY OF EXTERNAL AFFAIRS	Nill
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 6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Awareness programme on NAAC Accreditation	Awareness programme on NAAC Accreditation	03/11/2018	03/11/2018	100	19
2018	Green Protocol	Green Protocol	27/11/2018	27/11/2018	30	4
[View File](#)						

 6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional	Number of teachers who attended	From Date	To date	Duration

development programme				
Orientation Programme	7	01/06/2018	31/05/2019	24
Refresher Programme	15	01/06/2018	31/05/2019	22

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
15	15	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Co-operative store	Co-operative store	Co-operative Store, Book Bank

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial transparency has been ensured in the institution. There are formal institutional arrangements for the auditing of accounts of the college. The chief external sources of funds for the college are the State government, the UGC and other agencies. Such funds are subjected to external auditing by chartered accountants and auditors from the office of Audit and Accounts General and the directorate of collegiate education. The college PTA is receiving contributions from the students and the illustrious alumni. The funds thus received are used for the welfare of the college and are audited internally using the service of PTA's auditor.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

No file uploaded.

6.4.3 – Total corpus fund generated

800000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	Yes	DCE and AG	Yes	PTA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. financial support to the day to day expenses of the college. 2. payment of salaries to 4 staff members. 3. financial support to students for meeting travel expenses, training etc for cultural fests (A Zone and Interzone) 4.

working funds and advances for teaching departments on yearly basis 5. Proficiency prizes for the students every year

6.5.3 – Development programmes for support staff (at least three)

A session on Managing Stress – Balancing Home and Office --was organized for the support staff with a talk by Dr Beeran Kutty, Clinical Psychologist, Govt. Medical College, Trivandrum. ? Training programmes are provided to our support staff at IMG Trivandrum on a regular basis as part of skill updating ? Digital training programmes are provided by IQAC for our support staff to equip them with the change in technological modules like DDFS and train them on e-governance.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. closer monitoring of progress achieved by the students and faculty. 2. strictly adhering to the quality standards prescribed by the university grants commission from time to time. 3. orientation programmes for students and teachers under the IQAC

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	U G Orientation	05/07/2018	05/07/2018	05/07/2018	620
2018	P G Orientation	23/07/2018	23/07/2018	24/07/2018	120
2018	Anti ragging campaign	29/06/2018	29/06/2018	28/06/2019	1400
				[View File](#)	

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Addressing Gender (Talk)	11/10/2018	11/10/2018	525	320
Addressing Sexuality (Talk by LGBT Activist)	11/10/2018	11/10/2018	525	320
Queer Pride March	11/10/2018	11/10/2018	525	520

Sexual and menstrual health	08/11/2018	08/11/2018	200	115
Menstrul cup: What and how to use	08/11/2018	08/11/2018	400	75
Evening with Music: Break the curfew	07/12/2018	07/12/2018	325	110
Meet a change: Addressing live social issues	24/01/2019	24/01/2019	400	200
Break the curfew: event 2. Documentary screening and Discussion	19/02/2019	19/02/2019	150	75

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
10 KV Solar panels have been installed as a green initiative and contribute as part of renewable energy resource and have been instrumental in supplementing our energy requirements. Ensured 20 of the energy requirement of the Campus from Solar Energy that has been established as part of Green consciousness. ? Biogas unit of food waste to fuel has been installed at the college canteen ? Organic waste is converted to compost and is used as an organic manure in vegetable cultivation which is one of the green initiatives of the college. ? Reduction of Plastic drive has been a constant endeavour making the students champions the movement to within and outside the college campus. NSS/ NCC units as well as the students in general spearhead the initiative. ? Conversion of electric bulbs to LED as part of reducing energy consumption is yet another green initiative. ? Swatch Bharat inculcated the concept of Go Green, solid waste management and avoiding plastic in the campus and spreading the message to families, friends and the neighbourhood. ? Awareness class on Cleanliness, hygiene and waste management was conducted. ? Maintenance of Green protocol has been monitored in all programmes in the campus with support from Bhoomitrasena Club, ED Club, Nature Club, NSS and NCC.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	93
Ramp/Rails	Yes	33
Braille Software/facilities	Yes	5
Scribes for examination	Yes	33
Special skill development for differently abled students	Yes	35
Any other similar facility	Yes	50

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	1	16/10/2018	1	Annapurna	Hunger	40
2018	Nill	1	13/10/2018	30	Palliative Care	Relief and Care	35
2018	Nill	1	10/11/2018	5	Teaching Children at Sabari Ashram	Skill Enhancement	20
2018	Nill	1	17/08/2018	15	Flood Relief	Disaster Management	500
2019	Nill	1	11/10/2018	1	Queer Pride March	LGBT rights	400
2018	1	Nill	21/02/2019	1	Self Defence Class	Self Protection	30
2018	1	Nill	20/10/2018	7	vocational Training	Self reliance	60

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Almanac	01/06/2018	The college Almanac is issued to all the teachers, non teaching staff and students of the college at the beginning of the academic year. Apart from providing the calendar of working days, the almanac comprises a note on Human values.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Onam celebration	17/08/2018	17/08/2018	2000
Independence day celebration	15/08/2018	15/08/2018	800

Christmas and New Year Celebration	01/01/2019	01/01/2019	2100
Staff club Trip	16/02/2019	17/02/2019	60
Family get together of Staff	27/03/2019	27/03/2019	200
Flood relief	18/08/2018	18/08/2018	500
Pain and Palliative Care	27/10/2018	27/10/2018	30

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. The college has been promoting the plastic free campus policy of the state government. The students and staff of the college regularly ensure that no plastic is dumped or burnt on the campus. The plastic materials, if found on the campus, are removed promptly. 2. rainwater harvesting: Palakkad, a rainshadow area in Kerala, receives rain during monsoons. The college has made efforts towards rainwater harvesting with success. The water thus stored could be used for use within the college. 3. biogas plant The college is maintaining a bio gas plant which relies on biowaste generated by college canteen and hostel mess (the hostel is functioning within the campus). 4. solar panel The college could set up a solar panel, with an installed capacity of 10 kv, in 2019. The panel is placed on top of the seminar hall close to the main building. 5. Natural pond maintained within the college compound: The college, established in lands used for agricultural purposes in the colonial times, has a pond that was dug centuries ago. The institution, with the support of government and PTA funds, has been in a position to maintain the pond in its natural settings. The pond, having water through out the year, also helps in retaining water table within the campus in desirable limits even in hot summer.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1. 1.Title: Prajyoti Victoria : An initiative for Differently-abled students 2.Objective: Prajyothi Victoria was mooted as an initiative to cater to the needs of the differently abled students of our college in 2015. Holding hands with all the differently abled students and seeking to make the campus friendly to all the students who may face different variety of challenges and issues is the prime endeavour of Prajyothi. Provide equal educational opportunities Awareness creation of capabilities as well as specific educational needs Improve accessibility to differently abled friendly technological learning aids Motivate and empower students to rise above physical and mental obstacles 3.Context: The college has always encouraged students from the differently abled to participate in both academic and nonacademic activities. The rising number of students from the differently abled students made us rethink on what can be done to improve their confidence, enthuse them to excel and aspire for better opportunities. The attempt to integrate them into the mainstream, delve deeper into the problems they may face, deliberate on challenges and resolve the varied issues paves the context for envisaging Prajyothi. 4.Practice: In keeping with the spirit of the Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act 1995, the college assumes a compassionate approach to students with disabilities, assimilating and accommodating such students into the academic and non academic activities of the college. The college has constituted a Scribe Bank named "Prajyoti", comprising student volunteers from our college, to attach to students with disabilities and help them write their examinations. Sound recorder (Daizy player) was given to Mukesh (visually

impaired post graduate student in History) Books in Braille script has been made available in the college library. Scholarship/Assistance to purchase learning equipments through social justice departments Conduct of counselling sessions through Jeevani – Center for student mental well being Ramps have been constructed in all buildings of the college and wheel chairs are also provided. Conducts visits and helps the Kerala Federation for the Blind, Palakkad unit Active involvement in Pain and Palliative care unit of the college Involved I the flood relief activities 5.Evidence of success The success of the initiative reflects not only in the various aids that are provided to the students, but in their active participation in both academic and non academic activities. Their zeal and enthusiasm becomes a very strong motivating factor when they involve in social activities like visiting pain and palliative homes, participates in varied activities in collaboration with the Kerala federation for the Blind, flood relief activities. 6.Problems faced / resources required Attempts are being made to provide more audio visual as well as digital aids to improve the learning experience of the differently abled students Proposals to set up a special computer lab with audio visual / specialized equipment has been sought Best Practice 2 1.Title Go Green Movement 2.Objective: Setting up an eco friendly campus Inculcate the importance of an environment friendly vision Provide a platform to evaluate alternate energy resources Highlight Organic farming, solid waste management , rain water channelizing Encourage Vegetable farming using organic manure and the dire need for self sufficiency in producing pesticide free backyard farming Ensure Rain water harvesting as a fundamental success story in drought prone Palakkad area Maintain the century old natural pond in the campus amidst its scenic locale with its rich biodiversity. 3.Context : Palakkad is a drought prone area and records the maximum temperature in summer among the districts in Kerala. Water recharging, Renewable solar energy, waste management, plastic free campus became a necessity with changing times. Tapping the available natural resources and maintaining an eco friendly campus becomes inevitable in such a context. 4.Practice This movement envisages an eco-friendly campus which inculcates a culture of living in amity with nature. Plastic-free campus Organic waste generated in the campus as well as the solid waste from laboratories is managed and recycled into manure which is used in the organic farm run by the college. The college canteen has a bio-gas unit that makes use of the food waste generated in the campus, making it a smoke-free environment. A solar panel having a capacity of 10KV has been installed in the seminar hall, which meets the power requirements of the seminar hall, auditorium and the college office. The two organic vegetable farms, maintained in the men's and women's hostels, serve to inculcate love for nature, knowledge of farming and the principles of self reliance in the students. The vegetables produced in the farms are used in the hostel. In addition to a natural pond, the college also has two other rain water harvesting units, one attached to the seminar hall and the other in the computer block. Birds club and Nature club activities bring students closer to Nature 5.Evidence of success The college, established in lands used for agricultural purposes in the colonial times, has a pond that was dug centuries ago. This 8000 sq. feet pond is used for the purpose of rain water harvesting. The institution, with the support of government and PTA funds, has been in a position to maintain the pond in its natural settings. The pond, which has acts as a water catchment area and sustains the water table of the campus and surrounding areas even in the hot summer of an arid zone like Palakkad. 6.Problems faced / resources required Drought and now flood in recent years has raised new challenges in the sensitive biodiversity zone that constitutes Palakkad. Academic as well as other interventions are crucial to assess the damage -- man made or otherwise-- as well as study on prospective green initiatives that the student community can carry with them to the challenging times. Best Practice 3 1.Title: Social Consciousness and Responsibility 2.Objective: Inculcate Democratic values Provide a platform for Social service

initiatives Erase Gender bias Promote social consciousness through Art and cultural initiatives Learn through Field project on social issues 3.Context: The college gives paramount importance to moulding students into responsible citizens who are also humane and empathetic socially conscious individuals. 4.Practice: i). Discourses in Democracy: This was an open forum talk series which touched on socio-political issues of contemporary relevance like constitutional values, gender equality, questions of caste and class. The deliberations help to formulate ideas and sensitize students on major issues. Eminent social scientists, activists, writers and thinkers interact with the students as a part of this programme, which is usually conducted in the open stage, "Vineetha Garden" that is located at the heart of the college. ii) Outreach programmes: Student volunteers have enlisted in the panel of palliative care and collaborate with the palliative care unit of the Govt. District Hospital, Palakkad.. Student volunteers also visit old age homes and institutions for the deprived to interact with the inmates and conduct cultural programmes for them. Students and teachers also engage classes for the economically and socially deprived children of Sabari Ashram, run by Gandhi Seva Sadan, Palakkad and Scheduled Caste Development Board. iii) Field Trip: Field trip was conducted to the tribal area of Attapadi to investigate the reason for the increasing rate of drop-outs among tribal students studying in various institutions in the state. The visited 21 oorus (hamlets) and interacted with Project Officers, Tribal Extension Officers, students drop outs, college going students, their parents, tribal chieftains and the local people. This visit made great impact on students and parents and encouraged the former to pursue their goals in the field of higher education. iv) Breaking Gender Barriers: The campus promotes gender equality through various awareness programmes, Night Outs and Self-defense classes for girl students. The campus also fosters awareness about LGBT rights and the dignity of transgender people. Prominent transgender activists have been invited to interact with the faculty and students. The first ever Queer Pride March in the history of Palakkad, which was organized by the Women's Cell of the college, was a public event in which students, transgender people and the general public participated. v) Chembarathi: This is an artistic and cultural collective of students, teachers and artists that stands across divides of religion, caste, creed, colour or nationality. It aims at sensitizing the general public through the media of art and culture. 5.Evidence of success There is a keen involvement of students in various activities many of which are initiated through student volunteers. The campus becomes the platform where thoughts form, ideas get articulated, deliberated, discussed and students learn the varied ways of interacting and responding to different social issues. The achievements reflect in the spectacular performance not only in the academic field, but also in arts , sports and social interventions. 6.Problems faced / resources required Encouragement to projects on social issues proposed.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://victoriacollege.ac.in/?page_id=1492

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Palakkad is one of the districts in Kerala where the hot spot of biodiversity the Western Ghats, fetches a gap of about 32 km on the border of the district, which affects the climate and water regimes along with cultural diversity in the district. Apart from biodiversity studies of Silent Valley National Park and Parambikkulam Wild life Sanctuary, no other serious studies on the bioresources of the district, biodiversity degradation, its management, etc.

have been undertaken by any other institution. Hence the institution focuses on the biodiversity heritage along with the cultural and archaeological heritage of the district with the research focus of departments of Botany, Zoology, History, Economics, English, Malayalam and Tamil. This study is unique to its vision and it typically provide opportunities for cross - disciplinary learning and research, involving multiple departments. They provide the faculty with the opportunity to integrate experiential learning and provide students with hands on, project - based training in addition to traditional classroom teaching. The floristic diversity documentation of the different forest areas, riverine beds and panchayats of the district undertaken by the department of Botany could add species new to science, new additions to district flora, new distributional records and also a baseline data for the post flood monitoring studies of the biodiversity loss of the district in terms of flora and fauna. The outstretches of the district is engaged in Sericulture. This household industry need keen support not only from the policymakers, but from the scientific community also. The department of Zoology is engaged in molecular level studies to improve the variety of silkworms. Economics department is engaged in the studies on sustainable agriculture, organic farming and climate change. The History department has been actively involved in uncovering the early history of Palakkad and recovering the archival records. The best part of the activities has been in bringing to light the importance of several prehistoric and Iron Age sites through out the district. The department has also contributed to the municipal council's Endeavour in publishing a volume on the history of the local body in the 150 th year of its inception. It was the department initiative which helped in acquiring several palm leaf records and manuscripts for the college in 2019. The Department of Malayalam has initiated in documenting the unique ritualistic performance of Palakkad, Kanyarkali and brought out an hour long documentary to this effect. The art form covers the ritual related to the fertility rites of Chittoor and Palakkad Taluk. The English department has conducted efforts to understand the incidence of dropout among the tribal students of Attappadi through contact programs which has given opportunity to interact with the stake holders of the area.

Provide the weblink of the institution
http://victoriacollege.ac.in/?page_id=17

8.Future Plans of Actions for Next Academic Year

Teaching Learning and Evaluation • Planned the implementation of Academic Calendar for Teaching and Evaluation along with co- curricular and sports activities. • Decided to monitor curricular dissemination through Lecture series, Invited lectures, international / National Seminars, Workshops, Quiz, Debates, Group discussions, Exhibition and Celebration of National Days of significance. • Resolved to conduct training sessions to promote ICT enabled Teaching, Learning and Evaluation modules for both the teachers and students. Planned to ensure familiarity with LMS like Moodle and encourage active enrolment in E-courses under Swayam, MOOC, NPTEL etc. Research Consultancy and Extension Activities • Planned to set up a Central Instrumentation Facility with support from Higher Education Department, Govt. of which is expected to have state of art research facilities and can cater to basic as well as interdisciplinary research. • Resolved to ensure the smooth functioning of the Research forum and continuously monitor the progress of the Research scholars of the Institution. • Decided to encourage the faculty to take up consultancy and extension activities to promote social upliftment. Infrastructure development • Envisaged the Infrastructural upgradation in lieu of starting of new courses as well as upgrading existing courses. • Ensuring the completion of new building already been under construction for recently introduced B.com (Honours) • Planned the construction of examination hall for all the courses. • Envisaged a new Academic Block, Sports Complex and Knowledge centre sanctioned and the construction due to commence

shortly. Special programmes for admitted students • Planned to conduct UG Orientation and provide an overview of the opportunities in Higher Education. To provide a brief introduction to different Clubs, NSS, NCC as well as training programmes for competitive exams held in the college. • Decided to conduct induction programme for PG students to discuss career planning, research facilities, NET coaching classes as well as other career oriented training classes. Awareness Programmes for Senior students • Ensuring the conduct of an Anti Ragging awareness campaign for senior students • Planned to conduct an Orientation class on selecting Open course for the 4th semester students of the UG classes. To detail the list of open courses offered by varied departments. Health and personal hygiene programmes • Resolved to implement governmental initiative of counselling forum 'Jeevani' in the campus and to empower the health centre in the campus with support from alumni • Planned to encourage the activities of pain and palliative care unit of the campus Faculty Enrichment Programmes • Resolved to reiterate the thrust on e-content development in teaching and to provide various Training on Quality Assurance in Higher Education Programmes on Environmental Consciousness and Sustainability • Planned to ensure maintenance of Green protocol in all programmes in the campus with support from Bhoomitrasena Club, ED Club, Nature Club, NSS and NCC. • Resolved to implement green consciousness through alternate energy sources, sustainable recycling, organic farming and various awareness programmes • Resolved to encourage all student initiatives that caters to the goal of green campus that reduces the carbon footprint.