



IQAC
ANNUAL REPORT
2016-17

GOVT. VICTORIA COLLEGE, PALAKKAD

INTRODUCTION

IQAC of Govt. Victoria College is instrumental in implementing and monitoring strategies that will augment the academic and infrastructural qualities visualized in the perspective plans every year. One of the practices institutionalized as a result of IQAC initiatives is the Induction and Orientation Programme arranged for the benefit of the newly enrolled undergraduate and postgraduate students of the college. The dynamic involvement of IQAC reviewed the teaching and learning processes of the institution periodically. The effective curriculum delivery and periodical progress monitoring through continuous internal evaluation has been ensured in the campus through implementation of an academic calendar at the beginning of each academic year. As a post accreditation qualitative initiative, IQAC planned for upgradation of the teaching learning process by integration of ICT. The educational programme of the institution operates at three tiers of Under Graduate, Post Graduate and Doctoral levels with 29 programmes including 15 undergraduate, 10 postgraduate and 4 doctoral ones. The college is affiliated to University of Calicut and the curricula prescribed by the University is being followed. The academic curriculum involves a semester system, choice based credit system, choices for Electives, interdisciplinary courses, audit courses and options of open courses which offer academic flexibility across science, arts and social sciences. The PG stream is also under CBCSS pattern with specialization options. The curricula of the undergraduate and postgraduate streams are being periodically revised.

Vision

To provide quality education to the youth from all sections of society, especially the deprived and disadvantaged, and to mold them into responsible citizens capable of contributing to the Nation's progress - Enlightening Education for a Broader and Brighter Tomorrow

Mission

- To achieve overall development with a focus on knowledge, skills and the right social attitudes
- To equip the youth to lead the nation in its march towards self sufficiency and progress in all areas of human endeavor
- To develop capable, well educated and skilled citizens able to compete in a sustainable, diversified and knowledge-intensive international economy, and thus to meet the developmental goals of our country.
- To instil a sense of pride and a feeling of belonging in the mind of every individual
- Ensure women and the deprived find their feet in the mainstream

INTERNAL QUALITY ASSURANCE CELL

As per National Assessment and Accreditation Council (NAAC) guidelines we have established an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC becomes a part of our system and works towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. To achieve these goals, IQAC of our college intervenes in the academic

and administrative aspects of the College and advises the system for easier implementation of various academic and administrative activities.

STRUCTURE

Members of IQAC

Mr. T.K Rajan, Principal-in-charge- Chairperson
Dr. C.V. Sreeranjit kumar, Dept. of Zoology- Coordinator, IQAC
Dr. V. Geetha, Dept. of Physics. Member
Dr. Maya C Nair, Dept. of Botany- Member
Mr. K. Rajan, Dept, of History- Member
Dr. C. Balasubrahmanian, Dept. of Hindi- Member
Dr. S. Saisreeregha, Dept. of Tamil – Member
Mr. Shereef, Senior Superintendent.
Chairman. Students Union
Mr. N.N. Krishnadas, Ex-MP - Member
Mr. Shafi Parambil- MLA Palakkad- Member
Dr. M.N. Anuvarudheen, Alumni – Member

ACADEMIC ACTIVITIES

At present we have 15 UG course, 10 PG courses and 4 Research centres. We have 29 programmes, all are following CBCSS under the Semester system. We have 119 full time faculty members and 59 administrative staff.

ADMISSION

University of Calicut introduces Centralized Admission Process for admission to Under Graduate programmes in its affiliated colleges from the academic year 2014-2015. The Centralized Admission Process (CAP), offers facility for online submission of single application for admission to various degree programmes in multiple colleges affiliated to the University. CAP helps students to submit applications to affiliated colleges of their choice through simple online steps. This hassle-free process is time saving, cost effective and ensures transparency in admission.

ACADEMIC SCHEDULE

IQAC prepared an academic schedule at the beginning of the academic year following the general guidelines given in the academic calendar of the University of Calicut. The academic calendar for each semester schedules the beginning of each semester, time schedule for first and second internal examinations and a model examination towards the end of a semester. Each semester with 90 days duration has been effectively divided for academic activities along with co-curricular and sports events. We are giving utmost care while preparing the schedule, and is in par with the academic calendar published by the University of Calicut. Based on the examination schedule, published by the University we plan co-curricular activities also in the campus.

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

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

RESULT ANALYSIS

This year a total of 615 students including 485 final year UG and 130 final year PG students were registered and appeared for University examination. Out of it, 485 UG students (80.82%) and 125 PG students (96.15%) were passed. The total pass percentage is estimated as 84.07%.

	I UG	II UG	IIIUG	I PG	II PG	PhD	TOTAL
NUMBER OF STUDENTS	633	572	565	170	140	15	2095
REGISTERED FOR FINAL EXAM			485		130		615
STUDENTS PASSED			392		125		517
PASS PERCENTAGE			80.82		96.15		84.07

RESEARCH

Govt. Victoria College has four research departments (Botany, Chemistry, Physics and Zoology) with 10 research guides. There are 15 Numbers of students registered for Ph.D. under various universities. During the Plan period, one major and 29 minor research projects were taken up by the teachers of this college. During this academic year financial sanction from UGC for 6 more minor research projects were received by our faculty members.

ICT ENABLED TEACHING

To supplement the ICT enabled teaching, last year we converted all the final year UG and PG classrooms as smart classes. By utilizing the plan fund, this year we have converted all first year PG classes into smart classes. By this intervention, an addition of 10 more classrooms were also equipped with screens and projectors along with the already existing classrooms and common seminar halls.

ACADEMIC SCHEDULE FOR THE YEAR 2016-17

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

LIBRARY FACILITIES

Our library is equipped with more than one lakh books and various reading materials in various formats and periodicals housed mainly in the General Library and the subject area reference books are kept in different departmental libraries. It helps the students to lend more books at a time, which is advantageous to the students who are coming from economically weaker sections of the society. The library is now automated with digitised 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. This year we have added books and e-learning materials costs 5.629 lakh rupees. We have already advanced our digital library facilities by including INFLIBNET facilities and it is made accessible to all faculty members, Research scholars and PG students.

CO CURRICULAR ACTIVITIES

CAREER COUNSELLING AND COACHING FOR COMPETITIVE EXAMINATIONS

This year we have conducted training sessions for attending the Public Service Commission and other competitive examinations. 121 students attended various sessions, out of it four students got placement.

ANTI-RAGGING CELL, INTERNAL COMPLAINT CELL AND DISCIPLINE COMMITTEE

As per University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 No. F. 91-1/2013(TFGS) an "Internal Complaints Committee" (ICC) and an Anti-ragging cell are constituted with the following members as conveners. Our college abides to a strict anti-ragging mechanism.

PLACEMENT CELL

We have a well functional placement cell. This year 16 students got placement in various government departments and private firms like Colleges, Police dept, TCS, Banks, Insurance Dept, etc. The placement cell was headed by Dr. Anand, Assistant Professor of Commerce Department. Out of the 615 final year students, 46.86% students got admission to higher studies. But this year seven of our students reported their achievement in competitive exams like NET/ SLET/GATE etc.

ACHIEVEMENTS IN ARTS AND SPORTS

The department of Physical education coordinates all sports and game events of the college. More than 200 students are currently trained under the department in various athletics, sports and game events and have notable achievements in different fields. All sports and outdoor games are trained and conducted in the college ground which covers an area of 12000 square meters. Apart from the main playground, college also has a concrete floored basketball court to the left of the main entrance to the college. The Women Cricket team got First Prize at University level competition, Second and Third prize in Lawn Tennis, Third position in Table Tennis and Third position

in Women Hockey and third position in Taekwondo (Women) at University level competitions. Our students bagged first, second and third position in various cultural competitions in the University level Interzone completions. College Union coordinates the cultural competitions conducted at two levels as A zone and Interzone. In this Sanskrit drama, English Essay writing, Kadhakali, Poorakkali and Oppana won first Koodiyattam, bagged second position and third prize in Margamkali at University level inter-zone competitions.

FUNDING FOR INFRASTRUCTURE AUGMENTATION

This year also we have received an amount of 92.19 lakh rupees which were utilized from plan fund of Kerala Govt through DcE for the construction of buildings and other support facilities are implemented through the Public Works Department, Nirmithi Kendra, Water authority and Electricity Department, Govt. of Kerala. The institutional requirements are periodically submitted to the government for approval. Maintenance of the sports facilities is being done by the nominal charges paid as rental by the external agencies who utilize these facilities extended to the local community. This year also minor maintenance works and student amenities are provided by the funds generated by the College Development Council managed by the District Collector along with repair and maintenance done by the Parent Teacher Association. Minor level assistance is also being provided by the college alumni, the OSA and alumni of different departments.

Parent-Teacher Association (PTA): PTA, consisting of teachers and parents, foster and promote good relationships among members of the teaching staff, students and guardians to ensure a healthy academic environment in the college. Our PTA extend their whole hearted support for the activities of the college including financial support for the repair and maintenance of the basic amenities like electricity, drinking water and other infrastructural requirements. PTA sponsored a good amount towards proficiency prize distribution for academic excellence to students in all the classes. The class-wise PTA is unique feature of this college, where the parents and teachers meet once in every term to assess the progress of the students.

College Development Committee (CDC): CDC consisting of various stakeholders of the college, chaired by the District Collector of Palakkad, prepares all comprehensive development plans of the college regarding academic, administrative, and infrastructural growth. An appreciable amount is regularly spend or the infrastructural development of the college.

Government Victoria College Co-operative Society Ltd. F 745. Palghat: The Co-operative store provides study materials and stationeries to teachers and students at a subsidized price. The society is managed by a staff committee and it caters to the needs of the staff and students. The space availability is one of the major constraints it faces during this year. The society has been shifted to a new room due to the non-availability of class room for Mathematics department. Now it is functioning in a room modified and renovated in the Men's Hostel.

Staff club: The Staff Club is keen in organizing programmes that encourages the spirit of cordiality and creativity among the members of teaching staff. A fixed amount is collected from each employee and is used effectively. The Club organizes occasional tours and common celebration of festivals and extends help to the employees who are in distress. Regular publication of Address book of faculty members and Application form for Casual etc. are routine activity of the club. The Onam and Christmas celebrations for the staff members are organized colourfully by the staff club. Annual get-together is one of the memorable events organized by the staff club.

Administrative staff recreation club: This club organizes welfare and recreation assistance to non-teaching staff. The club is celebrating Onam and Christmas in an elegant manner. The club organizes farewell functions for the retiring staff members, which will be always a memorable event.

College Canteen: The canteen run by 'Kudumbasree' - a women empowerment initiative of Kudumbasree Mission of Kerala State Govt. is managing the canteen. They provides hygienic, homely and nutritious food at affordable prices. One of the striking component is the green protocol, they are following in all the sections is appreciable.

Recreation and Fitness Centre: The Department of Physical Education manages a Physical Fitness Centre, which provide opportunities for maintaining a sound mental and physical health under the guidance and support of the dedicated staff members of the department. College also provide opportunities for recreation, Yoga training, sports and games.

ACTIVITIES OF INTERNAL QUALITY ASSURANCE CELL

Taken initiative for achieving DST-FIST fund for the development of science research and Initiated the preparation of a master plan for digitalization of the college for the coming 50 years.

A well programmed academic schedule for the college was developed in par with the university schedule. After a long gap, a new academic calendar was released,

Faculty diary was prepared to document the activities in addition to teaching.

Department Data Bank was issued to each department to document the activities of the department.

IQAC coordinated the research pursuits undertaken by different research departments and faculty members of other streams through the research committee constituted at the institutional level.



A proposal was submitted for centralization of the research facilities (Centralised Instrumentation Facility) at the institution.

Proposals have been submitted to approve English, History, Economics and Commerce Departments as research centres under Calicut University.

Class tests are held as the course progresses. Assignments are also given to assess the intellectual calibre of the students. At the end of each academic year, a model examination, funded by the PTA, is conducted. Progress Reports are sent to the parents and a joint session of the teachers, parents and wards is organised to evaluate the performance of students and to take remedial measures if needed.



TUTORIAL SYSTEM

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. Remedial coaching facility is provided to improve performance of students especially those students who belong to the weaker sections of the society

FEEDBACK SYSTEM

Feedback from students is collected and we also monitor the performance of faculty members and intimate the information timely for the betterment of teaching methods and output. IQAC has

collected the feed back from the students and analyse it. The result is informed individually to all the faculty members for their information for maintaining the standard or for making suitable corrections

Collected report from the faculty members about the curriculum of the concerned departments.

AWARENESS PROGRAMMES ORGANISED BY IQAC

Traffic Awareness Program on 10/06/2016

Awareness class on Antiragging on 20/07/16

Awareness Program on law and justice on 28/07/2016

Placement readiness workshop on 18/08/2016

Curtain Raiser Programme for Kerala Science Congress on 11/01/2017



DAY OBSERVATIONS

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

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.

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.

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.

Self appraisal was collected from all the newly joined teachers, for forwarding it to the director of Collegiate education.. 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.

The institution regularly organizes national festivals and birth / death anniversaries of the great Indian personalities. This is done in order to instil the spirit of nationalism and patriotism in the minds of the youth. It also enables them to understand the great personalities and to internalize the values propagated by them. We also celebrate national festivals like Onam, Christmas and Holi in the campus. During the day, the college conducts different programmes and competitions in which students actively participate. Celebrations of festivals are also occasions for the students to enjoy and to involve in social activities and to imbibe lessons of social harmony.

WASTE MANAGEMENT

Measures have been taken for an effective waste disposal in the campus by setting up of waste bins in collaboration with Palakkad Municipality. As Palakkad is facing extreme drought during summer, harvesting of rain water can provide sustainable supply of water during summer, hence proposals have been submitted for Rain water harvesting systems. To explore the green and clean energy from sunlight, a proposal was submitted to the Govt. for solar paneling of the roof. Proposal also has been made for implementation of a biogas plant to recycle the waste generated in college canteen. College premises are declared as No-plastic zone by the Nature club and efforts are being made to ensure the same by clean campus campaign. The climate of Palakkad is so dry during summer, even-then we are maintaining a very good garden in front of the college – with the help of the members of eco-clubs during summer vacation also. As a part of beautification, the nature club has taken sufficient effort to maintain always the garden green.

MEETINGS

Six executive meetings were conducted during this academic year

ACTION TAKEN REPORT (ATR)

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

BEST PRACTICES

BEST PRACTICE I

Discourses in Democracy: Towards a Socially Conscious Campus

Objectives

To create a socially-conscious campus through a culture of dialogues and discourses.

To fine-tune the democratic sensibilities of the students and inculcate the values of equality, secularism and justice in them.

To create a participatory platform wherein the students can evaluate contemporary issues and have a proper perspective.

To bring about a continuity in the academic experiences in books and classrooms and the wider world, nation and society.

To upgrade the institution into a hub of knowledge discourses and social interactions

To make them engage with society on both the levels of ideation and action

The Context

The current scenario requires the active involvement and participation of the younger generation in the specific problems of society. Rather than manufacturing youngsters who cater to the job market, education should create young minds that are sensitive to the larger questions of democracy, equality, secularism and justice and citizens who engage with the social issues of the country in a meaningful manner. The hallmark of any Institute of higher education is the presence of forums which promote fearless and open-ended interdisciplinary discussions on manifold arenas that widen the perspective of students and make them responsible members of society who are responsive to socio-political realities.

The college has a good proportion of courses in Humanities, Sciences and Commerce and the curriculum is designed to impart values of social affability and responsibility. In addition to this, the institution endeavours to accentuate the social consciousness of the students through discussions, invited lectures, open forums, interactions, reach out and extension programmes and field trips. It also taps the potential of artistic and cultural forms to fine tune young minds to the nuances of egalitarian and humanitarian values.

Practice

Discourses on Democracy: The campus attains vibrancy through its various platforms of socio-cultural and political discourses. “Discourses on Democracy”, an open forum talk series touched on socio-political issues of contemporary relevance like constitutional values, gender equality, questions of caste and class and justice. The deliberations helped to formulate ideas and sensitize students on burning issues of the country.

Evidence of Success

There is a keen involvement of students in the discourses and activities. 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. “Parivarthan”, a *You Tube* Video created by students which centred on the need for women empowerment and liberation is an instance of the success of the discourse on social justice happening in the campus.

Problems faced / resources required

There exist time constraints to hold such forums in the midst of the busy academic schedule of students and teachers.

Fund mobilization required for the conduct of activities on a larger scale.

Support from the government to develop the institution to a hub of social discourses.

BEST PRACTICE 2

DIVYANGJAN (PRAJYOTHI VICTORIA)

Objective

In keeping with the spirit of the Right of Persons with Disability Act (Equal Opportunities, Protection for Rights and Full Participation) of both 1995 & 2016, the college assumes a compassionate approach towards differently-abled students, assimilating and accommodating such students into the academic and non-academic activities of the college. The focus is to provide equal educational opportunities to differently-abled students in higher education by creating awareness about their capabilities.

Context

The organisation is driven towards meeting the specific educational needs of the differently-abled students and thereby concentrates on extending the college facilities for these students. The college is sensitive towards the needs of these students and hence, works towards empowering them through making the campus and facilities both accessible and comfortable for these students. Prime importance is also given to ensure the employability and self-sufficiency for them. The activities of Prajyothi are many and all focused on making the campus friendly to help the needy. All activities are aimed towards making the members competent and comfortable. Inclusion is a motto imbibed into the very fabric of this campus, so as to ensure that no student is left isolated from the campus activities.

Practice

1) A Scribe Bank was constituted in 2016, comprising of student volunteers, to enable our differently-abled students to write their examinations, hassle-free.

Evidence of Success

Though much remains to be done for the upliftment and comfort of our differently-abled students, the campus has successfully implemented inclusivity as a prime moto in student participation. Platforms for showcasing skills and humanitarian endeavours are constantly encouraged by the college. Special thrust is also given to academic performances through various group activities and coaching classes. Prajyothi has been consistent in providing with personal relief counselling sessions to differently-abled students. Our Scribe bank, constituted to combat a prominent issue faced by differently-abled students, that of writing exams smoothly, was highly appreciated by the Kerala Federation of Blind. Our collaboration with Ability Academy as a part of future career prospects for differently-abled students, have active participation from our college. Through the collaboration with various agencies, Prajyothi has participated in various relief activities and has thus extended its presence outside of the campus walls.

Problems Encountered and Resources Required

- 1) Lifts and remote sensing white cane, are urgently required for the easy accessibility and mobility of our differently-abled students.
- 2) Modern wheelchairs ensure comfort and easy mobility, which makes it a mandatory requirement for students in need.
- 3) A tutor has to be appointed to teach sign language to our hearing-impaired students and interpreters are required for our students with intellectual disabilities, to ensure their comfort and comprehensibility in the campus.
- 4) The permanent posting of a differently-abled teacher as grievance redressal officer (as per 2016 amendment) in the campus, will ensure a steady supervising and redressal of the issues faced by each batch of differently-abled students.
- 5) The Career guidance cell has to be upgraded to be more vigilant and sensitive towards the unique situations of our differently-abled students.

PROPOSED ACTION PLAN FOR THE NEXT YEAR

Completion of the expansion and modernization of the Library Building

Construction of a new Auditorium

Planting more trees in the campus and beatification of the campus by planting more flowering plants

Completion of the construction of New P.G Block

Development of new water and energy conservation strategy after conducting a green auditing