



**IQAC**  
**ANNUAL REPORT**  
**2019-20**

**GOVT. VICTORIA COLLEGE, PALAKKAD**

## **INTRODUCTION**

The academic year 2019-20 is the proposed year of accreditation by NAAC. All the activities in the college are synchronized and coordinated as per the directions of IQAC. We have organized so many academic activities that pave the way to excellence and we have conducted orientation programmes for teaching and non-teaching staff members and students. IQAC also conducted some interface programmes for students and teachers in broad areas related to environment, culture, social and political issues that satisfy the vision and mission of our college.

### **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**

### **STRUCTURE**

Members of IQAC

Sri. O.K. Ramesan, Principal-in-charge, Chairman

Dr. C.V. Sreeranjit kumar, Dept. of Zoology- Coordinator, IQAC

Ms. Maya Nair, Vice Principal- Member

Dr. P.N Jayaraman., Dept. of Hindi. Member

Dr. Binu C Kuriyan, Dept. of Commerce- Member

Dr. Parvathy, Dept, of Economics- Member

Dr. John P.R. , Dept. of Chemistry- Member

Dr. Arun Kumar, Dept. of Political Science – Member

Mr. Thulasibhai, Senior Superintendent.

Mr. Ajas. 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, 11 PG courses and 5 Research departments. We have 31 programmes, all are following CBCSS under the Semester system. We have 126 full time faculty members and 59 administrative staff.

### **Admission**

The admission to various undergraduate and postgraduate 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 a 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 the admission procedure of the institution. All admissions to undergraduate and postgraduate programmes along with admissions to PhD programmes are also made under the e-governance system by the online admission management system of University of Calicut through <http://www.cuonline.ac.in/>. ICT enabled administration has been implemented in a 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 through 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 a 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 an online queue system and creation of a 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 digitization of libraries has also benefited the students.

### **ACADEMIC CALENDAR**

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 zones so that classes can be planned effectively.

## RESULT ANALYSIS

This year a total of 843 students including 673 final year UG and 170 final year PG students were registered and appeared for University examination. Out of it, 472 UG students (70.13%) and 145 PG students (85.29%) were passed. The total pass percentage is estimated as 73.19%.

	I UG	II UG	IIIUG	I PG	II PG	PhD	TOTAL
NUMBER OF STUDENTS	650	632	652	187	174	34	2293
REGISTERED FOR FINAL EXAM			673		170		843
STUDENTS PASSED			472		145		617
PASS PERCENTAGE			70.13		85.29		73.19

## SEMINARS CONDUCTED

ADHIKARAM CHARITHRATHILUM SAMSKARATHILUM
AJNEYA EK PUNARPAT
ARTICULATION THAT ALTERS, EXPLORING THE INDIGENOUS IN INDIAN CULTURAL ARTEFACTS
COMPUTING SKILLS IN CHEMISTRY
MOBILE APPLICATION DEVELOPMENT
MOLECULES TO SUPRAMOLECULES: A SYNTHETIC PERSPECTIVE
GALOIS THEORY AND ITS APPLICATIONS
PREHISTORIC STUDIES: TRENDS AND TECHNIQUES
SATHRAPADAM HIGHER SECONDARY STUDENTS RESIDENTIAL WORKSHOP ON SCINCE AWARENESS
THREE DAY NATIONAL WORKSHOP ON RECENT TRENDS IN CRYPTOGAMIC BOTANY
“MULTIVARIATE ANALYSIS AND SPECIAL FUNCTIONS-THEORY AND APPLICATIONS”

## ACADEMIC SCHEDULE FOR THE YEAR 2019-20

Class	Date of Commencement of classes	First Internal Exam. (on or before)	Publication of results in the dept notice board	Second internal exam	Publication of results in the notice board	APC Expected to submit before	Consolidation and submission of internal marks	Commencement of University examination	END OF SEMESTER
<b>UG Classes</b>									
Ist Sem.	24/06/2019	27/08/2019	30/08/2019	15/11/2019	20/11/2019	08/11/2019	22/11/2019	27/11/2019	<b>14/11/2019</b>
IIInd Sem.	15/11/2019	13/12/2019	20/12/2020	18/03/2020	25/03/2020	20/03/2020	27/03/2020	08/05/2020	<b>31/03/2020</b>
IIIrd Sem	61/06/2019	27/08/2019	30/08/2019	11/10/2019	18/10/2019	04/10/2019	25/10/2019	07/11/2019	<b>31/10/2019</b>
IVth Sem	01/11/2019	15/12/2019	22/12/2019	18/03/2020	25/03/2020	03/03/2020	27/03/2020	01/04/2020	<b>31/03/2020</b>
Vth Sem	06/06/2019	27/08/2019	30/08/2019	03/10/2019	10/10/2019	15/09/2019	17/10/2019	14/10/2019	<b>31/10/2019</b>
VIth Sem	01/11/2019	15/12/2019	22/12/2019	22/02/2020	27/02/2020	20/02/2020	27/03/2020	03/03/2020	<b>31/03/2020</b>
<b>PG Classes</b>									
Ist Sem.	17/06/2019	30/08/2019	06/09/2019	25/10/2019	30/10/2019	10/10/2019	30/10/2019	01/11/2019	<b>11/11/2019</b>
IIInd Sem.	12/11/2019	03/01/2020	10/01/2020	14/03/2020	21/03/2020	20/03/2020	28/03/2020	16/04/2020	<b>31/03/2020</b>
IIIrd Sem	14/06/2019	30/08/2019	06/09/2019	15/10/2019	18/10/2019	01/10/2019	16/10/2019	23/10/2019	<b>06/11/2019</b>
IVth Sem	07/11/2019	15/01/2020	22/01/2020	07/03/2020	10/03/2020	25/02/2020	12/03/2020	20/03/2020	<b>31/03/2020</b>

Expected dates for College Union Election: Aug. 29<sup>th</sup>, A-Zone Festival- Oct-Nov and Inter-zone festival – January -February. Based on the dates of 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) The date for submission of APC is one week before the last date mentioned in the university Time Schedule.

All HODs and Academic coordinators 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- 195 Days)

## **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 Department 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 up to Rs.15000/- only. Maintenance • The maintenance of the college infrastructure is met with 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 facilities 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 socioeconomically backward categories are provided with free food and accommodation with support from the 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.

## **INTERNAL 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.

## **ICT ENABLED 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

## **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 on the website. Online tests and online submissions of assignments enhances the effectiveness of internal assessment methods.

## **PLACEMENT**

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.

Digitalization of the centralized library along with departmental libraries has been undertaken during the year. The inflibnet facility has been extended to all faculty and research scholars. The subscription for online journals has also been increased during the year. The physical infrastructure have been strengthened by the construction of a new academic block for the newly introduced B. Com Honors course along with the setting up of a greenhouse in the campus for germplasm maintenance.

## **RESEARCH**

Research forum monitors the progress of the research scholars in every six months providing a common platform for presenting their findings. During 2019 -20, 49 students pursue research under five disciplines. Five candidates submitted synopsis and published 41 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 checks. 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

## **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.

## **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.

## **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.

## **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

## **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 neighborhood. 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.

### **ECO-FRIENDLY CAMPUS**

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 rain shadow 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 throughout the year, also helps in retaining water table within the campus in desirable limits even in hot summer.

### **CLUB ACTIVITIES**

This year our Women's club bagged the best Women Cell award constituted by the University of Calicut. Last year we were the runner up. The NSS and Hostel inmates together bagged the best Public office vegetable farming award. Constituted by Department of Agriculture, Palakkad District.

### **IQAC INITIATIVES**

#### **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 rethinks 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.

## **INSTITUTIONAL DISTINCTIVENESS**

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.

## **FUTURE PLANS OF ACTIONS**

### 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.

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

### **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) Building construction for Bcom Honours completed Envisaged the Infrastructural upgradation in lieu of starting of new courses as well as upgrading existing courses Ensured infrastructure facilities 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, quizzes, debates etc. by different departments and clubs at the institution

## **CURRICULUM PLANNING AND IMPLEMENTATION**

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.

## **FEEDBACK**

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.

### **STUDENTS MENTORING SYSTEM**

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

## **AWARENESS PROGRAMMES CONDUCTED**

A workshop on International Yoga day on 21/06/2019

One day Workshop on ICT Enabled Teaching with Moodle on 29/08/2019

One Day Workshop on NAAC Accreditation on 18/09/2019

Faculty Training Programme on Moodle on 16-12-2019

## **MEETINGS**

24/10/2019

1/1/2020

10/1/2020

13/3/2020