SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

GOVERNMENT VICTORIA COLLEGE

GOVT.VICTORIA COLLEGE PALAKKAD
678001
www.victoriacollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

SLOGAN: *Labuntur et imputatur* - The moments slip away and are laid to our account.

Government Victoria College is located in Palakkad, the largest semi urban district of the state of Kerala, with a vast expanse of socio-economically backward areas including tribal belts and some parts of the district deemed as Tamil linguistic minority areas. The institution is committed to provide education of a high order at a low cost.

The institution has set its quality policy at this backdrop and continuously strives for the comprehensive development of the faculty members and student community without considering their caste, creed or colour with a special focus on academic excellence, personality development and social orientation. The college catered to the educational needs of its first generation of students in the nineteenth century, with its establishment in 1888. It has continued to extend the same service to succeeding generations amalgamating advancements in technology but with standard and tradition associated with the college. Through its efficient functioning, the college has lived up to the expectations of its well wishers, the government and the other funding agencies. Ensuring academic excellence has always been a goal cherished by its management, despite the limitations that are inherent to such institutions in the government sector.

Academic merit is given priority in admissions, while reservation is maintained as per rules. The quality policy of the institution is driven home, right from the induction programme. Continuous appraisal of the performance of the students, teachers and administrative staff is done regularly. The quality policy is reviewed through the feedback of all stakeholders

Due to technical issues with our official website provided by Collegiate Education Department, Govt. of Kerala ( ), some of the additional information files are uploaded in the substitute website

Vision

To provide quality education to the youth from all sections of society, especially the deprived and disadvantaged, and to mould 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 endeavour

- 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

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Govt. Victoria College, Palakkad is one of the premier institutions of higher education in the state of Kerala with a long tradition of 133 years.

- Ideal Geographical location that helps easy accessibility to students

- Excellent academic support with accredited programmes under Science, Arts and Humanities streams

- The college is catering to the diverse needs of the society and the inclusive education is evidenced by larger enrollment of female students and underprivileged categories

- Eminent faculty with high academic qualifications and international exposure

- Good library facilities with more than 1.3 lakh titles and INFLIBNET available for reference

- Excellent infrastructure and strengthened laboratory facilities with FIST sponsored facility for research activities

- Transparency in staff recruitment, which is done based purely on merit and social justice by the PSC Kerala and the institution has more than 95% permanent full-time faculty

- Transparent admission procedures purely based on merit and social justice, using digital platforms

- Subsidised fee structure that is affordable to the poorest of the poor

- Divyang Friendly campus with a wide range of services for students with special needs

- Five Research Departments with 54 scholars and 27 research guides

- Focus on quality teaching with integrated ICT enabled classrooms and other digital facilities like LMS, EDUSAT and online platforms

- Dedicated and experienced supporting and administrative staff

- The college is having alumni organizations which support many of the academic and infrastructural needs of the institution.

- Eco Friendly campus and regular conduct of environmental sensitization programmes

- Highly committed and responsible PTA that supports all day-to-day activities of the institution

- Regular conduct of National seminars and workshops with the financial assistance from funding agencies of UGC, KSCSTE, Government of Kerala etc.

- Accredited Additional Skill Acquisition Programme (ASAP) of Kerala State Higher Education Department

- Proactive units of NSS, NCC, Women's Cell, Bhoomitra Sena and departmental associations.

- Student support systems with separate hostels for girls and boys

Institutional Weakness

- The heritage college with deteriorating infrastructure

- Inadequacy in funding for renovations and infrastructure development

- Lack of national and international students

- Absence of academic autonomy limits the freedom to design new courses

- Consultancy and industry linkage needs to be strengthened

- Lack of collaboration and MoUs with advanced professional institutions

- Lack of revenue generation due to government policies

- Inadequacy in academic audit

- Professional development of faculty through ICT is limited

- Lack of recognition of faculty members

- Limited avenues for administrative staff training

Institutional Opportunity

- Growing demand for new programmes attested by the high demand ratio for the available courses paves

the way for the introduction of new integrated academic programmes along with enhancements in existing programmes

- The reputation of the institution as well as its geographic location provides opportunities for new integrated programmes, which combat the changing climate of the region and ensure environmental sustainability

- Opportunity for enhancing consultancy and extension services utilizing the infrastructure facilities

- Transformation of the college library into a knowledge hub for the community

- Opportunity for supplementing the core faculty with a system of visiting faculty

- Scope for improving academic management system by exploiting the e-learning resources and automation

- Opportunity for institutional tie-up with industry and leading research organizations for strengthening teaching learning and dissemination of knowledge generated

- The expertise of many faculty members provide opportunity for securing funding from different sources

Institutional Challenge

- Advanced courses with sufficient investments are not getting approved by the policy makers

- The introducttion of diverse and new eneration courses by nearby institutions

- Resource mobilization from different funding agencies and Non-Governmental organizations

- Attracting foreign students and students from other states

- Exploring avenues for international collaborations

- The interventions by local politics and external affairs divert student priorities

- Loss of academic sessions due to variety of unforeseen social reasons

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The educational programme of the institution operates in three tiers- namely, Under Graduate, Post Graduate and Doctoralprogrammes. The 31 programmes offered by the college include 15 undergraduate, 11

postgraduate and 5 doctoral programmes. 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 that offer academic flexibility across science, arts and social sciences. The PG stream is also under the CBCSS pattern with specialization options. The curricula of the undergraduate and postgraduate streams are being periodically revised and the present syllabus was revised in 2019.

Audit courses have been implemented as innovative initiatives of the present syllabus. The audit courses, which are interdisciplinary, provide students with an opportunity to expose themselves to disciplines of contemporary and practical relevance like Disaster Management, Environmental Studies and Intellectual Property Rights. The audit courses for postgraduate students expose them to ability enhancement and enrichment of personal competency. Field studies and visits to research institutes of national importance and academies for linguistics and performing arts help enhance the experiential teaching-learning process. Many courses introduced at undergraduate and postgraduate levels impart professional ethics, Gender equity, Human Values and Environment and Sustainability. All outgoing students undertake project works that help them develop problem solving and critical thinking ability.

Inclusion of E-content into teaching methodology enlarges the scope of classroom interaction through addition of tools like MOOC and Moodle and introduction of SWAYAM courses for both students and teachers enhance their knowledge repertoire.

Faculty under all streams participate in curriculum development and enrichment by way of participation in Boards of Studies and evaluation committees. Certificate programmes have been implemented as part of continuing education.

The effective dissemination of the curriculum reflecting the tangible components of the system is done through the yearly academic schedule formulated by IQAC. The Department time table reflects the time schedules of each programme. Each faculty disseminates the syllabi assigned based on a monthly plan, teaching plan by maintaining a teacher's diary.

Teaching-learning and Evaluation

The CBCSS is being followed at the institution for both undergraduate and postgraduate programmes, along with continuous internal evaluation using the grading system. The institution follows the POs and COs in the prescribed syllabus to reach the holistic mission and goals of each program at the institution. The attainment of POs and COs of theoretical and practical knowledge in each programme is evaluated based on the continuous internal evaluation along with student's performance in the external examination. The institution has a well-organized mechanism for continuously evaluating the students throughout their course by assignments, seminars and internal test papers

The newly admitted students are provided with induction classes on soft skills and personality development, the outgoing students are furnished with orientation on career and research opportunities. Each student is assigned to a mentor who maintains good relationships with the students, providing them with proper guidance. As part of inclusive strategy, the slow learners are given due attention, to encourage their interests through SSP and remedial coaching. Programmes like WWS and ASAP motivate others.

Innovative teaching learning has been strengthened by the integration of ICT enabled teaching through the use

of the learning management system, e-Learn@victoria, Google Classroom, social media platforms and online video conferencing tools as Googlemeet, WebEx, online video resources,etc. LMS is used for conducting online assignments and tests facilitating continuous comprehensive evaluation of the students. The students are encouraged to participate in online self-study courses. The college caters to the diverse needs of students such as, encouraging students to present papers in seminars, conducting quiz competitions, debates, seminars and arranging training for competitive examinations like UGC/CSIR/NET.

The group dynamics, interpersonal dialogues, sessions with peer leaders, sharing the individual experiences to different cluster of students' groups, conducting debates, College magazine, Wall magazines, Manuscripts, News bulletin, Exhibitions, on the spot competitions, handicraft exhibitions etc. are avenues for drawing out the additional skills and creativity of the students. They also provide platforms for participatory learning management. Institution also has an efficient mechanism to redress the grievances relating to the internal evaluation and operates at various levels to ensure transparency and fairness.

Research, Innovations and Extension

Govt. Victoria College has been recognised as a Research Center of University of Calicut with five Research departments offering Ph D degree in Science and Humanities. Five Ph.Ds have been awarded and currently a total of 49 Research scholars are pursuing Ph D under 27 Research guides in various disciplines. Various departments received grants for carrying out major and minor research programmes.

We have been regularly collaborating with national Institutes of international standards such as TIFR , Indian institute of Astronomy and Astrophysics, IIT Palakkad, NIT Calicut, BARC, Cochin University of Science and Technology, Raman Research Institute etc.

One of the teaching faculty has filed an indian patent ((Appl. No.201841005500, date of filing: 14/02/2018).

The Faculty of the Department of Botany could find nine new plant species as part of the biodiversity documentation studies across the Palghat Gap.

The college has been sponsored by DST, Govt. of India, under the DST-FIST programme for augmenting facilities for Science research. A sum of 2.5 Cr has been mobilised through four Major Research Projects and thirty eight Minor Research projects undertaken by faculty members and also through research awards received by various faculty. Many of the research scholars received fellowships from various funding agencies such as CSIR, UGC, KSCSTE, etc

There are initiatives to express science in native languages by publishing science books and conducting talks at schools in Malayalam.

Around 160 research papers and more than 100 book chapters/ books have been published during this period. The faculty members have received various Research awards /post-doctoral fellowships including Raman Fellowship instituted by UGC. Assistance by way of collaborations as part of post doctoral research and for participation in international conferences are also received by faculty members. Every year, we are conducting seminars or workshops to foster scientific temper and faculty members delivered invited talks in National and International seminars.

Conducted outreach programmes "Sastrajalakam" and "Sastrapatham" for school students to develop aptitude

in science and mathematics. "Sastrayan- V-Know" a mega exhibition sponsored by MHRD under RUSA was successfully organised in the year 2018. Various other government departments were also participated in the event.

Infrastructure and Learning Resources

The major buildings of the College are of the Victorian architecture with heritage status. We have 62 spacious classrooms with adequate facilities. All class rooms are connected with a public addressing system. All departments have smart class facilities with internet connectivity of 20 Mbps. A total of 28 ICT enabled learning spaces including 23 classrooms, 4 seminar halls and one EDUSAT room.

General Library is one of the oldest College Libraries in Kerala, which started functioning along with the inception of the institution. It is equipped with around 1.1 lakh books and various reading materials including journals and periodicals in the General Library and different departmental libraries. A total of Rs 55.95 lakh was utilized for the purchase of books and e-resources during the years 2015-2020. Resources of the library are open to all the students, teachers, non-teaching members and research scholars. A user-friendly interface for searching documents (OPAC) is also available in the library. Library transactions are fully automated in the year 2018 with internationally acclaimed free library software called KOHA. The General Library is functioning in an independent building, with a seating capacity of 140 people in the reading room.

For outdoor sports, the institution has A-class cricket field and nets, playing fields for Hockey, Football, Basketball, Volleyball, Ball badminton, Kho-Kho and Kabaddi. Facilities are provided for training in Archery as well. Indoor game facilities include Table Tennis, Shuttle badminton, Carroms, Chess, Gymnastics and a dedicated space for Yoga practice. The institution has an auditorium, open stage and the Vineetha memorial garden providing space for cultural activities.

There is a well-organized procedure for augmentation and maintenance of infrastructure facilities. Total financial aid of Rs 1262 lakh was received during 2015-2020 excluding salary, through various funding agencies. A fund of Rs 3000 lakh was sanctioned through KIIFB during the year 2019-20 for the construction of new academic buildings and the renovation of the playground. These constructions have already been initiated and will be completed in coming years.

Various committees and bodies including college council, IQAC, purchase committee, building committee, PTA, etc. manage the procurement and utilization of the funding.

Student Support and Progression

Government Victoria College has attained an unparalleled reputation among the academic community because of the student support system that it offers. The institution is proud that approximately 79% of the total student community gets scholarships and freeships provided either by the government or by the institution. Apart from that, the institution also offers smart classrooms, computer lab, career guidance and placement cell, entrepreneurship club, Nature club, Bhoomitrasena Club, Film Club, Tourism club, Walk With Scholar programme, remedial teaching programme, exceptional library facilities, playground and sports equipment for the stakeholders. College has functional pro-women and student friendly forums like Anti-Harassment Cell, Grievance Redressal Cell, Internal Complaints Cell, Women's Cell and Rahsya Parathi Parihara Cell. The proper functioning of all these cells helps maintain a transparent mechanism for timely interventions and

redressals of all sorts of student grievances.

Along with the excellent academics the college has an outstanding performance and participation in non academics like Sports and Cultural events at International, National, State and University level. The ultimate accolade of achieving a gold medal at the International Athletics has raised the fame of the institution. The institution is also proud of being the parent institution of an achiever like Sreeshankar who has been selected to the Olympics 2021 in the long jump event.

The institutional framework of Govt. Victoria college is structured democratically ensuring adequate representation of students in academic as well as administrative bodies in the campus. The College Union is an elected body of student representatives through a fair and transparent democratic electoral process.

The institution is the proud alma mater of several renowned people like T N Seshan, E M S Namboothirippad, writers like the Jnanapeeth Award winners M T Vasudevan Nair and O V Vijayan, eminent professors and academicians.The college has a registered Alumni Association The Palghat Victoria College Old Students' Association (OSA) that supports the college in all its developmental activities. Apart from OSA, most of the departments also have their own smaller alumni groups who contribute to the departmental activities and gather up on a regular or occasional basis to discuss their activities.

Governance, Leadership and Management

The governance of the institution reflects its effective leadership, policies of decentralization and participatory management as well as the upholding of democratic ideals. The smooth functioning of the college is the joint responsibility of the Principal, the College Council, IQAC, PTA and other committees. Being a government institution, our college is administered by the Kerala Service rules and the UGC norms. A biometric punching system ensures the punctual and regular attendance of both teaching and non-teaching faculty. The implementation of e-governance in administration, accounts, admission and examination sectors enables the strategic development of the institution.

In order to ensure organizational commitment, the college has effective faculty empowerment strategies for the welfare of both teaching and non-teaching staff in the form of monetary aid schemes, health and medical services, infrastructural amenities such as residential quarters, fitness centres and various other statutory assistance. For the professional advancement of the faculty, there exists a regular performance appraisal system closely monitored by the IQAC. The IQAC also conducts training programmes and workshops for the faculty in professional and administrative development, learning management system and ICT based teaching. Apart from these, the teachers regularly attend Orientation and Refresher Courses as well as Short-term courses for improving their skills.

To meet its developmental and recurring expenses, the college is funded by the state and central governmental agencies through both the plan and non-plan funds. Grants are also received from various organizations like KSCSTE, UGC, DST, DBT, KCHR, CDS and CSIR for the research projects. A rigorous and scrupulous audit system exists within the institution, as a result of which it regularly submits itself to both internal and external audits, in the form of DCE and AG audits as well as those by the external chartered accountants.

The institution has an efficient system of internal quality assurance in the form of IQAC, which constantly monitors and supervises the institutional practices and procedures. It continually audits the quality of the teaching and non-teaching staff on the basis of student feedback and reviews and offers valid suggestions for

improvement.

Institutional Values and Best Practices

Govt. Victoria College has many initiatives for ensuring the Safety and Security of Female Students by the activities of Women's cell and Jeevani- the counselling wing of the college.

Our campus explores the possible alternate energy sources like the solar energy and biogas. The institution uses LED bulbs as part of energy conservation drive. Care is being taken to maintain the campus with a plastic free environment under the 'Go-Green" movement and organize the tree-plantation drive in the campus.

The institution manages the solid and liquid wastes generated in the campus by Bio-compositor Pot, Vermi-composting system, Aerobic Composting Bin, Bio-digester pot, Bio-digester bin, Pipe composting, Open Pits and liquid wastes by well structured drainage system and soak pits.. Rainwater harvesting is made into practice with the help of a Rain water harvesting unit and a large natural pond situated within the campus. Victoria College is actively engaged in constructing rainwater recharge pits across the campus during rainy seasons. During the hotter months, these pits are filled with leaf litter and used as smaller versions of open compost pits to degrade leaf litter.

The college conducts many programmes to sensitize students and employees of the institution to the constitutional obligations: values, rights and duties. Blood donation campaigns inside the campus cultivates the culture of compassion and care. All the institutional endeavours advocate tolerance and harmony towards cultural, regional, linguistic, communal and socioeconomic diversities. The institution follows a definite code of conduct for students and teachers giving dignity to freedom for expression and respect to individualism. College celebrates all days of national and international significance to inculcate patriotism and values of environmental sustainability.

Located amidst the eco-geographical zone of Western Ghats, our college maintains a unique distinctiveness in exploiting diverse topographical landscape and culture. The immense welath of flora and fauna in the surrounding plains, hills and forests provide scope for developing an interdisciplinary approach in the biodiversity studies of the area. The uniqueness in the geographical and ecological regime of the district has been utilized by the institution in maintaining a distinctiveness from other institutions by formulating an interdisciplinary approach for mitigation in climate change.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT VICTORIA COLLEGE
Address	GOVT.VICTORIA COLLEGE PALAKKAD
City	PALAKKAD
State	Kerala
Pin	678001
Website	www.victoriacollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	C Sreenivasan	0491-2576773	9497351478	-	victoriapkd@gmail.com
IQAC / CIQA coordinator	C V Sreeranjit Kumar	0491-2576780	9249425095	-	sreeranjit@gvc.ac.in

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	02-01-1888

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Kerala	University Of Calicut	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	01-12-1968	View Document
12B of UGC	01-12-1968	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	University Grants Commission
Date of recognition	05-05-2014

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	GOVT.VICTORIA COLLEGE PALAKKAD	Semi-urban	24.78	8274.72

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,BCom Finance	36	Plus Two	English	70	69
UG	BSc,Physics	36	Plus Two	English	55	51
UG	BSc,Mathematics	36	Plus Two	English	55	54
UG	BA,English	36	Plus Two	English	43	42
UG	BSc,Botany	36	Plus Two	English	36	34
UG	BSc,Chemistry	36	Plus Two	English	55	52
UG	BA,Malayalam	36	Plus Two	Malayalam	43	41
UG	BA,Economics	36	Plus Two	English	70	68
UG	BCom,BCom Hons	36	Plus Two	English	40	34
UG	BSc,Computer Science	36	Plus Two	English	37	37
UG	BA,History	36	Plus Two	English	70	70
UG	BSc,Zoology	36	Plus Two	English	37	36
UG	BA,Hindi	36	Plus Two	Hindi	43	40
UG	BA,Sanskrit	36	Plus Two	Sanskrit	42	35
UG	BA,Tamil	36	Plus Two	Tamil	43	37

PG	MSc,Physics	24	UG	English	18	15
PG	MSc,Mathematics	24	UG	English	21	19
PG	MSc,Statistics	24	UG	English	18	16
PG	MA,English	24	UG	English	21	18
PG	MSc,Botany	24	UG	English	18	16
PG	MSc,Chemistry	24	UG	English,Malayalam	18	17
PG	MA,Malayalam	24	UG	Malayalam	21	21
PG	MA,Economics	24	UG	English	30	29
PG	MA,History	24	UG	English	22	22
PG	MSc,Zoology	24	UG	English	18	18
PG	MCom,Mcom	24	UG	English	21	21
Doctoral (Ph.D)	PhD or DPhil,Physics	36	PG	English	23	10
Doctoral (Ph.D)	PhD or DPhil,English	36	PG	English	12	11
Doctoral (Ph.D)	PhD or DPhil,Botany	36	PG	English	14	14
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	PG	English	24	4
Doctoral (Ph.D)	PhD or DPhil,Zoology	36	PG	English	6	4

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				23				100
Recruited	0	0	0	0	13	10	0	23	41	58	0	99
Yet to Recruit				0				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				33
Recruited	21	12	0	33
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				24
Recruited	15	9	0	24
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	11	9	0	21	24	0	65
M.Phil.	0	0	0	0	0	0	6	6	0	12
PG	0	0	0	2	1	0	12	30	0	45

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	3	0	3

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	3	0	3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	161	1	0	0	162
	Female	536	2	0	0	538
	Others	0	0	0	0	0
PG	Male	22	0	0	0	22
	Female	190	0	0	0	190
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	2	0	0	0	2
	Female	9	0	0	0	9
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years		Year 1	Year 2	Year 3	Year 4
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	23	31	27	39
	Female	93	85	95	95
	Others	0	0	0	0
ST	Male	14	12	11	13
	Female	20	18	20	24
	Others	0	0	0	0
OBC	Male	31	27	25	30
	Female	134	132	133	134
	Others	0	0	0	0
General	Male	68	58	62	72
	Female	352	362	364	317
	Others	0	0	0	0
Others	Male	58	51	55	41
	Female	51	38	39	42
	Others	0	0	0	0
Total		844	814	831	807

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
650	592	599	580	629
File Description		**Document**		
Institutional data prescribed format		[View Document]()		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
27	27	27	27	27

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2335	2292	2220	2094	1978
File Description		**Document**		
Institutional data in prescribed format		[View Document]()		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
462	469	456	468	427

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File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
843	750	680	615	607

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
125	120	119	119	117

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
126	121	119	119	117

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

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Response: 67

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
57.03	359.06	509.88	424.66	266.39

4.3

Number of Computers

Response: 225

24-10-2021 08:50:15

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The educational programme of Govt. Victoria College operates at three tiers viz. as Under Graduate, Post Graduate and Doctoral programmes. The academic schedule is planned ahead of every academic year and incorporates the vision of providing optimal opportunity for the holistic development of the student community. The academic curriculum involves Choice based credit semester system with options for choice of electives, interdisciplinary courses and audit courses. The academic schedule maintains the flexibility to absorb, reflect, deliberate and prepare abreast of the changing scenario.

For the effective dissemination of the curriculum, a yearly schedule is mapped to reflect the tangible components of the system. The departments participate in the overall planning of the schedule through the intervention of the college council which deliberates, discusses and aids the planning process. Supplementing the academic schedule prepared by the IQAC, the departmental meetings ensure planning and execution at time bound levels.

The curriculum delivery is achieved through a general time table, time schedules for internal examinations and other co-curricular activities. The Department time table reflects the time schedules of each semester for each programme. Each faculty disseminates the syllabi assigned based on a monthly plan, teaching plan and by keeping a teacher's diary. The tutorial and mentoring remain the fundamental frame of academic dissemination. The schedule of the evaluation criteria, such as assignments, seminars and test papers are conducted by individual faculty on a paper–wise basis. Each student has to submit an assignment and a seminar as part of their continuous evaluation for each paper of study. Thrust on practical dissemination of academic content is ensured through hands on laboratory working schedules allotted in the timetable. In addition, field studies, visits to research institutes of National importance and academies for linguistics and performing arts are undertaken to enhance the teaching–learning process. The effective implementation of curriculum is carried out through an activity oriented academic calendar duly monitored, reviewed and documented.

Each department maintains student's attendance register for ensuring the presence of the students in class room teaching -learning process and only those students who attains 75% credits are allowed to attend the external examination. An hour-wise attendance is also maintained by faculty to ensure the receival of curriculum delivered in class room teaching.

- Teaching, learning and evaluation is ensured in the campus through regular time tables, and both by internal and external examinations.

? Lecture method of teaching is supplemented with audio and video aids, Group Discussions, Presentations, Project work, etc.

?   Teachers spend time to evaluate the student feedback and provide space for interaction.

?   Project work is given to students on areas of interest outside the prescribed syllabus too.

 The curriculum dissemination is also effected by group discussions, inter-personal dialogues, sessions with peer leaders, debates, parliamentary speeches, project works and their presentations, field visits, internships and club activities

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The IQAC of the institution prepares an academic schedule at the beginning of each 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 atmost care while preparing the schedule, and is in par with the academic calender published by the University of Calicut. Based on the examnation schedule, published by the University we plan co-curricular activities in the campus.

 Our college academic calendar promotes inclusiveness of evaluations with thrust on class room performances. The calendar schedules a smooth functioning of the academic events giving thrust to the teaching and evaluation process. The time schedules for continuous internal evaluation, submission of evaluation results and communication of internal grades are given in advance at the beginning of each academic year. The college adheres to these time schedules so that the submission of continuous evaluation grades to the university is being done meticulously and till date no complaints with regard to CIE is being raised by the students. Strict adherence to the academic calendar ensures transparency and time bound initiatives with regard to the teaching learning process.

 Academic calendar id designed to provide relevant information regarding the general time table, time schedules for internal examinations and other co-curricular activities. Students are required to submit assignments and present seminars as a part of their continuous evaluation for each paper of study. The evaluation make use of assignments, quiz, seminar presentations, and two periodic internal evaluation tests in each semester. The academic calendar integrates holistic development of the students with allotment of different extension activities that nurture talent and provide exposure to the world outside the curriculum.

The schedule also helps the students to plan their activities in the begining of the academic year itelf. The publication of the schedule develops an academic discipline in the campus and also enable the students to plan their career. The schedule give an idea about the begining and closing of semesters, conduct of

internal exams and publication of results. This provide a basis for synchronization of different activities within the campus.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

  1. **Academic council/BoS of Affiliating university**
  2. **Setting of question papers for UG/PG programs**
  3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
  4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 27

File Description	Document
Institutional data in prescribed format	[View Document](#)
Link for Additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 7

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	0	0	0

File Description	Document
List of Add on /Certificate programs	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Link for Additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 1.02

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
70	48	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

The college integrates pertinent issues based on Gender, Environment and Sustainability, Human Values and Professional Ethics into the academic curriculum. The common courses for all the UG streams in the college contain topics based on gender equality, human values, human rights and sustainable development. The English Common course had Readings on Society (2014) and Zeitgeist (2016 onwards) which addresses gender, human rights and environmental issues. Tamil common course has a paper on Environment studies. The college provides Audit courses entitled "Environmental Studies" and "Disaster Management" for all the students enrolled in undergraduate programme from 2019.

Professional Ethics

The papers, Research and Publication Ethics deal with academic and ethical issues like plagiarism and value judgments. The core course in Commerce curriculum has an area that deals with Business ethics. The ability enhancement course and professional competency course under audit course for postgraduate programmes in science stream also address the issues on professional ethics.

Gender Equity

In Core courses in English and Malayalam, gender inequities pervading the past and present times are dealt with. Gender studies encompasses the female, male and the LGBTQ individuals. Students of all disciplines are sensitized and encouraged to work towards gender equity from a cross-cultural perspective.

Environment and Sustainability

Core courses and open courses in Science subjects like Physics, Chemistry, Botany and the curriculum of the language departments provide knowledge of how environment functions, and through field trips and practice sessions, promotes an understanding of issues of scale, complexity and conflict resolution. Students are introduced to policies fostering environmentally sustainable economic growth and also focusing on the magnitude and impact of pollution.

Human values

In order to make the students understand the various issues of human rights abuse and human values, papers like Contemporary trends in Hindi Literature and Zeitgeist: Readings on Contemporary Culture are incorporated in the curriculum. Students learn the importance of mutual respect, camaraderie, compassion, commitment and team spirit. The MA English course contains a paper on Women's writing and Dalit Studies through which students learn about attitude formation and prejudices based on caste and gender existing in society.

The courses on Ethics, Human Values, Human Resources and community outreach through NSS and NCC, are embedded in the curriculum of all programmes. The college also has an open-air auditorium named "Vineetha Garden" that serves as an eco-friendly space for students to exhibit their skills in proximity to nature.

All committees in the college have the representatives of women members to ensure gender equality. The college has ensured a conducive environment for female students in the institution to pursue and develop their potential. Programmes for sensitizing students and staff about the problems of women, and for creating awareness regarding gender discrimination are regularly conducted. These include Film studies, Yoga and Meditation, Aerobics and Civil service coaching which cater to the sensitisation of the

student community towards social and environmental aspects.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 4.14

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
26	25	25	25	25

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 52.33

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 1222

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: D. Feedback collected

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 92.23

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
844	814	831	807	717

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
919	908	894	869	764

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 88.58

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
424	394	405	418	380

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]()
Any additional information	[View Document]()

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The institution has a well-organized mechanism for continuously evaluating and monitoring the students throughout their course. While the newly admitted students are provided with induction classes on soft skills and personality development, the outgoing students are furnished with orientation programmes on career openings and research opportunities. Constant interactions with students are maintained by tutorial system and further students are assigned to mentors who maintain good rapport with the students and also provide support and guidance. The slow learners and high achievers are identified through their performances in internal and external examinations, participation in seminars, involvement in curricular and co- curricular activities. As part of the new initiative programme of Kerala Higher Education Department, the college provides additional support to slow learners through **Scholar Support Programme** as well as by institutional support measures as **Remedial Teaching, Coaching for entry into service, additional support to differently abled students** and through activities of **Equal Opportunity Cell**. The tutorials of SSP include interactive sessions, circulation of study materials and question banks, continuous evaluation through oral and written tests; external mentoring sessions to inculcate values of life and soft skills and leadership qualities, thereby coaching them for both university and competitive exams. Differently abled students of the institution are offered special facilities in the college as well as in the hostel, with exposure to specialized software, assistance in PSC examination with question answer sessions, and a scribe bank for assisting them in examinations. The Centralized library is equipped with braille assisted contents for differently abled students and they are also assisted with smartphone learning app Nvision.

For the advanced learners and meritorious UG students, the college has a specialized mentoring scheme called **Walk With a Scholar (WWS)**. Every year fifteen faculty members act as internal mentors to take classes for ninety students selected for the programme (thirty from each year of the degree courses). The programme includes internal and external mentoring sessions, conduct of mock tests, distribution of study materials, stationary kit and motivational visits to institutes of national repute. External mentoring sessions covered multi-disciplinary areas like entrepreneurship, language skill development, theatre and creative writing, elements of Journalism and human rights and constitution.

Additional Skill Acquisition Programme (ASAP) is another innovative initiative for advanced learners implemented with the mission of creating employable skills among youth and the programme offers general training in soft skills, IT and other vocational areas through peer tutoring, team teaching and collaborative learning.

The College provides **Civil Service Coaching** for Civil Service aspirants from various classes. External and internal resource persons as well as IAS officers engage them on the various techniques of preparation for CSE.

The college caters to diverse needs of students by other measures such as making postgraduate students to publish research papers, encouraging students to present papers in seminars, conducting quiz competitions, debates, seminars and by arranging training for competitive examinations like UGC/CSIR/NET. Invited

lectures and talks and research forums on multi-disciplinary subjects are conducted by various departments of the college.

File Description	Document
Past link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 19:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

·   The Choice Based Credit-Semester system followed at the institution for both undergraduate and post graduate programmes, along with continuous evaluation using the grading system emphasizes the student-centred education system with participatory learning. This is achieved through student assignments, seminars, unit tests, study tours, field trips, industrial visits, projects etc. for the students.

·   The assignments are given both at individual level as well as group level, that contribute to their collaborative learning potential. The assignments include book reviews, article reviews and write –ups on a range of relevant issues as well as on themes and concepts pertaining to various subjects. Online class rooms enable online submissions of assignments by students.

·   Students are given freedom to choose topics for project works and seminar presentations. They are encouraged to make presentations with the help of the interactive boards and power point slide presentations. Feedback on respective seminar presentations, assignments and projects offer a platform for participatory evaluation as well as peer reviewing.

·   College magazine, Wall magazines, Manuscripts, News bulletin, Exhibitions, on the spot competitions, handicraft exhibitions etc. are avenues for drawing out the additional skills and creativity of the students and provide platforms for participatory learning management.

·   Both UG and PG students are required to conduct research and submit dissertations as a part of their curriculum. Under the guidance of a teacher, the students learn the basics of research methodology such as developing the research aptitude, getting experience in identifying a research problem, collecting data, reviewing previous literature and employment of software packages for data analysis. The research projects and dissertations selected by students offer problem solving methodologies and kindle scientific temper

among student community.

·   Study tours and field works mandated by the university offer exposure for the students to various ecosystems and socio- cultural settings across the country. Visits to industries, institutes of national importance, historical sites and locations of bio diversities help the students to experience a slice of life in the natural setting.

·   Practical sessions with live materials, biochemical experiments and problem solving demonstrations make sure the student participation.

·   Departmental seminars and workshops offer the students the opportunities to interact with eminent academicians and present their research papers before them. Workshops are conducted to introduce them to research softwares and such technical sessions will augment their capacities in organizing events of seminars and workshops.

·   Invited guest lectures by eminent personalities are organized by most of the departments. Visiting faculties drawn from industry and academic institutes of repute supplement the teaching process and facilitates industry-academia interface.

·   Discussions and debates are held on various relevant socio-economic and political issues enlisting the participation of the students.

·   College conducts various competitions such as quiz competitions, essay writing competitions, extempore, etc offering a platform to the students to exhibit their potential.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Ø The college provides sufficient facilities for ICT enabled teaching learning process. Selected classrooms in each department and the seminar halls are equipped with interactive boards and projectors. LED display screen, LED projector, Interactive white boards, Electronic lectern and other audio-visual aids are the infrastructure available in various class rooms and seminar halls to facilitate e-learning.

Ø The entire campus is enabled with high-speed broadband connectivity which can be accessed freely by the faculty and students. The EDUSAT facility provide sufficient exposure to our teachers and students to interact with resource persons in different subjects. Online lectures by eminent academicians through this facility serve as a platform for the students to listen to experts in various fields and also to interact with them.

Ø The well-equipped general library provides digital texts, journals and e-books. The college has access to more than 5000 open access journals, more than 3 crore e-resources and interactive learning tools through the INFLIBNET service available at the campus.

Ø e-Book Kiosks at department libraries provide the students of specific subjects to access e-book resources

Ø The Learning Management System e-learning @victoria in Moodle platform and online classrooms are used effectively for sharing learning materials including videos, slides, documents etc pertaining to various subjects. LMS is used for conducting online assignments and tests facilitating continuous comprehensive evaluation of the students. Online submission of assignments is encouraged with a view to reduce the use of paper and thus complements the go green movement of the campus. LMS has facilitated the effective use of flipped classrooms by uploading the learning materials to the students prior to the commencement of classes.

Ø Audio clips are used in language classes to hone the listening skills of students. E-groups and social media groups are maintained by different faculty for aiding the students to work on their assignments and projects.

Ø The students are given training in various software such as SPSS, R, Latex, etc to enhance their academic competency. The undergraduate and postgraduate students employ this software to perform data analysis.

Ø Faculty as well as students of the institution have joined and successfully completed online courses through Swayam portal.

Ø Faculty under different disciplines maintain blogs and you tube channels for disseminating knowledge in different subject areas.

Ø Online platforms of Google Meet, Webex etc. are used for handling online classes specifically at times of adversities of pandemics and floods

Ø Sodhganga and N-List are being accessed by post-graduate and research students for updated literature in their areas of focus

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 19:1

2.3.3.1 Number of mentors

Response: 122

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	
mentor/mentee ratio	
Circulars pertaining to assigning mentors to mentees	

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 99.83

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	
List of the faculty members authenticated by the Head of HEI	
Any additional information	

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 45.17

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
71	60	55	46	40

24-10-2021 08:50:22

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 6.35

2.4.3.1 **Total experience of full-time teachers**

Response: 799.6

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

·   Continuous evaluation is done through a series of academic activities such as internal examinations, seminar presentations, assignments and attendance. As per the University directive, the distribution of internal marks for internal tests, attendance, seminar and assignment are 10, 5, 3 and 2 respectively.

·   At least two internal tests are held in each semester to evaluate the academic performance of the students. The marks are published after every internal examination and the students who have secured low marks are given chances to improve. A college-level model examination is conducted towards the end of the semester to prepare the students for the University examination. Internal tests are scheduled based on the academic calendar published by university and IQAC. The time table is being communicated to the students through notice boards and social media well in advance.

·   At the end of each semester, a model examination is also being conducted for enabling the students with time management and comprehend the knowledge acquired throughout the semester.

·   The percentage of attendance secured by the students is also considered for internal assessment. Attendance registers for the students are maintained by every department for each semester and monthly reports are communicated. The percentage of attendance secured for each subject is being considered for internal evaluation of each course. Only those students who secure 75 percent of attendance are eligible to appear for the University examination.

·   Seminar presentations and assignments form an important part of the continuous evaluation system. Assignments are given to each student in each course and sufficient time is being allotted for reference and preparation. Assignments are effectively used to evaluate the writing skills and systematic comprehension of the contents in each topic by the students. The students present this chosen topic from each course with power point presentations which are followed by active discussions. The grades secured by each student for assignments and seminars are also published and if any grievances are there in evaluation, it is also being addressed by the grievance redressal system.

·   The Learning Management System in Moodle platform and Online classrooms are effectively used for the sharing of learning materials as well as for the evaluation of the student performance. Online submission of assignments and online conduct of internal tests also form a part of evaluation.

·   Continuous evaluation system enables the teachers to identify weak students and remedial coaching is offered to these students. They are also given special coaching under new initiatives such as Student Support Programme to equip them to enhance their subject knowledge and language proficiency. Discussion of previous question papers, viva-voce and revisions facilitate the students to prepare for the University examination.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

A transparent mechanism is in place to redress the grievances of the students relating to the internal assessment. The students are awarded internal marks based on their performances in the internal tests, assignments, seminar presentations and attendance secured by the student in every semester. The internal marks secured by the students are 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 in each course. The publication of internal marks with the split ups ensures transparency.

The mechanism to redress the grievances relating to internal marks operates at various levels to ensure transparency and fairness. On publication of internal marks, a student who has grievance can approach the concerned faculty who deals with the course. In the event of failure in resolving the grievance, the student can approach the departmental grievance redressal committee comprising the Head of the Department, the Department Co-ordinator and the tutor of the respective class and can lodge a complaint. In most of the cases, the grievances are redressed at this level at the department. If the outcome is unsatisfactory, the student can approach the grievance redressal cell of the College that comprises the Principal, head of the department, a member of the College Council nominated by the Principal each year as the convenor of grievance redressal committee and the student member of each class. If the grievance is still not redressed,

the final court of appeal is a university level appellate body which has the Pro-Vice Chancellor, Chairman of the postgraduate/undergraduate board of studies/subject expert nominated by the Vice-Chancellor, Controller of examinations and the Convener of the Examination Standing Committee as members.

If any grievance is being raised by the student with regard to practical examinations and viva voce, the complaint from the student will be forwarded to the Chairman of the board of Examiners of Practical Examinations and if genuine, is redressed in consultation with the external examiners who are in charge of the conduct of practical examinations.

If a student is having any grievance on published results by the university, the college authority will address the grievance by forwarding the complaint from the student through proper channel to the Controller of Examinations, University of Calicut, which will be addressed through the grievance redressal cell of the university. The genuine grievances are followed up until they are redressed in favour of the student.

File Description	Document
Link for additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The academic learning efficacy of all the programs and courses solely depends on the programme outcomes and course outcomes. The institution follows the POs and COs set by the affiliating university in the prescribed syllabus along with augmentation to reach the holistic mission and goals of each program at the institution. The POs and COs are carefully drafted for all the UG and PG Programs following the discussions with all the experts and stakeholders. The program outcomes and course outcomes are meticulously designed in order to impart validated knowledge and skills which is crucial for building students' competence and personality-based performances. There is also an emphasis on the emotional and intellectual development of the students as these learning outcomes directly focus on inculcating values, ethics, and etiquettes along with enhancing their interpersonal communication skills. The PO and CO are rooted deep to the pure objectives of the college such as ensuring equity and social justice and presenting a group of committed citizens to the world. The syllabus of all the departments with the program outcomes of all the UG and PG programmes and the course outcomes of all the individual courses offered by departments are communicated to the students and other stakeholders through different means.

University Website

The University of Calicut is maintaining a website to manage academic and administrative duties of the university. The website has displayed POs, PSOs, and COs of every course offered by the university along with the syllabi of UG and PG programmes.

College website

In addition to this, the college website also provides POs, PSOs, and COs of every course offered by the institution. These details are accessible to the students, faculty members and the public.

Induction Programme

Induction programmes are conducted by the institution at the beginning of UG and PG courses as a whole and individually by each department in each academic year. The syllabus, POS, PSOs, COs, and scope of the programme/course is communicated to the students during this induction programme.

College Calendar

The college calendar with the details of the institution is prepared and distributed among the students and faculty members during each academic year. The calendar includes contact details of institution, faculty details, college rules and regulations, fee structure, details of clubs, forums etc. The college calendar also communicates the POs and COs of each programme offered by the institution.

Department meetings

A detailed department meeting is held at the beginning of an academic year to allocate subjects and communicate POs, PSOs, and COs to each of the faculty members. The faculty members are then responsible to further communicate it to the students and to clear their doubts regarding them.

Tutors

Tutors are responsible to ensure that each student has a fair idea about the syllabus, POs, PSOs, and COs. They have bridge courses conducted if necessary, at the beginning of a semester to mould the students to meet the requirements of a particular course.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Past link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

    The college has in place a series of measures to ensure the attainment of the pre-defined programme and course outcomes. The college offers 15 undergraduate, 11 post graduate and 5 research programmes with definite pre set programme outcomes, programme specific outcomes and course outcomes. The various programmes offered at the college strive to develop an inquisitive bent of mind that is crucial to the acquisition, creation as well as dissemination of knowledge for those who pursue UG, PG and Research

programmes. The programmes at the college are so conceived to create knowledge, skill, scientific temper and social commitment. The programme and course outcomes are designed to enhance the competence of the students that cater to the diverse needs, interests, skills and capabilities required by various stakeholders.

The attainment of POs and COs of theoretical and practical knowledge in each programme upto the level of PG is evaluated based on the comprehensive continuous internal evaluation along with student's performance in the external examination conducted by the University. The continuous internal evaluation of the students is made during every semester based on their performance in internal tests, assignments, seminar presentations and viva voce. The percentage of marks scored for each course at the university examination is also used to assess the attainment of course outcomes. The performance of the students in other academic programmes such as projects, field visits, study tours etc are used as criteria for assessing the attainment of programme and course outcomes.

The end semester dissertation for postgraduate students and group projects at the level of undergraduate programme evaluates the target attainment of problem solving, development of inquisitiveness and quest for research. The viva voce conducted at the end of the programme assess the communication skill and knowledge assimilation at PG and UG levels.

The continuous monitoring and evaluation with external subject experts conducted every six months by the research forum of the institution assesses the progress of research conducted by research scholars in all disciplines and evaluates the attainment of programme outcome of each PhD programme selected by the candidates.

In addition, the participation in the activities of various clubs and cells as well as social service and community development programmes are also considered while deciding on the attainment of programme and course outcomes. The frequent competitions carried out by way of debates, quiz, public speaking, essay writing along with assessments in cultural events evaluate the attainment of programme outcome of language and cultural studies along with social and basic sciences.

Student Feedback on curriculum is obtained and the same is shared with the departments so that their feedback is discussed and relevant changes if any are made for attainment of programme outcomes. PO is also evaluated based on the performance of the student in terms of their progression to higher studies, qualification in competitive examinations and placement. The faculty are also encouraged to update their subject knowledge participating in faculty development programs and seminars as it enhances effective attainment of POs and COs.

File Description	Document
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 81.49

2.6.3.1 **Number of final year students who passed the university examination year-wise during the**

last five years

2019-20	2018-19	2017-18	2016-17	2015-16
617	584	549	517	556

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
843	750	680	615	607

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process
Response: 3.59

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 218.49

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
1	31.75	22.15	64.2	99.39

File Description	Document
List of endowments / projects with details of grants	[View Document]()
e-copies of the grant award letters for sponsored research projects / endowments	[View Document]()

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 21.43

3.1.2.1 **Number of teachers recognized as research guides**

Response: 27

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 8.97

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	4	0	0

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
18	15	15	15	15

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The faculty members have been actively involved in research and related developments in various disciplines

College has five Research Departments offering Ph.D degree in Science and Humanities. Since six Ph.Ds have been awarded and 53 Research scholars pursue PhD under 27 Research guides in various disciplines.

The members of faculty have received various Research awards/post-doctoral fellowships including the prestigious Raman Fellowship instituted by UGC for post-doctoral research as part of Indo -US cooperation in Science and Technology. Three of the faculty members were awarded Raman fellowship, which led to international collaboration of Govt.Victoria College with world class institutions like University of Wisconsin, USA; University of Utta, USA and Rutgers University, New Jersey, USA. Another member visited University of Notre Dame, USA as part of his Postdoctoral research. There has been a visit to University of Southampton, UK, as part of Flayer programme sponsored by Govt. of Kerala for Entry level teaching faculty. One of our faculty members actively participated in it. At present one of the faculty members has an ongoing post-doctoral programme at University of Strasbourg, France. Another faculty member received an International travel grant to attend IAMCR Conference 2016 held at University of Leicester, UK.

We are regularly collaborating with national Institutes such as Tata Institute of Fundamental Research,

Mumbai; IIAA, IIT, Palakkad; NIT, Calicut; Bhabha Atomic Research Centre, Mumbai; CUSAT, Kochi; RRI, Bangaluru; etc. where P G students and Ph D scholars carry out their projects/ summer research projects/ as part of their research and published research articles. One of the Teaching faculties has filed an Indian patent in 2018.

The faculty members are actively participating in spreading knowledge at various levels. There are initiatives to popularise Science and Technology in native language and deliberations in terms of publishing science books and talks at nearby schools.

The college has received grants from DST, Govt. of India, under DST-FIST programme for augmenting facilities for Science research, and a total of Rs. 1,10,00,000/ has been sanctioned out of which Rs. 92,50,000 is utilised. A sum of nearly Rs.2.5 Cr has been mobilised through four Major Research Projects, 38 Minor Research projects and research awards. Among the research scholars, fourteen of them received research fellowships from various funding agencies such as UGC, KSCSTE, etc.

We are actively involved in disseminating the knowledge generated in the form of research articles. Around 160 research papers have been published by the faculty members in International and National peer reviewed journals and more than 100 book chapters/ books in various disciplines.

Every year, departments conducted seminars/ workshops to foster scientific temper to establish high quality research. Many of the faculty members delivered invited talks and paper presentations in International and National seminars/conferences. The teaching and research departments and various clubs of the college have conducted various Day observations like National Mathematics Day, National Science Day, World Ozone Day, World Environment Day, Red Ribbon Day, Hiroshima Day, Hindi Week, Gandhi Jayanthi,etc. Sky watch was arranged in collaboration with Kerala State Science and Technology Museum, Thiruvananthapuram.

File Description	Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 75

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
11	21	15	11	17

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.89

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 51

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 27

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.3

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
11	5	5	8	7

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.57

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
18	13	11	14	12

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The College is actively involved in extension activities under the auspices of NSS units, NCC unit and various other clubs.These activities helped the students to develop leadership qualities, integrity, sincerity and social responsibility, so as to mould them as self-reliant citizens. The college conducted outreach programmes "Sastrajalakam" and "Sastrapatham", for high school and higher secondary school students to inculcate scientific temper among school students. "Sastrayan- V-Know" a mega exhibition as an extension of our resources to neighbouring colleges and schools under RUSA was successfully organised in the year 2018.

NCC unit conducted rally against Child Labour in colloboartion with Women and Child Welfare Department, Govt. of Kerala. The college fraternity participated in flood relief activities in 2018 and 2019 and involved in rehabilitation of the flood affected people.

NSS volunteers regularly participate in the blood donation camps, volunteer in conducting, legal awareness, traffic awareness, Fire and rescue awareness, and green awareness programmes and planted saplings in and around college campus. NSS organised a three day long Walk -in- screening programme for the public to participate in the National Youth Parliament Festival in January 2019. Students are actively involved in Pain and palliative care and assistance to old age people along with Jeevani, NSS and Pain and Palliative Care Unit of the college.

Interaction with twenty Aadivaasi Ooru of Attappady Tribal belt was coordinated as part of the Center of

Excellence programme, in search of reasons and remedies for dropouts among tribal students from Attappady in various higher education institutions in Kerala.

Bhoomitrasena club of the college has conducted numerous programmes in collaboration with various Government Departments and other agencies. Save Kalpathy River Programme and Plastic Awareness Campaign at Chinnar wildlife sanctuary were organized in collaboration with the Department of Environment and Climate Change. A demonstration of bag making from used T-shirts- recycling of textile was also conducted in association with NSS. A flash Mob was conducted as part of World Water Day at Malampuzha Gardens in collaboration with the Irrigation Department, Govt. of Kerala. Students under the flagship of Bhoomitra Sena have participated in making a Butterfly garden and QR labelling of trees in the Malampuzha Gardens, Malampuzha. Conducted a Green Campus Drive and Environmental Day Rally in association with the Social Forestry Department.

The History Department of the college is in active collaboration with the Department of Archaeology for exploring pre-historic, Iron Age-Early historic, early medieval and modern sites as part of a reconstruction of early history of Kerala. The Department of History have carried out a documentation of "Chumaduthangikal" in association with the Department of Archeology.

In addition, the Women's club, ED Club, Birds Club, Debate club, Quiz club, Nature Club, Film club, Malayalam Sahitya Vedi, Tourism club and Environment club organize different programmes that nurture the students with professional ethics, human values, patriotism, social consciousness, environmental sustainability, creativity, leadership qualities, tolerance, senstivity, empathy and humility that mould them into inspiring leaders of tomorrow.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 5

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	2	2	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 120

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
62	30	27	0	1

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 51.54

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3540	1124	1215	0	46

File Description	Document
Report of the event	
Average percentage of students participating in extension activities with Govt or NGO etc	

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 18

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	7	1	3	2

File Description	Document
e-copies of related Document	
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 1

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Classrooms and ICT enabled learning spaces: The institution has 62 spacious, well ventilated classrooms with adequate seating facility for learners, of which 28 are ICT enabled including seminar halls and Edusat facility. All class rooms are connected with the Principal's chamber through a public addressing system. All the departments have their own computers with 20 Mbps internet facility, laptops, printers and LCD projectors.

Laboratory facilities: The department of Botany is maintaining Research labs including Systematics lab, Biochemistry lab and Microbiology lab in addition to laboratories for M.Sc. and B.Sc. courses. In Department of Chemistry, along with well-equipped laboratories for B.Sc. and M.Sc. students, maintains one research laboratory, one equipment room for M.Sc. and one room for important research instruments. The department of Physics is providing three well equipped laboratories and one computer laboratory with a total of 15 desktops with internet facility and loaded with different computer language software packages, mathematical tool packages and research tool packages, for B.Sc. M.Sc. and Research students. The research lab at the department is equipped with high end research facilities. Department of Zoology have three well equipped laboratories with modern equipment in addition to B.Sc. and M.Sc. laboratories.

Centralized Computer Laboratories: A total of 225 systems are accessible for students within the college. Out of which general usage includes 36 desktops, 20 at general computer lab and 16 at general library. Several departments provide department wise access to 164 systems including desktops, laptops and tablets. A computer laboratory in association with ASAP was established with 40 computers, having internet facility and loaded with necessary software packages for Computer Science and statistics students.

Botanical garden, Green house and Medicinal plant conservatory: The department of Botany is maintaining a Botanical garden with QR coded Digital labels on plant specimen for enhanced learning experiences for the students. Greenhouse for germplasm of rare plants as well as the medicinal plants in the form of a grove are also being maintained in the campus.

Herbarium and Museum: For the effective studies on floristic surveys, an excellent collection of preserved plant specimens is available in the existing herbarium of the institution. Museum in Department of Botany maintains preserved (pickled and dried) plant specimens of all groups of plants ranging from Algae to Angiosperms with QR codes. Department of Zoology maintains a Museum of rare specimens, representative types of different groups of invertebrates and vertebrates, stuffed birds and animals, specimens of insects (a special section), specimens showing different foetal development stages, skeletons of whale and bull and other biologically significant specimens

In addition, institution provides following specialized facilities and Equipment for teaching, learning and research

EDUSAT (ORICE - Online Resources Initiatives of Collegiate Education) room for live streaming of

online classes

INFLIBNET: For e-resources

Central Library, with adequate reading and reference materials

Learning Management System in moodle platform - e learning@victoria provide online platform for digital classes

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The college offers sufficient infrastructure for cultural and sports events. Following facilities are effectively used by the student community and the public.

Auditorium: The Heritage Auditorium associated with the administrative building is used for all official gathering and cultural activities of the college and can accommodate around 600 students.

Open Air Auditorium: The College has a spacious open-air auditorium with raised platform and an open ground that can be used for both cultural activities and official gathering which can accommodate audience around 800.

Open Stage at Vineetha Memorial Garden: For a small gathering of around 200 or less, the space at Vineetha Memorial Garden is being used. This open stage provides a natural setting to students' activities of debates and discussions. The seating arrangement provided at the garden is ideal for open theatre programmes and small get togethers. The garden is also provided with sufficient water supply and seating facility, and is also used by the students effectively for various cultural activities.

Facilities for Sports and Games

The department of Physical education coordinates all sports and game events of the college. More than 250 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, the institution also has a concrete floored basketball court to the left of the main entrance to the college. The main playground is used for training hockey, football, volleyball and cricket. The college ground near the pavilion is equipped with a cricket net for practicing, which is also being utilized by some external institutions for training in Ball badminton, Kho-Kho and Kabaddi. The gound of open-air auditorium is

also used for these games. Institutional membership in the Indoor stadium near to the college is being utilized for training students in shuttle, tennis and archery.

Pavilion and Yoga Hall

The pavilion includes a hall for training table tennis and a Yoga hall which can accommodate 25 persons at a time for practicing Yoga. The Physical Education Dept. takes initiative to conduct the Yoga classes. The students also utilize the hall for indoor games like Chess and Carrom. The pavilion also houses a Fitness centre and a Gymnasium.

Health club

A Health Club is working at the college under the supervision of Physical Education Department. A First Aid Cell under the guidance of Health Centre is functioning at the college amenity centre. The programme 'Jeevani' is currently working in the college for councilling of the students and staff. Both students and staff are benefited by these programmes in the college.

Communication skill development

The Department of English maintains a Language lab for improving communication skills and gaining confidence in delivering the language, which assist the students in public speaking, debates and for careers in media. The Malayalam department provides training in Desk Top Publishing facility.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 38.81

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 26

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 66.94

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
30.84	116.38	459.32	311.10	226.10

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Government Victoria College General Library is one of the oldest College Libraries in Kerala, which started functioning along with the inception of the institution. It is equipped with around 1.14 lakh books and various reading materials in various formats housed mainly in the General Library and the subject area reference books are kept in different departmental libraries. This facilitates easy access to the students of respective departments to read and issue the books on a daily basis. In addition, departments subscribe journals of the respective disciplines with assistance from philanthropists and alumni.

A total of Rs 55.95 lakh was utilized for the purchase of books and e-resources during the years 2015-2020. All these resources sufficiently supplement the academic and intellectual requirements of the students and faculty members of our college. Resources of the library are accessible to all the students, research scholars, teachers and non-teaching staff. A user-friendly interface for searching documents (OPAC) is also available in the library. Library transactions are fully automated in the year 2018 with internationally acclaimed free library software called KOHA. The General Library is functioning in an independent building, with a seating capacity of 140 people in the reading room. It subscribes to various newspapers and periodicals in English, Malayalam and Tamil languages, and a number of peer reviewed reference journals. Library is equipped with a digital multimedia centre to facilitate INFLIBNET access to research scholars, PG students and teachers. The general library maintains a dedicated section by including materials related to current affairs and general knowledge for civil service aspirants.

Details of library automation

- Name of ILMS software : KOHA

- Nature of automation (fully or partially) : Fully

- Version : 18.11.02.000

- Year of Automation : 2018

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 11.13

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
5.26	13.19	18.76	5.57	12.86

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 8.82

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 217

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The day-to-day activities within the campus and office were integrated with IT facilities for improving the quality of teaching, learning and evaluation processes along with making the administrative processes user friendly, efficient and transparent. The institution possesses WiFi facilities with 20 Mbps Broadband connection updated during the year 2017-2018. The centralized Library of the institution is digitalized and got automated with Koha during the year 2018. Adequate facilities of laptop / desktop computers and LCD projectors were installed in all departments with the annual plan expenditure during the years, 2015-2019. The EDUSAT facility was initiated in the campus during 2004 and the infrastructure requirements got updated with online streaming and virtual conferencing during the years 2017-18 with funding from Govt. of Kerala. The INFLIBNET facility has been given access during 2012 and annually faculty and students were given access extensions. More smart class rooms with modern educational facilities were added utilizing the RUSA fund during 2017-18. ICT infrastructure of most of the departments were augmented with desktop computers, laptops and LCD projectors during 2015-2019 utilizing plan funds of respective years and RUSA infrastructure augmentation. Interactive boards and LCD projectors as common facilities were installed in seminar halls and Edusat facility during 2017-18.

OPTIC FIBRE NETWORK

The entire campus is connected with Local Area Network and a dedicated server system has been installed in the campus for network management. All the departments are networked through broadband internet connection with internet nodes and switches in all departments. Wi-Fi facility in the campus makes accessing online materials easier.

e-GOVERNANCE

As part of the e-Governance project of Directorate of Collegiate Education, Government of Kerala, all the faculty have free high speed internet access on their personal laptops or on LAN connected desktops in their department. The Office works are well maintained by office automation software. Digital File Management through DDFS has been installed as part of office automation. Purchase procedures are mediated through e-Tenders through e-procurement system of Govt. of Kerala. The admission procedures are mediated through Centralized Admission Portal connected to University of Calicut. The Examination procedures are also automated and allotments are made digital. Punching terminals have been installed in the campus for the Centralized Attendance Management System (CAMS) of the teachers and the non-teaching staff.

EQUIPMENTS

There is a central public address system with nodes on all classrooms and staffrooms. Departments have the essential IT infrastructure like Computers, Printers, Scanners, Photocopiers, Projectors, speakers, electronic podiums and public address systems. Almost all the departments have smart classrooms with LCD projector, Internet connectivity, Laptop and speaker system.

OTHER FACILITIES

Edusat facility (ORICE Studio) is well-maintained with necessary accessories for streaming Online Classes and Courses. Students and faculty have access to resources of INFLIBNET, supervised by the General Library and library utilises Library management software for book cataloguing and issuing. The IT Infrastructures of the college is augmented by the online learning portal e-learning@victoria in Moodle platform from 2016 onwards.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 10:1

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	[View Document]
Details of available bandwidth of internet connection in the Institution	[View Document]

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 32.05

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
25.87	238.23	42.87	110.65	37.51

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document]
Audited statements of accounts	[View Document]

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

As Victoria College is an institution managed by the Government of Kerala, the utilization, management and maintenance of academic and physical facilities along with all support systems are regulated by the rules implemented by the state government. The student related support systems are mostly planned according to the rules and regulations of the affiliating University of Calicut.

 Augmentation, maintenance and utilization of Infrastructure

The construction of buildings and other support facilities are implemented through Public Works Department, Nirmiti Kendra, Water authority and Electricity Department, Govt. of Kerala. The institutional requirements are periodically submitted to the government for approval. The PRICE software is being used for preparation of estimated costs of such constructions and implemented by these agenciesas per the rules and regulations. 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.

In addition, 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 Parent Teacher Association. Minor level assistance is also being provided by the college alumni, the OSA and alumni of different departments.

Purchase and maintenance

Proposals for annual purchase of laboratory and library requirements submit to DCE for approval. The funds received are monitored strictly under purchase rules and allocated for academic and infrastructure development. Purchase procedures are mediated by centralized e-Tenders through e-procurement system of Govt. of Kerala. Purchase is also affected through GEM, CPWD, quotations and local purchases. However, local purchase is limited to Rs.15000/- only.

The recurring expenditure of water charges, electricity bill and payments for communication facilities and internet are managed from non-plan funds released by the government. Institutional overhead funds from the research projects are utilized for maintenance of departmental amenities of respective departments where the projects are implemented.

Utilization of Physical facilities

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 classroom has been changed to e-classroom with infrastructure facilities which areused for ICT enabled teaching learning process. Strengthened science laboratories under RUSA are open to research scholars of the college as well as from nearby institutions. The physical education department has been strengthened by sports amenities, Gymnasium and health club, and is being utilized by students and faculty, free of cost. 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. The public addressing system implemented in the campus connects the Principal's office with all class rooms of the institution.

Utilization of academic and IT facilities

The enrolment of the students into the campus are mediated through Centralized Admission Portal connected to University of Calicut. The admission procedure inside the campus is also digitized with a centralized e-token system and online fee payment. The Examination procedures are also automated with online registration and the results are also published online at the end of each semester. The Centralized Attendance Management System (CAMS) for the teachers and the non-teaching staff have been implemented through biometric punching. The Office administration is managed by Direct Digital File Management System which reduces much of the time in file movement.

Online and offline classes are effectively managed through a centralized time table and special time tables are used for remedial coaching and other additional coaching classes implemented in the campus. Continuous monitoring of the students by internal evaluation is done at different levels and are managed by tutors and heads of each department. The IT enabled seminar halls and Edusat facility is being utilized for various academic activities. Continuous monitoring of research progress has been centralized and is done

at least once in every six months.

Learning Management System: The institution has a Learning Management System operating in Moodle platform, e-Learning @ Victoria which provides an online platform for knowledge sharing and, assessment .

Centralized Computer Facility: The general computer lab and the laboratories of the Computer Science and Statistics department are open to all students of the campus for their access to online resources and for carrying out their project works as part of the curriculum. These facilities also provide support for printing, photocopying and online browsing for the students at a subsidized price.

Centralized Library: The subscription of journals and purchase of books are managed by the plan fund and UGC fund allocation through RUSA and the students are provided with the library facilities on all working days.

Utilization of support facilities

  College Hostels: 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 the government.

Staff Quarters: The institution provides accommodation facilities to teaching and non-teaching staff and all the staff who enjoy these facilities are entitled to pay the rental as per the state government rule. The quarters are also being maintained by the PWD of Govt. of Kerala.

Crèche: The campus provides the facility of Crèche for the day-care of the little children of the faculty and is supported by the PTA.

The Student Amenity Centre: College hosts a Students Amenity Centre, where there are facilities for Additional Skill Acquisition Programme (ASAP) and a mini-conference hall for group discussions.

Co-operative Society: The college offers a co-operative society with subsidized student requirements and is managed by the co-operative society act of Govt. of Kerala.

File Description	Document
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 86.67

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1968	2135	2108	1827	1462

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 9.77

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	264	239	268	272

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 4.4

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
120	99	8	121	127

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	
Details of student grievances including sexual harassment and ragging cases	

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 4.06

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
25	24	29	16	44

File Description	Document
Self attested list of students placed	
Details of student placement during the last five years (Data Template)	

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 46.86

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 395

File Description	Document
Upload supporting data for student/alumni	
Details of student progression to higher education (Data Template)	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 23.03

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
50	26	13	7	2

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
120	98	72	34	24

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 141

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
32	43	37	18	11

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

The institutional framework of Govt. Victoria college is structured democratically ensuring adequate representation of students in academic as well as administrative bodies in the campus. The College Union is an elected body of student representatives of thirteen members who are elected through a fair and transparent electoral process. It begins with the constitution of an Election committee under the leadership of the Principal and a Returning Officer from among the teachers.

Upon constitution, the Union takes up the responsibility of organizing and coordination of various activities in the campus. This includes the College Day, College level Arts fest, Freshers Day, Anti ragging campaigns, Film shows and various other programmes for the students.

The Union also represents and voices all the student concerns and grievances. College Council consults the Union while taking up important decisions concerning the students. This ensures that the students are actively involved in the academic and administrative policy making of the institution.

There are two University Union Counselors elected from the college who represent the college in the Calicut University Union. Every year the college Magazine is published under the initiative of the student editor who is also a member in the college union. Student representatives are also active members of the major administrative bodies of the institution like RUSA, IQAC, Anti-ragging cell and various clubs constituted for co-curricular activities.

There are fifteen associations functioning in the college at the level of various departments. The associations are headed by the association secretaries who are elected by the students of the respective departments. The associations organise lecture series, invited talks, debates, quizzes, various awareness programs, literary fests, science exhibitions and other competitions for the enrichment of artistic and academic capacities of the students. All the student support initiatives inside and outside the campus are undertaken entirely under the leadership of student representatives.

File Description	Document
Paste link for additional information	<u>View Document</u>

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 24.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
40	25	19	20	17

File Description	Document
Upload any additional information	<u>View Document</u>
Report of the event	<u>View Document</u>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<u>View Document</u>

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Government Victoria College is the proud alma mater of several renowned people like T N Seshan, E M S Namboothirippad, writers like the Jnanpeet Award winners M T Vasudevan Nair and O V Vijayan, eminent professors and academicians like Dr K N Panicker and Prof M Kunjaman.

The college has a registered Alumni Association named as The Palghat Victoria College Old Students' Association (OSA). The Old Students' Association actively involved in the developmental activities of the College. They have always extended their support with every department holding respective alumni association meetings on an annual basis. Their major activities include:

- appreciating high achievers of the departments through their numerous endowment prizes

- proficiency awards for academic performances

- lending generous financial support to various student arts activities inside the campus that are held annually

- Organising Alumni Day of various departments

- Initiating campus cleaning activities

- Offering decisive support in the college development councils

So far 84 annual general body meetings of OSA have been held. OSA also suggests and provides resource persons for organising regular talks and events in the college. The strong alumni network of the college remains a motivational element for the student community.

Apart from OSA, most of the departments also have their own smaller alumni groups who contribute to the departmental activities and gather up on a regular or occasional basis to discuss their activities. Out of all these departmental alumni associations, the most prominent and effective one is VIBA, the association of alumni of the Research Department of Botany.

Victorian Botany Alumni Association (VIBA) is the official alumni association of Post Graduate and Research Department of Botany. It was constituted in the year 2008 and revamped in September 2017.

In 2019, VIBA instituted an award for excellence in Environment conservation (Palakkad District) that consists of a memento, citation and cash prize. VIBA is highly committed to preserving the green environment of the campus. Apart from this, it also organizes medical camps, conducts seminars and talks for the students, gives cash prizes for the UG and PG toppers and other meritorious students and facilitates training programmes and workshops. Some of the activities of VIBA are as follows:

- Publication of Newsletter - VIBA Botanica. (from the year 2018 onwards).

- Medical Camp at Ozhalapathy in association with DMO, Palakkad

- Organized Nature Walks to Dhoni Hills, Nilambur, Nelliampathy and Chinnar Wildlife Sanctuary

- Sensitization of Panchayat Members of Nemmara and knowledge sharing on medicinal plants to farmers along with Gangothri Foundation

- Establishment of a herbal garden at BEM Junior Basic School, Palakkad

- Assisted in improving the greenhouse at the college campus

- Assistance for the subscription of five journals

- Institution of M C Gopinathan Lecture series, Sarojini Menon Endowment and VPK Nambiar Endowment

- Knowledge partner in technical support for QR coded signages of plants in Vatika with DTPC

- Book donation to Bodhi Community Library at Chinnar Wildlife Sanctuary

- Botanical illustration competition for high school students

- Contribution of flood relief materials to NSS units of GVC and Mercy College

- Infrastructure enrichment and maintenance of garden

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision

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

For the past 133 years Govt Victoria College has been serving the semi urban areas of Palakkad and has a glorious past of well-known personalities walking out of this institution and working towards the betterment of our society. The college is dedicated to work towards upliftment of students, the majority of whom belong to socially and economically backward areas of Palakkad district. Preaching and practising egalitarianism, the institution works towards empowering its female students who form more than 80% of the total strength.

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 endeavour

·   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

Our prime motto is to make quality education accessible to our students and thus to enable them to compete in a world of innovations. Facilitating such quality education furthers the development of rural areas to which most of our students belong, and hence we hold the beacon of social development and emancipation high, through each student of ours.

Governance Vs vision and mission

The IQAC and College Council constitute the advisory body to the Principal and take crucial decisions pertaining to the academic and administrative matters keeping the vision and mission statements of the institution on priority. The institutional governance is operating with broader perspective plans of making quality education equally distributed among the student community hailing from different socio-economic sectors. The   admission committee ensure the fair compliance of governmental rules and

regulations in this dimension. Those admitted students were ensured the eligible educational scholarships and e-grants through the scholarship nodal officer and UGC nodal officer with the support of the administrative section for distribution among students. More than 80% of the students admitted to the institution are supported with these scholarships from state and central governments. The receipt of infrastructural benefits equally among the students are assured by various academic bodies operating within the institution where the faculty form the major facilitators. The purchase committee, Accommodation committee, Nodal officers for ASAP, SSP, WWS, Remedial coaching, Course coordinators of UG and PG programmes, Research committee, Discipline committee, Anti-ragging cell, Committee for atrocities against women, Internal complaint cell and Grievance redressal cell assure that governance operating at the institution is in tune with the vision and mission statements of this higher education institution.

File Description	Document
Paste link for additional information	[View Document](#)

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

At the operational level, the institution follows the principle of participatory governance and decentralization. The administrative power of the top management is delegated to lower levels resulting in the participation of all stakeholders in the governance of the college. The routine affairs of the college are managed through various committees vested with autonomous powers which include the majority of the faculty members of this institution. The recommendations from these committees will be implemented only with the consensus of the College Council.

The perfect instance of decentralization and participatory management in the institution is the establishment of the College Council. Designed as an advisory body to guide the Principal in matters concerning administration, the College Council comprises all the Heads of department, the IQAC coordinator, RUSA coordinator and Superintendent of college office. With the inclusion of three elected faculty members that makes it more democratic, the Council comes out as an epitome of participatory management. Everything pertaining to the college, ranging from minor issues concerning students to proposals for academic and infrastructure augmentation is taken up by the council so as to enhance the general academic environment. The distribution of various funds to the departments is done after having a detailed deliberation on the requirement and urgency with regard to the proposals submitted.

The Principal coordinates the academic and administrative activities of the college. As the chairman of the staff council, all the department heads (HoD) and the administrative office report to Principal. Principal is responsible for ensuring that (i) effective teaching learning process is being carried out in the teaching departments and (ii) the process is ably supported by the administrative office. Faculty members are given opportunities to voice out their dissent or consent in any of the matters concerning the institution. The various activities in the college are entrusted upon different committees which are democratic forums for discussion and debate and the selection of office bearers are done after ample discussion. The framework of future plans of the college evolves through these committees.

The coordination of the teaching and the non-teaching staff of each department is the responsibility of the concerned HoD. HoD allocates the workload to the staff and provides necessary guidance and instructions to the faculty members based on student feedback. As a member of the college council, the HoD communicates the needs of the department to the management and manages the resources of the department in accordance with the instructions received from the management.

Abiding by the guidelines, all the student representatives and the office bearers of the student union are chosen through election. Apart from organising events of social, political, cultural and environmental significance, the Union serves as the voice of the student community. The college administration also ensures representation of students in academic and administrative bodies and cultural committees of the institution.

Regular PTA meetings are held at college as well as department levels for effective communication with parents. Valid suggestions from them are incorporated in the academic and administrative decisions of the college.

File Description	Document
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Strategic plan of the institution between 2015-2020 targeted at achieving equity and excellence both in the academic and research domains. The deployment of strategies planned by IQAC got successfully implemented in the teaching learning process and research during these years.

The college encourage ICT enabled teaching through online video resources, use of the learning management system, e-Learning@victoria, Google Classroom, social media platforms and online video conferencing tools as Google Meet, WebEx, etc. For the student fraternity, ASAP, WWS and SSP are already in implementation, by which both the fast and slow learners are effectively identified and provided with adequate mentorship. The students are further encouraged to participate in online and self-study courses, in MOOCS and other short-term courses offered through the National Schemes of SWAYAM, NPTEL and V-Lab so that they can acquire credits to complement their academic programme. Our college being a local chapter of the SWAYAM-NPTEL, the SPOC concerned informs the students of the upcoming courses, assigns mentors to see to it that the enrolled students actively participate in the courses and submit their assignments on time. Apart from the credits thus accumulated, upon the successful completion of their certification exam, the students earn certificates that improve their employability and prospects for higher education.

The teachers are provided with training in enhancing their textual, video, audio and graphic presentation skills. Workshops are regularly conducted on designing lesson plans, preparing quizzes and assignments. While the younger faculty of the college are encouraged to participate in programs such as

FLAIR, OPTIMA and STEP, all teachers are motivated to take up the Refresher and Short-Term Courses offered by the ARPIT.

The digitization of the College Library has been undertaken under this strategic plan of IQAC with the result that the searching and lending out of the resources are made easy. Apart from this, a reading and research corner for the PG and Research students, along with a Civil Service Corner for the Civil Service aspirants were also set up within the library. Both the students and the teachers are provided access to the INFLIBNET repository to enable access to the national and international journals and reference books. An e-book hub is also created for which digital access is granted to the PG students and research scholars so that a wider dissemination of information is possible. In order to maintain the quality and high standard of research publications, the library permits the students and scholars to check their documents, research papers and theses using the anti-plagiarism software Urkund.

The institution supports seminars, workshops and invited lectures aimed at enhancing the avenues in research along with major and minor research projects. The cost-effective e-resources and the widely shareable literary and scholarly materials have considerably improved the learning experience of the students and scholars. This has brought about an enrichment of the research potential of the college with the result that more departments have taken up research activities, thus attracting more scholars pursuing diverse, up-to-date, relevant and interdisciplinary topics of research.

File Description	Document
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The Principal is the head of the institution and is responsible for the internal management and administration subject to the control of the Director of Collegiate Education. In the absence of the Principal, the Vice-Principal or the senior-most faculty of the college undertakes the duties of the Principal. The Principal, the Vice-Principal, the College Council, the IQAC, various statutory and non-statutory committees, and the administration wing of the college work in tandem to ensure the smooth functioning of the institution.

College Council: College Council is an advisory body to the Principal in both academic and administrative activities. It consists of the Principal, heads of all departments, three elected members among teachers, the librarian, and the office superintendent.

Internal Quality Assurance Cell (IQAC): The Internal Quality Assurance Cell is constituted to improve the academic and administrative performance of the institution.

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.

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.

In addition to the above four statutory committees, the following committees/cells work together to ensure the smooth functioning of the college.

Planning and Purchase Committees: Separate committees comprising the faculty members and administrative staff are involved in the planning, implementation, audit and purchase of the essentials.

Examination Committee: External examinations are coordinated by the Examination Superintendent. A faculty member from each department coordinates the internal examination and internal mark tabulations.

Research Committee: The committee monitors the research works of teachers and research scholars and encourages them to apply for various projects. Periodical assessments of ongoing research programmes are being monitored by this committee.

Discipline Committee: The college discipline committee takes a keen interest to maintain discipline inside on the campus. The committee functions to impart social and moral values to stakeholders.

In addition to these, we have an **Anti-ragging Committee** and an **Anti-ragging Squad** to deal with the menace of ragging, **Women's Cell** to address the issues faced by women, **Career Guidance and Placement Cell** to provide students with the resources and skills necessary to pursue their career goals and **Grievance Redressal Cell** to address complaints and grievances of staff and students.

Service Rules and Procedures: As a Government institution we strictly follow the service rules according to the UGC/ State Government/ University norms. The teaching and non-teaching staff of this college get benefits of GPF/ GIS/ SLI/ Gratuity and Casual/ Earned/ Medical/ Maternity/ Paternity/ Compensatory Leaves. Staff recruitment is done by PSC, according to the rules and conditions of The Kerala Service Rules and the UGC norms. Administrative staff promotion is based on seniority in service and other conditions stipulated by the Government of Kerala.

File Description	Document
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

There are several welfare measures available in the institution for the teaching and non-teaching staff. This includes monetary aid schemes, health and medical services, infrastructural amenities and various statutory assistance.

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.

Staff Quarters: The College provides residential facilities for Teaching and Non-Teaching Staff from distant areas. A few of them are reserved for the administrative heads and the rest are given to other staff members of the institution

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.

Administrative staff recreation club: This club organizes welfare and recreation assistance to non-teaching staff

College Canteen: Provides the staff and students with hygienic, homely and nutritious food at prices affordable to students.

Recreation and Fitness Centre: The College provides opportunities for recreation, Yoga training, sports and games. The Department of Physical Education maintains a well-equipped fitness centre for the staff for their sound mental and physical health.

Ladies Amenity Centre: The College has a separate room for women staff for rest and recreation. The centre is furnished with facilities such as sanitary napkin vending machine and incinerator, water purifier and a cabin for changing dress.

Promotion of Research Interest: In the library, a separate area is set apart for the teaching staff to facilitate research.

Medical Camps: Frequent medical camps are arranged in the campus in which all staff can get free check-up.

Security: The College has installed CCTV cameras for the close monitoring of anti-social activities in the campus and PTA has employed one additional security personnal for the benefit of the students.

Anti-Sexual Harassment Policy: A Women's Grievance Redressal Cell has been formed for addressing complaints regarding sexual harassment.

Statutory benefits extended

Statutory benefits prescribed for the State employees by the Government of Kerala are provided to the teaching and non teaching staff of the institution.

Maternity and Paternity Leave: Employees can avail maternity or paternity leaves and other leaves like Special disability leave with permission to leave the station.

Medical Reimbursement Scheme: Under this scheme, all medical expenditure of employees and their dependents are refunded.

House Building Advance: Monetary support is provided to employees at an interest rate lower than that of the market rate. They can repay the loan at easy instalments.

Welfare Schemes: The entire staff is covered under the Group Insurance, State Life Insurance and Group Accident Insurance Schemes of the state government.

Leave Travel Concession: Subject to rules and regulations, the travelling expenditure of the employees to any place in India is refunded.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0.17

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 18.44

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
45	39	7	10	11

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The College follows an active self-appraisal system for assessing the professional excellence and academic efficacy of the staff which has been accomplished through a comprehensive strategy developed according to the career advancement prerequisites designed by IQAC and various other stakeholders. The performance of the teaching and the non-teaching staff are evaluated on the basis of separate indicators. The benchmark for the evaluation of teaching faculty includes academic excellence, API scores, publications from research and the feedback received from the students, whereas skill and target oriented completion of work is evaluated for the non-teaching staff.

The IQAC of the college takes effort in conducting the annual academic audit in accordance with the UGC norms. Each faculty member prepares a self-appraisal following the UGC guidelines with the PBAS format for API, stating their academic achievements, training programmes undertaken, extension activities etc. This performance report submitted by the faculty is verified by the screening cum evaluation committee constituted by IQAC and is later on send to the Director of Collegiate Education for necessary action. This report serves as a parameter for setting higher standards in the functioning of the college.

The feedback received from the stakeholders are held highly appreciable for the institution. Under the initiative of IQAC, feedback forms are issued to the students. At the end of every academic year, an annual academic audit is carried out at the department level. The academic reports are based on feedback forms, self-appraisal of faculty, the academic output of students etc. These reports are consolidated by the IQAC and in turn submitted to the Principal, who gives adequate and timely suggestions for improvement.

PTA meetings are organised at least once in every semester with an average of two meetings a year. The PTA executive meetings evaluate the success in achieving the academic objectives. The common suggestions that evolve through these deliberations are discussed in the college council and necessary follow up is being done for effective implementation of the corrective measures.

The success of the system relies to a great extent on the non-teaching staff. The administrative officer submits a periodic report to the Principal about the performance of the non-teaching staff. Their performance is assessed on the basis of their efficiency, time bound completion, and commitment and adherence to procedures and guidelines. The performance of all sections of administration is subjected to annual auditing. With the introduction of Digital Document Filing System (DDFS), all the administrative tasks have been carried out with increased efficiency and transparency. The feedback from every respect is subject to discussion in the college council and practical suggestions and solutions evolved are carried out without fail. Confidential reports are submitted by the head of the institution for promotion of the teaching and non-teaching staff based on the performance. The effective assessment and appraisal of the faculty and the non-teaching staff thus helps to enhance administrative performance and improve the teaching learning

process.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

As an institution owned and managed by the government of Kerala, Govt. Victoria College understands that its credibility and accountability reside in a system of regular and accurate auditing. Therefore, all the financial records of the grants and funds that the college receives both from the state and central agencies are subjected to rigorous and scrupulous scrutiny, in the form of external and internal auditing. The two major external audits that are regularly conducted are those by the State Accountant General (AG) and the Directorate of Collegiate Education.

Audit by the Directorate of Collegiate Education, Kerala

A team of officials from the Directorate of Collegiate Education periodically visit the college to check the income and expenditure statements, the utilization statements of the various plan and non-plan funds received from the state government. They check all accounts related to the salary and service matters, the allocation of funds from the central government agencies like UGC, FIST and RUSA, the bills and accounts related to the PWD construction and maintenance, the bills and statements of the seminars, conferences and workshops organized by the various departments of the college, the purchase bills of laboratory equipment and library books, daily fee collection register, auctions and the utilization bills of study tours. The latest DCE audit was performed in 2019, which examined all accounts from 2016 to 2019.

Audit by the Office of Accountant General

From time to time the AG's office conducts the audit of all the income and expenditure statements maintained in the college. It covers all the balance of payments, various stock registers, utilization of plan and non-plan funds of the state and central governmental bodies and agencies.

Audit by Chartered Accountants external to the institution

Often, external chartered accountants are invited to audit the utilization certificates of funds received for the major and minor research projects funded by UGC, DBT etc., seminars, workshops and various other developmental funds. They also verify accounts of the contributions received from non-governmental agencies and individuals like the PTA and Alumni.

Internal Audit

Internal audit is being performed by the staff members of our institution, who do not belong to the same department. The stock verification of lab equipment, library books and furniture is performed every year as part of internal audit. The departmental allocation of PTA funds are also audited internally by internal PTA auditor, who is a faculty of the institution.

Settling of Audit Objections

Although utmost care is taken to prepare the accounts, sometimes audit objections may arise. In such cases, the institution takes necessary measures to rectify them, following a discussion in the college council. If any excess amount is found to have been claimed, the party concerned is contacted and asked to refund the same.

Integration of suggestions from auditors

During Accountant General's audit and government audits, specific suggestions in procedures for maintenance of stock, rectification in procedural errors etc. are being given and the college integrates and upgrade the same for future audits.

File Description	Document
Upload any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 13.2

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
5.40	1.30	5.82	0.43	0.25

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

As the institution is managed by the government, developmental and recurring expenses of the college are met by plan and non-plan funds from the state government along with funds from UGC, RUSA and FIST. The **plan fund** is received every year and the proposals are submitted in advance at the

beginning of each financial year. After the outlay, utilization certificates along with proper bills and accounts are submitted. The plan fund is used to cover expenses on development and maintenance of the college infrastructure, payment of fees for course affiliation, the organization of sports camps and meets, purchase of sports amenities, library books and laboratory equipment. Further, the plan fund is used to provide the college with library interns and a student counsellor.

The **non-plan funds** are used to meet recurring charges and daily expenses of the college such as payments of electrical, water, telephone and postal charges along with the publication of the college magazine.

Apart from these funds, the college encourages the faculty to apply and receive other funds from the central government agencies like UGC, RUSA, FIST etc. The UGC funds are utilized for the salary of the faculty, to finance the major and minor research projects as well as the construction and extension of buildings. FIST fund offered infrastructure support for teaching and research, in the form of purchase and maintenance of equipment and networking with computational facilities. The college has also received grants from various bodies and organizations like DST, DBT, KSCSTE, KSBDB, KCHR, CDS, IUCAE, NBHM, SERB and CSIR, to undertake research projects.

The fund for PTA is collected from each student in the form of contributions at the time of their admission. This fund is used to meet the day-to-day and urgent requirements of the college. PTA also awards proficiency prizes to outstanding students in various fields of university examinations, sports and cultural activities. The alumni organizations like the OSA and VIBA also contribute to infrastructure and academic development of the campus.

As part of its resource mobilization, in tune with the government policies, the college premises including the ground, halls and rooms are let out to the external agencies during holidays, against payment of a user's fee.

Optimal utilization of resources

The funds allocated for infrastructure strengthening under plan funds has been effectively used for administrative automation and ICT enabled teaching learning process. The infrastructure installed at the institution could facilitate new courses sanctioned to the institution. The automation in library, e-learning platform and development of an environment friendly campus got materialized by the optimal and effective utilization of funds received during this period. The routine affairs of the campus have been met by the non-plan funds, and the revenue generated through letting out of halls and college grounds were effectively used for strengthening amenities required in these sectors. The funds received for strengthening research at campus from different agencies enabled recognition of more research departments and that inturn attracted more research scholars to the campus during these last five years.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

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. Most of the undergraduate students enrolled after their secondary education require an appropriate orientation and induction to know the working structure of the new educational institution. IQAC every year ensures the same to the undergraduate and postgraduate entrants on the very first day of their campus life. The newcomers, along with their tutors, are exposed to the l working structure of the institution as well as introduced to the various clubs and cells that exist in the institution in which they can be active members. They are also informed of the various academic facilities that the college offers such as the general library, general computer lab with net facility, the inflibnet, the edusat facility and all other possible means to nurture the academic ambiance of the college entrants. The committee convenors elaborate on the clubs they coordinate, their goals and the expected outcome of participation in these various club activities, which in turn enable the students to make a choice for the most appropriate one as per their talents and requirements. Similarly, they are made aware of the co-curricular and extra-curricular activities that strengthen the overall development of the students to mold them as the future assets of our nation. The postgraduate students are given special orientation to kindle their research aptitude and emphasis is also being given for the career opportunities after post graduation.

Open courses that have been introduced as part of providing academic flexibility among students to choose courses of their interest other than their stream always required an orientation and this has been undertaken by IQAC and institutionalized as a novel initiative. . This mandatory requirement of fifth semester students to complete an open course from a department other than their parent department is eased by the open course orientation provided by IQAC. At the end of the fourth semester, the faculty briefs them of the objectives and content of the course and the convener of the open course ensures the registration of students in various courses before the summer vacation after the even semester. In addition, IQAC makes sure that the green protocol is maintained in all academic and extension activities organized within the campus by minimizing the utility of plastic and other non recycled materials. The IQAC also manages the energy consumption of the college by replacing ordinary bulbs and tubes with energy-saving LED bulbs and tubes. As part of strategic intervention, a 10kv solar panel has been installed to augment the utilization of alternate sources of energy within the institution.

File Description	Document
Paste link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

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.

ICT enabled curriculum delivery

As a pioneer initiative, all the post graduate class rooms of all the departments were transformed into smart classrooms by setting up of desktops/laptops and projectors. In the initial stage, these were installed in all the final semester PG and UG classrooms. In the following year, these were extended to all the first semester PG class rooms. This installation of projectors made considerable enhancement in the teaching-learning programme of the institution. It resulted in enhanced visual perception and it helped to relieve the monotony of common lecture methods. By this intervention, 28 class rooms of the institution are equipped with screens and projectors along with common seminar halls.

Implementation of Learning Management System - e-Learning@victoria

The IQAC has also equipped the teachers in handling the ICT tools by providing training classes and hands-on experiences. The digital platforms were exposed to the faculty and the classes were engaged both by expert faculty members of the college as well as the external experts from other institutions. During the Covid lockdown period, the IQAC took the initiative in empowering the learning management system for the entire college so as to consolidate the online classes to a single platform. The faculty members were trained in the E-content development using the moodle platform. The frequency of utilization of these tools were evaluated at periodic intervals and necessary steps were taken to ensure the effective utilization of the platform, namely, **e-Learning @Victoria**. The LMS equipped the faculty in the conduct of online examinations, online assignment submission and sharing of content developed on syllabi. E-Learning@ Victoria provided a novel platform for the students to interact online with the faculty concerned, irrespective of time and space. The implementation of LMS in the campus opened avenues for sharing requisite contents of e-resources, videos and notes on content irrespective of the subject. This also provided students with a training for e-content development, e-publishing and development of online dictionaries and question banks.

Periodical review on teaching -Learning Process

The incremental improvements in teaching -learning process undertaken by the institution is monitored by the pass percentage obtained in each programme, achievements of the students in University rankings, along with student's performances in co-curricular activities closely allied to the teaching and learning process. The monitoring of student's performance in audit courses across all programmes in undergraduate stream make sure the basic awareness achieved by the students in environmental conservation and disaster management. In addition performance of the students in class room performance is being assed based on internal evaluation.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The institution has many initiatives which foster gender equity in its curricular and co-curricular endeavours. Ensuring the Safety and Security of Female Students Institution carried out many workshops for sensitizing the students and staff on the issues of safety and security.

- Workshop on the UGC norms against sexual harassment inside the campuses held in October and November 2019.

- Workshop on Gender Justice and Legality by an advocate of the Kerala High Court on 19/12/2019.

- A seminar on Gender Justice on 21/01/2020 in which the need to bring the culprits before the law was discussed.

- An open forum on "Constitution and Gender Equity" held on Constitution Day on 26 November 2018.

In addition to this, self-defence classes were organised by the Women's Development Cell of the college. The Woman's Helpline Number 181 was displayed in a banner and as an advertisement during the screening of films in "Shastrayan". The Grievance Redressal Cell, Sexual Harassment Cell and Internal Complaints Cell address the complaints and grievances of female students and provide timely intervention and help.

Counselling

The institution provides support to the female students and staff to cope with the increasing stress and strain of the modern world .

- Jeevani, the counselling wing of the college promotes the mental health of female students and staff and helps them tackle their problems.

- The college conducts motivational talks and personality development sessions for girls.

- A talk by a trained psychologist for the inmates of the women's hostel on the topic of stress was organised in the hostel premises.

- The mentor-mentee system enables the female students to interact with the faculty and find solutions.

Common Rooms

The college has a girl's room with facilities like restrooms, dressing rooms, and incinerators where girls can meet their needs for privacy and relaxation. The amenities in the college also caters to the special needs of the female students and staff.

Day Care Centre

The college has a well run Day Care Centre, where the staff and students can entrust their young children during the working hours. The Centre has enough cots and beds, toilet facilities and toys. The babysitters and 'ayah' (caretaker) are appointed by the staff themselves. This facility enables the staff and students to be carefree and focussed in their work.

Events that Foster Gender Equity

The college organizes events that foster gender equity-like open forums, discussion panels, screening of documentaries and films, workshops on health, hygiene and self defence, outreach programmes, performances, flash mobs and musical evenings. The possibilities of the internet and new media like You Tube are exploited to create awareness. The students' Youtube Video, "Parivarthan" which records the response of the students and teachers towards feminism is an example. The Queer Pride March on 11/10/2018, which was the first of its kind in Palakkad, the bike rally by female students and the Night Out for girls conducted during Women's Day are innovative steps that promote gender equity.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The college manages the waste generated within the campus by implementing proper management systems with separate methodologies for handling biodegradable and non-degradable solid, liquid and e-waste materials.

Solid Waste management

The college takes necessary care to manage the solid wastes inside the campus. The campus hosts bins for biodegradable and non-biodegradable wastes respectively. The wastes disposed of in these bins are regularly collected and disposed. The plastic and paper wastes are handed over to the municipality periodically through the clean campus green campus drive of NSS. The organic wastes primarily hold food wastes and are managed through several composting techniques of Pipe composting, Aerobic Bin composting, Biodigester pots, Biodigester bins and Bio-compositor pots implemented and maintained at suitable locations in the campus and regularly monitored by Bhoomitra Sena Club.

The leaf litter is properly converted to compost through an open pit composting system. The campus receives rainfall only during the wet months of the year, year-long water harvesting pits, locally referred to as 'Mazha Kuzhi', are not maintained permanently. Instead after each rainy season, such pits are periodically covered with leaf litter and converted to organic humus rich regions. Such composting throughout the campus ensures the redirection of minerals and nutrients back to the soil. Ladies Amenity centres and college hostels are provided with sufficient incinerators for the benefit of the women community in the campus.

The institution also follows the Green Protocol strictly while conducting all the events in the campus by reducing the use of disposable plates and paper glasses with a shift to steel plates and glasses in all events practiced in the campus. Proper and periodic maintenance of infrastructure and timely repair of furniture to minimise the solid waste is also practiced. Paperless communication through online platforms is promoted. The student community also perpetuates a minimalistic approach towards waste generation within the campus.

Liquid Waste Management

The major share of liquid wastes comes from laboratories. The water used in the toilets are structurally disposed to septic tanks. All other waste waters are serially returned back to the soil through proper sanitation pits. The hot water released from water distillation units is allowed to cool and used for watering plants. Chemical solvents from laboratories are diluted, acids and basic solutions are neutralised and discharged into a dumping pit. The green chemistry practice through microanalysis helps to reduce chemical waste generation.

E-waste disposal

The accumulated e-waste is removed by proper disposal through e-waste management agencies periodically. Reusable parts are separated and reused in other systems.

Waste recycling system

Each block of the college is supplemented with waste baskets for organic and inorganic wastes. The campus adheres to a strict plastic ban and periodic cleaning of the campus by NSS volunteers and NCC cadets disposes off the plastic and paper wastes to the municipality waste collection system for recycling. The faculty and students of all the departments ensure the cleanliness of their respective departments and contribute by removing any kind of wastes from its source immediately after its production.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: D. 1 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**

2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Details of the Software procured for providing the assistance	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The institution takes a conscious effort to provide an inclusive environment that manifests tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. This is reflected in administrative, infrastructural, academic and co-curricular activities. The college strictly adheres to the reservation policy and rules during the time of admission thus assimilating students from a wide spectrum of socio-economic, communal, regional, cultural and linguistic backgrounds. The institution ensures the provision of all advantages possible to students from the underprivileged sections of caste and economic, cultural and regional backgrounds in terms of scholarships, fee concession, hostel accommodation and moral support.

The college routinely updates its facilities to meet the needs of differently-abled students. This is accomplished by the creation of a scribe bank, collection of Braille books, technology-assisted learning facilities, construction of ramps, WhatsApp group for GK awareness, Civil Service coaching and counselling sessions.

Palakkad being the largest district in Kerala, the college buses provide cheap transportation facility and easy access to students from the farthest regions and interior hamlets of the district.

The activities of the Women's Development Cell have augmented gender equity standards of the college. The counselling cell, **Jeevani** imparts a sense of inclusion and confidence to students who face low self-esteem and feelings of seclusion or isolation.

Taking into consideration the regional and religious diversities of the staff and students, the institution celebrates varied religious and regional festivals like Pongal, Onam, Christmas and Eid. The staff and students join the festivities by holding feasts and cultural activities. Examples are the preparation of the sweet rice Pongal, during the Tamil festival, Ona Sadhya, the feast of Malayalees and Iftar parties to foster religious amity. The college is decorated with intricate drawings called 'kolams', flower carpets or

'pookalams' and Christmas trees during the respective festivals.

Community service and reach out programs conducted by the institution to old age homes, and palliative care centres inculcate values of compassion and inclusiveness for the destitute and suffering people. Blood donation campaigns organised in the college and blood donation undertaken by student volunteers during emergencies are instances of how service-mindedness is installed in the students.

The field trip made to the tribal belt of Attapadi by the Department of English to make a study on the reasons for the dropping out of tribal students from schools and colleges enabled the staff and students involved to reach out to the tribes and understand the problems faced by the dwellers of that region.

The College has been hosting an open forum named "Discourses on Democracy" on a regular basis to sensitize the students on values like democracy, tolerance and inclusiveness. The discourses focussed on contemporary social-political issues like gender, caste, secularism, perils faced by democracy, marginalisation and evasion of justice. The interaction of students with activists, transgender people, politicians, academicians, economists, filmmakers, and thinkers reinforced the values of inclusiveness and democracy in them. Social consciousness and inclusiveness have also been accentuated by programmes like queer pride marches, Musical Nights, bike rallies and flash mobs.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The institution aims at moulding the young students into responsible citizens and adopts several measures in this dimension. The Preamble to the Constitution has been displayed in a prominent place in the college and the constitutional values are reflected in the academic, curricular co-curricular and extra-curricular activities of the college.

The academic content and its delivery to the students are well grounded in constitutional principles. Several courses that the students study, especially in Humanities and Literature, have portions pertaining to the Indian constitution and constitutional values. The Preamble to the Constitution is taught to the students in the Common English Paper studied during the second semester. Classroom discussions and debates focus on constitutional values like sovereignty, secularism, democracy, justice, liberty, equality, human dignity and fraternity.

Students are admitted to the college by a strict adherence to reservation policies and rules, ensuring justice and equality to all categories of students. The students get accustomed to constitutional values and principles through the process of the College Union Election which has all procedures of a proper election like appointment of a Returning Officer from among the staff, submission of nomination, campaigning,

abiding by election rules and decorum, voting and so on. A staff advisor is appointed to advise the college union and the student council is an official platform where student representatives and association secretaries can voice their concerns and needs. Grievances of students can be voiced and redressed in the Grievance Redressal Cell, Internal Complaints Cell etc. Faculty involvement in problems of the students is in keeping with values of democracy, human rights and dignity.

The faculty and students' union ensure that the students get enough exposure to constitutional values through activities like debates and discussions, open forums and talks by experts and thinkers. "Discourses in Democracy" is an open forum talk series organised in the open stage of the college wherein students gain awareness of contemporary events and where issues like marginalisation, caste and class discrimination, gender equity, economic measures, justice and denial of justice are debated and contested. A wide range of programmes like film screenings, marches and rallies, flash mobs, graffiti contests, musical evenings and performances tap the possibilities of art and culture in imparting values of liberty, equality and fraternity to students. The institution has very high standards of gender sensitisation and practice. Legal awareness is imparted to students through legal awareness campaigns wherein they are given a solid grounding in various laws and rules of the country.

Important national festivals like Republic Day, Independence Day and Gandhi Jayanthi are celebrated in the college in an appropriate way. The activities of the National Service Scheme and National Cadet Crops enable students to become aware of their duties to the larger community and the nation. Moreover, the participation of students in blood donation camps, visit to palliative care units and reach out activities in old age homes enhance the service mindedness of the students and their sense of responsibility and duty as citizens of the country.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and

festivals (within 500 words).

Response:

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.

World Environment Day : Every year, 5th June is being observed by planting new saplings in the campus and by distribution of seedlings to staff and students in association with the social forestry programme of the Department of Forests.

International Yoga Day: This day is observed by performing yoga and meditation regularly under the Department of Physical Education.

Independence Day and Republic Day – with flag hoisting ceremony lead by the Principal in the presence of staff and students, various programmes are initiated in the campus like parade by NCC cadets, cleaning activities by NSS and other clubs and cells. Quiz Programmes, motivation talks and patriotic song competitions are also conducted in connection with the celebrations.

Teacher's Day : The birthday of Dr. S. Radhakrishnan, a great teacher is celebrated by the college every year on September 5th and students organize special programmes to honour retired and serving teachers.

Gandhi Jayanthi : Keeping alive the spirit of the Father of our Nation, the institution organizes cleanliness drive every year as part of the Gandhi Jayanthi observance. NSS, NCC volunteers and students clean the college campus and various parts of the town.

International Women's Day, Constitution Day, Human Right Day, National Integration Day, Mothers day, day for senior citizens NSS and NCC days are celebrated every year

Onam: This is the major celebration and during this, students and teachers wear traditional Malayali clothes. Students arrange Ona Sadhya and they dine together, with teachers. The Sadya is prepared at the houses of students and each group brings particular dishes, making it a community feast. Onappatu, Athappookalam and Malayalimanka competitions are also organized by the College Union and various departments on this occasion.

Christmas: is celebrated with Christmas carol. There is crib competition and cake sharing in all departments.

I'd is also being celebrated as a symbol of communal harmony along with **Pongal** by tamil linguistic groups.

The Science Departments in the institute celebrates National Science Day, International Year of Light, Mole Day, Wetland Day, world water day, world ozone day and other national festivals by conducting

talks, seminars, poster exhibition and other competitions. National Mathematics Day is celebrated to honour Sreenivasa Ramanujan for his contribution to Mathematics on 22nd December. The day is observed by conducting seminars, talks by eminent personalities in the field of Mathematics and with exhibitions.

File Description	Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for Geotagged photographs of some of the events	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

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. Eminent social scientists, activists, writers and thinkers interact with the students in the seminar hall or in the open stage, "Vineetha Garden" located at the heart of the college. These gatherings have proved pivotal in developing social consciousness, through the diversity in the chosen topics. Details of some of the discourses conducted as a part of the programme are given below:

- Caste remains a poignant issue of discourse within the campus. A screening of the documentary, *Kakkoos*, directed by the director Divya Bharati, which addresses the marginalization faced by people involved in manual scavenging, was conducted on 12/3/2018 followed by a discussion and interactive session with the director. Mriduladevi Sasidharan, a Dalit feminist activist engaged the gathering with her talk on caste issues on 05/12/2019.

- The campus organised an interactive session with people of the third gender on 11/10/2018 in which Queer activists, Mx. Praveen and Mx. Unnais took part. An experience sharing session of the LGBT community was also held.

- The students interacted with Sr. Lucy Kalapurackal, an activist fighting against patriarchy and exploitation of women in religious establishments on 25/1/2019. She spoke on sexual exploitation of nuns in convents.

- A discussion on the execution of justice to the marginalised, specially focusing on the Walayar case (molestation of the minor Dalit girls) was held on 04/11/2019.

Research Forum Talks

As a part of the endeavour to inculcate critical thinking on important social issues among students, a Research Forum talk was organised. Eminent scholars and academicians interacted with students and provided them with alternate world views on their area of expertise. Talks ranging from "Patriarchy in Work Spaces" to "Sixty Years of Dalit Lives in Kerala" were conducted from 08/11/18 to 25/01/19.

Altogether six talks were conducted as a part of this programme followed by discussions and debates on critical social issues.

Centre of Excellence Lecture Series

The Department of English organised a Centre of Excellence Lecture Series that aimed at amalgamating research sensibility and social outlook. The Lecture Series comprised four public lectures where thinkers, academicians, professors and students from various colleges converged and held deliberations on marginalisation, subaltern studies, progress, modernity, secularism, religion, nation and gender. The lectures include "Question of Subaltern Public Sphere" by Dr. P Sanal Mohan, "Literary Studies and Dalit Literature: Some Reflections" by Professor K. Satyanaryana, EFLU, "Kerala Modernity" by Ameet Parameswaran Assistant Professor at Theatre and Performance Studies, JNU and "Nation, Gender and Islam" by Dr. B. S. Sherin, EFLU.

Field observations

Field visits were conducted to the tribal area of Attapadi to investigate the reason for the increasing rate of drop-outs among tribal students. They visited 21 oorus (hamlets) and interacted with Project Officers, Tribal Extension Officers, student dropouts, college going students, their parents, tribal chieftains and local people. These trips gave the students and teachers the rare opportunity of interacting with the tribal people, whose living conditions and valuable knowledge resources proved to be truly educational.

Chemparathi

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.

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. Prajyothi, particularly constituted to redress their grievances in the campus, began functioning in 2018, in cooperation with the activities of Kerala Federation of the Blind, Palakkad Unit. 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

Sri. Mohandas V K, Assistant Professor of Economics is the Grievance Redressal Officer of Prajyothi in the college.

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

2)   As an initiative to providing learning aids to the students, a sound recorder was given in 2018 to Mukesh, a visually challenged post graduate student from the History department.

3)   Efforts have been made to provide scholarships and assistance to purchase learning aids through Social Justice Department from 2018 onwards.

4)   Since 2018, special PTA meetings of the parents of differently abled students with the teachers, are being held, in order to provide a platform to understand and redress the issues faced by the students in the campus.

5)   Prajyothi has also undertaken many social welfare activities like taking part in the 2018, flood relief activities of Kerala Government.

6)   The organisation is also a part of the programmes of the Pain and Palliative Care Unite of the College and the District Hospital, Palakkad since 2018.

7)   A motivation class by Sri Ganesh Kailas, a motivational speaker for people with differential abilities, was conducted on 20/3/2019.

8) Prajyothi has also constituted a functioning Audio library/ Readers' Bank, for visually challenged students in 2019.

9) Our differently-abled students are routinely given counselling classes including personal counselling sessions, through Jeevani, Centre for Students' mental wellbeing since 2019.

10) Students are taught to use assistant technologies like Accessible- Coconut and N Vision Access, both designed for persons with visual impairment.

11) Keeping in mind the future of employment possibilities for differently- abled students, initiatives have been launched like the WhatsApp driven GK awareness programmes in 2019.

12) Prajyothi in collaboration with Ability IAS Academy, under the administration of Sri. T.T. Ibrahim is providing civil service coaching for our differently-abled students from 2019.

13) The facilities like ramps and wheelchairs, are available in the college, to make the buildings and amenities more accessible and comfortable for needy students.

14) Books in Braille script have been made available in the college library.

15) On 28th and 29th December, 2019 State Conference of the Kerala Federation of the blind was held in Govt. Victoria College, with the active participation of Prajyothi Victoria.

16) In collaboration with the Pain and Palliative Care unit Govt. Victoria College, a one-day rehabilitation camp for wheelchair patients in Palakkad district was conducted on December 13,2019.

17) On 15th February 2020, 5 members of the unit participated in the cultural programmes organized by Kerala State Federation of the Blind Palakkad.

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, especially during the COVID-19 lockdown. 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 a 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.

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Learning toward an Ecological Consciousness: Transformative Practices

Govt. Victoria College, Palakkad is located in an ecogeographical zone of significance in South India, where the hotspot of biodiversity the Western Ghats, fetches a gap of about 32 km forming a corridor in the district that opens to the state of Tamil Nadu, which affects the climate and water regimes along with cultural diversity in the district. The Palghat Gap serves as a geographical crunch for the district that directly influences the climate and rainfall of the district, which consequently contribute to the transient desertification in the district.

This uniqueness in the geographical and ecological regime of the district has been utilized by the institution in formulating an interdisciplinary approach for mitigation in climate change with knowledge addition on bioresource diversity, biodiversity degradation, its management along with cultural and linguistic diversity. Focus is being given to the biodiversity heritage along with the cultural and archaeological heritage of the district and this is unique to its vision and it typically provides opportunities for cross - disciplinary learning and research, involving multiple departments. This emphasises the Go

Green Motto of the institution with multilevel intervention in agricultural, ecological, cultural and linguistic regimes in the district. Our institution is focused on conserving this rich biodiversity along with the cultural and archaeological heritage of Palakkad. Research programmes of various departments like Botany, Zoology, History, Economics, English, Malayalam and Tamil, have been designed in keeping with these heritages in focus.

The floral diversity documentation in different forest areas, riverine beds and panchayats of the district, undertaken by the department of Botany, resulted in the addition of 8 new species to science, 5 new additions to state and district flora, and also generated a baseline data for the post flood monitoring studies of the biodiversity loss of the district in terms of flora and fauna (www.gvc.ac.in/Uploaded%20Files/Biodiversity%20Novelties.pdf). Faculty also collaborated with other scientists from different institutions and resulted in the discovery of 3 more taxa new to science. Collaborative studies with Kerala State Biodiversity Board in post-flood monitoring and with the Department of Forests in Ecologically Fragile Lands extends the knowledge generated for the betterment of community.

Steps to counter the challenges posed by global warming and adverse changes in land use pattern has become mandatory to conserve the biodiversity richness and the ways of life associated with it. In generating an ecological consciousness and Nature conservation, the college has been adopting a 'Go Green' movement and adopts eco-friendly initiatives of waste management, reducing, recycling and reusing of waste generated within the campus. Activities within the campus during the previous years have been focussed in transforming the campus into a green one with planting of trees and adoption of effective water management strategies to combat the acute water shortage and increased temperature regimes in the district . Initiatives of use of alternate energy sources of Solar and biogas as renewable energy resources have been instrumental in meeting 20% of our energy requirements (www.gvc.ac.in/Uploaded%20Files/Proof%20of%20Solar%20and%20LED%20Used.pdf). The shift from CFL to use of LED lamps also add to our green movement awareness campaign of the college. Maintenance of Green protocol ensured all programmes in the campus with support of Bhoomitrasena Club, ED Club, Nature Club, NSS and NCC. (http://www.gvc.ac.in/go-green-initiatives/)

The institution organizes programmes of creating awareness among students by invited lectures from eminent environmentalists and carrying out campaigns on environmental sustainability to go hand in hand with our Victorian green movement. The campus organizes special programmes on World Environment Days, World Wetland Day, Ozone day in association with Department of Forests, Biodiversity Board and Kerala State Science Technology and Environment.

Complementing the phyto-diversity documentations, the department of Zoology is engaged in molecular level studies to improve the variety of silkworms as the district outskirts are engaged in Sericulture and aims at scientific support to this household industry.

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, spread throughout 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 150th year of its inception. Follow up initiatives by the department of History helped in acquiring several palm-leaf records and manuscripts for the college (http://www.gvc.ac.in/go-green-initiatives/).

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. (https://youtu.be/UoCbEBYX8f4). The English department has conducted field studies among the tribal groups of Attappadi hills to understand the incidence of college dropout among the tribal students.

The initiative made in farming activities in the hostel premises inculcates the values of sustainable agriculture, organic farming along with effective utilization of space and resources as part of green initiatives inside the campus. The faculty and students of the department of Economics took farming activities in farmers lands to impart awareness of agricultural practices of the district along with measures for sustainability and economic growth.

The Palghat Gap serves as a corridor of cultural linkages and the district harbor Tamil Linguistic groups that exchange language, art, festivals and livelihood patterns. The teaching-learning process along with extension services provided by the Department of Tamil amalgamates cultural linkages between the two states and for the socio-economic upliftment of these linguistic minority groups in the district border.

The collaborative efforts made by different departments in the eco-geo-bio-archaeo-lingual and cultural diversity of the district with transdisciplinary approaches make the institution unique among other higher education institutions in the state with long term benefits which will ultimately mitigate with the changing climate of the state in general and district in particular.

File Description	Document
Link for any other relevant information	View Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

The institution with assistance from many support agencies could upgrade five of its post graduate departments into research departments and with available infrastructure the inflow of research scholars to the institution got geared during the last three years. This enhanced the status of research publications and addition of new knowledge base in streams of science and literature.

The intervention of the parent teacher association of the college in the day to day running of the college is strong enough to provide initial financial support for all initiatives of the institution. In addition, local support group movements of Palakkad Munnot, Swaralaya and District Sports Council through the facilities of indoor stadium for the sports personnel of the college also strengthen the programmes of the college. The Palakkad Municipality supported the college through the construction of an overbridge footpath across the public road as a secure cross path for the student community of the college. The retired faculty of the college also supported the institution through the organizational set up of VICOF and gave guidance to the young faculty of the college. The alumni of the college supported the institution in infrastructure strengthening by donating an amenity centre, reception counter, IQAC complex and minor infrastructure support facilities at different departments. In addition, the elected Members of Parliament and Assembly also supported the infrastructure improvement including the provision of two buses for student conveyance as well as in all new initiatives of the college. The State Civil Service Academy functioning within the college campus is an additional advantage for the college students to get simultaneous training in preparing for civil Service Examinations. Moreover the location of the campus in one of the most amenable areas of the district near to bus stations and connected to railway stations is an added advantage for those who hail from remote areas of the district and for those majority who use public transport.

Concluding Remarks :

Govt. Victoria College is one of the prime education institutions under the Government in the Higher Education sector of Malabar region with a history of 133 years. The alumni of the institution serves the country in various sectors and the present students also focus on achieving greater heights in different areas. The functioning of the institution in the teaching learning process along with research and extension is visible in academic achievements by way of university positions and placements received along with research outputs. The extension activities geared through various clubs and cells of the institution mould the students with enough exposure to constitutional values, environmental consciousness, need for sustainability and judicious utilization of resources. Most of the programmes of the institution are organized with inclusiveness giving equal opportunity for all irrespective of socio-economic regimes and aim in imparting values of liberty, equality and fraternity to students. Apart from teaching syllabi, institutional programmes enhance the service mindedness of the students and their sense of responsibility and duty as citizens of the country.

The college receives adequate support from the media and the achievements of the institution are celebrated by the public of Palakkad as their own and enough support is being received even from laymen in our cultural and sports endeavours.

The future plans of the institution aims at enhancing achievements in academics, research, consultancy, extension, cultural and sports events along with moulding our young minds into citizens of India with

patriotism and environmental consciousness.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above
1.2.1	**Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented** 1.2.1.1. **Number of Programmes in which CBCS / Elective course system implemented.** Answer before DVV Verification : 31 Answer after DVV Verification: 27 Remark : Observation accepted, edited accordingly.
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	0	0	0

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
70	48	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
70	48	0	0	0

1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years** 1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
37	37	37	37	37 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
26	25	25	25	25	
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1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni* Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above
1.4.2	**Feedback process of the Institution may be classified as follows:** **Options:** 1. **Feedback collected, analysed and action taken and feedback available on website** 2. **Feedback collected, analysed and action has been taken** 3. **Feedback collected and analysed** 4. **Feedback collected** 5. **Feedback not collected** Answer before DVV Verification : B. Feedback collected, analysed and action has been taken Answer After DVV Verification: D. Feedback collected Remark : HEI input is edited as per given data.

2.1.1	**Average Enrolment percentage (Average of last five years)**
	2.1.1.1. **Number of students admitted year-wise during last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
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				| 2.1.1.2. **Number of sanctioned seats year wise during last five years** Answer before DVV Verification: | 2019-20	2018-19	2017-18	2016-17	2015-16
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919	908	894	869	764 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
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919	908	894	869	764	
2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)** 2.3.3.1. Number of mentors Answer before DVV Verification : 126 Answer after DVV Verification: 122 Remark : Observation accepted, edited accordingly.
2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)** 2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
71	58	53	45	40 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
71	60	55	46	40	
2.6.3	**Average pass percentage of Students during last five years** 2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
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617	554	549	517	556

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
617	584	549	517	556

2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

3.1.3

Percentage of departments having Research projects funded by government and non government agencies during the last five years

3.1.3.1. **Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3	4	5	9	11

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	2	4	0	0

3.1.3.2. **Number of departments offering academic programes**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
15	15	15	15	15

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
18	15	15	15	15

3.3.1

Number of Ph.Ds registered per eligible teacher during the last five years

3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years**
Answer before DVV Verification : 53
Answer after DVV Verification: 51

3.3.1.2. **Number of teachers recognized as guides during the last five years**
Answer before DVV Verification : 27

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3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years**
	3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.
	Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
41	31	35	23	30

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
11	5	5	8	7

Remark : 1) Input edited as per the papers uploaded by HEI. 2) Considered Elsevier, IEEE, Taylors and Francis.

3.3.3	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**
	3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years
	Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
19	32	18	25	19

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
18	13	11	14	12

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**
	3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.
	Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	2	2	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	2	2	0

3.4.3   **Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

     3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
70	36	35	2	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
62	30	27	0	1

3.4.4   **Average percentage of students participating in extension activities at 3.4.3. above during last five years**

     3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5734	1304	1525	37	92

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3540	1124	1215	0	46

Remark : Observation accepted, edited accordingly.

3.5.2   **Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

     3.5.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	0	0

4.1.3 — **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)*

4.1.3.1. Number of classrooms and seminar halls with ICT facilities
Answer before DVV Verification : 28
Answer after DVV Verification: 26

Remark : HEI input is edited as per given data template.

4.2.3 — **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12.919	5.629	18.829	13.249	5.329

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5.26	13.19	18.76	5.57	12.86

5.1.2 — **Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

5.1.2.1. **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	266	239	268	272

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

| 0 | 264 | 239 | 268 | 272 |

5.1.3	**Capacity building and skills enhancement initiatives taken by the institution include the following** 1. **Soft skills** 2. **Language and communication skills** 3. **Life skills (Yoga, physical fitness, health and hygiene)** 4. **ICT/computing skills** Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above
5.1.4	**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years** 5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
120	99	8	121	127 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
120	99	8	121	127	
5.1.5	**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases** 1. **Implementation of guidelines of statutory/regulatory bodies** 2. **Organisation wide awareness and undertakings on policies with zero tolerance** 3. **Mechanisms for submission of online/offline students' grievances** 4. **Timely redressal of the grievances through appropriate committees** Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above
5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
32	45	37	18	11

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
32	43	37	18	11

5.4.2	**Alumni contribution during the last five years (INR in lakhs)** Answer before DVV Verification : A. ? 5 Lakhs Answer After DVV Verification: A. ? 5 Lakhs

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
60	33	23	9	7

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
45	39	7	10	11

6.4.2	**Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
540980	130700	582166	43500	25000

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5.40	1.30	5.82	0.43	0.25

Remark : Observation accepted, edited accordingly.

6.5.3	**Quality assurance initiatives of the institution include:**
	1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
	2. **Collaborative quality intitiatives with other institution(s)**
	3. **Participation in NIRF**
	4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**
	Answer before DVV Verification : C. 2 of the above
	Answer After DVV Verification: C. 2 of the above
7.1.4	**Water conservation facilities available in the Institution:**
	1. **Rain water harvesting**
	2. **Borewell /Open well recharge**
	3. **Construction of tanks and bunds**
	4. **Waste water recycling**
	5. **Maintenance of water bodies and distribution system in the campus**
	Answer before DVV Verification : A. Any 4 or all of the above
	Answer After DVV Verification: B. 3 of the above
7.1.5	**Green campus initiatives include:**
	1. **Restricted entry of automobiles**
	2. **Use of Bicycles/ Battery powered vehicles**
	3. **Pedestrian Friendly pathways**
	4. **Ban on use of Plastic**
	5. **landscaping with trees and plants**
	Answer before DVV Verification : B. 3 of the above
	Answer After DVV Verification: D. 1 of the above
7.1.6	**Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**
	1. **Green audit**
	2. **Energy audit**
	3. **Environment audit**
	4. **Clean and green campus recognitions / awards**
	5. **Beyond the campus environmental promotion activities**
	Answer before DVV Verification : A. Any 4 or all of the above
	Answer After DVV Verification: C. 2 of the above
7.1.7	**The Institution has disabled-friendly, barrier free environment**
	1. **Built environment with ramps/lifts for easy access to classrooms.**
	2. **Disabled-friendly washrooms**
	3. **Signage including tactile path, lights, display boards and signposts**
	4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible**

	website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above
7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.** 1. **The Code of Conduct is displayed on the website** 2. **There is a committee to monitor adherence to the Code of Conduct** 3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **Annual awareness programmes on Code of Conduct are organized** Answer before DVV Verification : D. 1 of the above Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of programs offered year-wise for last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>31</td><td>31</td><td>30</td><td>29</td><td>29</td></tr></table> Answer After DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>27</td><td>27</td><td>27</td><td>27</td><td>27</td></tr></table>
2.1	**Number of students year-wise during last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>2335</td><td>2293</td><td>2221</td><td>2095</td><td>1980</td></tr></table> Answer After DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>2335</td><td>2292</td><td>2220</td><td>2094</td><td>1978</td></tr></table>
2.3	**Number of outgoing / final year students year-wise during last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr></table>

| 843 | 750 | 680 | 615 | 607 |

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
843	750	680	615	607

3.1	**Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
126	120	119	119	117

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
125	120	119	119	117

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