

# **Annual Quality Assurance Report (AQAR)**

## **2013-14**



**Sri C Achutha Menon Government College**  
**Thrissur - 680 014**



### **NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

An Autonomous Institution of the University Grants Commission

P.O. Box No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

Sri.C.Achutha Menon Government College,

1.2 Address Line 1

Kuttanellur.P.O

Address Line 2

Thrissur

City/Town

Thrissur

State

Kerala

Pin Code

680 014

Institution e-mail address

govtcollegetcr@yahoo.co.in

Contact No.

+91487 2353022

Name of the Head of the Institution:

Dr. Babu C.C

Tel. No. with STD Code:

+91487 2353022

Mobile:

+919446345984

Name of the IQAC Co-ordinator:

Mobile:

+919961569291

IQAC e-mail address:

iqacscamgct@gmail.com

1.3 NAAC Track ID

15373

1.4 NAAC Executive Committee No. & Date:

EC/64/RAR/02 dated 08-07-2013

1.5 Website address:

<http://www.govtcollegethrissur.com>

Web-link of the AQAR:

[www.govtcollegethrissur.com/aqar.php](http://www.govtcollegethrissur.com/aqar.php)

1.6 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA  | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|-------|-----------------------|-----------------|
| 1       | 1 <sup>st</sup> Cycle | B+    | 78.20 | 2006                  | 2006-2011       |
| 2       | 2 <sup>nd</sup> Cycle | B     | 2.71  | 2013                  | 2013-2018       |
| 3       | 3 <sup>rd</sup> Cycle |       |       |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |       |                       |                 |

1.7 Date of Establishment of IQAC :

02/02/2006

1.8 AQAR for the year

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4

ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)

iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)

iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

University of Calicut, Kerala,

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

|                                  |                                 |           |                                 |
|----------------------------------|---------------------------------|-----------|---------------------------------|
| DST Star Scheme                  | <input type="text" value="No"/> | UGC-CE    | <input type="text" value="No"/> |
| UGC-Special Assistance Programme | <input type="text" value="No"/> | DST-FIST  | <input type="text" value="No"/> |
| UGC-Innovative PG programmes     | <input type="text" value="No"/> | Any other | <input type="text" value="No"/> |
| UGC-COP Programmes               | <input type="text" value="No"/> |           |                                 |

## 2. IQAC Composition and Activities

|  |  |
|--|--|
| 2.1 No. of Teachers  | <input type="text" value="5+1(coordinator)+1(principal)"/> |
| 2.2 No. of Administrative/Technical staff                          | <input type="text" value="1"/>                             |
| 2.3 No. of students  | <input type="text" value="-"/>                             |
| 2.4 No. of Management representatives                              | <input type="text" value="-"/>                             |
| 2.5 No. of Alumni  | <input type="text" value="-"/>                             |
| 2. 6 No. of any other stakeholder and<br>Community representatives | <input type="text" value="-"/>                             |
| 2.7 No. of Employers/ Industrialists                               | <input type="text" value="-"/>                             |
| 2.8 No. of other External Experts                                  | <input type="text" value="2"/>                             |
| 2.9 Total No. of members   | <input type="text" value="10"/>                            |
| 2.10 No. of IQAC meetings held                                     | <input type="text" value="4"/>                             |

|   |       |        |         |        |   |
|---|-------|--------|---------|--------|---|
| 2.11 No. of meetings with various stakeholders: | Total | 6      | Faculty | 2      |   |
|   |       |        |         |        |   |
| Non-Teaching Staff /Students                    | 2     | Alumni | 2       | Others | - |

2.12 Has IQAC received any funding from UGC during the year? Yes  No

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

Preparation of Academic Calendar and Semester Plan

#### 2.14 Significant Activities and contributions made by IQAC

1. Organised one day workshop for the faculty members to prepare the academic calendar for the year 2013-14 and to chalk out the semester plans of various departments.
2. Organised an annual review meeting, presided over by the Principal, of the various stake holders for evaluating the activities conducted by the college.

#### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

| Plan of Action  | Achievements  |
|---|---|
| IQAC requested the departments to prepare course plans for academic instructions for each course offered by respective departments. | The proposed course plan was implemented by each department which helped the faculty members the timely completion of academic activities.            |
| IQAC requested each department to apply to UGC and DCE for financial assistance to conduct seminars/ workshops.                     | In accordance with the IQAC proposal, Department of History and Commerce submitted proposals for seminars to UGC and D.C and the same were organised. |

\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

No

No

College Council

Management

Syndicate

Any other body

Provide the details of the action taken

Suggestions and Modifications proposed by the college council were incorporated in the AQAR

## Part – B

### Criterion – I

#### **1. Curricular Aspects**

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD                    | -                             | -  | -                                   | -  |
| PG                     | 4                             | -  | -                                   | -  |
| UG                     | 7                             | -  | -                                   | -  |
| PG Diploma             | -                             | -  | -                                   | -  |
| Advanced Diploma       | -                             | -  | -                                   | -  |
| Diploma                | -                             | -  | -                                   | -  |
| Certificate            | -                             | -  | -                                   | -  |
| Others                 | -                             | -  | -                                   | -  |
| <b>Total</b>           | 11                            |  |                                     |  |
| Interdisciplinary      | -                             | -  | -                                   | -  |
| Innovative             | -                             | -  | -                                   | -  |

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

##### (ii) Pattern of programmes:

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | 11                   |
| Trimester | Nil                  |
| Annual    | Nil                  |

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☐ Students ☒  
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No. The college follows the syllabi of University of

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

Applied for Three new Programmes ( BSc Geo Physics, BSc Microbiology and BSc Biotechnology) for the year 2014-15

## Criterion – II

### 2. Teaching, Learning and Evaluation

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 46    | 36               | 10                   | Nil        | Nil    |

2.1 Total No. of permanent faculty

4

2.2 No. of permanent faculty with Ph.D.

| Asst. Professors |   | Associate Professors |     | Professors |     | Others |     | Total |   |
|------------------|---|----------------------|-----|------------|-----|--------|-----|-------|---|
| R                | V | R                    | V   | R          | V   | R      | V   | R     | V |
| Nil              | 3 | Nil                  | Nil | Nil        | Nil | Nil    | Nil | Nil   | 3 |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

2.4 No. of Guest and Visiting faculty and Temporary faculty



## 2.5 Faculty participation in conferences and symposia:

| No. of Faculty               | International level | National level | State level |
|------------------------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | 03                  | 34             | Nil         |
| Presented papers             | 02                  | 10             | Nil         |
| Resource Persons             | 01                  | 4              | 2           |

## 2.6 Innovative processes adopted by the institution in Teaching and Learning:

Weak students, along with the subjects which they feel difficult to understand, were identified and special coaching modules were designed for them on a customised basis.

Post Graduate students of the Commerce and Economics were occasionally lead special classes for Under Graduate students on specific topics.

Students were advised to subscribe and read business dailies to acquaint with the up to date changes happened in the economic and business arena.

Quizzes were conducted by students in the commerce department under the guidance of teachers based on the news reported in business channels and dailies.

Group discussion was made by the Department of Economics.

Edu Gaming – Through games and activities, students were offered a major share of information about their syllabus.

Digital teaching aids and web sources were used for teaching. Teacher accessed internet in the classrooms through PDAs .

2.7 Total No. of actual teaching days during this academic year

198

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

Online multiple choice questions by department of Commerce

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| Sl. | Name of the Faculty | Positions held |
|-----|---------------------|----------------|
|-----|---------------------|----------------|

|   |                 |  |
|---|-----------------|--|
| 1 | Sri.V.J.Thomas  | Member , Board of Studies- M.Com, University of Calicut  |
| 2 | Sri.U.S.Mohanan | Member, steering committees for the Management studies<br>Member, Board of studies-BBA, University of Calicut.       |
| 3 | Dr.E.Murali     | Member, Faculty of Commerce and Management Studies<br>Chairman, Board of studies- Eco Tourism, University of Calicut |

#### 2.10 Average percentage of attendance of students

Commerce-93.67%  
History- 88.4%  
Economics- 83.7%  
English- 90.3%  
Psychology- 88.9  
Computer

#### 2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division      |        |       |       |        |
|------------------------|--------------------------------|---------------|--------|-------|-------|--------|
|                        |                                | Distinction % | I %    | II %  | III % | Pass % |
| M.com                  | 13                             | 53.86         | 46.14  | Nil   | Nil   | 100.00 |
| M.A.English            | 14                             | 7.14          | 64.29  | 21.43 | Nil   | 92.68  |
| M.A.Economics          | 10                             | Nil           | 100.00 | Nil   | Nil   | 100.00 |
| M.A.History            | 12                             | Nil           | 91.66  | Nil   | Nil   | 91.66  |
| B.Com                  | 58                             | 37.90         | 53.50  | Nil   | Nil   | 91.40  |
| B.B.A                  | 35                             | 51.00         | 37.00  | 6.33  | Nil   | 94.33  |
| B.A.English            | 29                             | 13.79         | 41.38  | 10.34 | Nil   | 65.51  |
| B.A. Economics         | 54                             | 3.70          | 55.55  | 20.37 | Nil   | 79.06  |
| B.A.History            | 53                             | Nil           | 30.18  | 30.18 | Nil   | 60.37  |

#### 2.12 How does IQAC contribute Monitor/ Evaluate the Teaching& learning processes:

1. Periodical evaluation was made to ensure that the academic activities in the college are progressing in accordance with the academic calendar and semester plan.
- 2.Feedback was collected regularly from the students and Heads of Department made discussions with the teachers on needed corrections.
3. The IQAC monitored the Internal Examination in its effective implementation.

4. The IQAC gave direction to all departments to convene class level parents meeting for discussing on the performance level of students.

#### 2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 1                                   |
| UGC – Faculty Improvement Programme            | 6                                   |
| HRD programmes                                 | Nil                                 |
| Orientation programmes                         | 1                                   |
| Faculty exchange programme                     | Nil                                 |
| Staff training conducted by the university     | Nil                                 |
| Staff training conducted by other institutions | Nil                                 |
| Summer / Winter schools, Workshops, etc.       | 4                                   |
| Others   | Nil                                 |

#### 2.14 Details of Administrative and Technical staff

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 23                            | Nil                        | Nil  | Nil                                    |
| Technical Staff      | Nil                           | Nil                        | Nil  | Nil                                    |

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC had undertaken the following initiatives in promoting research climate in the institution:

1. Shared information on various seminars/ workshops/ training programme organised at state/national level.
2. Directed the teachers to register for research programmes
3. Encouraged teachers to apply for major and minor projects of UGC
4. Took steps to apply for converting Post Graduate department of commerce into a Research department.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | Nil       | Nil     | Nil        | Nil       |
| Outlay in Rs. Lakhs | Nil       | Nil     | Nil        | Nil       |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | Nil       | 2       | 1          | Nil       |
| Outlay in Rs. Lakhs | Nil       | 2.35    | 1.75       | Nil       |

#### 3.4 Details on research publications

|                      | International | National | Others |
|----------------------|---------------|----------|--------|
| Peer Review Journals | 4             | 5        | Nil    |

|                          |     |     |     |
|--------------------------|-----|-----|-----|
| Non-Peer Review Journals | Nil | 4   | Nil |
| e-Journals               | Nil | Nil | Nil |
| Conference proceedings   | Nil | Nil | Nil |

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project  | Duration/<br>Year    | Name of the<br>funding Agency | Total grant<br>Sanctioned<br>(Rs.) | Received |
|--|----------------------|-------------------------------|------------------------------------|----------|
| Major projects   | Nil                  | Nil                           | Nil                                | Nil      |
| Minor Projects   | 2012<br>2013<br>2014 | UGC<br>UGC<br>UGC             | 95,000<br>1,40,000<br>1,75,000     | Nil      |
| Interdisciplinary Projects   | Nil                  | -                             | Nil                                | Nil      |
| Industry sponsored   | Nil                  | -                             | Nil                                | Nil      |
| Projects sponsored by the<br>University/ College                               | Nil                  | -                             | Nil                                | Nil      |
| Students research projects<br><i>(other than compulsory by the University)</i> | Nil                  | -                             | Nil                                | Nil      |
| Any other(Specify)   | Nil                  | -                             | Nil                                | Nil      |
| Total  |                      | -                             | 4,10,000                           |          |

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

Nil

| Level               | International | National                            | State | University | College  |
|---------------------|---------------|-------------------------------------|-------|------------|--|
| Number              | 0             | 3                                   | 0     | 0          | 10   |
| Sponsoring agencies | -             | 1.Govt. of Kerala<br>2.UGC<br>3.PTA | -     | -          | PTA, Various Educational Institution and Persons |

3.11 No. of conferences organized by the Institution

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

5

3.13 No. of collaborations

International

Nil

National

Nil

Any other

Nil

3.14 No. of linkages created during this year

Nil

3.15 Total budget for research for current year in lakhs (Rs.) :

From funding agency

4.1lakhs

From Management of University/College

Nil

Total

4.1 lakhs

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied | Nil    |
|                | Granted | Nil    |
| International  | Applied | Nil    |
|                | Granted | Nil    |
| Commercialised | Applied | Nil    |
|                | Granted | Nil    |

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| Nil   | Nil           | Nil      | Nil   | Nil        | Nil  | Nil     |

Of the institute in the year

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

Nil

Nil

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

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

Nil

SRF

Nil

Project Fellows

Nil

Any other

Nil

3.21 No. of students Participated in NSS events:

University level

70

State level

National level

International level

3.22 No. of students participated in NCC events:

University level

73

State level

27

National level

23

International level

Nil

3.23 No. of Awards won in NSS:

University level

Nil

State level

1

National level

Nil

International level

Nil

3.24 No. of Awards won in NCC:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.25 No. of Extension activities organized

University forum

College forum

NCC

3

NSS

35

Any other

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

- Awareness and consultancies to the public on beneficial investment schemes and the related procedures to invest.
- Rendered consultancy services on designing sample and statistical designs to researchers who are in pursuit of academic research.
- Commerce Department took special efforts to assist those who apply for competitive examinations through online by providing computer and internet facilities. The faculty extended needed technical help and advice in this regard.
- Helped other faculty members and public of the college in income tax planning and IT return preparation.
- As part of coaching classes for entry in service programme, coaching was given to the students and general public to get employment in various institutions including banks and government departments on evening and Sundays during July, August and September 2013.
- Under the initiative of PTA 100 rain pits in the campus were dug by utilising donation from Lions club.
- History department with the help of students prepared Local History project.
- Faculty members and students of Economics department visited a number of orphanages and old age homes and distributed essentials to the inmates.
- The charitable organisation of Economics department "Santhwanam" has done noon-meal programme in hospitals.
- Provided online PSC registration facility to the public and tribal population.
- Community level paddy cultivation.
- Grameen reading room enrichment programme.
- Voluntary blood donation camp and organ and eye donation drives.
- Share a meal food donation.
- Waste management in collaboration with Thrissur Corporation.
- Organic farming.
- Rain water harvesting.
- Food security drives: vegetable cultivation, cultivation of elephant yam etc.,
- Wheel chair distribution.



- Free medical camp.
- Electoral ID registration and voting campaign.
- Disaster management Programme.
- Skill Development Programme.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

| Facilities  | Existing | Newly created | Source of Fund              | Total                      |
|---|----------|---------------|-----------------------------|----------------------------|
| Campus area   | 25 acres | nil           |                             | 25 acres                   |
| Class rooms   | 34       | nil           |                             | 34                         |
| Laboratories  | 3        | nil           |                             | 3                          |
| Seminar Halls   | 5        | nil           |                             | 5                          |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. |          | 13            | State Govt. UGC             | 13                         |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   |          | 3.89          |                             |                            |
| Others: Mini auditorium(Rs.25 L)<br>Open air theatre(Rs..5.2 L)                   |          | 1<br>1        | M.P Fund<br>MLA LAD<br>fund | 3000sqft<br>200<br>persons |

#### 4.2 Computerization of administration and library

Library automation was made during the year. College office was automated in part with internet connectivity. With the financial aid of PTA computerised the Students' attendance.

#### 4.3 Library services:

|                  | Existing |             | Newly added |             | Total |             |
|------------------|----------|-------------|-------------|-------------|-------|-------------|
|                  | No.      | Value (Rs.) | No.         | Value (Rs.) | No.   | Value (Rs.) |
| Text Books       | 31966    | 52,00,190   | 823         | 285633      | 39063 | 79,65,613   |
| Reference Books  | 6118     | 24,16,610   | 156         | 63,180      | 6274  | 24,79,790   |
| e-Books          | 1984     | -           | 192         | -           | 2176  | -           |
| Journals         | 9        |             |             |             | 9     |             |
| e-Journals       | 523      | -           | 245         | -           | 768   | -           |
| Digital Database | Nil      | -           | Nil         | -           | Nil   | -           |
| CD & Video       | 28       | -           | 16          | -           | 44    | -           |
| Others (specify) | Nil      |             | Nil         | -           | Nil   | -           |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |           |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|-----------|
|          |                 |               |          |                  |                  |        |             | TV     | Projector |
| Existing | 47              | 3             | 12       | 5                | 1                | 1      | 7           | 3      | 19        |
| Added    | 8               | 1             | 3        | 1                |                  |        |             | 1      |           |
| Total    | 55              | 4             | 15       | 6                | 1                | 1      | 7           | 4      | 19        |

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up gradation (Networking, e-Governance etc.)

|  |  |
|--|--|
| 4.6 A                                    | <ul style="list-style-type: none"> <li>• The Campus was declared as E-campus on November 1,2013</li> <li>• Computer with internet access were given to students for their use. Teachers were using ICT based teaching aids for their class room presentation. Post graduate students were motivated to use Data Analytics software like SPSS and MS Excel for the preparation of their project works.</li> <li>• Teachers participated in Flair Induction Programme, IMG Training Programme and Faculty Training Programme for social science.</li> <li>• Networking was done in the college for providing internet access to all departments, office, library, computer labs etc., with the help of PTA.</li> </ul> |
| i) ICT                                   | 0.435  |
| ii) Campus Infrastructure and facilities | 8.82   |
| iii) Equipments                          | 0.422  |
| iv) Others                               | Nil  |
| <b>Total :</b>                           | <b>9.677</b>   |

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the beginning of the year Awareness campaigns were conducted among students on various student support services available in the college such as Remedial Coaching, Career and Counselling and government sponsored initiatives like Walk With Scholar programme, Student Support Programme, Additional Skill Acquisition Programme and functioning of talent clubs in the college.

#### 5.2 Efforts made by the institution for tracking the progression

- 1 .Monitored various student support services available in the college such as remedial coaching, guidance and counselling.
2. Assessed the effectiveness of various government sponsored programmes like Walk With Scholar, Student Support Programme, Additional Skill Acquisition Programme on students.
3. Conducted periodical review meetings of the convenors of various talents clubs functioning in the college.

| UG  | PG  | Ph. D. | Others |
|-----|-----|--------|--------|
| 862 | 113 | Nil    | Nil    |

### 5.3 (a) Total Number of students

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

| No  | %     |
|-----|-------|
| 287 | 29.72 |

| No  | %     |
|-----|-------|
| 679 | 70.28 |

Men

Women

| Last Year |     |    |      |                       |       | This Year |     |    |      |                       |       |
|-----------|-----|----|------|-----------------------|-------|-----------|-----|----|------|-----------------------|-------|
| General   | SC  | ST | OB C | Physically Challenged | Total | General   | SC  | ST | OB C | Physically Challenged | Total |
| 351       | 167 | 12 | 316  | 15                    | 861   | 332       | 286 | 10 | 328  | 10                    | 966   |

Demand ratio :1:10

Dropout %: Economics-1.2%; English-4.2%; Commerce-1.45%; History-6.67%

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

Special coaching for the Post Graduate students of the departments of Commerce, Economics, English and History were given for the preparation of NET/SET examination.

Coaching for the Competitive examination including Civil Service examination conducted by UPSC, staff selection Commission, KPSC and recruitment boards of banks.

No. of students beneficiaries

145

### 5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT  
 IAS/IPS etc.,  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

- Department of Commerce rendered Career guidance services to local youth on profitable business plans and accessible employment opportunities.
- Guided and counselled students to secure placements in Public/Private/Corporate institutions.
- Departments of English, History and Economics undertook career guidance classes and discussed various possibilities for the higher studies in the relevant domain.
- Information resources on higher studies and employment prospected were

No. of students benefitted

126

#### 5.7 Details of campus placement

| <i>On campus</i>                |                                 |                           | <i>Off Campus</i>         |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| Nil                             | Nil                             | Nil                       | Nil                       |

#### 5.8 Details of gender sensitization programmes

- An awareness programme on the topic “Challenges and problems of sexual harassment of young women” was organised by the Women’s Cell in association with Students Janamaithry Police on 21/01/2014.
- One day debate on women’s issue for Final year BA students was conducted by the Department of English.

#### 5.9 Students Activities

##### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

|  | Number of students | Amount (Rs.) |
|--|--------------------|--------------|
| Financial support from institution                                   | Nil                | Nil          |
| Financial support from government                                    | 86                 | 6,91,250     |
| Financial support from other sources( students and teacher alumni)   | 6                  | 3,500        |
| Number of students who received International/ National recognitions | Nil                |              |

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed;

1. During the year no major grievances on academic matters were raised by the students. However, based on the demand put forward by the students regarding the constrained facilities in the college, the following initiatives were taken up:

- A Mini auditorium of 3000 sq ft. constructed for conducting students activities.
- An open air theatre with a capacity of 200 persons for staging students' performances.
- Constructed a staircase from ground floor to Mini Auditorium for enabling the students to make their easy access to the hall.
- Ladies waiting room was extended and renovated.
- Existing well was renovated to augment drinking water facility.

- Ladies hostel construction is nearing completion.
  - Furniture and equipment were purchased during the year.
  - Three water coolers for providing safe drinking water facility to students were fixed
  - Photocopying facility was provided to the students at concessional rate at the cooperative store with help of PTA.
  - A bike shed was constructed by utilising PTA fund.
  - Public addressing system was extended by utilising PTA fund
  - Mini auditorium was electrified by using fund from PTA.
2. Free computer literacy programme was conducted among the students.
3. With the financial aid of UGC, for imparting employability skills, at multi level among students an Equal Opportunity centre was functioned.
4. NET coaching, Remedial coaching and coaching for entry in services were also given to students under UGC Special Assistance Scheme.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

VISION- To mainstream the institution as a college that provides quality higher education and produces intellectually competent, emotionally balanced, morally strong and socially committed citizens.

MISSION- To impart and disseminate knowledge in an enabling academic environment to all sections of society with special reference to the educational, social, cultural and economic needs of the weaker sections.

#### 6.2 Does the Institution has a management Information System

College maintains an automated office system.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

As an affiliated government institution under Calicut University the college adhere to the University curriculum. However, in the beginning of each academic year we conduct one day workshop for curriculum planning. During the workshop faculty members of respective departments develop their course plan. Several faculty members participated in the curriculum development workshops organised by the Board of studies of University of Calicut.

### 6.3.2 Teaching and Learning

- Teachers usually pursued modern transactional strategies supported by the application of ICT.
- We followed learner centric approach and encouraged students to do seminar presentations, write assignments and terms papers which were reviewed and commended upon by teachers.
- Peer teaching was adopted.
- Cater to the needs of learners of different levels the college implemented new initiatives of government such as Walk With

### 6.3.3 Examination and Evaluation

- Common internal examinations for internal evaluation was conducted under the initiatives of academic monitoring committee and answer scripts were evaluated by teachers in a time bound manner and answer scripts were given back to students.
- Periodical assessment tests, in addition to seminars and assignments, were given to facilitate continuous evaluation of students.
- End semester and viva voce examination and project evaluation were conducted as per the norms of the University.

### 6.3.4 Research and Development

- Four faculty members have PhD qualification.
- Fifteen faculty members are pursuing PhD.
- We have eighteen research publications/books to our credit.



### 6.3.5 Library, ICT and physical infrastructure / instrumentation

New books including reference books costing Rs.348813 were purchased during the year. 192 e-books, 245 e-journals and 16 CDs and Videos were acquired during the year. Eight computers and one Television were purchased and a mini auditorium with 3000 sq ft. was constructed by utilising MP LAD fund. An open air theatre was constructed by utilising MLA LAD fund. A stair case was constructed by the PWD to the Mini auditorium. Ladies waiting room is renovated and extended. The construction of ladies hostel by utilising UGC Fund is almost completed. 100 Jefferson chair were purchased for seminar hall during the year. Three water coolers were purchased for providing drinking water facilities to the students.

### 6.3.6 Human Resource Management

Both teaching and non-teaching staff of the college have undergone the following training programmes organised by government agencies to enhance their expertise:

1. Faculty members of various departments attended fifty five national and international seminars during the period.
2. One faculty member undergone orientation and one member undergone refresher course conducted by UGC.
3. Six faculty members gained the benefits of faculty improvement programme of UGC.
4. Four faculty members attended workshop/winter or summer school.
5. College conducted three seminars by utilising financial assistance from UGC and Kerala Government under Faculty development Programme.
6. Six non- teaching staff members have gone for IMG training with duration of

### 6.3.7 Faculty and Staff recruitment

The teaching and non-teaching staff members were appointed by the Kerala Public service commission purely on merit basis after conducting test and interviews.

### 6.3.8 Industry Interaction / Collaboration

Nil

### 6.3.9 Admission of Students

Admission for UG programmes was done by the University through Centralised Allotment Scheme. PG admission was done by the duly constituted Admission committee and was purely on the basis of merit and the rules and regulations of the Government of Kerala and University of

|              |     |
|--------------|-----|
| Teaching     | Nil |
| Non teaching | Nil |

|          |    |
|----------|----|
| Students | 86 |
|----------|----|

6.4 Welfare schemes for

6.5 Total corpus fund generated

Rs. 7,34,750/-

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) have been done?

| Audit Type     | External |        | Internal |           |
|----------------|----------|--------|----------|-----------|
|                | Yes/No   | Agency | Yes/No   | Authority |
| Academic       | No       |        | Yes      |           |
| Administrative | No       |        | Yes      |           |

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Commerce alumni of 80-83 and 82-85 B.Com batches extended financial support to financially weak, but meritorious students of B.Com Programme.

6.12 Activities and support from the Parent – Teacher Association

- Renovated ladies waiting room.
- Renovated Drinking water facility.
- Undertook many students welfare programmes and spent funds for the same.
- Provided funds for conducting lecture series by various departments .
- Made repairs and maintenance of building and equipment.

#### 6.13 Development programmes for support staff

- Office personnel have been deputed for training programme in IMG.
- Office renovation and modernisation was in progress.
- Training has been given to support staff on office automation system .

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

- A Green Campus Programme was promoted by the PTA in the academic year.
- CSS of the college had undertaken a novel programme to green the campus by planting new trees and plants and also to initiate the whole college community into agriculture.
- Maintained Goose berry garden.
- Protected Indian devil trees (ALSTONIA SCHOLARIS) planted in the college.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Annual Academic Planning
2. Application of ICT for Teaching and learning.
3. Subscription of business dailies by commerce department to familiarise the

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- IGR- For extension activities especially those conducted by NSS, funds were generated mainly by cultivating organic vegetables in the campus. One of the strengths of our college is 25 acres of fertile land. We were trapping this advantage for generating revenue for our extension activities.
- Noon meal programme- The noon meal was provided through the college canteen at the rate of Rs.5, making it convenient for the students coming from economic backward sections of the society.

7.4 Contribution to environmental awareness / protection

- Through CSS of our college, a novel programme to green the campus by planting new trees and plants and also to initiate the whole college community into agriculture.
- CSS programme were used to take good care of the campus during and after the Calicut University D-Zone Arts Festival held at our college in the last week of January, 2014.
- Plastic free campus.
- Awareness campaign on environmental issues.

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

**SWOT Analysis**

**1. Strengths**

- Well defined objectives consistent with the mission and goals of the College.
- 25 acres vast campus area with potential for future expansion.
- College cooperative store promoted by the staff supplying stationery, books and other course materials to stakeholders at a subsidised rate.
- A well-structured organizational set up.
- Governance as per the Act and Statutes passed by the State Legislative Assembly
- Transparency and accountability in administration.
- Broad based channels of communication within the College.
- Planning educational, research and extension programmes with vision and foresight.

- Selection of students strictly based on merit.
- Well-defined student admission policy
- Transparency in selection processes
- Meritorious background of selected students
- Higher degree of student retention
- Higher academic credentials of faculty
- Transparent and merit-oriented Faculty recruitment
- Appropriate assessment mechanisms for students' academic achievement
- Reasonably good facilities for co-curricular and extracurricular activities.
- Very good College library with sufficient number of books, journals
- Satisfactory welfare schemes for students
- Strong support from the local community

## **2 Weaknesses**

- Insufficient space for classrooms
- Inadequacy of space in common facilities including auditorium and canteen
- Inadequacy of financial resources for maintenance and renovation of existing facilities
- No hostel facilities for boys. Similarly no provisions for staff quarters
- No separate platform for the benefits of differently abled students
- Inability to take up periodical maintenance of college buildings satisfactorily
- In-sufficient space for expanding library facilities
- Insufficient number of Under Graduate programmes in Science stream . Similarly no Post Graduate programme in Science stream.
- Deficiency in digital learning resources to cater the needs of entire students community.
- Lack of initiatives from the alumni in contributing to growth of the institution
- None of the departments are research centres.

## **3 Opportunities**

- Increasing number of applicants for our flagship programs
- Greater emphasis on business education in the 12<sup>th</sup> Plan
- Opportunities for consultancy services
- Institutional support services for research and extension activities
- New initiatives of the state government such as ASAP, WWS, SSP etc

## **4 Threats**

- Privatization of higher education
- Delay in sanctioning of permanent posts for newly begin programs
- Reluctance from the part of corporate for campus placement
- No academic autonomy
- Difficulty in the timely implementation of the projects due to the procedural complexities.

## **8.Plans of institution for next year**

### **Plan of Action for the year 2014-2015**

- Start Community College offering Advance Diploma Courses
- Prepare and Submit Detailed Project Report to RUSA
- Uplift the College to a Centre of Excellence
- Seek financial assistance for the construction of New Science Block
- Submit Proposal for Seminars/Workshops to UGC and Directorate of Collegiate Education of Kerala
- Take Initiatives to start a Centre for Continuing Education in Kerala (CCEK)

Name: Vijayan.P.K

Name: Dr.Babu.C.C

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

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## **Annexure I**

| <b>ACADEMIC CALENDER FOR UNDER GRADUATE PROGRAMS FOR THE YEAR 2013-2014</b> |            |             |              |             |            |             |
|---|------------|-------------|--------------|-------------|------------|-------------|
| Events  | I Semester | II Semester | III Semester | IV Semester | V Semester | VI Semester |

|  |                               |                            |                               |                            |                               |                             |
|--|-------------------------------|----------------------------|-------------------------------|----------------------------|-------------------------------|-----------------------------|
| <b>Commencement of Classes:</b>  | 1st July 2013                 | 15th November 2013         | 3rd June 2013                 | 15th November 2013         | 3rd June 2013                 | 1st November 2013           |
| <b>Internal Examination I</b>  | Second week of September 2013 | First week of January 2014 | Second week of September 2013 | First week of January 2014 | Second week of September 2013 | Third week of December 2013 |
| <b>Internal Examination II</b>   | Third week of October 2013    | Third week of March 2014   | Third week of October 2013    | Third week of March 2014   | Third week of October 2013    | Last week of February 2014  |
| <b>Publication of Internal Marks &amp; Forwarding the same to University</b> | 4th December 2013             | 10th April 2014            | 4th November 2013             | 4th April 2014             | 4th November 2013             | 3rd March 2014              |
| <b>University Examinations</b>   | Jan-2014                      | May-2014                   | Nov- 2013                     | May-14                     | Nov-2014                      | Mar-14                      |

### ACADEMIC CALENDER FOR POST GRADUATE PROGRAMS FOR THE YEAR 2013-2014

|  | I Semester                  | II Semester                | III Semester                  | IV Semester                 | <i><b>Note: College follows the Academic Calendar provided by University of Calicut</b></i> |
|--|-----------------------------|----------------------------|-------------------------------|-----------------------------|---|
| <b>Commencement of Classes:</b>  | 1st August 2013             | 1st January 2014           | 1st July 2013                 | 30th December 2013          |   |
| <b>Internal Examination I</b>  | Second week of October 2013 | Last week of February 2014 | Second week of September 2013 | First week of February 2014 |   |
| <b>Internal Examination II</b>   | Third week of November 2013 | Last week of March 2014    | Last week of October 2013     | Third week of March 2014    |   |
| <b>Publication of Internal Marks &amp; Forwarding the same to University</b> | 29th December 2013          | 29th April 2014            | 24th November 2013            | 23rd June 2014              |   |
| <b>University Examinations</b>   | Jan-2014                    | Jun-2014                   | Jan-2014                      | Jun-2014                    |   |

## Annexure II

### Feedback Analysis: 2013-2014

| No | Departments      | Feedback from Students |            |                     |            |                |              |                    |            | Feedback from Alumni    |            | Feedback from Parents |            |
|----|------------------|------------------------|------------|---------------------|------------|----------------|--------------|--------------------|------------|-------------------------|------------|-----------------------|------------|
|    |                  | Teacher Effectiveness  |            | Contents of Syllabi |            | Infrastructure |              | Overall Evaluation |            |                         |            |                       |            |
|    |                  | Mean Score             | Impression | Mean Score          | Impression | Mean Score     | Impression   | Mean Score         | Impression | Mean Score              | Impression | Mean Score            | Impression |
| 1  | Commerce         | 3.8                    | Very Good  | 3.6                 | Very Good  | 3.1            | Good         | 3.5                | Very Good  | 3.4                     | Good       | 3.5                   | Very Good  |
| 2  | Economics        | 3.2                    | Good       | 3.5                 | Very Good  | 3.2            | Good         | 3.3                | Good       | 3.2                     | Good       | 3.3                   | Good       |
| 3  | English          | 3.3                    | Good       | 3.6                 | Very Good  | 3.1            | Good         | 3.33               | Good       | 3.2                     | Good       | 3.1                   | Good       |
| 4  | History          | 2.9                    | Good       | 3.6                 | Very Good  | 3.1            | Good         | 3.2                | Good       | 3.0                     | Good       | 3.1                   | Good       |
| 5  | Psychology       | 3.4                    | Good       | 3.5                 | Very Good  | 2.3            | Satisfactory | 3.2                | Good       | * Newly Started Courses |            | 3.2                   | Good       |
| 6  | Computer Science | 2.9                    | Good       | 3.6                 | Very Good  | 2.2            | Satisfactory | 3.0                | Good       |                         |            | 2.7                   | Good       |
| 7  | General          | 3.3                    | Good       | 3.6                 | Very Good  | 3.0            | Good         | 3.3                | Good       | 3.2                     | Good       | 3.0                   | Good       |

\*Score 3.5 -4.0 Very Good; 2.5- 3.49 Good; Satisfactory 1.5 - 2.49; 0 - 1.49 Not Satisfactory