

Annual Quality Assurance Report (AQAR)

2014-15



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

2014-15

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:

Vijayan.P.K

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

02/02/2006

1.8 AQAR for the year

2014-15

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 2013-14 Submitted to NAAC on 28-03-2018 (DD/MM/YYYY)

ii. AQAR _____ (DD/MM/YYYY)

iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes		No	<input checked="" type="checkbox"/>				
Constituent College	Yes		No	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
Autonomous college of UGC	Yes		No	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
Regulatory Agency approved Institution	Yes	<input checked="" type="checkbox"/>	No			<input type="checkbox"/>		

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban		Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (PhysEdu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="Nil"/>								

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

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

5+1(coordinator)+1(principal)

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2. 6 No. of any other stakeholder and

-

Community representatives

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

2

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

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

1

No

0

2.13 Seminars and Conferences (only quality related)

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

Total Nos

1

International

Nil

National

Nil

State

Nil

Institution Level

1

(ii) Themes

Preparation of Academic Calendar and Semester Plan

2.14 Significant Activities and contributions made by IQAC

1. For guiding the faculty members in the preparation of academic Calendar, conducted a one day training program.

2. Convened a stakeholders' meeting in which the activities of the college at various levels were assessed.

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
Gave directions to the departments on the preparation of course plans separately for each course offered.	Effectively implemented the proposed course plans through which various academic activities of the college were timely completed.
Encouraged departments to apply for financial assistance to organise seminars, workshops and lectures from UGC and DCE.	Departments of History, Commerce, Computer Science and Psychology organised National Seminars with the financial aid of DCE.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body

Yes

1

No

0

No

No

College Council

Management

Syndicate

Any other body

Provide the details of the action taken

College Council reviewed AQAR and the suggestions of the Council were duly incorporated.

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	-	1	-	-
Diploma	-	1(DCA)	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	11	2		
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	Nil

Annual	1
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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.

UGC sanctioned an Advanced Diploma program in Automobile Engineering under community college stream. The Centre for Continuing Education Kerala(CCEK) selected the college as a sub-centre to offer Diploma in Computer Application(DCA) in off-campus mode and the same was started.

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others
47	39	8	Nil	Nil

2.1 Total No. of permanent faculty

2.2 No. of permanent faculty with Ph.D.

7

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	7	Nil	Nil	Nil	Nil	Nil	Nil	Nil	7

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

10	nil	6(FDP)
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	0	34	6
Presented papers	06	14	4
Resource Persons	01	6	1

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

Division of modules- The syllabi of the courses were divided into module format and the same were linked to relevant digital resources for better comprehension of the subject by the students.

Movie Shows- Books made to movies were showed to students and discussions were made among them on the theme as well as characters that would create profound and lasting effect in enriching their learning experiences.

Teachers spent extra time with weak students, particularly during after hours to help them to learn on the subjects which they feel difficult to follow.

Student -led-teaching: Senior students, particularly, Post Graduate students of the Commerce and Economics were occasionally led special classes for their Junior peers on specific topics.

Students were advised to subscribe and read business dailies to make them up to date with the changes ensued in the economic and business field.

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

Department of Computer Science conducted Group discussion on innovations happened in the technology world

Digital teaching aids and web sources used for teaching by Departments in the college.

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	Dr.E.Muran	Member, Faculty of Commerce and Management Studies Chairman, Board of studies- Eco Tourism, University of Calicut
2	Sri.U.S.Mohanan	Member, steering committees for the Management studies Member, Board of studies-BBA, University of Calicut.
3	Smt.Sujisha.T.G	Member, Board of studies, B.Sc Psychology, University of Calicut

2.10 Average percentage of attendance of students

Commerce-92.89
History- 88.4%
Economics- 86.6 %
English-91.77%
Psychology- 86.7%
Computer Science-91%

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	15	53.33	46.67	Nil	Nil	100.00
M.A.English	15	Nil	73	20	Nil	93.00
M.A.Economics	15	Nil	73.33	13.33	Nil	86.63
M.A.History	12	Nil	91.66	Nil	Nil	91.66
B.Com	54	11.1	88.9	Nil	Nil	100.00
B.B.A	33	12.1	82	Nil	Nil	94.01
B.A.English	29	17	45	24	Nil	86.00
B.A. Economics	43	7	65.16	23	Nil	74.40
B.A.History	53	Nil	30.18	30.18	28.30	88.67
BSc Psychology	21	Nil	38	19	Nil	57.00
BSc Computer Science	22	4.5	41	4.5	nil	50.00

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.
5. Arranged special counselling to students who were regular absentees in class rooms.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
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.	11
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	29	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. Encouraged teachers to present papers in National seminars and workshops.
3. Directed the teachers to register for research programmes
4. Encouraged teachers to apply for major and minor projects of various research bodies.
5. Special appreciation has given to teachers who get published their papers in Journals of national and international repute.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	1	Nil
Outlay in Rs. Lakhs	Nil	Nil	3.73	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3	1	1
Outlay in Rs. Lakhs	1.45	2.35	1.75	1.45

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	4	Nil
Non-Peer Review Journals	1	2	4
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	2	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/ Year	Name of the funding Agency	Total grant Sanctioned (Rs.)	Received
Major projects	2015-18	UGC	3,73,000	Nil
Minor Projects	2 years	UGC	7,00,000	62,500
Interdisciplinary Projects	Nil	-	Nil	Nil
Industry sponsored	Nil	-	Nil	Nil
Projects sponsored by the University/ College	Nil	-	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	-	Nil	Nil
Any other(Fellowship)	One Year	CDC,TVM	50,000	50,000
Total		-	11,23,000	1,12,500

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

Level	International	National	State	University	College
Number	0	5	0	0	10
Sponsoring agencies	-	DCE, Govt. of Kerala	-	-	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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

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

From funding agency ement of University/College
Total

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

1

2

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

Nil

State level

1

National level

Nil

International level

Nil

3.22 No. of students participated in NCC events:

University level

71

State level

56

National level

4

International level

Nil

3.23 No. of Awards won in NSS:

University level

2

State level

2

National level

2

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	Nil	College forum	6	
NCC	2	NSS	8	Any other Nil

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

- Awareness and consultancies among 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.
- History department with the help of students prepared Local History project.
- Home for classmate- built a home for a class mate during this year.
- Twenty NSS Volunteers donated hair for making wigs for cancer patients.
- Convened two blood donation camps in which 94 students donated blood.
- Maintained a Blood Donors Directory.
- Touring Book stall- A scheme for issuing books to the nearby people for a period of one month.
- Conducted campaign against Bird flu and Epidemics.
- Food donation- food for patients and bystanders at Govt Hospital.
- Pain and Palliative care.

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.	31		State Govt. UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	12.60			
Others	Nil			

4.2 Computerization of administration and library

More number of computers with internet facilities were given to Administrative offices and Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books (including books for reference)	39063	79,65,613	1266	8,18,137	40,329	87,83,750
Reference Books	6274	24,79,790	25	Rs. 7418	6299	24, 87, 208
e-Books	2176	-	6	-	2182	-
Journals	9	-	3		12	-
e-Journals	768	-	5	-	773	-
Digital Database	Nil	-	Nil	-	Nil	-
CD & Video	44	-	2	-	46	-

Others (specify)	Nil		Nil	-	Nil	-
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4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others	
								TV	Projector
Existing	55	4	15	6	1	1	7	4	19
Added	27	-	12	-	-	-	-	-	-
Total	82	4	27	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.)

- Orientation has given to students on the use of ICT in the preparation of their learning resources.
- Base level training was given to Post Graduate students on how to use Data Analytics software like SPSS and MS Excel in the preparation of their project works.
- Networking extension and annual maintenance of the same were done to facilitate internet access from all departments, office, library, computer labs

4.6 Amount spent on maintenance in lakhs (Rs.):

i) ICT	2.17
ii) Campus Infrastructure and facilities	2.27
iii) Equipments	0.689
iv) Others	Nil
Total :	5.129

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Special induction was given to the students during the opening days on various student support programs offered in the college to develop and demonstrate their cross curricular skills.

Initiatives were taken to smooth and efficient functioning of various student support cells including talent clubs in the college

5.2 Efforts made by the institution for tracking the progression

1 .Monitored the functioning of student support services available in the college such as remedial coaching, career guidance and counselling

2. Assessed the benefits to students under different government sponsored programmes like Walk with Scholar, Student Support Programme, and Additional Skill Acquisition Programme on students.

3. Conducted periodical review meetings of the convenors of various cells and talents clubs functioning in the college.

UG	PG	Ph. D.	Others
915	117	Nil	30 (Community College)+162 (CCEKerala)

5.3 (a) Total Number of students

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

(d) Gender wise distribution of students under regular stream

Gender	No	%
Men	306	29.65
Women	726	70.35

(e) Category wise distribution of students under regular stream

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
332	28 6	10	328	10	966	402	19 4	14	412	10	1032

Demand ratio :1:9

Dropout %: Economics-1%; English-10.34%; Commerce-2.5%; History-7.4%; Computer Science-4.5%% : Psychology- 4%

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

125

5.5 No. of students qualified in these examinations

NET	4	SET/SLET	4	GATE	Nil	CAT	Nil
IAS/IPS etc.,	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

- Career guidance services to local youth by advising them on profitable business plans and accessible employment opportunities (including self-employment programmes of central and state governments) and also to give necessary training to them in their career path.
- 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.

No. of students benefitted

93

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

- As a regular department level affair, Commerce department arranged the following programmes:
 - a. Special seminars/counselling classes for motivating woman students to broaden their participation in different levels programmes organised in the college.
 - b. Special campaign on 'Empowering women through Business education' has been designed and conducted among the female students of the department.
- History department conducted Seminars and talks on gender issues.
- Women cell conducted the following programmes for the girl students of the college during this year:
 - An awareness programme on "Hygiene and protective rights of girl students" on 23-6-2014
 - One day lecture on "Legal Awareness of Domestic Violence Act" was conducted on 24-7- 2014.

5.9 Students Activities

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

State/ University level

Nil

National level

Nil

International level

Nil

No. of students participated in cultural events

State/ University level

Nil

National level

Nil

International level

Nil

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

Sports: State/ University level

Nil

National level

Nil

International level

Nil

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	427	16,02,350
Financial support from other sources(students and teacher alumni)	17	77,000
Number of students who received International/ National recognitions	Nil	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 request of the students regarding the constrained facilities in the college, the following initiatives were taken up:

- Measures taken to complete the construction of Ladies' hostel .
- With the financial support of PTA, provisions made for the students to avail of Photocopying facility at concessional rate.
- Purchase of the following items were made for the benefit of the students:
 - Seven laptops and twenty desktops
 - Library books worth Rs.8,18,137
 - One amplifier and two boxes for strengthening of Public addressing system.
 - Twenty five line interactive UPS to ensure uninterrupted power supply.

2. Equal Opportunity Centre under special assistance scheme of UGC was functioned for imparting employability skills, including soft skills, among students.
4. NET coaching, Remedial coaching and coaching for entry in services were also offered to students on free of cost.

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 without autonomy status under University of Calicut, the college has to strictly follow the University prescribed curriculum. However, for the effective implementation of the curriculum, in the beginning of the academic year IQAC conducted one day workshop for preparing curriculum plans internally. In the workshop faculty members of respective departments developed and presented their course plans for the approval of authorities

Several faculty members of the college participated in the curriculum development workshops organised by the Board of studies of University of

6.3.2 Teaching and Learning

- ICT supported teaching and learning practices.
- Pursued learner centric approach in which students were motivated to prepare and present seminars, assignments and terms papers as academic exercises.
- Peer teaching was encouraged among students.
- Learning level of students was identified, based on which different

6.3.3 Examination and Evaluation

- Since the college is not an autonomous body, external evaluation was monitored by University of Calicut. However, measures were taken to make students' evaluation at the college level through test papers and project evaluation. Seminars and assignments by students were made to evaluate their performance on a continuous basis.

6.3.4 Research and Development

- Seven faculty members have PhD as the highest qualification.
- Fifteen faculty members are pursuing PhD.
- Twenty three research publications/books to our credit.
- One of our faculty members was pursuing major project and five of our faculty members are undertaking UGC minor research projects.
- Five national seminar and ten college level seminars were conducted.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New books including reference books costing Rs.8,18,137 were purchased during the year. 6 e-books, 5 e-journals, 3 journals and 2 CDs and Videos were acquired during the year. Twenty desktops, seven laptops and twenty five line interactive UPS were purchased.

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 forty national /state seminars during the period.
2. One faculty member has undergone orientation programme.
3. Six faculty members gained the benefits of faculty improvement programme of UGC.
4. Eleven faculty members attended workshop/winter or summer schools.
5. College conducted five national seminars by utilising financial assistance from Kerala Government under Faculty development Programme.
6. Eleven non- teaching staff members have gone for IMG training with duration of two to five days.

Kerala Public Service Commission recruited the teaching and non-teaching staff members of permanent category. The recruitment of temporary staff and Guest faculties of the college were made by duly constituted selection committee considering the merit of the candidates.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admissions to both P.G and U.G programmes were done by the University through Centralised Allotment Scheme. Admission was purely on the basis of merit and observing the rules and regulations of the Government of Kerala and University of Calicut.

Teaching	
Non teaching	Nil
Students	Merit award for economically weak students by Alumni and Central and State Govt. scholarships

6.4 Welfare schemes for

6.5 Total corpus fund generated

Rs.77, 000+16,02,350

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
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	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	
Administrative	yes	A.G	Yes	DCE

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

Alumni conducted a Civil Service Orientation programme. A cash prize of Rs. 70, 000 was given to the meritorious students. One of our elite alumni contributed books worth Rs.1, 00,000 to the library. Commerce alumni of 80-83 and 82-85 B.Com batches provided financial support to financially weak, but meritorious students of B.Com Programme.

6.12 Activities and support from the Parent – Teacher Association

- PTA of the college has given financial support to the following:
 - Upgrading of public addressing system with innovative technologies.
 - Maintenance and up keeping of drinking water resources of the college.
 - Conduct different welfare programmes for the students including financial aid for the medical treatment of students.
 - Arranging invited lectures for the benefits of academic development in the college.

6.13 Development programmes for support staff

- Deputed administrative staff of the college for various refresher training and skill development programmes organised by IMG and other approved training centres.
- More initiatives were taken to renovate and modernise the administrative system in the college.
- Skill training on office automation was given to the specified staff in the Administrative office to enhance their performance efficiency.

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

- With aid of social forestry department, trees were planted to increase the green coverage in the campus.
- Conserving a Goose berry garden in the campus to inculcate a thought of preserving medicinal plants for their sustainable use among students.
- College protected a copse of Indian devil trees (ALSTONIA SCHOLARIS) which were planted years back.
- Fish farming, vegetable cultivation and marigold cultivation were made in the campus under the initiative of 'Bhumithrasena' to equip the young mind with a proper outlook towards agriculture.

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.

Encouraged students to undertake academic projects addressing the specific problems and issues on real life events.

Faculty members and students from the Department of English Literature, as an academic exercise, started blogs and accounts to discuss topics relevant to their curriculum that contribute to the personal as well as academic growth of the students.

Application of ICT as Teaching and learning resources.

7.3 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action taken Report (ATR):

- Started Community College that offers Advance Diploma Courses in Automobile Engineering
- Prepared and submitted Detailed Project Report to RUSA for infrastructure grants. RUSA allotted Rs. 2 crore to us and we received Rs. 12.50 lakhs as part payment during the year.
- Conducted National level Seminars under the sponsorship of Directorate of Collegiate Education of Kerala
- Started a Centre for Continuing Education in Kerala (CCEK) offering Diploma in DCA.

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

I. Tutorial system

College maintained a regular tutorial system in which teachers assume the role of tutors for the students assigned. Our tutorial system is more personalised where the tutors more often either individually or in small group attend their students' needs or foster close relationship with them. The system enables us to help students to nurture positive qualities for their personal and career development.

II. Organic Farming

College, more specifically through the NSS units, used our spare fertile land for organic farming activities which enable us to find funds for part financing of our extension programmes.

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 12th 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 2015-2016

- Start new diploma courses under Centre for Continuing Education in Kerala (CCEK).
- Take initiatives to find fund assistance to uplift the college into the level of Centre of Excellence.
- Make action plans to utilise the remaining funds allotted under RUSA infrastructure grants once it will be received.
- Seek financial assistance for providing utilities (utensils, furniture and equipments) to Ladies Hostel to make it functional.
- Submit the proposals for Seminars/Workshops to UGC and other higher

Name: Vijayan.P.K

Name: Dr.Babu.C.C

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

ACADEMIC CALENDER FOR UNDER GRADUATE PROGRAMS FOR THE YEAR 2014-2015						
Events	I Semester	II Semester	III Semester	IV Semester	V Semester	VI Semester
Commencement of Classes:	122nd July 2014	26th November 2014	2nd June 2014	4th November 2014	2nd June 2014	4th November 2014
Internal Examination I	Second week of September 2014	First week of January 2015	Second week of September 2014	First week of January 2015	Second week of September 2014	Third week of December 2014
Internal Examination II	Third week of October 2014	Third week of March 2015	Third week of October 2014	Third week of March 2015	Third week of October 2014	Last week of February 2015
Publication of Internal Marks & Forwarding the same to University	3rd March 2015	10th May 2015	18th January 2015	30th April 2015	20th December 2014	19th April 2015
University Examinations	3rd Feb-2015	10th April-2015	16th Dec-2014	30th March 2015	20th Nov-2014	19th Mar-2015
ACADEMIC CALENDER FOR POST GRADUATE PROGRAMS FOR THE YEAR 2014-2015						
	I Semester	II Semester	III Semester	IV Semester	Note: <i>College follows the Academic Calendar provided by University of</i>	
Commencement of Classes:	7th October 2014	24th February 2015	17th July 2014	8th December 2014		
Internal Examination I	Second week of November 2014	Last week of March 2015	Second week of September 2014	First week of February 2014		
Internal Examination II	Second week of January 2015	First week of August 2015	Second week of December 2014	Last week of March 2015		
Publication of Internal Marks & Forwarding the same to University	18th March 2015	1st October 2015	7th February 2015	18th July 2015		

University Examinations	18th February-2015	1st September 2015	7th Jan-2015	18th Jun-2015	Calicut
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Annexure II

Feedback Analysis: 2014-2015

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	3.8	Very Good	2.9	Good	3.5	Very Good	3.3	Good	3.6	Very Good
2	Economics	3.3	Good	3.5	Very Good	3.0	Good	3.27	Good	3.1	Good	3.2	Good
3	English	3.4	Good	3.6	Very Good	3.0	Good	3.33	Good	3.2	Good	3.2	Good
4	History	2.8	Good	3.5	Very Good	3.2	Good	3.17	Good	3.0	Good	3.0	Good
5	Psychology	3.5	Very Good	3.5	Very Good	2.5	Good	3.17	Good	* Newly Started Courses		3.3	Good
6	Computer Science	2.8	Good	3.6	Very Good	2.4	Satisfactory	2.93	Good			2.9	Good
7	General	3.5	Very Good	3.5	Very Good	3.0	Good	3.33	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