

# Annual Quality Assurance Report (AQAR) 2015-16



**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, Thrissur

1.2 Address Line 1

Kuttanellur.P.O

Address Line 2

Thrissur

City/Town

Thrissur

State

Kerala

Pin Code

680 014

govtcollegetcr@yahoo.co.in

Contact No.

+91487 2353022

Dr. Babu C.C

Tel. No. with STD Code:

+91487 2353022

Mobile:

+919446345984

Vijayan.P.K

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

2015-16

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 2014-15 Submitted to NAAC on 29-09-2018 (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"/>	<input type="checkbox"/>	State	
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>					
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>					
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>					
Regulatory Agency approved Institution	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>					
(eg. AICTE, BCI, MCI, PCI, NCI)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>			
	Urban	<input checked="" type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Bal	<input checked="" type="checkbox"/>			
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2	<input type="checkbox"/>	UGC 12B	<input type="checkbox"/>			
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>					
1.11 Type of Faculty Programme	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Nil	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management			
Others (Specify)									

1.12 Name of the Affiliating University

University of Calicut, Kerala,

(for the Colleges)

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

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

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

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Total  Faculty

Non-Teaching Staff /Students  Alumni  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  C

Total Nos.	International	National	State	Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Organised one day workshop for the faculty members to guide them in the preparation of academic calendar for the year 2015-16 and to design various course plans at departmental level.
2. To review the IQAC activities in the college during the year 2015-16, a meeting of the stakeholders was convened.

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
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<p>Needed directions were given to the teaching departments of the college to prepare course plans so as to complete their teaching-learning activities within the targeted timeline.</p> <p>Guidance were given to organise many academic deliberations like seminars, workshops and invited talks in the college.</p>	<p>The teaching-learning practices in the college were able to complete successfully on time.</p> <p>The college was able to organise a significant number of National/International seminars that enabled the faculty members to imbibe an academic culture among them.</p>
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\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body      Yes       No

Management  No      Syndicate  No      Any other body  College Council

Provide the details of the action taken

AQAR was modified in accordance with the suggestions made by College Council

## 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	-	-	-	-
<b>Total</b>	13			
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

1.3 Feedback from stakeholders\*Alun  Pa  s      En  pyers       r  lents  
(On all aspects)             r            

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

\*Plea  
1.4 V

The college follows the syllabi of University of Calicut. The university revised the syllabi of both U.G/P.G program during the academic year.

ects.

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



Applied to the University of Calicut for new programs such as M.Sc. Psychology, M.Sc. Statistics. B.Sc. Mathematics and B.A Political Science.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total Others	Asst. Professors	Associate Professors	Professors
42	39	3	Nil

2.2 No. of permanent faculty with Ph.D. 7

	Asst. Professors	Associate Professors	Professors	Others	Total
	R	V	R	R	V
2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	R	V	R	V	
	Nil		Nil	Nil	Nil

8	Nil	6(FIP)
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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	8	41	11
Presented papers	2	13	6
Resource Persons	2	3	

2.6 Innovative processes adopted by the institution in Teaching and Learning

- Motivated students to work on corporate annual reports to get exposure on real reporting practices.
- Encouraged students to undertake academic projects on topics revealing the issues need to be addressed in the society.
- With the sponsorship of different sources including teachers, certain departments in the college have been maintaining 'own book bank' consists of ample number of career as well as syllabus based text books
- Power point presentation, online lectures, use of CDs and Audio Resources and Peer Teaching.
- Quizzes are conducted by students in the departments under the guidance of teachers based on "recent trends in Psychology"
- Weak students, along with the subjects which they feel difficult to understand, are identified and special coaching module is designed for them on a customised basis.
- Post Graduate students of the college are occasionally leading classes for Under Graduate students on specific topics.
- Students are advised to subscribe and read business dailies to acquaint with the up to date changes happened in the economic and business arena.
- Quizzes are conducted by students in the department under the guidance of teachers based on the news reported in business channels and d

2

198

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

Internal evaluation of students in the college was made through conducting written examination in university examination pattern. The questions including both essay type and multiple choice questions were xeroxed and supplied to students in exam halls.

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

Sl. No	Name of the Faculty	Positions held

- 1 Sri.U.S.Mohanar Member, steering committees for the Management studies Member, Board of studies-BBA, University of Calicut.
- 2 Dr.E.Murali Member, Faculty of Commerce and Management Studies Chairman, Board of studies- Eco Tourism, University of Calicut
- 2.10 3 Smt. Sujjisha. T.G Member, Board of studies, B.Sc Psychology, University of Calicut.

Average percentage of attendance of students

Commerce-92%
History- 85.76%

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	-	86.67	13.33	Nil	100.00
M.A.English	12	Nil	58.33	41.66	Nil	100
M.A.Economics	15	Nil	73.33	<b>26.67</b>	Nil	100
M.A.History	15	Nil	86.67	13.33	Nil	100
B.Com	61	4.92	86.88	Nil	Nil	92.88
B.B.A	48	4.16	85.42	nil	Nil	89.58
B.A.English	23	nil	60.86	39.13	Nil	100
B.A. Economics	50	18	54	2	Nil	74
B.A.History	38	Nil	31.58	36.84		68.42
Bsc. Psychology	19	5.23	78.95	nil	nil	84.12
BSc. Computer Science	22	9.09	72.72	4.54	nil	86.63

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

1. Periodical evaluation of teaching and learning activities 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 had discussions with the teachers on issues to be adressed and corrections to be made.

3. The IQAC monitored the Internal Examination in its effective implementation. Moreover, appropriate suggestions were made to ensure the flawless conduct of the external examinations.

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

5. The IQAC made proper liaison with the Academic Monitoring Committee to ensure an environment conducive for the promotion of teaching and learning in the college.

#### 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	4
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	15
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	30	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. IQAC has collected and shared information on various seminars/ workshops/ training programme organised at state/national level. Moreover teachers were motivated to present papers/participate in such academic deliberations.
2. Directed the teachers to register for research programmes.
3. Encouraged teachers to apply for major and minor projects of UGC and other Research agencies.
4. Took steps to speed up the process for converting Post Graduate department of commerce into a Research department.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	1	1	Nil
Outlay in Rs. Lakhs	Nil	3		Nil

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	1	1	
Outlay in Rs. Lakhs	6.10	.70	0.45	

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	4	3
Non-Peer Review Journals	1		
e-Journals	Nil	Nil	Nil
Conference proceedings	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/ Year	Name of the funding Agency	Total grant Sanctioned (Rs.)	Received
Major projects	1	UGC	3,00,000	Nil
Minor Projects	2 year 2years 1year	UGC UGC UGC	45,000 70,000 1,45,000	62,500
Interdisciplinary Projects	1	World bank	3,00,000	3,00,000
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(Specify)	2	UGC	95,000	65,000
Total		-	955,000	4,27,500

3.7 No. of books published

i) With ISBN No.  ) Without ISBN No.  chapters in Edited Books

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DBT Scheme/funds

3.9 For colleges

Auton   DBT Star  e  
   
 INSPIRE CE Any Other (specify)

Nil

3.10 Revenue generated through consultancy

Level	International	National	State	University
College				
Number	1	3	0	0 15
Sponsoring agencies	DCE	DCE, Govt. of Kerala		
UGC	-	-	PTA, Various Educational	
Institution and Persons				

3.11 No. of conferences organized by the Institution

5

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

3.13 No. of collaborations - International Nil International Nil Any other Nil

3.14 No. of linkages created during this year

3.15 Total budget for research during the year in lakhs (Rs.): 9.55 Nil

From funding agency 9.55 From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State
University	Dist	College	
Nil	Nil	Nil	Nil
3.18 No. of faculty from the Institution	3		
who are Ph. D. Guides and students registered under them	7		

3.19 No. of Ph.D. awarded by faculty from the Institution 1

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	Nil	State level	34
National level	13	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	Nil	College	4	Other	Nil
Nil		12	NSS	Nil	Other

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

1. Free consultancy services for the preparation of Income Tax return and E-filing.
2. Rendered consultancy services on designing sample and statistical designs to researchers who are in pursuit of academic research.
3. History department with the help of students prepared Local History project.
4. Plantation of trees on World Environment day.
5. Mosquito trap programme in the adopted village.
6. Swatch Bharat Mission Thrissur- cleaned Panchikkal Pond.
7. Thumba fest- Carry bag distribution at adopted village.
8. Dress donation programme.
9. Two blood donation programme- 130 units of blood collected.
10. Donation to endosulphan victims through "ente pookkal viriyatte" programme.
11. Cancer awareness programme.
12. Electricity for the classmate.
13. Ten chairs donated to an Anganwadi utilising fund collected by selling waste materials.
14. Eye check camp.



15. Donated two wheel chairs to bed ridden patients by utilising fund generated by cultivating elephant foot in the campus.

## 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.		9	State Govt. UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		3.31		
Others(water coolers, sound boxes, sports equipmenrs, electronic equipments, psychology lab equipments etc.)		4.84 lakhs		

#### 4.2 Computerization of administration and library

Office automation was made in part with developing a system to keep students records in digital format. Enhanced computer connectivity with internet facilities were provided in both administrative office and Library.

	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
T e x t B o o k s ( including books for reference)	40329	87,83,750	533	2,10,000	40,862	89,93,750
Reference Books	6274	24,87,208	38	5482	6312	24,92,690
e-Books	2182	-	8	-	2190	-
Journals	12		3		15	

e-Journals	773	-	65	-	838	-
Digital Database	Nil	-	Nil	-	Nil	-
CD & Video	46	-	nil	-	46	-
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	82	4	15	6	1	1	7	4	19
Added	8						24		
Total	90	4	15	6	1	1	31	4	19

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Up gradation (Networking, e-Governance etc.)

<ul style="list-style-type: none"> <li>• Training was given to the newly admitted students in the college on how to use ICT in enhancing their learning skills.</li> <li>• Classes were arranged to demonstrate the use of data analytics softwares like MS Excel, Gretl and SPSS in the preparation of academic project reports at the Under Graduate and Post Graduate levels.</li> </ul>
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#### 4.6 Amount spent on maintenance in lakhs (Rs.):

i) ICT

.54
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ii) Campus Infrastructure and facilities

7.03
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iii) Equipments	1.19
iv) Others	.71
Total	9.47

## Criterion – V

### 5. Student Support and Progression

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

The college offered many student support programs that aims to affect the cognitive and psychological behaviour of students. The programs can also expected to enhance the employability skills of the students. Under the initiative of IQAC, special induction on such programmes was organised for students at the beginning of academic year.

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

- 1 .Properly monitored the functioning student support services in the college that include remedial coaching, career guidance and counselling .
2. Assessed the performance of the Government initiated programmes such as Walk With Scholar, Student Support Programme and Additional Skill Acquisition Programme in terms of their utilities to the student beneficiaries.
3. Conducted periodical review meetings of the convenors of various student support forums and the talent clubs functioning in the college.

UG	PG	Ph. D.
944	Others 121	Nil

#### 5.3 (a) Total Number of students

Nil

(b) No. of students outside the state

Nil

General	SC	ST	OBC	Last Year		This Year		General	SC	ST	OBC	(c) No. of
				Physically Challenged	Physically Challenged	Total	Total					
402	194	14	412	10	1032	410	197	17	432	9	1065	

international students

(d) Gender wise distribution of students under regular stream

Men

Women

Demand ratio : 1:10

Directed learning and Intensive coaching were given to Post Graduate students of the college who were preparing for the NET/SET examination.

Needed guidance and orientation were given to the Under Graduate students of the college who were preparing for CAT/MAT and other Management Aptitude tests. Moreover, the college maintained and supplied learning materials to help them to clear such competitive examinations.

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

144

No. of students	5	4	Nil	Nil
beneficiaries	Nil	Nil	Nil	Nil

5.5 No. of students qualified in these examinations

NET	SET/SLET	GATE	CAT
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IAS/IPS etc.,

State PSC

UPSC

Others

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

- Counselling centre of the college has given individual attention to specific students who were facing difficulties in their career path and needed guidance were given to them in resolving their issues themselves.
- Guidance and counselling were given to the students to design their career plans.
- Guidance and counselling was given to students on how 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 prospects were supplied to students for their reference and learning through Career Guidance cell.
- Career guidance centre conducted one day workshop on skill development for students.
- Guidance on 'online registration to Kerala Public Service Commission' was given to 35

No. of students benefitted

190

#### 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

Department of History conducted seminars and talks on gender issues.

Women cell conducted the following programmes for the girl students of the college during this year:

- A talk on “Women Empowerment” by writer Sangeetha Sreenivasan on 13-07-2015
- One day workshop on “Fashion Designing” on 04-12-2015
- Two seminars, one on ‘Infertility Problems, Personal Hygiene, Adolescence Problems and Solutions’, and other on ‘Menstrual Problems and Solutions for Girl Students’ were organised on 15-12-2015 and 16-12-2015 respectively.
- A talk on women empowerment by A  a Sangeetha on

5.9 S  
5

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	1054	29,43,150
Financial support from other sources ( students and teacher alumni)	8	7000
Number of students who received International/ National recognitions	Nil	

5.11 Student organised / initiatives

Fair : 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

1

5.13 Major grievances of students (if any) redressed;

1. The college was functioned amidst of constrained infrastructure and occasionally some demands were raised by the students in this regard. Addressing their demand, the following initiatives were done:

- Purchases
  - Furniture, kitchen equipments, utensils and electronic equipments for the hostel.
  - Five laptops, three desktops and one printer.
  - Library books worth Rs.2,10,000.
  - Three water cooler
  - sports equipments for Rs.98,770.
  - Psychology lab equipments.
  
- Strengthened Public addressing system  
Photocopying facility was provided to the students at concessional rate at the cooperative store with help of PTA.
  
- False ceiling was done in the mini auditorium at a cost of Rs.6,80,000.
  
- Auditorium was re-electrified at cost of Rs.5,00,000.
  
- Fund deposited in the PWD
  - for renovation of boys' toilets and re-electrification of academic block-II.
  - for the purchase of new fans.

## **Criterion – VI**

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

6.1 State the Vision and Mission of the College

6.2 Does the Institution has a management information system

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.

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. As a regular exercise, IQAC conducted one day internal workshop for faculty members to prepare curriculum plans every year and the same has been organised during this year. In the workshop faculty members of respective departments designed and proposed their course plans to get 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 Calicut.

6.3.2 Teaching and learning

- ICT supported teaching and learning practices provided in and outside classrooms.



- 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 enrichment programmes at governmental level were offered.
- Case studies on various social and economic issues were given to students to develop their wisdom and practical skills through linking the learning experiences with real life

### 6.3.3 Examination and Evaluation

College is not an autonomous body, hence the external evaluation was made under the strict monitoring of university of Calicut. Nevertheless, initiatives were made to do students evaluation through making test papers and internal examinations in university format at college level.

Quizzes and mock tests were given to students to test their spontaneity in answering questions and to develop their skills to think objectively on various academic topics.

### 6.3.4

- Nine faculty members have PhD qualification.
- Seventeen faculty members are pursuing PhD.
- During the year we have made twelve research publications in Journals/books of reputed publishers..
- Two of our faculty members were undertaking UGC major research projects and six were undertaking minor research projects.
- One international seminar, three national seminar and fifteen college level seminars were conducted.

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

For strengthening library, ICT and physical infrastructure in the college, the following activities were done.

- New books including reference books costing Rs.2,10,000 were purchased. Moreover, significant number of e-books, e-journals were acquired
- Spending Rs. 3,31,050 three computers, five laptops and one Printer were purchased.
- Spent Rs. 6,80,000 for false ceiling of mini auditorium and Rs. 5,00,000 for the re-electrification of auditorium.
- Using financial assistance from UGC and Plan fund completed construction of ladies hostel.
- Furniture worth Rs.5,43,908, Kitchen equipments amounted to Rs.58,785, plastic utensils of Rs.25,410 and electronic equipments costing Rs.44,170 were purchased.
- Three water coolers costing Rs. 96,000 were purchased for providing drinking water facilities to the students.
- Purchased Psychology lab equipments for Rs.90,000 during the year.

### 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 sixty national and international seminars during the period.
2. Four faculty members gained the benefits of faculty improvement programme of UGC.
3. Three faculty members attended the staff training conducted by other institutions.
4. Fifteen faculty members attended workshop/winter or summer school.
5. College conducted three national seminars and one international seminar by utilising financial assistance from UGC and Kerala Government under Faculty development Programme.
6. non- teaching staff members have gone for IMG training with duration of two to five days.

6.3.7

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.

Nil
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6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Merit list of students seeking admission to both P.G and U.G programmes were prepared by the University of Calicut through Centralised Allotment Scheme. The admission was based on merit and subject to other norms stipulated by Governmnet of Kerala and University of Calicut.

6.4 Welfare schemes for

Teaching	Nil
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Non teaching	Nil
Students	Various alumni of the college instituted merit awards to students hailing from economically weaker sections. Moreover ,measures were taken to enable the students to avail of merit scholarships initiated by agencies at state/central government level.

Rs.7,000+29,43,150

6.5 Total corpus fund generated

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	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

No6.9 What efforts are made by the University/  
Examination Reforms?

Autonomous College for

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 photography and quiz competition for the students. They also arranged classes for interview tips. They contributed a refrigerator of Ladies Hostel. Commerce alumni of 80-83 and 82-85 B.Com batches provided financial support to economically deprived, but meritorious students pursuing B.Com graduation in the college.

#### 6.12 Activities and support from the Parent – Teacher Association

PTA of the college has given financial support to the following:

- Maintenance and up keeping of drinking water resources of the college.
- Financial aid to students for their medical treatment.
- Arranged invited talks of experts from different fields to facilitate the academic development in the college.
- Repairs and maintenance of building and other fixed assets.

#### 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

- Nature Club of our college planted forty sapling of flowering trees 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.
- College has been maintaining a “Nakshatravana” a sacred grove of 27 plants which add protection to its environment.

## 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.

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

- Action taken Report (ATR):
- Applied for one P.G program and three U.G programs during the year.
  - Efforts were taken to receive the remaining portion of RUSA infrastructure grants.
  - Organised one International and three National level Seminars under the sponsorship of Directorate of Collegiate Education of Kerala.
  - Started Hostel for girl students and funds were expended for procuring needed furniture, utensils and equipments.
  - Procedures were completed to uplift the PG Department of Commerce to a research department.

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. The tutorial system was more personalised where the tutors more often either individually or in small group attend their students' needs and foster close relationship with them. The system enable us to help students to nurture positive qualities in their personal as well as career development process.

#### **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

1. Planted trees in the college with the help of Old Students' Association and Nature club.
2. Conducted awareness programs among students on the importance of environmental protection under 'Swatch Bharath Mission'.
3. Discouraged the use of Plastic in the campus.
4. Campaigns and seminars were conducted for students to make them aware

7.5

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

Any

#### **SWOT Analysis**

- **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 concessional 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 and government norms.
- 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
- Better welfare schemes for students
- Strong support from the local community

## **2 Weaknesses**

- Insufficient space for classrooms
- Space constraints in common facilities including auditorium and canteen.
- Financial constraints in 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
- Difficulties in periodical maintenance of college buildings.
- In-sufficient space for expanding library facilities
- No under Graduate programmes in pure science stream . Similarly no Post Graduate programme in any science stream.
- Inadequate digital learning resources to cater the needs of entire students community.
- Low level initiatives from the part of 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.

### **Plan of Action for the year 2016-2017**

- Take measures to find fund assistance to uplift the college into the level of Centre of Excellence.
- Seek financial assistance from appropriate sources to enhance the infrastructure base including the sports facilities in the college.
- Submit the proposals for National/International level Seminars /Workshops UGC and other higher education agencies.
- Upgrade P.G Departments of the college to Research Centres under University of Calicut.
- Enhance existing amenities in the college to ensure ready and continuous access to safe drinking water and hygienic toilets for students.

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**

ACADEMIC CALENDER FOR UNDER GRADUATE PROGRAMS FOR THE YEAR 2015-2016						
Events	I Semester	II Semester	III Semester	IV Semester	V Semester	VI Semester
Commencement of Classes:	10th July 2015	20th November 2015	1st June 2015	5th November 2015	1st June 2015	5th November 2015
Internal Examination I	Second week of September 2015	First week of January 2016	Second week of September 2015	First week of January 2016	Second week of September 2015	Third week of December 2015
Internal Examination II	Third week of October 2015	Third week of March 2016	Third week of October 2015	Third week of March 2016	Third week of October 2015	Last week of February 2016
Publication of Internal Marks & Forwarding the same to University	5th March 2016	12th May 2016	15th January 2016	1st May 2016	28th December 2015	20th April 2016
University Examinations	3rd Feb-2016	10th April-2016	16th Dec-2015	30th March 2016	20th Nov-2015	19th Mar-2016
ACADEMIC CALENDER FOR POST GRADUATE PROGRAMS FOR THE YEAR 2015-2016						
	I Semester	II Semester	III Semester	IV Semester		
Commencement of Classes:	10 th August 2015	2th February 2016	15th July 2015	5th December 2015		
Internal Examination I	Second week of October 2015	Last week of March 2016	Second week of September 2015	First week of February 2015	<b>Note:</b>	

<b>Internal Examination II</b>	First week of January 2016	Second week of August 2016	First week of December 2015	Last week of March 2016	<i>College follows the Academic Calendar provided by University of Calicut</i>
<b>Publication of Internal Marks &amp; Forwarding the same to University</b>	10th March 2016	1st October 2016	2nd February 2016	10th July 2016	
<b>University Examinations</b>	25th February-2016	7th September 2016	10th Jan-2016	5th Jun-2016	

## Annexure II

### Feedback Analysis: 2015-2016

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	3.7	Very Good	3.8	Very Good	3.2	Good	3.57	Very Good	3.2	Good	3.6	Very Good
2	Economics	3.4	Good	3.5	Very Good	2.9	Good	3.27	Good	3.1	Good	3.1	Good
3	English	3.4	Good	3.5	Very Good	3.0	Good	3.33	Good	3.2	Good	3.2	Good
4	History	2.9	Good	3.5	Very Good	3.1	Good	3.17	Good	3.0	Good	3.1	Good
5	Psychology	3.6	Very Good	3.5	Very Good	2.6	Good	3.23	Good	<i>* Newly Started Courses</i>		3.2	Good
6	Computer Science	2.7	Good	3.6	Very Good	2.4	Satisfactory	2.9	Good			2.8	Good
7	General	3.4	Good	3.5	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