

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

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution St. Mary's College, S. Bathery, Wayanad, Kerala,  
PIN 673 592

1.2 Address Line 1 St. Mary's College, Kuppady P.O., S. Bathery, Wayanad,  
Kerala, PIN 673 592

City/Town Sulthan Bathery

State Kerala

Pin Code 673 592

Institution e-mail address stmaryssby@gmail.com

Contact Nos. 04936220246, 221452, 222246

Name of the Head of the Institution: Prof. Premji Issac

Tel. No. with STD Code: 04936222246, Mobile: 9447546822

Name of the IQAC Co-ordinator: Dr. George Mathew

Mobile: 09645429046, 07025345336

IQAC e-mail address: gmathew7@gmail.com

1.3 NAAC Track ID : 12527

1.4 NAAC Executive Committee No. & Date: EC/59/RAR/25 dt. 21 April, 2012

1.5 Website address: [www.stmaryssby.org](http://www.stmaryssby.org)

Web-link of the AQAR: <http://www.stmaryssby.com/Uploads/b37b57a7-572f-42aa-b2d0-b6cd9786fd38.pdf>

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B +	77%	2006	2006-2011
2	2 <sup>nd</sup> Cycle	A	3.06	2012	2012-April, 2017

1.7 Date of Establishment of IQAC : 1 June, 2004

1.8 AQAR for the year (*for example 2010-11*): 2013-14 Academic Year

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 2011-2012 : Uploaded online on 29/09/2012
- ii. AQAR 2012-13 : Uploaded online on 31/12/2013

1.10 Institutional Status

University	State University
Affiliated College	Yes
Constituent College	No
Autonomous college of UGC	No
Regulatory Agency approved Institution (UGC)	Yes
Type of Institution	Co-education Semi urban

Financial Status Grant-in-aid, UGC 2(f) and 12 B and Self Financing Courses

1.11 Type of Faculty/Programme

Arts, Science, Commerce, Physical Education and Management  
ASAP (Additional Skill Acquisition Programme)

1.12 Name of the Affiliating University (*for the Colleges*): University of Calicut, Kozhikode, Kerala

1.13 Special status conferred by Central/ State Government: Minority Status Institution

Autonomy by State/Central Govt. / University:	No
UGC-COP Programmes	No

**2. IQAC Composition and Activities**

2.1 No. of Teachers	:	10
2.2 No. of Administrative/Technical staff:	:	03
2.3 No. of students	:	Nil
2.4 No. of Management representatives	:	02
2.5 No. of Alumni	:	01

2.6 No. of any other stakeholder and community representatives	:	02
2.7 No. of Employers/ Industrialists	:	Nil
2.8 No. of other External Experts	:	02
2.9 Total No. of members	:	20
2.10 No. of IQAC meetings held	:	04
2.11 No. of meetings with various stakeholders:		
Faculty	:	06
Non-Teaching Staff	:	02
Students	:	02
Alumni	:	02
Others	:	16
2.12 Has IQAC received any funding from UGC during the year?	:	Yes
If yes, mention the amount	:	Rs. 300000.00
2.13 Seminars and Conferences (only quality related)	:	Nil

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

1. IQAC has been functional in initiating new programmes such as

(i). additional skill acquisition programmes (ASAP) which served both as a skill acquisition programmes as well as a job oriented programme. Some of the PG students, who completed the course, received immediate placement as trainers for ASAP. Moreover, the need for the introduction of more career oriented programmes was highlighted in the peer team report of the NAAC Peer team that visited the college in 2012 for reaccreditation.

(ii). There was a feedback from the placement cell that the students attending campus interviews were suffering from communication problems, mainly in English. The timely analysis of problem by IQAC and the further actions taken on the matter initiated the 'speak English' programme in the department of English. Also the programmes conducted by career Guidance cell could be aligned in this way. One good example is the career guidance coaching for MAT, CMAT, CA and bank competitive examinations. There were many beneficiaries for these programmes and many students were placed. Thus, IQAC worked as the nodal agency and a catalyst in these activities.

(2). Library being the primary centre for education and leaning, the Strengthening the Library by automation was helpful in increasing the number of its users, number of books issued and returned. The various aspects of library functioning in the view of IQAC was delivered to librarian and necessary support was given for further actions.

(3). IQAC coordinated the various activities of the college and has also done the documentation of the various activities. IQAC conducted the analysis of the feedback, carried out the bench marking and came up with suggestions for quality improvement.

(4). Teachers were encouraged to be part of the bodies in the university to frame the syllabus

(5). Teachers were encouraged to participate in refresher and orientation courses by circulating a list of such courses to all teachers.

(6). In order to encourage more teachers to get involved in research, information regarding seminars and possibilities for funded projects were furnished to teachers. With the help of research development committee, the quality of research was maintained and the teachers were encouraged to extent out with publications. This is clear from the good number of publications during 2013-14 from the college in a semi-urban area. Also, the students were encouraged to attend major events such as 26<sup>th</sup> Kerala Science Congress, which was conducted at veterinary University, Pookkode, Wayanad from 28-31 January, 2014.

(7). In order to encourage more teachers to get involved in research, information regarding seminars and possibilities for funded projects were furnished to teachers.

(8). A new practice of making a list of important days to be observed was given to the Principal during the starting of the academic year in June. This helped the Principal and the concerned department to plan ahead the activities for observing important days such as Human Rights Day, World Environment day, Science Day, Independence Day, Women’s Day etc.

#### 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
<p>Focus on the environmental friendly aspects of the college and college campus with the activities of the department of Botany, NSS and NCC (partial transition to Green Campus).</p> <p>IQAC identified this aspect as one of the most needed approach of the time where environmental pollution is severe.</p>	<p>Activities of 2013-14 academic year gave awareness of Pesticide and plastic pollution of the soil and water conservation in the soil. Activities like planting of more trees, especially those having medicinal value, reduction of hazards due to the release of harmful chemicals to the soil by practicing of micro-scale chemical analysis, are noteworthy.</p>

<p>In order to realise the suggestions of NAAC Peer team to automate the library and to modify the campus and teaching methodologies using ICT, IQAC planned various activities and acted as a catalyst in transforming the college to more ICT enabled. IQAC identified this aspect as one of the most needed approach while keeping an eye on the environmental friendly aspect of the campus.</p>	<p>More teachers started using ICT in the class room, automation of the library was very useful to the stakeholders and IT</p>
<p>Focus on the encouragement of research and research publications by way of timely information, class-wise lectures and involvement of PTA.</p>	<p>Initiatives by IQAC and various research activities carried out by the teachers encouraged the students of UG and PG to sense a research culture in the campus which resulted in the active participation of a good number of students in 26<sup>th</sup> Kerala Science Congress held at Veterinary and animal university Campus, Pookkode, Wayanad from 28-31 January, 2014. Also, in this academic year, PTA was instrumental in funding academic seminars for students.</p>
<p>Strengthening of Placement Cell as per the suggestions of Peer Team Report</p>	<p>In this academic year 2013-14, leading employers like WIPRO visited the campus and conducted the placements.</p>
<p>IQAC planned to promote among the students the admiration and respect of our ancient heritage as per the mission of the college.</p>	<p>Quiz programme on the history of Kerala was conducted in the college.</p>
<p>In order to proceed with the vision of the college to mould citizens with a civic sense and social commitment, IQAC planned various activities to promote human love and cultural exchange between students using NCC and NSS as instruments of social change.</p>	<p>National integration Camps, special camps and blood donation camps were conducted in the college.</p>
<p>In order to fulfil the suggestions in the peer team report, IQAC planned to promote special classes for teachers and ministerial staff of the college.</p>	<p>Teachers and ministerial staff could participate in the one day seminars separately conducted by MOC management.</p>

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

Academic Calendar of the year 2013-14 is attached

2.16 Whether the AQAR was placed in statutory body Yes, in the governing body of the Management

Provide the details of the action taken: AQAR was placed before the Governing Body of the management for further suggestions and for matching the various activities of IQAC with the vision and mission of the college.

## Part – B

### Criterion – I

#### Curricular Aspects

##### 1.1 Details about Academic Programmes (2013-14)

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
Ph.D	Nil	Nil	Nil	Nil
PG	05	01 (M.Com. Finance)	01	01 (ASAP)
UG	09	01 (B.Sc. Mathematics)	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	01 (DCA)	01	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
<b>Total</b>	14	02	01	01
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

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

Pattern	Number of programmes
Semester	16
Trimester	Nil
Annual	Nil

### 1.3 Feedback from stakeholders\* *(On all aspects)*

#### **Alumni**

The meeting of the alumni occurs every year. It serves as a platform for sharing the warmth of a get together, to share the constructive ideas for the development of the college and to go with the expectations of the stakeholder community in which alumni also forms a part.

Alumni association appreciated the starting of a new basket ball tournament in the name of the founder of the college Rev. Fr. Mathai Nooranal.

The feedback of the alumni association is attached herewith and filed separately in IQAC office.

#### **Parents**

The feedback of the parents is collected by using their responses in PTA meetings and by getting written feed back through feedback forms.

We understand the encouraging environment in the campus that encourages the overall academic process. We strongly appreciate the internal arrangement of all strikes based on important and sensitive issues to occur only in the afternoon. This enabled our children from distant places to attend the classes in the forenoon while in the afternoon they can effectively spend their time in the library. Environmental pollution due to plastics was addressed by various talks/researches conducted in the college. There are a lot of programmes in the college to help the needy and to be kind to the deserving people. Meanwhile being kind to each other, the students got a chance to understand the dangerous undercurrents of the society through the presentation of teachers, who are already aware of social evils. Coaching given in the college for competitive examinations deserve appreciation because it always improved their employability. The medical awareness classes given to girl students helped them to understand themselves in a better way. The importance and consideration given to the fair sex is to be appreciated very much. Various activities such as inspirational talks, observance of women day and skilling the girl students by various activities are to be acknowledged. The medical awareness classes, issuing of ID cards, all helped to increase their safety inside and outside the campus.

#### **Employers**

The feedback of the employers, both teaching staff and ministerial staff is collected by personal interaction of IQAC with them and also by getting written feed back through feedback forms. Moreover, the awareness given to the employers regarding the various activities of IQAC help them to clearly reflect on the progress of the college through giving truthful feedback.

#### **Students**

Student body meetings are conducted twice in every month and students get the chance of reflecting on various issues and to ensure the services they should get from the college. The feedback is as follows; We certainly enjoy the academically encouraging environment in the campus that facilitates our learning process. Also the issue of identity cards to us was very useful. During our study in the college, we could participate in various acts of kindness towards fellow beings in the adopted colonies. This included, providing food for the needy. We could also respond effectively to people suffering from diseases and environmental disasters. In fact, a good sum could be collected as the relief funds for such people. The role played by the palliative cell and red ribbon club in this aspect is noteworthy. Seminar on human rights, conducted by the department of politics helped us to improve our understanding regarding human right violations. We could participate in the observation of important days such as world environmental day and this made us aware of our social responsibilities and responsibilities to keep our campus and its environment clean and healthy. A lot could be done in this aspect through our participation in NSS and NCC. The community living helped us to understand the real life and to take precautions against evil activities. Classes given for career guidance and campus placements conducted were fruitful for many of us. The national integration activities in the form of National IT awareness classes and seminars

including science congresses on recent developments such as cloud computing organized in the college and blogs, interaction with pioneers and subject experts in the field and challenging assignments make them technologically compete and hence more employable. A corresponding increase in the number of computers improves their skill also. There is need to improve the library and internet facilities. We could express ourselves effectively to the public by exhibiting the new developments in our disciplines to the public during science exhibitions. The army recruitment camp and the training provided in this context were trilling and helped to get placements in army. IT awareness classes and seminars including science congresses on recent developments such as cloud computing organized in the college and blogs, interaction with pioneers and subject experts in the field and challenging assignments make us technologically compete and hence more employable. A corresponding increase in the number of computers also helps. The publication of our various activities with photos in the two magazines of the college increased the level of satisfaction and our feel good factor.

### **PTA feedback**

PTA funded the conduct of a one day seminar on the herbarium and taxonomy of plants and medicinal plants in Wayanad and activities like planting of trees and appreciated the students for their their efforts. This has much importance in the context of vegetation in Western Ghats and also the survival of the community using the agricultural sector. The active participation of the students in Withulsavam (harvest festival) is appreciated by the PTA. Department level activities focusing the relevant disciplines help the students to have increased awareness of their subjects.

### **Analysis of the feedback**

Tribal students, who are first generation learners in the college, suffered from various limitations during their study. The students in the department of politics received extra help in the form of special coaching classes. Students in NCC are happy that they got the chance to become the part and parcel of the National Integration activities (independence and republic day parades). Parents express the satisfaction in making their children more employable by providing the necessary skills and knowledge for them during their course in the college. Parents also identify the running of the curriculum in addition to the syllabus which makes the students more enriched in their concerned discipline and future career. given to girl students helped them to understand themselves in a better way. Also, parents noted the increased safety of their children in the campus and outside by the issuing of the ID card of the college to the students.

All the above activities are instrumental in transferring the vision and mission of the college to the students. The slogan of the college, “With God nothing shall be impossible” is deep rooted in the students, parents, alumni and teachers which is the same reason for the very existence of the college in this geographically difficult district and catering to the academic needs of community of first generation learners.

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

Generally the syllabi was revised by the concerned board of studies of the affiliating university, in which four teachers from the college were members. Some of the salient features of syllabus revision are the following.



1. Introduction of novel topics by considering recent updates in the discipline.
2. Orientation of the syllabus more towards the practical side
- 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, M.Com. and Mathematics

M.Com (Finance) was started in the academic year 2013-14 with in order to address the requirement of more number of qualifies candidates in this field and also due to the demand of the stakeholder community.

Mathematics being the Queen of science, a new department of mathematics was started with a view to coordinate all the science departments and to later establish a research culture based on theoretical modelling.

## Criterion – II

### Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
50	22	28	Nil	Nil

2.2 No. of permanent faculty with Ph.D. 09

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
8	11	-	-	Nil	Nil	Nil	Nil	8	11

2.4 No. of Guest and Visiting faculty and Temporary faculty: 05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	09	
Presented papers	Nil	03	
Resource Persons	Nil		

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

1. Department of BCA started writing Blogs
2. Discipline Committee constituted in the department of politics could control their students and focus them more towards the academic and other creative activities.
3. Use of a composite method of teaching in classes involving power point presentation and chalk and talk method.

4. Department of English started a speak English programme to improve the communications skills of their students and also they started a practice of pasting the creative presentations of their students on the notice board.

2.7 Total No. of actual teaching days during this academic year : 180 days

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

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

2.10 Average percentage of attendance of students: 91.5 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division	
		Distinction %	Pass %
B.A. English	38	5.27	86
B.A. Politics	57	3.51	56
B.A. Economics	47	4.26	53
B.Com.	39	5.12	97
BBA	35	5.71	97
BCA	29	6.89	48
B.Sc. Physics	32	6.25	66
B.Sc. Chemistry	35	5.71	86
B.Sc. Botany	31	6.45	64.5
M.Sc. Chemistry	11	18.18	91
M.Sc. Physics	12	16.67	100
MA Politics	14	14.29	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

This is done by obtaining by a student feedback mechanism and by conducting class tests before internal examinations.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	9
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil

Orientation programmes	7
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
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	14	02	02	02
Technical Staff	14	Nil	Nil	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

More number of teachers were encouraged to register for research and arrangements were made to honour teachers joining back after securing Ph.D. with good number of publications in high rating journals.

3.2 Details regarding major projects: Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	Nil	02	02
Outlay in Rs. Lakhs		-	292500.00	-

3.4 Details on research publications:

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			04
Conference proceedings		01	
Total			

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

Nil

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	02	University Grants Commission	292500.00	292500.00
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-

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

Nil

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

Nil

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

3.10 Revenue generated through consultancy: Nil

3.11 No. of conferences organized by the Institution: 06

Level	International	National	State	University	College
Number		04	02		
Sponsoring agencies		UGC	PTA		

3.12 No. of faculty served as experts, chairpersons or resource persons: 04

3.13 No. of collaborations                      International                      National                      Any other 01

3.14 No. of linkages created during this year: 03

3.15 Total budget for research for current year in lakhs : 500000.00

From Funding agency                      From Management of University/College

Total

3.16 No. of patents received this year: Nil

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

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

Total	International	National	State	University	Dist	College

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

JRF                      SRF                      Project Fellows                      Any other

3.21 No. of students Participated in NSS events:

University level:15                      State level:3                      National level                      International level

3.22 No. of students participated in NCC events:

University level: 12                      State level:3                      National level                      International level

3.23 No. of Awards won in NSS: 02

University level                  State level          National level                  International level

3.24 No. of Awards won in NCC: 03

University level                  State level  
National level                  International level

3.25 No. of Extension activities organized : 02

University forum                  College forum  
NCC                                  NSS                                  Any other

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

Programmes to Provide food and supports for the needy by NCC and NSS and MGOCSM

#### **Criterion – IV**

#### **Innovations and Best Practices**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (acres)	40	Nil	NA	40 acres
Class rooms		02	Management	
Laboratories				
Seminar Halls	02	Nil	NA	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library: Semi-automation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs)	No.	Value	No.	Value (Rs)
Text Books	36875	3660742	401	173156	37276	3833898
Reference Books	669	108334	22	38300	691	1076634
e-Books			N List			
Journals & Magazines					56	74781
Dailies	10	19736			10	19736
e-Journals						
Digital Database						
CD & Video	15				15	
Others (specify)	21 Braille Documents					
	17 Maps					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	10	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Added	20	02	Nil	Nil	Nil	Nil	Nil	Nil
Total	30	02	Nil	Nil	Nil	Nil	Nil	Nil

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.): **Nil**

4.6 Amount spent on maintenance in lakhs :

i) ICT: **Rs. 86000.00**

ii) Campus Infrastructure and facilities: **Rs. 1500000.00**

iii) Equipments: **Rs.369173.00**

iv) Others: **Rs.500000.0**

**Total :Rs. 2455173.00**

## **Criterion – V**

### **5. Student Support and Progression**

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

1. At the beginning of the first semester of UG programmes, an induction meeting is conducted and the chairman of the IQAC gives a detailed lecture on the various aspects of the college, giving special emphasis on the various mechanisms operating in the college. This include information regarding the departments, academic curriculum, academic activities and other support services such as placement cell, career guidance cell, various clubs, counselling cell, women development cell, leadership academy, grievance redressal cell, Alumni association, parent teacher association, library, extension activities, free noon meal programmes, anti-ragging committee, Bhoomithrasena, already available and new scholarships to be explored etc. and information regarding infrastructures such as laboratories, language laboratory.

2. As a continuation of the process, IQAC collects feedbacks from the students regarding these activities, analyse and solve issues or complaints raised.

3. IQAC collects information regarding various seminars such as science congresses, seminars and workshops and conveys this to the students for ensuring their participation. This enables the students and teachers to update their knowledge level matching with the time.

4. IQAC also collects information from placement cell, identify the weaknesses of students attending the campus placements, and transfer this information to career guidance cell for modification of the career guidance coaching. As an example, when the placement cell reported the serious communication problems of the students, IQAC stood as the bridge between placement cell and career guidance cell and various departments and this enabled the department of English to start a 'Speak in English Programme'.

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

When the students come for first semester, their results are entered in the tutorial forms and their internal and external marks, attendance, performance and assignments are regularly entered and analysed. When they leave the college after sixth semester, the final results also are entered and by inviting them as alumni, their progression is tracked to find the percentage of students to higher education as well as jobs. This is done by the respective tutors using an effective tutorial system and the files are documented in the concerned departments.



5.3 (a) Total Number of students

UG	PG	Ph. D.	Total
1099	90	-	1189

(b) No. of students outside the state : 10

(c) No. of international students : Nil

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
586	57	147	392	07	1189						

Demand ratio: Not available (Single window admission system by the affiliating university)

Dropout %:  $(36/1189) \times 100 = 3.03\%$

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

Coaching for competitive examinations will be conducted by the corresponding cell coordinated by the teacher in charge as coordinator. Also, the institute provides a platform for conducting the coaching classes offered by other leading institutions, as part of their extension works. Also, the college encourages the initiation of activities of government centres, such as centre for continuing education, Kerala (CCEK). Earlier, the students used to complete their UG course and then only go for course like Diploma in computer Application (DCA) which was necessary for writing PSC. When the institution started CCEK cell and its activities, the students could attend the DCA course during their UG course and acquire the additional qualification needed for PSC.

No. of students beneficiaries: 255 + DCA students

5.5 No. of students qualified in these examinations

NET-01	SET/SLET-02	GATE:	CAT
IAS/IPS – Nil	State PSC	UPSC	Others

5.6 Details of student counselling and career guidance

No. of students benefitted from Counselling: Nil

No. of students benefitted from career guidance: 255

### 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
03	143	100	Nil

### 5.8 Details of gender sensitization programmes

Women cell in the college observed international Women's Day and conducted many programmes such as Bamboo ornament making, vegetable carving, lecture on women empowerment etc.

### 5.9 Students Activities

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

University level:78                      National level: 18                      International level: Nil

#### No. of students participated in cultural events

University level:19                      National level: Nil                      International level: Nil

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

University level: 14                      National level: Nil                      International level: Nil

Cultural: University level: 12                      National level: Nil                      International level: Nil

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	153	5863531.00
Financial support from other sources	46	81500.00
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives : Nil

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:

- (1). Blood donation by NSS students
- (2). Formation of legal literacy club
- (3). Contributed Rs. 5716/- to Prime Minister's Relief Fund for Utharanjal
- (4). Books Cradle collected 600 old books
- (5). Participation in Palliative Activities

5.13 Major grievances of students (if any) redressed: Nil

## **Criterion – VI**

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

6.1 State the Vision and Mission of the institution

#### **Vision**

1. To arouse intellectual inquisitiveness
2. To instil a zest for acquisition of knowledge
3. To mould upright citizens with a civic sense and social commitment
4. To foster absolute trust in God and to lead a creative life

#### **Mission**

1. To build up a community of staff and students committed to the common pursuit of knowledge and excellence
2. To inculcate in students, self discipline, good habits and an enquiring mind
3. To develop in students leadership qualities, clarity of thought and accuracy of expression
4. To promote among students respect and admiration for our traditions and ancient heritage.
5. To help students become instruments of social change and to work for the eradication of social evils.

6.2 Does the Institution has a management Information System: Yes

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

6.3.1 Curriculum Development

Generally the syllabi was revised by the concerned board of studies of the affiliating university, in which four teachers from the college were members.

### 6.3.2 Teaching and Learning

1. Management installed many LCD projectors to help teachers to proceed with power point presentations.
2. In order to make teaching more effective, language lab was modified with more new computers and modern softwares to impart skills to students.

### 6.3.3 Examination and Evaluation

The external examinations were conducted by the affiliating university as per university examination calendar and the college does not have any role in it other than providing the infrastructure and other facilities to conduct the examination. However, in the conduct of internal examinations and evaluations, college takes the role by providing challenging questions, giving new assignments, conduct projects on industrially important problems, evaluate the seminars taken by students etc.

### 6.3.4 Research and Development

UG and PG projects are conducted in the departments and in collaboration with other research labs and this data is documented and published.

As part of extending the science to the society, collaborative works between the various departments of the college and other industries were also carried out. The details are documented in the IQAC office.

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

The library was automated by including bar codes to all the books. This helped the issue and return of a larger number of books on a daily basis. The interior of the library was modified by adding more furniture and other facilities. One more staff was appointed to the library for the smooth conduct of its activities. More number of computers with advanced configuration were purchased and installed.

### 6.3.6 Human Resource Management

Human Resource Management was conducted in the most efficient way. Their quality was maintained and improved by Academic and administrative audits.

### 6.3.7 Faculty and Staff recruitment

### 6.3.8 Industry Interaction / Collaboration

Industry Interaction was carried out by various departments in connection with the UG and PG projects.

### 6.3.9 Admission of Students

The admission of students for UG and PG courses was conducted by the affiliating university as per university and state rules by a single window process which ensures equal opportunity to all applicants. The verification of the required qualification for admission was verified by the

various departments in the institution at the time of admission. Students applying in the community quota were also given admission as per merit.

6.4 Welfare schemes for

(a). Students: A number of fellowships and endowments, scholarships and other financial helps are given off to students to encourage them in their studies.

(b). Free noon meal programme is offered to students who deserve it.

6.5 Total corpus fund generated: Rs.11770704.00

6.6 Whether annual financial audit has been done Yes

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	MOC Management	No	
Administrative	Yes	MOC Management	No	

6.8 Does the University declares results within 30 days?

For UG Programmes No

For PG Programmes No

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

Registration for examination, allotment of centre, issue of hall ticket, publication time table and result etc. was done by online by the affiliating university.

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

University generally encourages all affiliated colleges to get promoted to autonomous status by conducting awareness programmes, seminars etc.

6.11 Activities and support from the Alumni Association

Alumni Association executive meetings were conducted thrice in a year and general body meeting was held once in a year. Main decisions taken in the executive meetings are implemented after consent from the general body. They support a number of activities in the college.

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

Parent – Teacher Association executive meetings were conducted seven times in a year and general body meeting was held once in a year. Also, department PTA meetings were conducted twice every year to discuss the progress made by the students in studies and to report the external examination results. They supported academic activities such as seminars and encourage sports and arts activities in the college by providing financial support. .

#### 6.13 Development programmes for support staff

Nil

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

Activities of NSS, Bhoomithrasena and department of Botany are aligned with the preservation and protection of nature. An eco-friendly campus is ensured by the activities of students. Plastic waste was collected and sent to various recycling centres in the district.

### **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.

- (i). In alignment with the international year of family farming, the Women’s hostel, with the aid of the state government started a Poly house for growing vegetables without any use of pesticides and economically. The water resource for this activity was by rain water harvesting and the programmes was successful. Vegetables produced from the polyhouse was used for the hostels as well as for the public.
- (ii). NSS took leadership to identify the blood groups of students and staff and provided the data to college web site for the use of public.
- (iii). The college served as the platform for minority Career Guidance and Additional Skill Acquisition programmes of the Government, which benefitted many students.
- (iv). PTA started funding academic seminars for the benefit of the students.

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)**

Activities of 2013-14 academic year gave awareness of Pesticide and plastic pollution of the soil and water conservation in the soil. Activities like planting of more trees, especially those having medicinal value, reduction of hazards due to the release of harmful chemicals to the soil by practicing of micro-scale chemical analysis, are noteworthy.

More teachers started using ICT in the class room, automation of the library was very useful to the stakeholders and IT

Initiatives by IQAC and various research activities carried out by the teachers encouraged the students of UG and PG to sense a research culture in the campus which resulted in the active participation of a good number of students in 26<sup>th</sup> Kerala Science Congress held at Veterinary and animal university Campus, Pookkode, Wayanad from 28-31 January, 2014. Also, in this academic year, PTA was instrumental in funding academic seminars for students.

In this academic year 2013-14, leading employers like WIPRO visited the campus and conducted the placements.

Quiz programme on the history of Kerala was conducted in the college.

National integration Camps, special camps and blood donation camps were conducted in the college.

Teachers and ministerial staff could participate in the one day seminars separately conducted by MOC management.

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

1. Teachers started writing Blogs
2. Special move to improve the communications skills of the students to present them better in placement interviews and other job drives.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection:

NSS, Bhoomithrasena and department of Botany conducted programmes for the preservation and protection of nature. An eco-friendly campus is ensured by the activities of students. Plastic waste was collected and sent to various recycling centres in the district. The files are documented in IQAC office.

7.5 Whether environmental audit was conducted? No

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

SWOT analysis was conducted by various departments and are documented in the IQAC and are used as landmarks for further planning of the activities.

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

1. IQAC plans to have more emphasis on Skill Development of the students
2. Enhancing the role of management and PTA in promoting research and encouraging the students and teachers.
3. Special programmes for the improvement of students who need more academic care and encouragement
4. In order to align the activities of the college with the 'Equity' aspect of UGC 12<sup>th</sup> plan, IQAC plans to organise programmes for the further improvement of academically performing students to excellence.
5. In order to align the activities of the college with the vision and mission of the college, IQAC plans to initiate programmes for further extension of the services of the college to the local community also.

*Name: Dr. George Mathew*

*Name : Prof. Premji Issac*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*