

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: 04936-222246, 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.com

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	77%	2006	2006-2011
2	2 nd 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): 2014-15 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 September, 2012
- ii. AQAR 2012-2013 : Uploaded online on 31 December, 2013
- iii. AQAR 2013-2014 : Uploaded online on 23 May, 2016

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

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 : 11
2.2 No. of Administrative/Technical staff: : 03
2.3 No. of students : 01
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 : Nil

2.9 Total No. of members	:	20
2.10 No. of IQAC meetings held	:	04
2.11 No. of meetings with various stakeholders:		
Faculty	:	02
Non-Teaching Staff	:	02
Students	:	02
Alumni	:	02
Others	:	01
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)	:	01 (Self Branding)

2.14 Significant Activities and contributions made by IQAC :

1. IQAC has been functional in catalysing the activities relating to the update of knowledge and awareness of various departments and also to strengthen the skills of teachers, administrative staff and students. This actually led to the conduct of various seminars and workshops by the departments and management and academic fests by the students for the students of other colleges. Here the peer group force was used very effectively in a creative way.

(i). Walk with Scholar Programme (WWS) and Scholar Support Programme (SSP)

IQAC monitored and activities of the first initiatives of the higher education department of the state such as Walk with Scholar Programme and Scholar Support Programme (SSP) and helped to constantly improve the activities by giving timely suggestions. This helped the various activities to fullfil the needs of the students and to tune the activities with the demands of the time.

(ii). As IQAC clearly understood the environmental threats of the place of the college in terms of water scarcity, the activities of Bhoomithrasena were monitored and guided properly to arrange classes to strategize the use of water resources of the place.

(iii). Also, with the alarming rise of attacks on the fair sex, IQAC prompted the activities of the women development cell to focus on teenage adolescence problems, interpersonal relationship, legal awareness and overall, the development and empowerment of the present century women against social evils such as dowry, gender inequality etc.

(iv). As a usual role, IQAC regularly obtain feed-back from the students and used this data to improve the various activities of the college. Also, IQAC prompted the administrative authorities

of the college to observe important days such as Hiroshima Day, Gandhi Jayanthi, Republic Day, Road Traffic Safety week observation, tree plantation to fight the deforestation which is very high in Wayanad etc. IQAC served the role to enhance the social responsibilities of the students by encouraging blood donation, arranging medical camps for the needy and to become active participants in the cleaning campaign called Suchithva Mission.

(v). The college, being the component of the society, the efforts of the Archives department were wholeheartedly supported by the IQAC to arrange the one week celebration of the Archives in the college. This helped the stakeholders of the college to become proud of their ancient culture.

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
In order to update of knowledge and awareness of various departments, departments and administration wing were encouraged to apply for the possible funding from UGC and other funding agencies like KSCSTE	Execution of the plan led to the conduct of various seminars, workshops and fests by the departments such as Commerce, BCA, English and Political Science and History. Students became eager to present the activities in the fests to students from other colleges and this helped a better communication of ideas among the students.
In order to strengthen the skills of students, IQAC encouraged the application of programmes such as Walk with Scholar Programme (WWS) and Scholar Support Programme (SSP) for the continuing academic year also.	As a result of the continuance of WWS and SSP, many more students were benefitted, especially the students from academically backward regions in the district and was a relief for the tribal students also. Also, the students who are leaders in the field were also enriched by the WWS programme. Thus, the policy of IQAC helped to cater the needs of the students in extreme levels.
IQAC understood that the environmental awareness to the public can be successfully improved through the enrichment of the student community in the college. Therefore, IQAC planned to expose the people to	As a result, the activities of Bhoomithrasena were focussed to arrange classes to preserve the water resources of the place and to fight pollution.

the environmental issues.	
Being a need of the time, IQAC planned to build up a women friendly society by moulding the minds in our students at first. These students were expected to become instruments of further social change.	Having inspiration from these, women development cell conducted various programmes to address attacks on the fair sex, teenage adolescence problems, interpersonal relationship, legal awareness and the development and empowerment of the present century women.

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

Academic Calendar of the year 2014-15 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 (2014-15)

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	07	Nil	03	03 1. ASAP (Additional Skill Acquisition Programme). 2. WWS, Walk With Scholar Programme 3. SSP (Scholar Support Programme)
UG	10	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	01	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	18	Nil	03	03

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	23
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* (On all aspects)

Summary

The role of involvement of teachers of various departments in seminars and workshops and the celebration of the Archives week in improving the confidence of students The extension activities conducted by NSS, NCC units in the college highlighted the social involvement of the

college. The timely effort of the college women's hostel in farming (polyhouse) in the 'International year of Family Farming' is praiseworthy. The activities in academic fests also helped to improve the awareness of the students. Prestigious programmes such as Walk With Scholar (WWS) and Scholar Support Programme (SSP) catered the needs of all categories of students. Encouragements given in the field of sports is to be highlighted among the various activities of the college.

Alumni

Teachers in the PG department of English attend various seminars and present papers of high academic quality and on topic of social relevance. Their academic expertise is helpful to the students in the department. This is a good practice to follow for other teachers. Such experienced faculty is a special need of the time. Earlier such opportunities were less available to teachers. Also, the celebration of the Archives week was carried out in the college with Archives Exhibition from 6-12 Feb, 2015. This was useful to the students for improving their understanding of the history and historical events. They can relate these to the history of the college and the mile stones in its progress. The town cleaning conducted by NSS unit in the college can stand as a model to the students and NSS units of other colleges, various self help groups and to the Government machinery itself. Rain water harvesting unit and poly-house unit in the Women's hostel are also novel and model ventures for others. This is relevant for a place like Wayanad, where the water table is constantly decreasing with increase in water scarcity year by year. The polyhouse started its functioning in this 'International year of Family Farming'. Despite meeting the needs of the hostel, it also generated income to the hostel by the selling of uncontaminated vegetables to the local people.

Parents

There are a large number of students receiving various grants from the government and other agencies. These grants, indirectly catalyses their studies and eases the burden on the parents to a big extent. The involvement of students in the 'Free Medical Checkup and Blood donation Camp' conducted by Kerala Road SafetyWeek (11-17 Jan, 2015) is praiseworthy. This helped many students in their teenage to take maximum care on the road and to follow the rules of the road

Employers

The involvement of various students in various facts such as Labyrinth ZK15, Urdhva 2K1 are noteworthy. The activities in such fests were informative to the students from other disciplines in

the college, to the students from other colleges, teachers and ministerial staff. Debates conducted in the college also served the purpose in a different way.

Students

Programmes such as Walk With Scholar (WWS) and Scholar Support Programme (SSP) were very useful to the students. Students who find difficulties in their academic learning find SSP as a helping hand to improve their grades while comparatively brilliant students find WWS programme as a ladder to success and fulfilment of dreams. These two programmes in fact, bridged the gap between these two main categories of students. The publication of the supplement 'Anunadam' from the department of physics helped the students in the department to experience the hurdles and headaches in a real publication process while it served as a source of information in science and technology for others. Volleyball coaching camps, fitness centre etc. helped the students to maintain a health mind in a healthy body. By serving as a host for the Calicut University Intercollegiate Women's Volleyball tournament, department of physical education created a common platform for the students in the field of sports to learn and share experiences in sports.

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

Yes

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	31	22	Nil	Nil

2.2 No. of permanent faculty with Ph.D.: 11

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
31	02	22	Nil	Nil	Nil	Nil	Nil	53	02

2.4 No. of Guest and Visiting faculty and Temporary faculty: 04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	18	2
Presented papers	7	4	
Resource Persons	Nil	5	

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

- (1). Department of Physics started publishing a bimonthly supplement 'Anunadham' as a platform for learning and expression of ideas of students.
- (2). Celebration of Archives week was conducted in the college jointly with State Archives Department and this upgraded the learning process of the students in the humanities stream (English, History, Politics, and Economics). An archives exhibition also was conducted in the college which threw light in to the golden past.
- (3). Almost all the departments conducted seminars and workshops to give an exposure of the new realms of subjects to the students.
- (4). Department of Zoology conducted an exhibition of museum specimens to enhance the learning of students.
- (5). For the students of department of botany, an exhibition of vertebrates was also conducted.
- (6). The department of English, B.Com., BCA and Political Science organised mega National level educational fests in the college, which provided new learning experience to the students. Several participants from various parts of the country attended the programmes.

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, Double Valuation, Photocopy, Online Multiple Choice Questions): Department of English started open book examination

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 are members of board of studies

2.10 Average percentage of attendance of students: 92 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. English	38	13	15	02	0	79
B.A. Politics	49	01	24	02	0	55
B.A. Economics	54	03	33	0	0	67
B.Com.	41	14	20	04	0	93
BBA	29	06	20	02	0	97
BCA	27	04	17	01	0	81
B.Sc. Physics	39	19	08	02	0	74
B.Sc. Chemistry	38	18	16	0	0	89
B.Sc. Botany	25	04	17	01	0	72
M.Sc. Chemistry	12	0	11	01	0	100
M.Sc. Physics	11	0	11	0	0	100
M.Com	15	0	12	0	0	80
MA Politics	15	0	09	06	0	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, internal examinations and by using the result analysis from internal/model examinations. Also, IQAC motivated the teachers to conduct more open book tests, online multiple choice examinations etc. and encouraged teachers of various departments to conduct peer group evaluation.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	1
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	Nil
Others	1

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	26	02	02	02
Technical Staff	2	Nil	Nil	-

Criterion – III

3. Research, Consultancy and Extension

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

Under the guidance of IQAC, the research development committee meetings were convened to discuss the promotion of research programmes in the college and to give a clear guidelines regarding the areas to be focussed. Owing to these efforts of IQAC, a number of teachers registered for research programmes.

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				

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		
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. Nil

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 (ASPIRE)

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 Nil National Nil 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: 500000

3.16 No. of patents received this year: Nil

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: 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: 4

University level: 4 State level: Nil National level: Nil International level: Nil

3.22 No. of students participated in NCC events: 17

University level: 5 State levels:3 National level: 9 International level:Nil

3.23 No. of Awards won in NSS:

University level: Nil State level: Nil National level: Nil International level: Nil

3.24 No. of Awards won in NCC:

University level:Nil State level: Nil

National level:Nil International level: Nil

3.25 No. of Extension activities organized:

University forum College forum

NCC: 06 NSS: 15 Any other 05

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

1. NCC students visited the old age home Thapovan, S. Bathery and extended their creative efforts for the betterment of the inmates.

2. Antidrug and anti-addiction programmes and blood donation camps conducted by NSS Unit. During the 7 day Camp, the students did a lot of extension activities at a rural area called Chenad. Awareness programme, community development programmes, social surveys etc were conducted. The volunteers visited old age homes, attended palliative care programmes, visited houses and extended support to the poor and needy.

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	49	03	Management	52
Laboratories	08	Nil	Management and UGC	08
Seminar Halls	02	Nil	NA	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	10	41	UGC	51
Value of the equipment purchased during the year (Rs. in Lakhs)	200000	940826	UGC	1140826
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

Computerised the circulation system with barcoded books and OPAC facility.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Books	37276	3833898	512	218597	37788	4052495
Text Books	13432	2228201	403	142939	13835	2371140
Reference Books	691	1076634	19	31104	710	1107738
e-Books	N List Programme					
Journals and Magazines	56	74781	5	4410	61	79191
e-Journals	N List Programme					

Dailies	10	19736			10	19743
Digital Database						
CD & Video	15		1	240	16	
Others (Dailies)	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	14	Nil
Added	20	02	Nil	Nil	Nil	Nil	02	Nil
Total	30	02	Nil	Nil	Nil	Nil	16	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 : 74000
- ii) Campus Infrastructure and facilities:1760000
- iii) Equipments : 413963
- iv) Others: 46250

Total : 2294213

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC gives information to students 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, Walk with Scholar and Scholar Support Programmes, Bhoomithrasena Clubs etc. It also gives information to the students regarding the risk of getting involved in ragging and other antisocial

5.6 Details of student counselling and career guidance

No. of students benefitted from Counselling: 05

No. of students benefitted from career guidance: 408

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
12	265	62	16

5.8 Details of gender sensitization programmes

1. Women cell in the college organised a class on Teenage Adolescence on 3 Sept, 2014. Dr. Omana Madhusoodhanan handled the session.
2. Smt. KC Rosakutty, Chairperson, Women's Commission, gave a talk on Interpersonal Relationships on 22 Nov, 2014.
3. A seminar on legal provisions for safety and dignity of women was conducted by Adv. Mercy Anil, on 2 July, 2015.
4. Women cell in the college observed Women's Day and a seminar on Economic and Political Empowerment of Women was conducted. Ms. Gracy Jacob, Principal, Kerala Academy of Engineering handled the class on 7 March, 2015.
5. Women cell also conducted a debate on dowry issue with Mrs. Vinny Ponnath as moderator.
6. A talk on 'Gender Issues' was conducted by Thara Philip (former HOD, Malayalam).

5.9 Students Activities

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

University level: 75 National level: 04 International level: 2

No. of students participated in cultural events

University level: 32 National level: Nil International level: Nil

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

University level: 5 National levels: 2 International level: 3

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	97	- 1000 each 1250 each -
Financial support from government	47	1200-7200
Financial support from other sources	5	10000
Number of students who received International/ National recognitions	Nil	

5.11 Student organised / initiatives

Fairs : State/ University level :01 National level :04 International level:Nil
 Exhibition: State/ University level :01 National level :01 International level:Nil

5.12. No. of social initiatives undertaken by the students:

In the fight against evils such as drug, tobacco and alcohols, students conducted awareness classes to increase the awareness of the society. In the rural area called Chenad, students conducted a lot of extension programmes, community development programmes, social surveys etc. The volunteers of NSS, and NCC visited old age homes, attended palliative care programmes, visited houses and extended support to the poor and needy

5.13 Major grievances of students (if any) redressed:

- (i). Conveyance problem to the college was a grievance from the students and was solved by arranging buses from different parts of the district to the college.
- (ii). The fund provided for the participation of students in the Inter-zone and F zone was insufficient. The fund was increased after discussion with the management and PTA. The fund is raised for the utilization of TA, practice and purchase of materials and other incidentals.
- (iii). Identifying the needs of the students staying in hostels well-in advance, more facilities were provided to them. It shows the pro-active management practices of the institution.

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

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

6.3.2 Teaching and Learning

1. Management is supportive to make the necessary infrastructure, library facilities and other e-resources and adequate number of computers to facilitate the learning process of the students.
2. In order to facilitate ICT, LCD projectors are installed in many rooms and teachers use a composite teaching methodology.

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 as per the suggestions from the research development committee and after consultation with various industries and other research labs. 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 circulation system in the library was computerised with barcoded books and OPAC facility. 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

Faculty recruitment was done as per the rules of the government and UGC. There is strict evaluation of the quality of the teaching staff in terms of research publications and other academic merits. Regarding the recruitment of ministerial staff also, strict norms are followed regarding their attitude to work and sincerity. Thus, a total quality management is done in the recruitment process.

6.3.8 Industry Interaction / Collaboration

Before initiating UG and PG projects, consultation with the industry was done to identify the main industrial problems that need support from the academia. This input after discussion in the research development committee was further developed to research problems.

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: 40015500.00

6.6 Whether annual financial audit has been done: Yes

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

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

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?

The university conducted online registration for examination, attendance, allotment of centre, issue of hall ticket, publication of time table and result. The efforts for digital document filing systems are underway in the 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

The general body of the Alumni Association assembles once in every year. In order to discuss very important matters, Alumni Association executive meetings are conducted thrice in a year. Main decisions taken in the executive meetings are implemented after consent from the general body. Alumni Association supports a number of activities in the college.

6.12 Activities and support from the Parent – Teacher Association

Department-wise PTA meetings were conducted twice every year to discuss the progress made by the students in studies and to report the external examination results. Parent – Teacher Association executive meetings were conducted seven times in a year and general body meeting was held once in a year. PTA financially supported minor academic activities and encouraged sports and arts activities in the college.

6.13 Development programmes for support staff

Training programmes for the staff are conducted once in every year. They have been given staff recreation facilities in the college. They are motivated to attend similar programmes conducted by other colleges.

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

Activities of NSS, Bhoomithrasena, Nature Club, College Union and department of Botany are aligned with the preservation and protection of nature and the greenery of the campus by planting saplings and protecting them. An eco-friendly campus is ensured by the activities of students. Accumulated waste is collected and sorted in to bio-degrading and non- bio-degrading types. Plastic waste was collected and sent to various recycling centres in the district. The botanical garden and herbarium are maintained in the campus.

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 order to encourage job oriented and skill based courses, initial activities for the starting of a ‘Community College’ with UGC aid is done.
- (ii). 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

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

1. Transforming the learning process to a more interesting and enjoyable mode through the conduct of Academic Fests, funded the management, stakeholders and the public.

(i). Students from the departments of BCA, Commerce, Politics and English organised very interesting academic games and challenges related to their discipline and syllabus. The students from the college and other colleges attended the programme and participated in the competition and won prizes sponsored by the management, stakeholder and the public. It also helped to develop maximum public relations and improved the rapport among the colleges.

(ii). Such academic fests helped the students to learn their subject in detail by performing activities.

(iii). Also, the industries in their discipline and challenges to acquire placements, the skills needed for a successful career etc., were introduced to the students through these activities.

2. Skilling the students through various programmes such as ASAP (Additional Skill Acquisition Programme), WWS (Walk With Scholar), SSP (Scholar Support Programme) and initiating the activities of the 'community college'.

(i). As the students must acquire more skills in the modern world of globalisation, the various programmes such as Additional Skill Acquisition Programme, Walk With Scholar, Scholar Support Programme were introduced with the financial aid from the government.

(ii). Students, after completing such short courses were found to gain temporary and initiating the activities of the 'community college'.

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

7.4 Contribution to environmental awareness / protection:

Nature club, NSS, Bhoomithrasena Club and department of Botany conducted programmes for the preservation and protection of nature. An eco-friendly campus is ensured by the activities of students. The files are documented in IQAC office.

7.5. Whether environmental audit was conducted? Yes

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

SWOC (Strength, Weakness, Opportunities and Challenges) analysis was conducted by various departments and are documented in the IQAC and are used for further planning of the activities.

8. Plans of institution for next year

1. IQAC plans to continue the Skill Development Programmes of the teachers and students (by AIACHE)
2. Enhancing the role of management, PTA and Alumni in promoting research.
3. IQAC plans to encourage teachers and students to be involved in programmes beneficial for the society, especially for the marginalised sections.
3. Special programmes for the improvement of students who need more academic care and encouragement
4. The college plans to improve the infrastructure as a part of the Golden Jubilee year of the college by constructing a new Gymnasium and building a new academic block.
5. The college plans to shift the auditorium and the library with more facilities to the new block and also to enhance the facilities for the combined classrooms.
6. College also plans to improve the fund utilisation of UGC (General Development Assistance) 12th plan for conducting more creative works.
7. The college plans to construct separate parking areas for the teachers and students and outsiders, which would be more convenient for them.
8. The college plans to encourage more teachers to join for Ph.D. and publish research papers.
9. The college plans to strengthen the various club activities, especially those related to women empowerment and environmental issues, Transgender issues etc.
10. The college plans to encourage e-learning of the teachers and students by upgrading the campus to a WIFI Campus.
11. The college plans to encourage more departments to conduct more funded seminars and workshops.
12. The college also plans to conduct a teacher's tour to strengthen the unity and cordiality among the teachers.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
