

The Annual Quality Assurance Report (AQAR) of the IQAC 2016 -2017 Part – A

1. Details of the Institution

1.1 Name of the Institution St. Mary's College, Sulthan. Bathery, Wayanad, Kerala,

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. 04936 -220246, 221452, 222246

Name of the Head of the Institution : Prof (Dr). Sheba M Joseph

Tel. No. with STD Code : 04936-222246, Mobile: 9447538344

Name of the IQAC Co-ordinator : Dr. P A Mathai

Mobile : 09446253703, 08921395567

IQAC e-mail address : pamathai08@gmail.com

1.3 NAAC Track ID : KLCOGN12545

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

1.5 Website address: www.stmarysbathery.ac.in

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*): 2016-17 Academic Year

1.9 Details of the previous years' 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 2012-2013 : Uploaded online on 31/12/2013
- iii. AQAR 2013-2014 : Uploaded online on 28 June,2016
- iv. AQAR 2014-2015 : Uploaded online on 23 March,2017
- v. AQAR 2015-2016 : Uploaded online on 28 March,2017

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 : 13
- 2.2 No. of Administrative/Technical staff : 02
- 2.3 No. of students : 02
- 2.4 No. of Management representatives : 02

| | | |
|--|---|-----|
| 2.5 No. of Alumni | : | 01 |
| 2.6 No. of any other stakeholder and community representatives | : | 03 |
| 2.7 No. of Employers/ Industrialists | : | Nil |
| 2.8 No. of other External Experts | : | 01 |
| 2.9 Total No. of members | : | 24 |
| 2.10 No. of IQAC meetings held | : | 14 |
| 2.11 No. of meetings with various stakeholders: | | |
| Faculty | : | 08 |
| Non-Teaching Staff | : | 04 |
| Students | : | 02 |
| Alumni | : | 02 |
| Others | : | 01 |
| 2.12 Has IQAC received any funding from UGC during the year? | : | No |
| If yes, mention the amount | : | NA |
| 2.13 Seminars and Conferences (only quality related) | : | 05 |
| 2.14 Significant Activities and contributions made by IQAC | : | |

i) Preparation for Third cycle of accreditation:-

The prime target of IQAC this year is to prepare the SSR for the Third Cycle of accreditation to be completed in 2017. The steering committee was constituted for the year and the committee of departmental coordinators also constituted. The data collection for the preparation of SSR has been made and the SSR has been completed by the end of march 2017 and it was uploaded in the college website as required by the NAAC. The LOI also was sent for the same. The hard copies of SSR were sent in April 2017. The IQAC sought cooperation from the department and the office for the collection of data to be included in the SSR.

ii) Seminars and Workshops:-

IQAC initiated and organised several seminars and workshops this year to empower the Teaching and Administrative staffs. Two Seminars on service matters were conducted separately for Teachers and Non teaching staffs. One orientation on “*Pursuit of Excellence*” was conducted for the teachers. An International Cultural workshop and fest was organised very successfully in March 2017. The IQAC also motivated the departments to organise national/state level seminars and workshops and some of the departments conducted programs very effectively.

iii) Monitoring of Government supported skill based programs:-

The programs WWS (walk with the scholar), SSP (Scholar support programme), ASAP (Additional Skill Acquisition Programme), FLAIR (Fostering linkages in academic innovations and Research) etc, were monitored by IQAC and ensured effective and successful

conduct of these programs in this college. Considering the remoteness of the place and the comparatively less chances available to the students to extend out to further dimensions by interactions with achievers in every discipline, sessions by eminent personalities and motivational tours were suggested to WWS and as a result several sessions were conducted for the students. Weaker students benefited very much from SSP. IQAC is aware of the fact that it is important to nourish the academically weak but interested students from poor background are given ample attention. To uplift and promote them the Government has extended assistance and it is properly utilized by the college for such students and IQAC monitors the SSP activities and it is being carried out very effectively. ASAP was very effectively conducted by the college and our college is one of the best centres in the state in implementing the ASAP courses and programs. Two teachers attended programs under FLAIR.

IQAC has been functional in recommending various charitable and extension activities in the college by various organisations and clubs.

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 |
|---|--|
| Academic improvement of teachers and ministerial staff by conducting seminars. Workshops in state, National and International levels. | A good number of seminars could be conducted in the college focussing various departments. The knowledge acquired from these seminars helped the teachers very much academically and helped the students to keep their knowledge updated with everyday developments. |
| Accreditation – Third Cycle IQAC planned to initiate and prepare SSR, send LOI and document all activities and monitor the progress of ongoing activities. IQAC also planned to initiate and support the preparation of AISHE report 2016-17. | IQAC analysed the whole activities of the college and these documents were used for the preparation of SSR, complete documentation of the whole activities could be made and regular evaluation of the programmes could be made for constant improvement of all activities The All India Higher Education Survey can be completed for the academic year 2016-17. |
| Developing the skills of students and Additional Skill Development Programme (ASAP) | Constant monitoring and up-gradation of the ASAP programme could bring in a four star merit. Also effective conduct of DCA course could improve the skill of the students, which can enhance their employability. |
| Developing e-learning centre and CD lab | Management sanctioned with work and for this and a new separate building is being constructed for library. |

| | |
|--|---|
| Modify the vision and mission in tune with the changing scenario | Modification of the vision and mission helped the various activities to take the correct direction for progress and work in response to the changing scenario |
| To promote extension activities jointly with NSS, NCC, Women Cell etc. | The activities of NSS, NCC and especially the Women Cell were noteworthy in this academic year. |
| Monitoring the activities of WWS, SSP and other clubs in the college to ensure the quality and productivity and effectiveness of the college | The quality, productivity and effectiveness of the activities in the college could be ensured by the proper and prior planning in IQAC. |

Academic Calendar of the year 2016-17 is attached

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

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. The management extended maximum support to the IQAC. The Manager and Governing board secretary attended the staff meeting and motivated the staff.

Part – B

Criterion – I

Curricular Aspects

1.1 Details about Academic Programmes (2016-17)

| 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. | - | - | - | - |
| PG | 8 | - | 4 | |
| UG | 11 | - | 1 | |
| PG Diploma | Nil | 01 | Nil | Nil |
| Advanced Diploma | Nil | Nil | Nil | Nil |
| Diploma | Nil | Nil | Nil | Diploma in Computer Applications (DCA) |
| Certificate | Nil | Nil | | 1. ASAP (Additional Skill Acquisition Programme). 2. WWS, Walk With Scholar Programme 3. SSP (Scholar Support Programme) 4. Certificate Course in Beauty Parlour Management 5. Computerised international accounting |
| Others | Nil | Nil | Nil | Nil |
| Total | 19 | 1 | 5 | 5 |

| | | | | |
|-------------------|-----|-----|-----|-----|
| Interdisciplinary | Nil | Nil | Nil | Nil |
| Innovative | Nil | Nil | Nil | Nil |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 20 |
| Trimester | Nil |
| Annual | Nil |

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

Alumni

St. Mary's college, Sulthan Bathery has an excellent group of alumni who have excelled in all walks of life. Alumni association is happy in providing the best opportunity to the financially and academically backward students, especially the tribal students. The alumni association expressed their impressions in the conduct of several awareness classes' seminars and debates. The get together of alumni was conducted department and college wise for the creative involvement and self strengthening of the students. The association is of the opinion that programmes such as observance of Women's day, charity programmes anti drug programs etc were worthy to inculcate human values among the students and the young students are greatly motivated in this regard.

Employees

The Ministerial and teaching staff in the college expressed their happiness in being the part and parcel of the motivational visits and career guidance programmes conducted by the clubs and programmes. Also, the teachers reflected on the actual need of scholar support programme for the academically weak students. This helped them to understand the students in depth.

Students

The students are happy about the skilling programmes such as ASAP and DCA. Students express their impression on the WWS and SSP programmes as they benefited very much. They realised the need of this for getting good placements for them in the future. Moreover, they also suggested the need of such programmes subject wise also so that their employability can be enhanced. Most of the students expressed their high regard and contentment of most the teachers in their pursuit for knowledge, motivation and guidance given to the students in creative and extra-curricular activities as well as academic programmes. They are happy about the rapport among the teachers and students prevailing in the college.

PTA feedback

The PTA is concerned about the excessive use of drugs among the youth in the campuses and they want measures to be taken to prevent and protect students of the college and strengthen the anti drugs activities in the campus. They are pleased with the activities of the anti drugs club in the college. They also expressed their concern regarding the use of mobiles in the campus and remarked that it should be controlled in a healthy way. The importance given by the college on the Safety of the students in the college was well appreciated by PTA. Also, in a financially backward place like Wayanad, where many students starve to secure high education with half stomach and poor earnings, the college extended its kindness as special free noon meal programme for the needy students. On the same background, financial supports were extended to students to ensure their participation in competitive examinations outstations. PTA expressed their happiness in the regular review of these activities in the general and departmental meetings. The college responded actively and positively to the feedback. Actions were taken and changes were made based on the feedbacks

Analysis of the feedback

The feed backs obtained generally reflected the following aspects.

1. The activities were in unison with the timely requirement of the stakeholders of the college such as students, parents and the society as a whole.
2. The activities of the college were focussed on inculcating the mission and vision of the college in its students and help them to grow as useful citizens for the motherland.
3. The activities were in agreement with the requirements of the place and time.
4. The programmes and activities conducted were catering to the needs and opportunities of the students

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

Yes

1. Syllabus was modified by the affiliating university giving emphasis to the practical skills to be imparted to the students to improve their employability.
2. Also, the modified syllabus was IT oriented and including novel topics such as International Financial Reporting System (IFRS).

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 53 | 41 | 12 | Nil | 1 |

2.2 No. of permanent faculty with Ph.D.: 16

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 |
| 05 | 02 | Nil | Nil | Nil | Nil | Nil | Nil | 04 | 01 |

2.4 No. of Guest and Visiting faculty and Temporary faculty: 27

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|-----------------------|----------------------------|-----------------------|--------------------|
| Attended | 23 | 74 | 40 |
| Presented | 21 | 27 | 5 |
| Resource Persons | 1 | 1 | 1 |

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

1. The students were encouraged to focus more on leadership training and e-learning and this was extended to visually challenged students in the college.
2. In order to make the learning process more enjoyable and effective, the ICT based are in practice. Students also make PPTs short films and present them in the class.
3. The evaluations made more effective by making discussions on the result with the parents as well as the students
4. More environmental conscious programmes were planned and implemented.
5. Community development programmes as part of extension activities including the Human Right course, women empowerment programmes anti drugs activities were organized

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, and Online Multiple Choice Questions):

As per the rules of the affiliating university, the final internal examination should be conducted in the same way as external university examinations. In order to make the students competent for the internal examinations, several class tests were conducted with challenging questions in various departments. We also started open book examinations in a basic level.

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

Curriculum restructuring was done by the affiliating university. Five teachers are members of board of studies and have played their role in making the curriculum updated.

2.10 Average percentage of attendance of students : 90%

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 | 40 | 12 | 52 | 36 | nil | 62.5 |
| B.A. Political science | 41 | 2.4 | 17.07 | 36.59 | 4.88 | 52.1 |
| B.A. Economics | 55 | 0 | 49.09 | 1.82 | nil | 50.91 |
| B.Com. | 41 | 14.63 | 63.41 | 2.43 | nil | 78 |
| BBA | 34 | 5.88 | 64.70 | 11.76 | nil | 82.34 |
| BCA | 27 | nil | 63 | 15 | nil | 77.77 |
| B.Sc. Physics | 39 | 30.76 | 53.85 | nil | nil | 84.6 |
| B.Sc. Chemistry | 38 | 42 | 24 | 13 | nil | 86.8 |
| B.Sc. Botany | 33 | 15 | 45 | 3 | nil | 63.6 |
| M.Sc. Chemistry | Yet to be published | | | | | |
| M.Sc. Physics | Yet to be published | | | | | |
| M.Com | Yet to be published | | | | | |
| MA Politics | Yet to be published | | | | | |

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

The college gives very significant role to IQAC. IQAC motivates the departments to get feed-back from the students and parents and the feedback is used for monitoring of classes in the colleges. Modified version of feedback forms are used for the purpose of making the feedback system is more effective. This mechanism works mainly when the new syllabus is introduced by the affiliating university. The monitoring mechanism also focuses on the regular improvement in the scholarly content of the classes as years advance after the revision of the syllabus. Also, before implementation of the new syllabus, teachers were intimated and the collection of the necessary reference books was ensured in advance. IQAC also encouraged and assisted the tapping of external resources as well as external experts for sharing their resources and expertise in the novel topics with the students of the college by conducting seminars and workshops. The government programmes such as WWS, SSP, and FLAIR are monitored by the IQAC and see that the students are benefitted from these programmes.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 2 |
| UGC – Faculty Improvement Programme | Nil |
| HRD programmes | Nil |
| Orientation programmes | 2 |
| 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 | 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 | 26 | nil | 6 | 2 |
| Technical Staff | 1 | 1 | nil | nil |

Criterion – III

3. Research, Consultancy and Extension

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

IQAC motivates and gives guidance to research development committee to analyses the ongoing researches in various universities and colleges as well as research works presented in Kerala and Indian Science Congresses and academic conferences in a way to be more applicable to the vision and mission of the college and to the local requirements of the community around. While doing this, special considerations were given to the requirements of the local industries. Every department, before finalising the topics of research works to be given to UG and PG projects; these are submitted to IQAC for further suggestions. The finalised

research topics were discussed in the meetings of the research development committee meetings and then suggested to students the various departments contacted the other institutions in and around the locality and made contacts for collaborations and to conduct programmes mutually beneficial. Also, as usual, IQAC encouraged teachers to join for research and publish research papers and more extension and consultancy programmes.

3.2 Details regarding major projects: Nil

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | nil | 6 | 1 | Nil |
| Outlay in Rs. Lakhs | nil | 370000 | 75000 | Nil |

3.4 Details on research publications:

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 8 | nil | nil |
| Non-Peer Review Journals | 1 | nil | nil |
| e-Journals | Nil | nil | nil |
| Conference proceedings | 10 | 1 | nil |
| Total | 19 | 1 | nil |

3.5 Details on Impact factor of publications:

Range: 2 to 3.2 Average: NA h-index: NA Nos. in SCOPUS: NA

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 | Received |
|---|---------------|----------------------------|------------------------|----------|
| Major projects | Nil | Nil | Nil | Nil |
| Minor Projects | Nil | UGC | 75000 | 20000 |
| Interdisciplinary Projects | Nil | Nil | Nil | Nil |
| Industry sponsored | Nil | Nil | Nil | Nil |
| Projects sponsored by the University/ College | Nil | Nil | Nil | Nil |
| Students research projects (other than compulsory by the University) | Nil | Nil | Nil | Nil |
| Any other(Specify) | Nil | Nil | Nil | Nil |

3.7 No. of books published:

- i) With ISBN N : Nil
- ii) Without ISBN No : 2
- iii) Chapters Edited in Books : 6

3.8 No. of University Departments receiving funds from : NIL

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

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

3.10 Revenue generated through consultancy : Nil

3.11 No. of conferences/seminar/workshop organized by the Institution:

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|----------|
| Number | 1 | 3 | 1 | nil | 14 |
| Sponsoring agencies | UGC | UGC | Mgt | nil | UGC,SEBI |

3.12 No. of faculty served as experts, chairpersons or resource persons: 10

3.13 No. of collaborations:

International: Nil National: Nil Any other: 3

3.14 No. of linkages created during this year : Nil

3.15 Total budget for research for current year in lakhs : 370000

From funding agency: 370000 From Management of University/College: Nil

Total: 370000

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 |
|-------|---------------|----------|-------|------------|------|---------|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |

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 : 100

University level: 03 State level: Nil National level: Nil International level: Nil

3.22 No. of students participated in NCC events: 105

University level: 105 State level: 02

National level-07 International level: Nil

3.23 No. of Awards won in NSS : Nil

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

3.24 No. of Awards won in NCC

University level State level

National level : participation in RD parade Mr. Anugrah N P D3 BCA

International level

3.25 No. of Extension activities organized: 24

University forum : Nil College forum : Nil

NCC: 03 NSS: 08 Any other: 13

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

The college collaborated with its sister concern, Karyambady eye hospital to conduct twelve eye camps in various places. Many poor patients were benefited. The college union, NCC, NSS, MGOCSM various departments of the college visited the destitute and old age homes nearby and provided food, provisions beds, financial supports and clothes to them. Few department and NSS conducted coaching classes to the children the nearby schools and tribal colony. The students in the college under NSS collect books to donate the nearby schools. The

NSS volunteers prepared a vegetable garden and planted more than hundred saplings. Usual blood detection and donation camps were arranged and prepared Blood Donors Directory The students of various organisation and department, teachers and non teaching staff collected fund for supporting the patients under treatment and for the house construction. Awareness campaign against forest fire and protection of Wild life In Muthanga was a public programme. NSS conducted flash mobs in public places in connection with cancer day and palliative day observance. They also conducted two awareness rallies in connection with plastic eradication and anti drugs programmes. Students were motivated to participate in palliative training classes at Calicut medical College. The teachers contribute considerable amount towards the charity activities of the management state wide. This year the college conducted Tree blood donation camp and also 125 students donated blood and published blood donor's directory. The students are mainly involved in pain and palliative care jointly with Panchayath pain and palliative care unit. NCC students also donate blood and they provided food in an old age home. NCC cadets constructed a bund in the nearby place to facilitate irrigation for farming MGOCSM also engage in spiritual and community developmental activities.

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 | 52 | 12 | NA | 64 |
| Laboratories+ Computer labs | 08 | 07 | NA | 15 |
| Seminar Halls | 02 | 01 | NA | 03 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | 55 | 15 | UGC | 70 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 1624297.00 | 257719.00 | UGC | 1882016.00 |
| Others | Nil | Nil | Nil | Nil |

4.2 Computerization of administration and library

Computerised circulation system with bar coded books and OPAC facility Book bank system-Web OPAC, Inflibnet-N List Programme, Institutional Repositories using D space.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|---------------------------------|-----------|-------------|-----------|-------|-----------|
| | No. | Value, Rs | No. | Value, Rs | No. | Value, Rs |
| Books | 38007 | 4170013 | 502 | 224600 | 38509 | 4394613 |
| Text Books | 14031 | 2482618 | 282 | 191158 | 14313 | 2673776 |
| Reference Books | 733 | 1129870 | 19 | 24700 | 752 | 1154570 |
| e-Books | (N-List Programme) | | | | | |
| Journals | 53 | 54914 | 6 | 16000 | 59 | 99153 |
| e-Journals | (N-List Programme) | | | | | |
| Digital Database | | | | | | |
| CD & Video | 19 | | | | 19 | |
| Others (specify) | 21 Braille Documents 17 Maps | | | | | |

4.4 Technology up gradation (overall)

| | Total Computers | Computers in Labs | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|-------------------|------------------|------------------|--------|-------------|--------|
| Existing | 123 | 75 | 4 | Nil | 9 | 21 | 14 |
| Added | 08 | 05 | Nil | Nil | 2 | Nil | 01 |
| Total | 131 | 80 | 4 | Nil | 11 | 21 | 15 |

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

For availing internet and Wi-Fi facilities to teachers, students and other stake holders the college conducted some technological up gradation in the premises. Classes on cyber technology and cyber crime were conducted for the students. CC cameras were set up in and outside the college as a safety measure for the students and the staff and the college in general.

4.6 Amount spent on maintenance in lakhs:

| | |
|--|---------------------|
| i) ICT | : 633400.00 |
| ii) Campus Infrastructure and facilities | : 8431947.00 |
| iii) Equipments | : 257719.00 |
| iv) Others | : Nil |
| Total | : 9323066.00 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The IQAC in the college is keen to provide maximum support to the students in their academic, extracurricular activities, skill and career development areas. It 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 activities. IQAC also encourages students to apply for the already available and new scholarships, upcoming competitive examinations, challenges. IQAC also conducted classes for the students, teachers and non teaching staffs on quality assurance and professional skills. And International Cultural Workshop and Fest was organised jointly with NSS in the college.
2. The IQAC initiate and monitor the students' feedback and evaluation of the teachers and collects feedbacks from the students regarding these activities, analyse and solve issues or complaints raised. Also, this data is used for the modification of the various mechanisms in the college. The students are also involved in the discussions organized by the cell.
3. The IQAC collects information regarding various activities such as seminars, conferences workshops, fests etc. and conveys this to the students for ensuring their participation. This enables the students and teachers to update their knowledge level in tune with the time.
4. To motivate the creativity of the students and to help them in utilizing their time productively Notice board presentations are promoted and the best ones are given prizes too.
5. The IQAC also collects information from placement cell, WWS, SSP, ASAP etc and identify the achievements and weakness of the students attending these programs. The cell suggests modifications and more effective methods in consultation with the coordinators concerned. The IQAC promote the teachers'/tutors' visit to the houses of students so that a better and healthy relationship could be build between the teachers and students and their parents.

5.2 Efforts made by the institution for tracking the progression

An effective tutorial system is run by the college and the files are documented in the concerned departments. On the initial days itself the tutors provide them tutorial forms and get the family and academic details entered. At the end of every semester PTA meetings are held and discuss their progress with their parents. At the end of the course they will be enlisted in the alumni group and track their continuation in studies and the career positions. This will help find percentage of students' higher education as well as their jobs.

5.3 (a) Total Number of students

| | | | |
|------|-----|--------|--------|
| UG | PG | Ph. D. | Others |
| 1296 | 227 | Nil | Nil |

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

(c) No. of international students: Nil

| | |
|-----|----|
| No | % |
| 547 | 36 |

Men

| | |
|-----|----|
| No | % |
| 976 | 64 |

Women

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|-----|---------------------|--------------------------|-------|-----------|-----|----|-----------------|--------------------------|-------|
| General | SC | ST | OB C/ OE C | Physically Challenged | Total | General | SC | ST | OBC /OE C | Physically Challenged | Total |
| 823 | 118 | 105 | 373 | 2 | 1421 | 839 | 174 | 90 | 415 | 5 | 1523 |

Demand ratio: UG: 37.58, PG: 16

Dropout %: 1.77%

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

The student support programmes function effectively in the college. Coaching for competitive examinations is 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. The College conduct Leadership training, debates, Quizes, awareness programmes etc. by the departments and external agencies under the auspicious of IQAC 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. The programmes like ASAP give experience in language test to make them competent in language skills. Students are also encouraged to join the courses offered by IGNOU with the support of the IGNOU study centre in the college. The teachers are oriented to help students becoming more employable and they help students in their everyday day classroom activities

No. of students beneficiaries: 300+ students

5.5 No. of students qualified in these examinations

NET-05, JRF-05

SET/SLET-2

GATE: 3

5.6 Details of student counselling and career guidance:

No. of students benefitted from Counselling: 300+

No. of students benefitted from career guidance: 225+

5.7 Details of campus placement

| On campus | | | Off Campus |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 5 | 140 | 32 | 20 |

5.8 Details of gender sensitization programmes

The Women Development Cell of our college conducted the inaugural session and a talk on women issues and legal awareness class by Advocate K P Sunitha Wayanad district sub-judge. They conducted a seminar on Women Empowerment. On International Women's Day a class on "Gynie problems" was conducted by an eminent gynaecologist. WDC members visit frequently in the ladies hostel to listen to the problems of the inmates and succeeded in solving most of their problems. The Cell gave special attention to keep the ladies waiting room neat and tidy and requested the principal to keep one incineration unit in the waiting room. WDC conduct she markets in the college and published manuscript magazine with the creative works on gender issues. The students were promoted to discuss and debate the issues of the third gender as they need special care in today's society.

5.9 Students Activities

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

University level: 250 National level: 3 International level: Nil

No. of students participated in cultural events

University level: 82 National level: Nil International level: Nil

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

University level: 60 National level: 3 International level: Nil

Cultural: University level: 40 National level: Nil International level: Nil.

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|--------------------------|
| Financial support from institution | 148 | Yearly1000 each |
| Financial support from government | 1275 | Monthly 1600to 3650 each |
| Financial support from other sources | 3 | Monthly 3000 each |
| Number of students who received International/ National recognitions | Nil | Nil |

5.11 Student organised / initiatives

Fairs : State/ University level 1 National level Nil International level: Nil

Exhibition: State/ University level: 1 National level: Nil International level: Nil

5.12 No. of social initiatives undertaken by the students : 28

5.13 Major grievances of students (if any) redressed:

The girls complained against their toilet regarding the repairs due to some leakage. It was checked and rectified. On the request of the students to the management paved tiles in the canteen. No other significant grievances from their part

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

This year the vision and mission of the college was slightly modified and it is as follows

Vision Statement

- It is the vision of the founding fathers that education is liberating.
- It is the vision of the founding fathers that information is power.
- It is the vision of the founding fathers that information which is transformed into Knowledge and knowledge that is transformed into wisdom shall form the foundation of a democratic and secular society which could mould upright citizens with civic sense and social commitment.

- It is the vision of the founding fathers of the institution that "Faith in God is the beginning of Wisdom". Wisdom is generated from knowledge and that once education is imparted; it ultimately results in faith in God. Hence the motto of the College, "With God Nothing Shall Be Impossible". Meaning, with proper Knowledge and Wisdom, nothing is impossible. By fostering knowledge and wisdom, the transformation of the individual is directed into perfection.
- The beginning of transformation, therefore, is embedded in intellectual inquisitiveness.

Mission Statement

The following is the Mission Statement of the Institution

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

Objectives Statement

- To build up a community of facilitators and learners committed to the common pursuit of knowledge and excellence.
- To inculcate in learners self discipline, good habits and an enquiring mind.
- To develop in learners leadership qualities, clarity of thought and accuracy of expression.
- To promote among learners respect and admiration of our traditions and ancient heritage.
- To help learners instruments of social change and to work for the eradication of social evils.
- To reach the learners beyond the borders of the institution.

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 were 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.

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. A new block is under construction as a Golden Jubilee Memorial Block. More effective

internet facilities are provided for the students. More renovative work is planned such as tiling the departments, making ramps for physically challenged students, new parking area, entrance gate, net practicing centre for cricket and a model tribal huts etc which may be completed in two years

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. The college subscribes InFLIBnet for the students and teachers. The library is planned to be shifted to the new Jubilee Block with more facilities and accessory services.

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

Four teachers in the department of commerce and management studies were appointed this year. Five last grade staffs (LGS), one Computer Assistant were appointed in the office this year and also one Technical staff appointed in BCA department. For the self financing courses and regular course a few guest lecturers were also appointed.

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.
- c) The students from financially backward families are helped by the students and staffs for their urgent needs and medicines.

6.5 Total corpus fund generated : Rs.32661023.00

6.6 Whether annual financial audit has been done : Yes

6.7 Whether Academic and Administrative Audit (AAA) have 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 declare 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

The alumni Association conducted the regular meetings and support the activities in the college as usual and the alumni association has promised that they would support in the construction of a model tribal hut and tree hut and heritage museum in the campus after the completion of Jubilee Block

6.12 Activities and support from the Parent – Teacher Association

The PTA of the college continues to make commendable contributions in this academic year as well. 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. From the PTA funds, it is decided to purchase a telescope for the department of physics. It is planned that the telescope can be used for the students in the college and the students in the neighbouring schools and the public. In order to meet the various demands of the needy and deserving students a good amount was set apart from the PTA fund.

A general body meeting of the PTA was held on 13/07/2016 during that meeting PTA scholarship and various endowments were distributed to the students who excelled in studies, arts, sports games and extracurricular activities. The usual annual general body meeting of the PTA was conducted in March 2017 and sent off was accorded to the retiring staffs

6.13 Development programmes for support staff

Training programs were conducted for the support staffs to improve their efficiency and effectiveness. Family get together was also conducted in connection with the sent off of the retiring staffs.

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

The Nature club and Bhoomithrasena are formed to initiate and promote environmental protection activities and to make the campus Eco friendly. This year also we planted more than two hundred saplings in and around the campus and they are properly nourished and protected. Under these clubs the waste in the campus is properly managed by putting waste bins at different places where the waste is usually accumulated. The NSS units also contribute remarkably in this regard. The college has got two rain harvesting tanks one in the college premises and one in the ladies hostel premises.

As in the previous years the college promotes organic poly house farming and open place farming near the ladies hostel. The products are used for the students in the hostel and the staff and the remaining vegetables are sold to the public. Several environmental awareness programs were also conducted this year. The campus is famous for its greenery and cleanliness and it is quite eco friendly. Several awareness classes, campaigns and rallies were conducted among the students and the public.

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.

All the innovations and best practices in the college are being maintained since they ensure the quality of the institution on this academic year. Also, we have thought of some innovative programmes and best practices which would contravene to the goodwill of the college. We concentrated on the major best practices – the environmental conscious and the community empowerment. Several programmes were conducted in this regard by the departments, Bhoomithrasena, NSS and NCC. A few of them are construction of bund, tree plantations organic vegetable farming, waste management rain harvesting plastic eradication etc.

- (i) Considering the need of safe guarding and empowering the women, the activities of the Women Development cell were taken care of. The Principal and the management extended the maximum support in this regard as in the previous years. Awareness program for the women students on various topics were conducted. Ladies hostel was monitored and redressed its problems. The WDC organized “She markets” for displaying and selling the various products made by the women students. They also published a manuscript magazine.
- (ii) To cater the physical and mental health of the students and the staff, the gymnasium is functioning effectively in the college. The students of the volleyball academy, sports students and other students and the staff make use of this gymnasium.
- (iii) The college union programme- ARDRAM- a Noon meal charity programme has been very effectively carried out this year also. It is a commendable social service project. The students of various departments would bring an extra packet of food by turn and the packets are collected and distributed in the nearby tribal colonies for the poor old age and invalid people there. They initiated a Haritha campus by planting trees and cleaning the campus. Jointly with NSS and Bhoomithrasena

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

Activities of Additional Skill Acquisition Programme (ASAP) and Diploma in Computer Application by the Cell for Continuing Education - Kerala (CCEK) were fruitful to inspire the students to focus towards acquiring better command of the English language, communication skills and other soft skills. Actions taken in this regard improved the overall confidence of the students.

Actions taken to improve the e-learning of the students as well as teachers, in fact exposed both communities to novel fields in their respective discipline.

Also, the activities based on environmental awareness and climate change improved the social responsibility of the student and teacher community to keep the environment clean and plastic free. Better waste management practices by separating degradable and non-biodegradable wastes and circulating the non-biodegradable waste to production cycle in factories were noteworthy.

Special care given individually to academically weak and strong students through two programmes Scholar Support Programme (SSP) and walk with Scholar (WWS) catered the special needs of these two categories of students successfully.

Various activities to improve the mental health of the students by the activities of Health club and Anti-drug club were very relevant for the time of increasing alcohol and drug abuse and increasing number of teenagers getting involved in anti-social activities. The gymnasium in the college very effectively used.

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

1. As the college progresses by its continuous interaction its stakeholders and working shoulder to shoulder with aspirations of various sections of the society, the changing climate, increase in problems due to decreasing water resources and ever increasing environmental pollutions, special programmes and awareness classes and other activities were conducted by various departments.
2. An increase in the consumption of alcohol and drug abuse, suicides and suicide attempts were noticed mainly by teenagers in the state as a whole, unique programmes were conducted to improve the mental health of the students. This included counselling; daily monitoring by the tutors and talks by experts other than these the Anti Drug club in the college conducted awareness programmes and competitions in the college

7.4 Contribution to environmental awareness / protection:

The environmental activities are geared by the NSS units, NCC and Bhoomithrasena in the college. With the objective of protecting Environment, 200 saplings

were planted in the premises of the campus and villages nearby. Plastic eradication Programme and awareness seminar and rallies were organized in our college as a part of this. The Principal, Programme Officer and 150 volunteers attended the rally Walkathon, from Sulthan Bathery to Muthanga. One Student One Tree programme was conducted. More than 200 saplings were distributed among the students to plant at their own farms and residential areas. Awareness campaign against forest fire, protection of wild animals and protection of human being from wild animals were conducted under the auspices of NSS. Along with this, volunteers collected plastic waste from surrounding areas of the forest. On June 5th, World Environment Day was observed. We conducted a Quiz on Nature, Ecology and Environment. Participants were given certificates and prizes. The NCC organized trekking to experience nature and planted saplings of fruit plants in the forest.

7.5 Whether environmental audit was conducted? Yes

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

The college prepares SWOC analysis for college and the individual departments. The academic, administrative, green audits are also promoted in the college.

8. Plans of institution for next year

1. Construction of a new Golden Jubilee Memorial Block in the college where more combined class rooms would be made available.
2. A full-fledged library and more convenient auditorium are to be set up.
3. The campus must be upgraded to a WIFI campus so that the e-learning could be made easier.
4. To conduct more number of national and international seminars or workshops or conferences.
5. To complete the work of the parking areas for the teachers and students separately.
6. To apply for more aided courses in demand especially the PG courses which are conducted under self financing scheme.
7. To utilise the funds availed in effective manner.
8. To conduct leadership training and cultural workshop fests and career developmental programmes for the students and teachers in state, national and international level.
9. To prepare for the third cycle of re-accreditation to accelerate the activities related to it.
10. To transform the college and ICT based institutions by availing more facilities in this regard.
11. To make the evaluating system more innovative and student friendly in tune with the time by introducing open book examinations and online examinations.

Name __Prof(Dr) Sheba M _____

Name _____

*Signature of the Coordinator, IQAC
Chairperson, IQAC*

Signature of the

