

# The Annual Quality Assurance Report (AQAR) of the IQAC 2017 -2018 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 (SC-28)/DO/2017/60.3 dtd 30/10/2017

1.5 Website address: [www.stmarysbathery.ac.in](http://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 <sup>st</sup> Cycle	B +	77%	2006	2006-2011
2	2 <sup>nd</sup> Cycle	A	3.06	2012	2012-April, 2017
3	3 <sup>rd</sup> Cycle	A	3.08	2017	2022 October 29

1.7 Date of Establishment of IQAC : 1 June, 2004

1.8 AQAR for the year (*for example 2010-11*): 2017-2018 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 2016-2017 : Uploaded online on 15/09/2017

#### 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)	:	nil
2.14 Significant Activities and contributions made by IQAC	:	

i) Preparation for Third cycle of accreditation and NAAC Visit:-

The prime target of IQAC this year was to prepare for the NAAC Peer Team Visit for the Third Cycle of accreditation to be completed in September 2017. The steering committee was constituted for the year and the committee of departmental coordinators also constituted. Various Committees were constituted for the purpose. IQAC conducted 3 Mock Visits as part of Preparation for the Visit. The IQAC sought cooperation from the department and the office for the successful conduct of the Peer Team Visit. The Team Visited the College on 25 and 26 September 2017. And the college was reaccredited with 'A' Grade (3.08)

ii) Seminars and Workshops:-

IQAC initiated departmental several seminars and workshops this year. Since IQAC was busy with the NAAC Peer Team Visit we could not conduct seminars and workshops other than the IQAC related Programs. 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. Unfortunately the Government is not granting the fund for WWS and SSP and much programmes could not be conducted. 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. 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. 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.	One class was conducted for the staff. The knowledge acquired from these seminars helped the staff and the students very much.
Accreditation – Third Cycle- IQAC planned to conduct the NAAC Peer Team Visit very meticulously and effectively.	IQAC analysed and coordinated the whole activities of the college aiming at the success of the 3 <sup>rd</sup> cycle of NAAC reaccreditation process. The college secured ‘A’ Grade with 3.08 scores
Developing the skills of students and Additional Skill Development Programme	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. CCK programme is effectively carried out.
Renovating the Library with more advanced facilities and developing e-learning centre and CD lab	Management sanctioned a new area for the library in the new Jubilee Memorial Block. The Shifting work is in progress.
To construct an Amphitheatre in the campus	The work is in progress.
To promote extension activities jointly with NSS, NCC, and Women Cell etc. and start a Home for Homeless project.	The activities of NSS, NCC and especially the Women Cell were noteworthy in this academic year. The NSS started the construction of a house for a poor family at Koliyady with the support of the students, teachers and the PTA and Alumni.
Monitoring the activities of the various 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.

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 IQAC discussed the important matters with the management and sought their support in all these plans. The management extended maximum support to the IQAC. The Manager and Governing board secretary attended the staff meeting and steering committee meetings. Succeeded in implementing all the planned activities.

**Part – B**

**Criterion – I**

**Curricular Aspects**

1.1 Details about Academic Programmes (2017-18)

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 (sanctioned)
Others	Nil	Nil	Nil	Nil
<b>Total</b>	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	19
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 departmental and college level alumni meeting were conducted department for the creative involvement and self strengthening of the former students. The association supported wholeheartedly the NAAC peer team visit held this year. They conducted three meetings in connection with the peer team visit and participated in the alumni meeting during the visit. They have suggested several projects for the welfare of the students and college. They suggested that the alumni association has to be strengthened and should meet regularly twice in a year.

#### **Employees**

The Ministerial and teaching staff in the college actively involved in the peer team visit and gave full support to IQAC in making the peer team visit a great success. The teaching and non teaching staffs worked day and night appearing for the peer team visit. They also coordinated the students and got them involved in the process. The employees proposed to provide a recreation room and a child care centre for them and their little kids.

#### **Students**

The students are happy about the skilling programmes such as ASAP and DCA. 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. They initiated and executed social service projects like "Ardram", a noon meal programme for the poor in government hospitals and nearby colonies

## **PTA feedback**

The PTA expressed their readiness to support the college in the NAAC peer team visit and got involved actively in the same. PTA expressed its willingness to financially support the students in their academic and extracurricular activities. As usual it 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. As in the previous years 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. 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 PTA congratulated the college on securing 'A' Grade in NAAC Reaccreditation

## **Analysis of the feedback**

The feed backs obtained generally reflected the following aspects.

1. The activities were in unison with the timely requirement and the expectations 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 consonance with the requirements of the place and time.
4. The programmes and activities conducted were catering to the needs and opportunities of the students.
5. The Alumni and the PTA are to be further strengthened for the well being of the college community.
6. They are to be involved in the more effectively in the matters concerning 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 effective communication in English language .Novel topics such as International Financial Reporting System (IFRS)
3. Academic and Professional success of the students is aimed at by the updation.

## **Criterion – II**

### **Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
53	42	10	Nil	1

2.2 No. of permanent faculty with Ph.D.: 18

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year 2017-2018

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	05	Nil	Nil	Nil	Nil	Nil	Nil	01	05

2.4 No. of Guest and Visiting faculty and Temporary faculty: 28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	29	01
Presented	10	05	nil
Resource Persons	nil	nil	1

2.6 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 classes 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
6. Support to the physically disabled students.



7. More creative and cultural activities and performances to be included in the teaching learning process.

2.7 Total No. of actual teaching days during this academic year : 188 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 : 87%

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
B.Sc. Mathematics	20	21	59	nil	nil	80
B. Com (Self)		nil				
M.Sc. Chemistry	12	16.66	83.33	nil	nil	100
M.Sc. Botany	12	33.33	66.66	nil	nil	100
M.Sc. Physics	12	8.33	58.33	8.33	nil	75

M A English (self)	12	8.33	83.33	8.33	nil	100
M A Economics (self)	18	16.66	77.77	nil	nil	94.4
M.Com	14	28.57	57.14	nil	nil	86
M Com (self)	15	nil	40	nil	nil	40
MA Politics	8	nil	100	nil	nil	100

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

The college gives very significant role to IQAC. The IQAC Coordinator is included in the College Council and part take in the discussions and decision making. It takes role in monitoring the internal exams held in the college in every semester. 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. 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. IQAC keep a healthy relation with the librarian and Library Council to see that the library is functioning properly and effectively. 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	02
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	09
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	nil
Summer / Winter schools, Workshops, etc.	05
Others	nil

## 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	24	nil	5	nil
Technical Staff	3	nil	2	nil

### **Criterion – III**

#### **3 Research, Consultancy and Extension**

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

The College has constituted a Research Committee to sensitize and promote research activities in the College. 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. IQAC also motivates teachers to apply for minor and major research projects. 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.

In order to improve the Consultancy activities the IQAC motivated the departments to contact people and firms in the locality. IQAC provided orientation to the teachers and student leaders in various departments.

3.2 Details regarding major projects: Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	nil	nil	nil
Outlay in Rs. Lakhs	225000	nil	nil	nil

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	17	04	nil
Non-Peer Review Journals	nil	nil	nil
e-Journals	nil	nil	nil
Conference proceedings	nil	01	nil
Total	17	05	nil

3.5 Details on Impact factor of publications:

Range: 2.5 to 3.5      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	nil	nil	nil
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 : 01

iii) Chapters Edited in Books : 06 (Chapters in Books)

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	District	University	College
Number	nil	2	nil	1	nil	02
Sponsoring agencies	nil	PTA	nil	PTA	nil	Centre for management development (Govt. Of Kerala)

3.12 No. of faculty served as experts, chairpersons or resource persons: 03

3.13 No. of collaborations:

International: Nil National: Nil Any other: nil

3.14 No. of linkages created during this year : Nil

3.15 Total budget for research for current year in lakhs : 250000

From funding agency: 250000 From Management of University/College: Nil

Total: 250000

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

3.22 No. of students participated in NCC events: 105

University level: 105            State level: Nil

National level-11            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: Nil            State level: Nil            National level: Nil            International level; Nil

3.25 No. of Extension activities organized: 15

University forum: Nil            College forum : 1

NCC: 06            NSS: 05            Any other: 3

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

The college union, NCC, NSS, MGOCSM, Anti Drugs Club and various departments of the college engaged in various service activities in the community around. The students and teachers visited the destitute and old age homes nearby as usual and provided food, provisions beds, financial supports and clothes to them. The 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. NSS unit has conducted a hair donation camp in the college in collaboration with Sreyas, Sulthan Bathery, to support cancer patients undergoing chemotherapy. NSS volunteers has identified 11 hair donors from the campus and they had donated hair in the camp.

The NSS volunteers prepared a vegetable garden and planted more than hundred saplings. A Survey to identify the dropout students and to trace out the exact reasons in Kuppadi village was conducted. 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. Tree plantation, House construction, SWATCH BHARATH ABHIYAN, etc. also are aimed at the social amelioration 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 and the House Construction Project. This year the college conducted blood donation camps and a good number of 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.

**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)	35	Nil	NA	35 acres
Class rooms	58	0	NA	58
Laboratories+ Computer labs	15	0	NA	15
Seminar Halls	03	0	NA	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	NA	NA	NA	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	NA	NA	NA
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	131	80	4	Nil	11	21	15
Added	nil	nil	nil	nil	nil	nil	nil
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. New computers and items of IT equipment were purchased this year. In order to improve the net connectivity the wiring system was changed and modified.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	: 564053.00
ii) Campus Infrastructure and facilities	: 15978092.00
iii) Equipments	: nil
iv) Others	: 54999.00
<b>Total</b>	<b>: 16597144.00</b>

### 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

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, Anti Drugs Club etc and identify the achievements and weakness of the students attending these programs. Unfortunately the Government stopped the funding temporarily for the WWS and SSP. 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. 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. There are departmental level efforts to trace the students passing out and their pursuit in higher studies and career.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1422	246	Nil	Nil

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

(c) No. of international students: Nil

No	%	Men	No	%	Women
621	37.23		1047	62.77	

Last Year(2016-17)						This Year(2017-2018)					
General	SC	ST	OB C	OEC/Physi cally Challenged	Total	General	SC	ST	OB C	OEC/Ph ysically Challeng ed	Total
831	174	90	336	84	1515	792	197	93	529	57	1668

Demand ratio: UG: 29.63, PG: 12.14          Dropout %: 1.78%

#### 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, Quizzes, 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-04, JRF-04                      SET/SLET-01                      GATE: 0

#### 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

Number of Organizations Visited	On campus		Off Campus
	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	95	04	10+

### 5.8 Details of gender sensitization programmes

The Women Development Cell is very active and proactive. They take a leadership in the safety and development of the women folk in the college. World women's day was celebrated jointly with National AYUSH MISSION and the department of Wayanad district Homeopathy. One day workshop "Mizhi" for women and girls as a legal awareness programme was conducted. More than hundred participants participated. A college level quiz competition on Legal Rights was conducted in the college. A survey on the topic "Current status of various water sources and to find alternative sources" in a specific division of Bathery Municipality also was conducted. 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.

### 5.9 Students Activities

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

University level: 60      National level: 7      International level: Nil

No. of students participated in cultural events

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

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

University level: 12      National level: 7      International level: Nil

Cultural: University level:01      National level: Nil      International level: Nil.

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	118	Yearly1000 each
Financial support from government	1468	Monthly 1600to 3650 each
Financial support from other sources	2	Monthly 3000 each
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

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

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

5.12 No. of social initiatives undertaken by the students : 12

5.13 Major grievances of students (if any) redressed:

The students demanded more funds for Arts and sports competitions and the fund was increased from the part of management and PTA. No other significant grievances from their part.

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**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 renovnative 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. 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 under the process of shifting 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

One new teacher in the department of political science was appointed this year. 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.43474447.00

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 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. The association whole heartedly supported with their presents and involvements in the NAAC visit process.

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

The PTA of the college actively and positively involves in the all round development and made 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 even by providing fund. In order to meet the various demands of the needy and deserving students a good amount was set apart from the PTA fund. The PTA very actively involved in the NAAC re- accreditation process during the peer team visit.

A general body meeting of the PTA was held in July 2017. During the 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 2018 and sent off was accorded to the retiring teaching and ministerial staff.

#### 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 function effectively 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 and NCC units also contribute remarkably in this regard by planting and preserving saplings. The college has got two rain harvesting tanks one in the college premises and one in the ladies hostel premises. College maintains campus neat, tidy and green.

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.

### **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.



We concentrated on the major best practices – the environmental conscious and the community empowerment. Several programmes were conducted in this regard by various clubs and organizations.

- (i) The college safe guards the women and disabled in a special way. The activities of the Women Development cell were taken care of.
- (ii) The college has constituted a committee for discussing, planning and implementing innovations and best practices for the college as per the suggestions of NAAC peer team.

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

One class was conducted for the ministerial staff. The 3<sup>RD</sup> Cycle of Reaccreditation was conducted effectively.

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.

Library is in the process of shifting to the new Jubilee Block. Actions taken to improve the e-learning of the students as well as teachers.

The construction of the Amphitheatre is in progress. Various activities are undertaken by NSS, NCC WDC etc. to promote the extension activities. The college also monitors the activities of various clubs to promote the overall development of stake holders.

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, more than 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.. 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. . On June 5<sup>th</sup>, World Environment Day was observed. We conducted a Quiz on Nature, Ecology and Environment. Participants were given certificates and prizes. The NCC organized SWATCH BHARATH ABHIYAN and planted saplings

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. Inauguration of the new Golden Jubilee Memorial Block in the college with more combined class rooms, examination hall and auditorium.
2. The completion of full-fledged library in the new block.
3. To complete the work of the parking areas for the teachers and students separately.
4. To apply for more aided courses in demand especially the PG courses which are conducted under self financing scheme.
5. Completion of an amphitheatre and a museum hall
6. To build jubilee memorial gate and strengthen the compound wall
7. To launch day care and play school for the children of the college staffs
8. To renovate and beautify the college garden
9. To organize seminars /workshops/ symposium/ talks.

Name \_\_DR SHEBA M JOSEPH

\_\_\_\_PRINCIPAL\_\_\_\_\_

Name DR P A MATHAI

Signature of the Coordinator, IQAC -----

Signature of the Chairperson, IQAC -----

\*\*\*