

# **Annual Quality Assurance Report (AQAR)**

**Pazhassiraja college, Pulpally**

**(2016-17)**



*Submitted to*

**National Assessment and Accreditation Council**



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

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

9497831742

IQAC e-mail address:

iqacprc@gmail.com

1.3 NAAC Track ID - KLCOGN19875

1.4 Website address:

<http://www.pazhassirajacollege.ac.in/>

Web-link of the AQAR:

<http://www.pazhassirajacollege.ac.in/AQAR2016-17.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.53	2015	2019

1.6 Date of Establishment of IQAC : DD/MM/YYYY

01-06-2011

1.7 AQAR for the year

2016-17

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

AQAR 2015-16 subitted to NAAC on 31/7/2016

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Calicut University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence	NA	UGC-CPE	
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other ( <i>Specify</i> )	NIL
UGC-COP Programmes	NA		

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

2.1 No. of Teachers	9		
2.2 No. of Administrative/Technical staff	1		
2.3 No. of students	2		
2.4 No. of Management representatives	1		
2.5 No. of Alumni	1		
2.6 No. of any other stakeholder and community representatives	2		
2.7 No. of Employers/ Industrialists	4		
2.8 No. of other External Experts	0		
2.9 Total No. of members	20		
2.10 No. of IQAC meetings held	4		
2.11 No. of meetings with various stakeholders:	No.	1	Faculty
			6
Non-Teaching Staff	1	Alumni	1
Students		Others	0

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

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2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

Cashless Economy orientation to the selected local community members, officials of *Vyapri vyavasayi samithi* and shopkeepers in the Pulpally market  
Orientation for Teachers in HEIs

2.14 Significant Activities and contributions made by IQAC

IQAC has taken several steps to improve teacher's research activities and teaching practices. Under initiatives of IQAC college has sent faculties all over India to attend seminars, workshops and conferences. During the year 2016-17. 3 faculties have attended orientation programmes and 1 faculty attended refresher course. 4 faculties have registered for P.hd programme.

1. Assisted the Principal in nominating the staff in charge to various statutory positions and clubs in the college, for the year 2016-17
2. Given suggestions to formation of Department Associations for the current academic year, conduct regular staff meetings, PTA meetings and to prepare Annual Plans for each department.
3. Monitored the Tutorial System by nominating a tutorial convenor for its effective functioning.
4. Convened Research committee to discuss matters related to teachers research projects, and publications.
5. Intimated teachers about upcoming national, international and regional seminars and workshops through e mails and whatsapp.
6. Motivated faculty to prepare proposals to UGC and State Government for seminars and workshops.
7. Encouraged faculty to register for Ph.D
8. Fostered innovation and creativity in students by encouraging departments to conduct exhibitions, group discussions, debates, quiz and to participating various 'mela's.
9. Monitored SSP, WWS and FLAIR programmes.

10. Created environmental awareness among students through NSS and BOOMITHRA SENA.
11. IQAC in association with women cell of the college conducted seminar on women empowerment and monitor the tailoring unit.
12. Fitness Oriented activities are arranged for the students with the Physical Education department of the college.
13. Encouraged the students to watch classic cinema and documentaries in association with the Department of Mass Communication.
14. Co-ordinate student's extension activities, arts and sports, charity works and out- reach programmes.

#### 2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Instruct all HoDs to prepare Academic Calendar for 2016-17 before the commencement of the academic year.</li> <li>• Ask the teachers to submit the Teaching Plan based on the syllabus for the semester.</li> <li>• Instruct HoDs to conducts PTA meeting on regular interval.</li> <li>• Promote research and innovation among teachers and students.</li> <li>• Ensure teachers and students, participation and presentation of papers in seminars and workshops in and outside the institution.</li> <li>• Constitution of various clubs for students.</li> <li>• Encourage departments to conduct extension and best practices.</li> <li>• Day Celebrations</li> <li>• Promote Co-Curricular activities in arts, sports, literary, film making and tourism.</li> </ul>	<ul style="list-style-type: none"> <li>• Each Department chalked out Academic Calender for 2016-17 and functions accordingly.</li> <li>• All teachers prepared teaching Plan and submitted to the Principal and it is monitored by the HoDs</li> <li>• Department .PTA meetings are conducted in each semester and let the parents know the progress of the students.</li> <li>• Teachers have registered for PhD in various universities. Teachers have been awarded PhDs and 2 teacher secured M Phil.</li> <li>• Teachers have submitted 2 Minor Research Projects and 2 MRPs are ongoing. Students find out their own topics for mandatory projects which are mainly related to the problems of the local community. Students from various Departments participated</li> </ul>

<ul style="list-style-type: none"> <li>• Infrastructure Development</li> <li>• Internal Accounts Audit.</li> <li>• Forward applications to Government to sanction new courses in the college.</li> <li>• Fill up Teaching Faculty vacancies in the self financing sector.</li> <li>• Re constitute the college council, University Examinations committee and various committees within the college.</li> <li>• Publish and distribute the College Handbook.</li> <li>• Take measures to improve the working conditions of teachers in the self financing Sector.</li> <li>• Establish research collaborations with other institutions and NGOs.</li> <li>• Enhance library through purchasing more books, periodicals and journals.</li> <li>• Ensure a systematic and sustainable feedback system from stakeholders.</li> <li>• Prepare and submit a project proposal form boys Hostel.</li> <li>• Promote teachers to attain research guide ship.</li> </ul>	<p>seminars outside college. 60 teachers have participated, 18 teachers presented papers and 20 were published.</p> <ul style="list-style-type: none"> <li>• staff committees and clubs have been constituted</li> <li>• Extension activities have been initiated and 2 Best Practices.</li> <li>• 16 National/ International/World Days had been celebrated in the Campus.</li> <li>• F Zone/University/National/ level participation of students in arts/sports/ literary/ film making /tourism had been ensured by IQAC</li> <li>• Editing Lab and Studio has been set up. Foundation Stone has been laid for new Examination Block.</li> <li>• Formation of Internal Accounts Audit Committee.</li> <li>• University sanctioned the new course – B.com and the Government concurrence is on progress. The course will be starting from the year 2017-18</li> <li>• Teaching Faculty vacancies in the self financing sector is completely filled.</li> <li>• The college has Re constitute the college council, University Examinations committee and various committees according to the guidelines of statutory bodies.</li> <li>• College has published and distributed the College Handbook.</li> <li>• IQAC has ensured that the college is providing congenial atmosphere by giving timely increments to the teachers in the self financing</li> </ul>
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	<p>Sector and to sustain them in the career and to promote their research activities.</p> <ul style="list-style-type: none"> <li>• Established research collaborations with other institutions and NGOs like Bio Chemistry department Bharathirar University, DTPC Wayanad, VHSE Veliyambam, microbial and Kabani water content analysis in association with Pulpally Grama Panchayat.</li> <li>• Purchased 125 books in various subjects to kept in general library</li> <li>• Ensured a systematic and sustainable feedback system from stakeholders.</li> <li>• Institution has prepared a project proposal for boys hostel.</li> <li>• Dr. Dinesh secured co-guideship in Annamalai University, Microbiology Department.</li> </ul>
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2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

The action plan was placed in the Management Committee and the other statutory bodies and sanction was accorded.

**Part – B**  
**Criterion – I**

**I. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	6	-	5	-
UG	8	-	2	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	1
Diploma	-	-	-	2
Certificate	-	-	-	1
Others	-	-	-	-
<b>Total</b>	14	-	7	4

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	14
Trimester	-
Annual	3 career oriented programmes

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

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

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

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	19	4	-	-

2.2 No. of permanent faculty with Ph.D.

6
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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
1	-	-	-	-	-	-	-	1	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

31	-	-
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2.5 Faculty participation in conferences, seminars, workshop and symposia:

No. of Faculty	International level	National level	State level
Attended	17	25	15
Presented papers	7	11	-
Resource Persons	-	3	1

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

The college conducts internal evaluation on the basis of seminars, assignments, viva-voce, attendance and test papers in each semester. The institution and the faculty have adopted the following strategies for a time- bound transaction of the innovative approaches to the students. The College has adopted

the method of maintaining a work diary by all teachers. The teaching plan with details of number of hours, size of portion and number of modules etc. is to be prepared in advance in line with university norms. Time schedule for the internal examinations, seminars and assignments is also well planned.

The use of modern ICT techniques like LCD and other teaching aids in place of conventional lecture method makes the classroom teaching more attractive and easier. The teachers use various kinds of teaching methods like questioning, brain storming, quizzing, discussing and debating on the portions taught. Peer learning method is adopted by all departments in our college. Audio visual aids are being used by both faculties and students in order to make teaching learning process more effective.

The college is also promoting the use of internet, E-books, E-Journals in teaching and learning. The availability of 24 x 7 internet access makes it easy for the members of the faculty to prepare the lessons and update their knowledge. A multi-facilitated audio-visual room (CHITHRASALA) is functioning in the College which is accessible to all Departments for modern kinds of presentation. The field trips, study tours, industry visits, on the job trainings, projects outside the College etc. not only give exposure to students but a practical experience to the faculty concerned too. The teachers regularly attend the Refresher Courses conducted by the University to update their knowledge and teaching methods. They make use of the opportunity to do major/minor research projects under UGC guidelines.

Invited talks, outdoor interactions, book reviews, panel discussions on vital issues, documentary films and discussions are being conducted by various departments. PG departments like Commerce and Tourism have included teaching practice for students and each student has to assist a teacher (mentor) so the students can improve their teaching skills. Economics department is providing training to PG students of our college regarding statistical packages which are used in research. Computer science department is providing special DCA and other computer training programmes to our students. The Department of Mass Communication involves in the measures for taking the students to Film Festivals and Theatrical Art Festivals. Life science department of our college is conducting many programmes such as blood group detection camps for the students as per need. The Life science Department manages a Journal club to provide a platform for the students to present relevant research articles regularly in front of a group of students and teachers. Tourism Department conducts orientation programme for students which makes them familiarize hospitality sector.

These activities are mainly inculcated with syllabus so that it helps our students and teachers to have more practical experience and exposure.

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

180
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## 2.8 Examination/ Evaluation Reforms initiated by the Institution

The institution abides by the reforms of the university. The students have five criteria on which the performance is judged. The students have to write internal exam, followed by assignment submission and seminar presentation Attendance of the students also is taken into consideration for giving internal marks. A minimum of two internal tests and a model examination are conducted every semester. The valuation of internal test papers is completed timely and the results are published. All the faculty members are involved in the external evaluation like the supervision of examinations, valuation of answer scripts, external examiner for practical examinations and viva, and so on.

The evaluation programmes are repeated in all the six semesters and towards the end of the programme it is possible to assess the students to the maximum extend.

Physical education department examined players for their motor fitness and tactical ability in different games.

2.9 No. of faculty members involved in curriculum restructuring/revision/ Syllabus development as member of Board of Study/Faculty/ Curriculum Development workshop/ Screening cum evaluation committee for CAS promotion 

4
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2.10 Average percentage of attendance of students 

85.28%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division in %								
		A+ grade	A grade	B+ grade	B grade	C+ grade	C grade	D grade	E grade	Pass %
B. A. English	23	-	-							Result Awaiting
B.A. Economics	38	-	-		-		-	-	-	Result Awaiting
B.A. History	37	-	-		-		-	-	-	Result Awaiting
B.B.A.	40									Result Awaiting
BTTM (Travel & Tourism Management)	36									Result Awaiting
B.A. Mass Communication & Journalism	29									Result Awaiting
B.Sc. Microbiology	34	-	-		-		-	-	-	Result Awaiting -
B.Sc. Biochemistry	16	-	-		-		-	-	-	Result Awaiting -
M.T.T.M. (Master of Travel & Tourism Management)	20	-	-		-		-			100
M.Sc. Microbiology	8	-	-	5	3		-			100
M.Sc. Biochemistry	5	-	-		5		-			100
Master in Communication & Journalism	14	-	2	5	5	2	-	-	-	90
M.Com.	12		2	5	5					100
MA Economics	12				5	5	1			92
Certificate Course in Haematology	31	-	-		-		-			Awaiting results
Diploma Course in Immunotechniques	17	-	-		-		-			Awaiting result

Diploma Course in Molecular techniques	-	-	-		-		-			Awaiting result
DCA										100

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

IQAC continuously monitors and evaluates the teaching learning process in our college. Continuous feed back from students and teachers is being taken and IQAC gives instructions and guidance to improve teaching- learning process.

The academic progress of the students is monitored by the Departments through regular methods of test papers, seminars and assignments. Continuous interactions with the students enable the teachers to understand the strength and weakness of each student. The slow learners are counseled and remedial classes are conducted. This institution has built the strong foundation for the students who have sought for education here. The regular academic programmes as well as various extracurricular and value addition activities have trained them for further studies or gainful employment besides being shaped into well integrated individuals. As the emphasis is on the student-centered learning, special attention is given both to talented students and to those requiring additional remedial coaching.

The institution's goals and objectives are well integrated with the curriculum in such a manner that the employability and entrepreneurial skills of the students are increased. Also the institution provides opportunities for overall development by involving the students in co-curricular and extracurricular activities. The College is providing other programmes for the enrichment of the students like:

- Group Counseling and Personal Counseling for the mental health of the students.
- Study tours and Industry visit conducted by the Departments.
- Coaching for Competitive Examinations for SC/ST and Minority Students in Banking, PSC, Civil Service, NET etc.
- To enrich the academic skills of students the college is conducting WWS programme and to improve the learning skills of weak students the college is conducting SSP programme
- Remedial classes for Slow and Disadvantaged Learners.
- Career Guidance and Placement Cell offers year long coaching programme for students for seeking entry into Services.

- Personality Development classes and Awareness Classes are regularly organized by the NSS units.
- Various clubs and committees function in the College viz., Entrepreneurs Club, Nature Club, Tourism Club, Women’s Cell, Music Club, Value Club, Bhoomithrasena, Education Beyond Boundary (EBB), Science Club etc. and they periodically organize programmes which supplement the curriculum.
- Value orientation classes by eminent leaders and activists arranged by the NSS.
- Physical education department is continuously monitoring the players for their mot fitness and tactical ability in different games.

Besides the lecture method, teachers make use of the modern ICT gadgets that are provided in class rooms for better delivery of ideas. We make opportunity for invited lectures, seminars and workshops regularly. Meticulous updating and maintenance of the laboratories are ensured. IQAC is also collecting feedback from students and teachers and guided them to improve teaching learning process.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	3
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

#### 2.14. 1 Details of Administrative and Technical staff (Permanent)

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily



Administrative Staff	6	Nil	Nil	Nil
Technical Staff	2	Nil	Nil	Nil

2.14. 2 Details of Administrative and Technical staff ( Self Finance courses)

Category	Number of Self finance Employees	Number of Vacant Positions	Number of positions filled during the Year	Number of positions filled temporarily
Administrative Staff	2	Nil	Nil	Nil
Technical Staff	9	Nil	Nil	Nil

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC has initiated setting up of a Centre for Research and Innovation (CRI) to assist all research activities. It meets periodically and provides information regarding research gap existing areas to teachers and support already initiated minor research programmes in the college by the faculty and budding research scholars. IQAC also share information regarding to regional / national/international seminar, workshops, minor-major/major projects sponsored by UGC, KSHEC and other funding agencies through e-mails to all teaching faculty. IQAC also promotes publication of manuscripts by each departments. (Mass Communication, Economics). IQAC also recommend exempting those researchers among teachers from additional duties at college level. It provides ICT facilities to the researchers, ensures the timely completion of projects/Mphil/PhD Theses.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	Nil	Nil
Outlay in Rs. Lakhs	4,63,000/-	6,20,000/-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	1	-
Non-Peer Review Journals	2	2	-
e-Journals	-	-	-
Conference proceedings	1	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2015-17	KSHEC/UGC	620000/-	440000/-

Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	620000/-	440000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences, seminars, workshops organized by the Institution

Level	International	National	State	University	College
Number	1	2		-	2
Sponsoring agencies	Govt. Of Kerala Tourism Dpt./-	UGC, ICHR		-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management/ University/ College

Total

3.16 No. of patents received this year

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

2

10

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

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

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

#### **NSS**

- Observed World Environment Day Programme: Plantation of trees in the campus
- Conducted NSS Orientation Programme for new volunteers
- Independence Day Celebrations. Lecture on Freedom Movement in India, Quiz competition and campus cleaning.
- NSS organised a blood donation camp associated with Govt. Hospital, Mananthavadi.
- Preliminary arrangements for cultivating vegetables near by the campus.
- International Literacy Day Observance- Essay competition for the students.
- Charity work NSS volunteers collected the money to give disabled child.
- Plantation. Maintenance of vegetables.
- NSS day celebration seminar conducted by Dr. Joshy Mathew.
- Celebration of Gandhi jayanthi. Campus cleaning. Discussion about the importance of environment.
- Distribution of Dress and other materials collected from the College for Cheppila tribal colony.
- Plantation in and maintenance of vegetable garden.
- National integration Day celebrations –Quiz and Essay competition
- World AIDS Day - A week long campaign on AIDS awareness was organised in the college. A quiz competition for school students organized by the Science club and Microbiology department
- Human Rights Day- A class New laws in India and Right to Information
- Day for atrocities against women-A class on domestic violence and legal remedies.
- Seven Days Special Camp
- Youth Day- Formation of Anti-Drugs Club in the college and special lecture by district coordinator of the club
- Republic Day celebrations- Flag hoisting and sweet distribution in Chekady colony
- Medical camp in Chekady tribal colony. Associated with Vimalamary Ayurvedic Hospital Pulpally and Life Science Department, PRC Pulpally.
- Campus Cleaning
- A class on Leadership Training by Mr. Gili George
- Mother tongue Day-Essay and elocution competition
- Women's Day- A class on self employment of women.
- Orientation class on Competitive exam

#### **Women Cell**

- Conducted personality development class for our students
- Conducted class on importance of meditation in building self confidence.
- Women cell is conducting a tailoring class for our students
- Conducted a class on self defence with the help of District Police Department

#### **NCC**

- Conducted blood donation camp in college
- Conducted anti drug day campaign
- cleansed the premises of Government Hospital and other public places

**Dept. of Economics**

- The students of second year UG programme cleansed the premises of Government Hospital.
- The students of first year and second year UG programme planted seedlings along the Pulpally-Shed road.
- A Tuition class was conducted by students for children in the Kaappiset Tribal Colony.

**Dept. of Commerce**

- Students and teachers visited Old Age Homes and Special Schools of the area (Osanam bhavan, Kripalaya, Thapovanam etc.) and spend time with them.

**Dept. of English**

- Organised a class on traffic awareness for the students. The circle inspector of police engaged the session
- Distributed saplings at Perikkalloor colony as part of the go Green project to promote environmental awareness

**Dept. of Micro biology**

- Blood detection campaign for new admission students in the college.
- Blood group directory of college with details of blood donors was formed and uploaded in the website for public access
- Training for VHSE students from Perikkalloor VHSE for a period of two weeks.
- Assistance for isolation of soil cultures for Beenachi HSS students in order to participate in the state level exhibition.
- Organized a District level quiz competition inn with world AIDS day for school students.
- Students visited eminent institutions in the field of biological sciences- IISc, Bangalore and Pasteur institute, Conoor.

**Dept. of Mass communication**

- online based human rights awareness programme
- Conducted district level reading competition to promote reading habit
- Sending regular RTI to know public interest matters as part of social service.

**Dept of Travel and Tourism Management**

- Organised national seminar on employability V/s Tourism On 25<sup>th</sup> January 2016 – 17
- Organised an international seminar on wellness tourism on 22<sup>nd</sup> & 23<sup>rd</sup> February 2017
- Conducted guide training programme in association with district Tourism Promotion , Wyanad.
- Conducted career guidance & placement in collaboration with Wayanad Tourism Organisation a pioneer organisation in hoteling and responsible tourism initiatives in Kerala

**Dept of History**

- Pazhassi Day celebration
- Exhibition of articles of historical importants
- National Seminar

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	16 acres	-	Management	-
Class rooms	34	-	Govt/Management	-
Laboratories	2	-	Govt/Management	-
Seminar Halls	1	-	Govt/Management	-
Computer lab	1	-	Govt/Management	-
Staff room	12	-	Govt/Management	-
Language lab	1	-	Govt/Management	-
Central library	1	-	Govt/Management	-
200 Meters ground	1	-	Management	-
400 meters ground( under construction)	-	1	Govt	-
Basketball Court	1	-	Govt/Management	-
Volleyball Court	1	-	Management	-
Hand Ball court	1	-	Management	-
Badminton Court	1	-	Govt/Management	-
Kabaddi	1	-	Management	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	1	Govt/Management	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	4	Govt/Management	-

#### 4.2 Computerization of administration and library

All the college Administrative works are computerized. College Library is automated and uses “ KOHA ” software to carry out various library functions .

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14508	1261462	125	48360	14508	1309822
Reference Books	1518	517054	-	-	1518	517054
e-Books	-	-	-	-	-	-
Journals	18	36845	-	-	18	36845
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	150	-	-	-	150	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	79	40	50	10	-	9	11	9
Added	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	79	40	50	10	-	9	11	9

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

The college has well connected internet, both wifi and wired. Faculty members have access to Internet through the systems available in the Faculty Room. Students can access internet from computer labs.

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

i) ICT	1,97,900/-
ii) Campus Infrastructure and facilities	37,00,000/-
iii) Equipments	22,000/-
iv) Others	19,236
<b>Total :</b>	<b>39,39,136</b>



## Criterion – V

### 5. Student Support and Progression

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

The IQAC promotes all student support programmes which contains both need based academic support and financial support required for their studies. It co-ordinates the Students Support Programme (SSP) and Walk with Scholar Programme (WWS) funded by the Government of Kerala. A teacher is in charge of each programme. 150 slow learner students benefited by the SSP and 30 creamy layer students in academics, in each class gained from WWS Programme, students could avail various scholarships from State Government, Central Government and other national agencies. E- grants were made available to 515 Students. Skill development through ASAP was also being conducted regularly for 30 students. Students were aspirants of this programme. Mandatory study tours were conducted for all students including SC/ST Students.

The college handbook and prospectus is published and it provide valid information to students about vision mission and objective of the institution, academic and non academic programmes, various committees, PTA, Scholarship, endowments and alumni. First Aid, Dial a Doctor, and Sick Room are meant for medical care in the college. Arts festivals, Sports Meets and activities of various clubs were also initiated by IQAC for students.

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

The IQAC is quite vigilant about student's progression in the college. Various strategies for teaching and learning in the classrooms, internal and external examinations, group discussions, peer learning, counselling services, participation in arts and sports festivals, campus recruitments and alumni get-togethers are indented to measure students progression.

UG&PG	Ph. D.	Others
980	-	-

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

(b) No. of students outside the state

(c) No. of international students

-
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Men	No	%	Women	No	%
	414	42		566	58

No	%
566	58

2015-16							2016-17						
General	SC	ST	OEC	OBC	Physically Challenged	Total	General	SC	ST	OEC	OBC	Physically Challenged	Total
376	96	60	18	367	1	978	405	104	71	18	392	2	980

Demand ratio: (Admission procedure is undertaken by Calicut university through online.  
Therefore the data is not available)

Dropout % : 2.25

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

Career development cell and placement cell are functioning in the college .It provides career guidance classes, coaching classes for NET, and campus recruitment with the help of external agencies .Coaching classes for PG Entrance conducted by the Department of Micro Biology on a regular basis is a best example.

No. of students beneficiaries

190

#### 5.5 No. of students qualified in these examinations

NET

1

SET/SLET

0

GATE

0

CAT

0

IAS/IPS etc

0

State PSC

0

UPSC

0

Others

0

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

The IQAC ensures group and personal counseling to the needy students a systematic and structured manner. A professionally trained councilor is being appointed in the college and motivates the students mainly to perform well in the upcoming examinations and to face the interviews so as to be well placed in profession.

No. of students benefitted

500

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	20	3	140

#### 5.8 Details of gender sensitization programmes

An annual chain of action has been arranged in the campus.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	115	4,20,000
Financial support from government	615	41,54,680
Financial support from other sources	-	-
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_nil\_\_\_\_\_

## **Criterion – VI**

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

#### 6.1 State the Vision and Mission of the institution

##### **VISION**

“Serve Humanity by moulding  
Morally upright,  
Intellectually trained,  
Socially committed and  
Spiritually inspired minds”

##### **MISSION**

- To foster global competencies among students by imparting quality education.
- To make the students catalysts in transforming the society
- To promote the quest for excellence
- To build up a community of teachers, professionally competent, vocationally dedicated and humane in dealings
- To be the preservers of Noble Human Values.

#### 6.2 Does the Institution has a management Information System

Effective automated Management Information system is implemented in the college. One staff has been designated as In Charge of Management Information System and has been entrusted with the responsibility of collection and storage of Information.

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

##### 6.3.1 Curriculum Development

Some of the college faculties serving as either members or Chairman of the Board Of Studies and faculties of Humanities have made considerable efforts in formulating various syllabi.

##### 6.3.2 Teaching and Learning

To enhance the quality of teaching and learning, college has introduced following strategies.

- Continuous effort to enhance the quality of the faculty members and experimental learning.
- ICT Oriented Teaching
- Fully equipped media analysis and editing lab for film review, program production, visual editing etc.

##### 6.3.3 Examination and Evaluation

Conduct of timely Internal Examination and evaluation prior to the University semester examination is ensured. Question Paper pattern and all other rules and regulations pertaining to the University are followed while conducting the Internal Examinations. This helps the students face the

University Examination with confidence. Innovative Projects and assignments help to enhance the relevance of the course to the students.

#### 6.3.4 Research and Development

- Institution provides a conducive work environment for faculty members for research and development.
- Designated a senior faculty member as research advisor.
- Organized faculty development programs and research methodology workshops.

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

College Library has enormous collection of books, journals and e resources. It functions from 9 am to 5 pm. Institutions has a fully equipped media analysis and editing lab for film review, program production, visual editing etc.

#### 6.3.6 Human Resource Management

HR Committee is constituted under the guidance of the Principal. Provide constant motivation to faculty members to attain additional qualification. Faculty members are encouraged for the following activities.

- To serve as resource person in other institutions.
- To do consultancy services.
- To present and publish papers in nationally and internationally accredited journals.

#### 6.3.7 Faculty and Staff recruitment

- College recruit well qualified Faculty and staff based on the requirement.
- Rules prescribed by the University and government are followed.
- Attractive pay package to Adhoc lectures and financial incentives for acquiring additional qualification.
- Training program for non teaching staff

#### 6.3.8 Industry Interaction / Collaboration

- Co-ordination with industry for internship training and Campus placement drives.
- Collaborations with institutions like IIM, DTTC and Pulpally sports academy etc. for research, project and physical training.
- Invited experts from industry for delivering talks.

6.3.9 Admission of Students

- College follows the guidelines issued by the University and Government.
- All admission works are streamlined and displayed in the college website.

6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	Scholarship for financially weak students from management

6.5 Total corpus fund generated

2,20,000/-

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Teaching Faculty
Administrative	Yes	Govt. of Kerala	Yes	Private audit agency

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

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

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

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6.11 Activities and support from the Alumni Association

- College has active Alumni Association. Departments use the support of alumni in the academic field.
- Alumni help for placements for students.
- Alumni meeting provide the students an opportunity to interact.
- Some of the infrastructure facilities are also been sponsored by alumni members.

6.12 Activities and support from the Parent – Teacher Association

PTA meeting is periodically conducted by all departments separately for each of their classes at least every semester for discussing academic performance of students and also collect feedback for further improvement.

Parents comprising of all the departments are invited, at the beginning of the year, to orient them about the facilities available in the College, exams, evaluation pattern etc.

6.13 Development programmes for support staff

- College always give encouragement to support staff.
- Conducted training program to improve the computer skills.
- Motivate the support staff for further studies.

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

- Keeps the campus clean, green and plastic free
- Extensive efforts are taken to plant trees with the support of Bhoomithrasena and NSS.
- Waste bins are placed in all departments and other premises of the colleges to keep the area clean.
- Rain water harvesting system is maintained in the campus.

## **Criterion – VII**

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- A research club has been launched to encourage research and discussions on contemporary matters among students and teachers.
- Each department in our college is conducting various Interdepartmental competitions. This helps to improve the skills of students
- The students who need special care in both base level and advanced level are taken well in to the mainstream by the college through programmes such as WWS and SSP.
- In the beginning of every programmes Students are given training on how to use library resources effectively and this has created a positive impact on their academic performance.
- The College has set up a Knowledge Clinic and Centre for Research and Innovation to interact with experts in various fields like Industry Research Bodies and University Bodies
- The college is maintaining Knowledge clinic- a special room where the bright students are given opportunity and training for Civil Service/GATE/CAT/NET/JRF etc.
- At present institution is having collaboration with with neighbouring organizations and institutions and it provide opportunities for the students
- Physical education department is conducting coaching camps to our students and students from nearby institutions. In collaboration with sports academy we are conducting summer coaching and training on various sports events such as Football, Volleyball, Basketball, Athletics, Swimming and Shuttle Badminton is given.
- Innovative pedagogical methods are being used and it helps to maximise teaching and learning process. Methods such as problem-solving, case studies and role-play, project-based learning, peer-teaching and experiential learning are utilised.

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



- Teachers are being encouraged to acquire Ph.D. degrees and to take up minor/major research projects.
- Efforts are being made to promote research culture in institution.
- Efforts taken to improve the humanitarian considerations of teachers and students to empower the society.
- Career based training is given to students. And on this behalf the college has established collaboration with other institutions.

### 7.3 Give two Best Practices of the institution

The practices of the college were aimed to address two different issues of the society such as Social Issues and Environmental Issues. Our programs were chalked out in these two heads.

#### **1.Social issues**

**Plastic removal Programme:** The disposal of plastic wastes alongside the roads and other places has become a disastrous problem. Understanding the alarming after effects, the students of the college have undertaken the effort of cleaning the sides of roads in nearby area.

**Tissue Culture Sapling Distribution:** The Biochemistry Department distributed tissue culture planktain saplings to the tribal colonies of Pulpally.

**Exhibition on the theme Blood:** The Department of Microbiology arranged an exhibition in the college with the focal theme “Blood”. This programme was designed to cover the various aspects of blood to educate the non-science students, school students and public. The exhibition disseminated the idea of blood composition, circulation, blood borne diseases etc.

**BIZ – Business Competition:** The Dept. of Commerce has been conducting this Programme for the public for many years continuously. In effect it was much useful for the public to get acquainted with various industries, traders companies, firms and manufacturers

**Blood Donation and Blood Group detection Camps:** The Department of Microbiology, Biochemistry, NCC and NSS arranged blood group detection and blood donation camps in the campus, in the neighboring campuses and in tribal colonies. The facilities in the Science Laboratories were made use of for this purpose.

**Blood group Directory of the students:** The Science club and Department of Microbiology organized blood group detection campaigns in the campus and the data was uploaded in the college website for public access. The details regarding blood groups, availability of donors etc are provided in the link.

**Pain & Palliative activities:** The involvement of NSS Volunteers and other students in Pain & Palliative activities of the region is tremendous. They involve neck-deep in the activities of *Karunya* Pain and Palliative Society and students contribute financial aid to the society. The volunteers in the

college used to go for the palliative works at the houses of the patients and this compassionate gesture was much appreciated.

**IKYA-** it's a charitable organization run by our students. They are providing financial assistance to needy people.

**Colony adoption:** The College adopted the *Melekkaap Oorukoottam* (Tribal= Colony). The Department of Economics is leading this project. The students give all kinds of assistance to the residents of the colony.

**Visits to old age homes:** Students and Teachers of various Departments visit the Old Age Homes and Special Schools of the area (Osanam bhavan, Kripalaya, Thapovanam etc.) and spend time with them.

**Medical camp:** Medical camp in Chekady tribal colony. Associated with Vimalamary Ayurvedic Hospital Pulpally and Life Science Department, PRC Pulpally

## 2. Environmental issues

**Afforestation and plantation of trees:** The students have made it a practice to plant saplings along side the roads and in the campus with the help and cooperation of the Social Forestry Department. Under various clubs like *Bhoomithrasena*, Nature Club, Science Club, NSS etc. World Environment Day (June 5) is observed by planting saplings.

**Jalasarakshana Dhinam-** The major bane of the region is draught. On the World Water Day the whole students of the college stages a rally to the town. Bringing together all students of all the schools we constructed a human chain and a oath to conserve water is taken. The College has constructed a rainwater harvesting system. There are three rain water harvesting units of various capacities in the College. The first two units are of 25000 and 5000 litres. The third one is constructed by using MLA fund which has a capacity of 1,00,000 litres.

**Medicinal garden:** Students from life science department are conducting classes on importance of maintaining a small medicinal garden in homes. On this aim the college is also maintaining a Medicinal garden in collaboration with SHREYAS (an NGO under the Malankara Catholic Diocese of Bathery).

### 7.4 Contribution to environmental awareness / protection

- The college is maintaining an eco friendly campus. NSS volunteers take adequate efforts to sustain the eco-friendly environment in the College campus. College has introduced Nature Club and Bhoomithra Sena Club giving membership to interested students of each programme and a lot number of activities are undertaken by these groups to preserve the environment.
- Under various clubs like *Bhoomithrasena*, Nature Club, Science Club, NSS etc. World Environment Day (June 5) is observed by planting saplings.

- The weekly campus cleaning arranged by the NSS also give awareness about the needs for environmental development and makes all attempts to maintain the campus green.
- The waste management and water conservation programmes contribute to the community and national development and also create awareness about ecology and environment.
- Sensitising the students on environmental issues and reaching out to the community on working towards environment protection.
- College is also maintaining a Medicinal garden in collaboration with SHREYAS (an NGO under the Malankara Catholic Diocese of Bathery).
- The College has constructed a rainwater harvesting system. We have a huge reservoir to collect and preserve the rain water.
- The College campus has been declared Polythene free zone. The students are made aware of the drastic consequences which mankind will have to face in case we don't take steps to protect the environment.
- Composite bins are used for food wastage and the use of polythene material in the College premises is restricted.

7.5 Whether environmental audit was conducted?      Yes       No

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

### **Strengths**

- Transparency in admission process to ensure justice for students from socio-economically backward sections and students who are differently able.
- Counseling is given to the students.
- An effective Career Guidance and Placement Cell is working in the campus and the Cell acts a link between the students and the prospective employers.
- ICT enabled class rooms and teaching
- Well equipped laboratories.
- The institution maintains a very high success rate in University examinations.

### **Weakness**

- Upgrading PG departments into research centers also required more rooms for research scholars.
- Need for more library resources and information technology accessing devices.
- Majority of the students are from poor economic background.
- As the College is located in a village there is lack of enough transportation facility and thus students don't get enough time to spend in the library.

## **Opportunities**

- The college campus located in a rural area. So that there is high opportunity of expanding the academic programmes by introducing new courses that suits modern and contemporary requirements.
- College has a large sport ground which could developed to accommodate an indoor court.
- Up gradation of PG Departments into research departments will provide more opportunity for extension activities


## **Challenges**

- The College is geographically located in a remote area that limits access to resources.
- Shortage of fund stands as an impediment to make the most of the institutional excellence.

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

- To organize National and International seminars, workshops and conferences at regular intervals.
- Upgrade post graduate departments to research departments.
- Upgrade UG departments to PG departments.
- More collaboration with research centers and Colleges.
- Better administrative reforms
- Better infrastructure facilities
- To carry out more minor and major projects leading to achievements like patenting.
- Programmes related to agriculture and waste management has to be introduced either as part of syllabus or as separate additional programme.
- Change the campus to more nature friendly one
- Enhance the research culture among the Faculty
- Upgrade campus facilities including the construction of the new buildings.
- To start a research journal to further its aspirations and contributions to the academic as a research centre.
- Construction of examination hall & auditorium
- To organise more extension lectures by the faculty members of the neighbouring colleges.
- MoU with industrial organizations
- To organise more talks on women empowerment and gender sensitisation
- To observe all days of national importance

Name: DR. SILVI T.S



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Signature of the Coordinator, IQAC

Name: DR. A. O ROY



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Signature of the Chairperson, IQAC

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