

Quality Audit Report

of

Pazhassiraja college

Pulpally PO, Wayanad, Kerala

Performed by

**SHESHADRI GLOBALLY EDUCATIONAL
COMPETENCY TECHNIQUES [SGECT],
PUNE**

(Registered: UAM number: MH 26 D0215340)

e-mail: ambasheshadri@gmail.com

Academic year: (2019-20)

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01	Name of the College:	PAZHASSIRAJA COLLEGE PULPALLY, WAYANAD
02	Year of establishment:	1982

3. Courses offered: UG, PG,

Year	UG	PG	M.Phil	Ph.D.
2019-20	B.A .ENGLISH			
	B.A .HISTORY			
	B.A .ECONOMICS	M.A. ECO		
	B.T.T.M.	M.T.T.M.		
	B.B.A.	M.Com		
	B .VOC AGRICULTURE			
	B.VOC FOOD SCIENCE			
	B.A. MASS COMMUNICATION	M.A. JMC		
	B.Sc. BIOCHEMISTRY	M.Sc. BIOCHEMISTRY		
	B.Sc. MICROBIOLOGY	M.Sc. MICROBIOLOGY		

4. Skill/ Job/ Add on /Value added Courses introduced (Mention syllabi designed by College, where ever applicable),Mention courses involving field work, internship,on job training

A. SKILL/ ADDON/ JOB/ VALUE ADDED COURSES

DEPARTMENT	NO OF COURSES	SYLLABI DESIGNED BY	TITLE OF THE COURSE
Department of Microbiology	1	DEPARTMENT	Basics of Phytochemistry
Department of Economics	1	DEPARTMENT	DATA ANALYSIS AND INTERPRETATION
Department of Computer Science	1	DEPARTMENT	Certificate Course in Office Automation
Department of Mass Communication	1	DEPARTMENT	Adobe Page maker
Department of Political Science	1	DEPARTMENT	1 Human Rights in India
Department of Travel and Tourism	1	DEPARTMENT	1 certificate course on Customer Relationship Management
Department of Commerce-MCom	2	DEPARTMENT	1. LOGISTICS MANGAEMENT 2 CERTIFICATE COURSE IN

			BUSINESS COMMUNICATION
Department of History	1	DEPARTMENT	Archaeology
Department of History	1	DEPARTMENT	Certificate Course in Epigraphy
Department of English	1	DEPARTMENT	Communicative English
TOTAL	11		

B. Mention courses involving field work, internship, on job training

	DEPARTMENT	INTERNSHIP	PROJECT	ON JOB TRAINING
1	B.A .ENGLISH	-NA	30	-NA
2	B.A .HISTORY	NA	50	NA
3	B.A .ECONOMICS	NA	43	NA
4	B.T.T.M.	48		-NA
5	B.B.A.	22	50	
6	B .VOC AGRICULTURE	11	-	-
7	B.VOC FOOD SCIENCE	19	19	-
8	B.A. MASS COMMUNICATION	-	22	-
9	B.Sc. BIOCHEMISTRY	-	5 (Group project)	-
10	B.Sc. MICROBIOLOGY	-	6 (Group project)	-
11	M.A. JMC	14	14	-
12	M.Com	15	15	-
13	M.A. ECO	-NA	4	-
14	M.Sc. BIOCHEMISTRY	NA	11	-
15	M.Sc. MICROBIOLOGY	NA	7	-
16	M.T.T.M.	NA	9	-
	TOTAL			

5). Interdisciplinary / Interdepartmental / Twinning programs offered and departments involved.

a. Open Courses offered by Departments.

SL.NO	DEPARTMENT	OPEN COURSE OFFERED
1	B.A .ENGLISH	English for Competitive Examinations
2	B.A .HISTORY	Historical Tourism
3	B.A .ECONOMICS	Economics in Everyday Life
4	B.T.T.M.	Tourism and Hospitality Management
5	B.B.A.	E.Commerce
6	B.A. MASS COMMUNICATION	NewsPaper Journalism

7	B.Sc. BIOCHEMISTRY	Elementary of Biochemistry
8	B.Sc. MICROBIOLOGY	Environmental Microbiology
	TOTAL	8

6) Courses conducted in collaboration with Industries, other universities, and Institutions:

NO	DEPARTMENT	COLLABORATION/ INSTITUTION	Details
1	Department of Travel and Tourism	GDS training Course	Galileo-GDS training Course
2	Department of Travel and Tourism	Kannur International Airport	On-the-job Training
3	Department of Travel and Tourism	Speed Wings Aviation Academy	Internship IATA Travel Tourism- Level 1

7). State Programs relating curriculum with cross-cutting issues conducted:

NO	DEPARTMENT	COURSES in the Syllabi	Cross cutting issues addressed
1	UG PROGRAMMES	Bio Diversity (General Course)	Environment and Sustainability
2		Natural Resource Management (General Course)	Environment
3		Human Rights (Audit Course) (Audit Course)	Human Values
4		Environmental Studies(Audit Course)	Sustainability
5		Gender Studies (Audit Course)	Gender
6		Disaster Management (Audit Course)	Environment and Sustainability
7	BA ENGLISH	Womens Writings (SEM VI)	Gender
8	BA HISTORY	Gender Studies (SEM VI)	Gender
9	BA ECONOMICS	Environmental Economics (SEM-VI)	Environment and Sustainability
10	BBA	Organisational Behaviour (SEM VI)	Human Values and Professional Ethics
11	B VOC AGRICULTURE	Environmental Microbiology and Biotechnology (SEM-V)	Environment and Sustainability
12		Government policies and programmes related to agriculture (SEM V)	Human Values and Professional Ethics
13	BVOC FOOD SCIENCE	Food Laws and regulations (SEM-V) By productive Utilization and Waste	Human Values and Professional Ethics

		management (SEM V)	
14	BA MASS COMMUNICATION	Media Laws and Ethics (SEM-VI)	Human Values and Professional Ethics
15	B.S MICROBIOLOGY	Environmental and Sanitization MicroBiology (SEM-III) Soil and Agricultural MicroBiology (SEM- IV) Environmental Microbiology (SEM-V)	Environment and Sustainability
		Biosafety and Bioethics	Human Values and Professional Ethics
16	MA JMC	Communication laws and ethics (SEM I) Media culture and society (SEM II)	Human Values and Professional Ethics
17	MCOM	Security Analysis and portfolio Management (SEM III)	Human Values and Professional Ethics
18	M.Sc BIOCHEMISTRY	Biochemical and Environmental Toxicology (SEM IV)	Environment and Sustainability
19	M.Sc MICROBIOLOGY	Environmental and Sanitization MicroBiology (SEM-I)	Environment and Sustainability
20	MTTM	Environment , Ecology and Tourism (SEM IV)	Environment and Sustainability

8). Examination System: Annual/ Semester/Choice Based Credit System/ Credit and Grading system/ any other system, specify:

Response: The evaluation system is bi-phasic, internal and external.

1. The internal examination is conducted in a centralised manner by the college for all the Departments at the end of every semester. Additionally a second decentralised internal examination may be conducted by each Department during each semester. The Question paper is prepared following the University regulations with a total mark of 80 or 60.
2. The external examination is conducted by the University at the end of every semester.

9). State the places of college where e-Governance is in practice?

1. Administration (College custom-designed software, SPARK software interface for salary and promotions aspects, other government software for permanent staff)
2. Finance and Accounts (SPARK software of the government for salary and promotions aspects, other government software for permanent staff)

3. Student Admission and Support (College custom-designed software, mobile-based application-App, and university software interfaces)

4. Examination (University software interface)

10) Code, conduct, professional ethics, core values for staff, students documented

The code of conduct is designed, included in the college diary, and displayed on the website.,

11). Whether well defined College organizational structure, functions of various College comm. are documented & implemented?

Yes.

12) A: Whether staff is involved in decision making ?

Yes. The following is the description on it.

The college is permanently affiliated to University of Calicut, Kerala. The college is having well organized governance system. At the management level, College is governed by the Patron and Manager, Higher Education Secretary, C E O and the Bursar. At the college level, the Principal is at the apex of the internal administration and is assisted by the Vice-principal, HoDs, staff, and IQAC.

The Governing Council of the College has absolute authority over the general management of the college. Headed by the Manager as its President and the Principal as its secretary, it also has an elected representative of the teaching staff along with the members appointed by the Manager in accordance with the bye-law of the governing council. The Governing Council, the apex body in all decision-making processes, meets at least twice a year to review and analyze the academic as well as administrative functioning of the college.

Administrative Setup: The administrative setup consists of the Principal followed by the Vice-principal, faculty in charge, Superintendent, Assistants, and Attendants. The Principal, who is appointed by the manager, is instrumental in implementing the directives of the governing council in accordance with the norms and guidelines stipulated by Government, UGC, University, and other regulatory agencies. The Principal frequently consults the staff council in all matters of importance. The staff council, which supports the Principal in the day-to-day administration of the college, is a statutory body that consists of the Principal, the Heads of Departments, and two elected representatives from the teaching faculty. A staff executive committee is separately constituted for teaching and non-teaching staff whose decisions are discussed in the general staff meeting for approval.

The organization of departments includes the Head of Departments and Associate Professors/ Assistant Professors. The HoD coordinates various activities of the department including submission of various reports to the Principal and the IQAC. Lecturers in charge are assigned to each class and entrusted with the task of consolidating the attendance, preparing internal marks, and continuous evaluation reports.

The formal organizational structure of the library staff includes the Librarian and Library Assistant. Organization structure of the Department of Physical Education and Sports includes a Director of Physical Education.

College Council: An elected Council council is there which meets regularly and on ad-hoc basis. It reviews the policy aspects, suggests principal in academic activities and takes crucial decisions in student related aspects. Academic monitoring committee shall be functioning under it for verifying and approving the academic matters.

Service Rules: For the service conditions and rules, the college follows the rules and regulation laid down by Calicut University, Kerala, UGC and Government of Kerala.

Procedures for Recruitment: In the college, the recruitment is carried out in two different ways: Permanent Posts (Grant-in-aid): These posts are recruited according to the norms of the University of Calicut, UGC and Government of Kerala. Temporary Posts (Non-Grant): These posts are recruited by the College Management according to the norms of the University and UGC.

Procedures for Promotion: The promotion is allotted according to University of Calicut, UGC and Government of Kerala.

Grievance Redressal Mechanism: Grievance redressal mechanism is there for both the staff as well as students. Moreover, the College has an Anti-ragging Committee, and Discipline Committee for timely redressal of the student related issues. The SC/ST monitoring cell also carries out its function by taking care of the needs of the students belonging to that category.

Parent Teacher Association (PTA): The college has elected parent teacher association at the college level as well as at department levels and they meet at regular intervals. It advises the college administration as well as the academic bodies on certain aspects that are needed for the improvement of the academic activities as well as the development of the college.

The Alumni Association: The College has an Alumni Association which actively contributes to better functioning of the college with all its expertise and representation from different fields.

College Committees: The College administration is highly decentralized where power is disseminated to various boards, clubs and committees functioning in the college. These committees play an important role in the execution of responsibilities and activities on the campus.

B: State encouragement techniques, incentives & welfare measures for staff & students

The institution extends all welfare measures of the UGC and the Government of Kerala to all teaching and non-teaching staff.

Faculty Enhancement Programmes: Faculty enhancement Programmes are periodically arranged to motivate teaching and knowledge updating.

Staff Orientation: Staff Orientation is conducted for both teaching and non-teaching staff at the beginning of each academic year for a positive start.

Honouring of Staff: Teachers acquiring higher academic qualifications and those winning awards are honoured by the staff association. Staff members are also honoured with mementos and special gifts at the time of retirement.

Financial Assistance: The College advances salary to the regular and government guest faculty till they start drawing their salary from the Government.

Duty Leave: The College encourages teachers to sharpen their academic acumen by granting them duty leave to attend various Training Programmes /Orientation/ Refresher courses/ Workshops and Seminars subject to the existing Government rules.

The college extends support and assistance to the faculty for pursuing Doctoral and Postdoctoral studies.

The college offers a conducive atmosphere for the faculty to attend National and International Conferences.

The staff can avail casual leave, medical leave, maternity leave, paternity leave and special casual leaves as per Government norms.

Staff Tour: Every year a one day tour is arranged for both the teaching staff and the non-teaching staff.

Welfare Schemes: The staff is also privy to various Government schemes and privileges like gratuity, pension , Provident fund, GIS, etc

Staff cooperative retail centre: A staff cooperative retail centre is established which provides the stationary and some of the other household items at discounted rates in the college premise. Students can also get the needed at discounted rates.

Celebrations: To bring in a sense of oneness among the staff, festivals like Diwali, Onam and Christmas are celebrated.

Facilities:

- The teachers have access to free internet connection.
- Separate car parking facility is provided for staff members.
- Availability of Hostel facility for female teaching staff
- Availability of Badminton court, Yoga centre, Gymnasium and Basketball court
- Library facility and laboratory facilities for undertaking research
- Counseling center and college chapel
- Canteen facility

· Security cabin and Uniform for security

Teachers are provided with financial support to attend conferences/workshops and towards membership fees of professional bodies.

13) Number of teaching posts sanctioned, filled and vacant.

Designation	Sanctioned	Filled	Filled under CAS/Management
Professor	-	-	
Associate Professor	1	1	
Assistant Professor	29	23	
Total			

14.) Faculty profile with name, qualification, designation, experience, nature of appointment (confirmed/ probation/temporary):

a. Appointed to Government Sanctioned Post.

	Name	Designation	Qualifications	Teaching/Research Experience	Nature of appointment,.
1	Dr. Anilkumar K	Asso..Professor	MCom. MPhil, Phd	25	Permanent
2	Ms. Josena K Joseph	Asst. Professor	MA ,B.Ed , NET	7	Permanent
3	Ms. Theres Divia Sebastian	Asst. Professor	MA, NET	4	Permanent
4	Ms. Philomina K.J	Asst. Professor	MA, B.Ed, NET	8	Permanent
5	Dr. Teena	Asst. Professor	MA. M.Phil Phd	10	Permanent
6	Dr. Silvi TS	Asst. Professor	MA,B.Ed, Ph.D.	23	Permanent
7	Mr. Amal Marcus	Asst. Professor	MA, NET	7	Permanent
8	Dr. Merin S. Thadathil	Asst. Professor	Ph.D.	7	Permanent
9	Dr. Joshy Mathew	Asst. Professor	MA, NET Ph.D.	20	Permanent
10	Dr. Rani S Pillai	Asst. Professor	MA, NET, Ph.D.	7	Permanent

11	Mr. Shelji Mathew	Asst. Professor	MTA	23	Permanent
12	Dr. M R Dileep	Asst. Professor	MTA, MPhil Ph.D.	16	Permanent
13	Mr. Sanoop Kumar P V	Asst. Professor	MTA, MPhil, NET	6	Permanent
14	Ms. Vimya K P	Asst. Professor	MCom, NET	10	Permanent
15	Mr. Koshy C J	Asst. Professor	MCom,, M Phil	7	Permanent
16	Mr. Swarun Sebastian	Asst. Professor	MCom, NET, MBA, MPhil	3	Permanent
17	Ms. Renju Thomas	Asst. Professor	MCom, NET, MPhil	3	Permanent
18	Mr. Abdul Bari KK	Asst. Professor	MSc, NET	12	Permanent
19	Ms. Vijisha M C	Asst. Professor	MSc , NET	10	Permanent
20	Ms. Smitha Chacko	Asst. Professor	MSc, MPhil, NET	9	Permanent
21	Ms. Neethu George	Asst. Professor	MSc , NET	10	Permanent
22	Ms. Lintu Jose	Asst. Professor	MSc	8	Permanent
23	Ms. Neetha Francis	Asst. Professor	MCA , NET	8	Permanent
24	Mr. Tony Thomas	Asst. Professor	MPh.Ed. NET	6	Permanent
25	Fr. Dr. Kuriakose V C	Asst. Professor	MA, MPhil, PhD	8	DD GUEST
26	Ms. Lizy P K	Asst. Professor	M Phil, NET	26	DD GUEST
27	Mr. Manoj Mathew	Asst. Professor	MA , NET, MBA	5	DD GUEST
28	Ms. Ranimol MS	Asst. Professor	MA NET	5	DD GUEST
29	Ms.Snehaja	Asst. Professor	MCJ NET	3	DD GUEST
30	Ms.Shilpa	Asst. Professor	MCJ NET	3	DD GUEST

b. Appointed from College/ Management Fund

Name	Designation	Qualifications	Teaching/Research Experience	Nature of appointment,.
Ms.Najma Rahman T	Asst. Professor	MA B.Ed	5	Management
Ms. Saritha T. C.	Asst. Professor	MA B.Ed.	2	Management
Ms.Christeena K.A	Asst. Professor	MA, NET	4	Management
Mr. Shaijumon P V	Asst. Professor	MTA, MPhil, MBA	14	Management
Ms. Divya Das	Asst. Professor	MTTM. IATA	8	Management
Ms. Sebina Roy	Asst. Professor	MTTM	2	Management
Mr. Nidheesh K T	Asst. Professor	Mcom , BEd	11	Management
Ms. Jincy P V	Asst. Professor	MCOM, BEd	10	Management
Ms. Sini Eldhose	Asst. Professor	Mcom, BEd	13	Management
Ms. Jayasudha M	Asst. Professor	MSc .Mphil, NET	15	Management
Dr. Dinesh M D	Asst. Professor	MSc PhD	5	Management
Dr. Sreedevi R	Asst. Professor	MSc, MPhil,PhD	7	Management
Dr.Jomet Sebasatian	Asst. Professor	MSc PhD	8	Management
Dr. Jenson Jacob	Asst. Professor	MSc , MPhil., PhD	4	Management
Ms.Nayana Elizabeth	Asst. Professor	MSc	1	Management
Ms.Manju Devasia	Asst. Professor	MSC , BEd	6	Management
Ms.Drishya	Asst.	MSc	2	Management

Ramesh	Professor			
Mr. Jessin George	Asst. Professor	MSc	2	Management
Ms. Sarika Prem	Asst. Professor	MSc , MPhil	2	Management
Mr. Jibin Varghese	Asst. Professor	MCJ	4	Management
Ms.Cristeena Joseph	Asst. Professor	MA, MCJ	3	Management
Ms. Athira Vijayan	Asst. Professor	MSCc	3	Management
Mr. Lithin Mathew	Asst. Professor	MCJ	5	Management
Ms Deepa AD	Asst. Professor	MA ,BEd, SET	4	Management
Ms. Meenu Elias	Asst. Professor	MSc	2	Management
Dr. Geedhu Daniel	Asst. Professor	MSc NET	5	Managemen

15. List of Visiting Fellows/Teachers, Academic /Industry experts

Sr. No	Name	DATE	Visiting Department
1	Sadir Thalappuzha- Malayalam Writer, Wayanad	21-Jun-2019	Department of English
2	Mr. Prince Abraham- DYSP Vadakara	27-Jun-2019	Department of English
3	Mr. Abey Ommen- Senior Consultant of Examinations, British Council	25-Nov-2019	Department of English
4	Dr.Meera P. I, Assistant Professor and Head, Department of hindi, Zamorins Guruvayurappan college, Kozhikode	2019 -20	Department of Hindi

5	Dr.Supriya .P, Assistant Professor, Dept of Hindi and Comparative Literature, Central University of Kerala, Kasaragod	2020- 21	Department of Hindi
6	Dr. Toby Joseph Mathew, Asst.Professor, Government Engineering College , Kannur	27-03-20	Department of Malayalam
7	Dr.S. Babu , Professor & Dean VIT-SAIAL, Tamil Nadu	30-9-2019	Department of Agriculture
8	Dr. Sekar, Department of Horticulture, Annamalai University, Tamil Nadu	1-10-2019	Department of Agriculture
9	Dr. T. Sivakumar, Associate Professor, Department of Seed Science & Technology	1.10-2019	Department of Food Science
10	Mr. T. R. Anandanarayanan Managing partner, Foodastha, Cochin	1.10.2019	Department of Food Science
11	Mr. Shyjumon PV, MTTM, Pazhassiraja College	06.02.2020	Department of Mass Communications
12	Sibi Pulpally, Street Photographer and Winner, State Photography Award	20.08.2019	Department of Mass Communications
13	Shaji Vattolipurakkal, Psychologist and RN Byju, Exercise Circle Inspector, Sulthan Bathery	04.12.2019	Department of Mass Communications

16. Percentage of classes taken by temporary/visiting faculty (programme- wise information):

Sr. No	Program	Percentage
1	B.A. ENGLISH	60
2	B.A. HISTORY	33
3	B.A. ECONOMICS	0
4	B.T.T.M.	0
5	B.B.A.	0
6	B .Voc. AGRICULTURE	100

7	B. Voc. FOOD SCIENCE	100
8	B.A. MASS COMMUNICATION	100
9	B.Sc. BIOCHEMISTRY	100
10	B.Sc. MICROBIOLOGY	0
11	M.A. JMC	100
12	M.Com	100
13	M.A. ECO	100
14	M.Sc. BIOCHEMISTRY	100
15	M.Sc. MICROBIOLOGY	100
16	M.T.T.M.	100

17) Programme-wise Student Teacher Ratio

PROGRAMME	TEACHER STUDENTS RATIO
B. A. ENGLISH	1:17
B. A. HISTORY	1:52
B. A . ECONOMICS	1:52
B. TTM	1:47
BBA	1:34
B. Voc. AGRICULTURE	1:51
B. Voc. FOOD SCIENCE	1:34
B. A. MASS COMMUNICATION	1:66
B. Sc. BIOCHEMISTRY	1:31
B. Sc. MICROBIOLOGY	1:32
M. A. JMC	1:11
M. COM	1:11

MA ECO	1:12
MSc BIO CHEMISTRY	1:11
MSc MICROBIOLOGY	1:8
MTTM	1:11

B) Computer:student Ratio

TOTAL COMPUTER	TOTAL STUDENTS	RATIO
64	1347	1:24

18) Number of academic support staff (technical) and administrative staff sanctioned, filled, and vacant:

Sr. No.	Posts	Sanctioned posts	Filled on roll	Filled by Management	Total Filled
1	Jr. Superintendent	1	0	GOVERNMENT	0
2	Head Accountant	1	0	GOVERNMENT	0
3	CLERK	4	3	GOVERNMENT	3
4	TYPIST	1	1	GOVERNMENT	1
5	Lab Assistant	1	1	GOVERNMENT	1
6	Library Assistant	1	0	GOVERNMENT	0
7	Office Attendant	3	3	GOVERNMENT	3
8	Librarian UGC	1	1	GOVERNMENT	1
9					
10	CLERK	1	1	Management	1
11	ACCOUNTANT	1	1	Management	1
12	LAB ASSISTANT	1	1	Management	1

13	SECURITY	3	3	Management	3
14	ELECTRICIAN	1	1	Management	1
15	LAST GRADE	1	1	Management	1
16	HOSTEL WARDEN	1	1	Management	1

19) Information about research grants, projects completed and ongoing

a) From International/ National funding:

Sr. No.	Name of the Principal Investigator (Co-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)	Remarks if any
1	Dr. Joshy Mathew	Historical Analysis of Ecological Transformation in the Western Ghats with Special Reference to Kerala 1800-2018	Indian Council for Historical Research (ICHR), Two years, 15-07-2019	3.5	On going (Sanctioned in 2019)

(b) From NGO, Industry, Individual, any funding agencies:

Sr. No.	Name of the Principle Investigator (CO-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)	Remarks if any

20) Collaborations, Linkages/Functional MOU'S for IQAC, Academic, Social, Projects (Faculty & Students Exchange program, research, Internship, On job training, Field projects, Quality assurance strategies; Sports, Cultural), Funds received through DST-FIST; CSIR, UGC-SAP/CAS, DAE, DBT, BRNS, ICSSR, AICTE, ICHR, ICSSR, INDUSTRIES, GOVT. & NON GOVT. AGENCIES, INDIVIDUALS, ANY OTHER.

Sr. No	Organization with which MOU is signed.	Signing Date of MoU	Activities in MoU
1	Farm Wayanad	20/06/2019	Provide support to overall management of vocational or skill training
2	Agorsa Gourmet Pvt. Ltd.	16/12/2019	Provide support to overall management of vocational or skill training
3	Team Planters Pvt. Ltd.	09/12/2019	Provide support to overall management of vocational or skill training
4	Waycafe Producer company Ltd.	09/12/2019	Provide support to overall management of vocational or skill training
5	National Skill Development Centre(NSDC) trading partner, Centre for Continuing Education(CCEK), Kerala	2017-20	Skill Development

21. Publications:

Sr. No.	Papers published (more than 10 citations, in data base) in peer reviewed journals	Text book, Reference Books/Chapters / books written
1	2 papers (Dr. DILEEP M. R.)	2 Books
2	1 Papers (Dr. DINESH M. D.)	
3		

22. Details of patents/ copyrights/Gene sequence/IPR filed & granted and income generated:

Sr. No.	Details of Filed	Income Generation

23) Teaching- Learning- Evaluation methods adopted coursewise

Sr. No	Course	Methods	ICT use- methods	% of Faculties using e Learning resources, e Content methods.
1	B.A.ENGLISH	Discussions Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
2	B.A. HISTORY	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
3	B.A. ECONOMICS	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
4	B.T.T.M.	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
5	B.B.A.	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
6	B .Voc. AGRICULTURE	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
7	B. Voc. FOOD SCIENCE	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%

8	B.A. MASS COMMUNICATION	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
9	B.Sc. BIOCHEMISTRY	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
10	B.Sc. MICROBIOLOGY	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
11	M.A. JMC	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
12	M.Com	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
13	M.A. ECO	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
14	M.Sc. BIOCHEMISTRY	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
15	M.Sc. MICROBIOLOGY	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%

16	M.T.T.M.	Online classes Flipped classes Assignments Seminar presentation	YouTube, Email, WhatsApp, LCD, Digital Learning Resources. PPT	100%
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24) Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels.

Sr. No.	Name of Teacher	Details
1	Dr. Dileep M. R.	Expert Lecture on Tour costing and pricing , Department of Tourism ,Avinashilingam Womens University , Coimbatore on4/9/2019
2	Dr. Dileep M. R.	Invited Lecture on Emerging Practices in International Tour Packaging organised by Deprt. Of Tourism Studies , Central University of Kerala,19/12/2019
3	Dr. Dileep M. R.	Resource Person in the Plenary Session of “ Cutting Edge Technology Intervention for resources conservation”, In International Conference on Responsible Tourism Practices in India, Organised by DEP. of Tourism , Pondicherry on 7/12/19
4	Dr. Dileep M. R.	Key Presentation on Trends in Tourism, Department, of Tourism , Oriental School Of Tourism on 18/09/2019
5	Dr. Dileep M. R.	Session Chaired in International Conference of Tourism and Sustainable Development , Organised by department of Management Tourism, Mangalore, 27/28/12/19
6	Mr. Abdul Bari	Emerging drug resistance in food borne pathogens-Association inauguration of Microbiology Department at AJAS College, Perinthalmanna on 18-12-2019.
7	Mr.Abdul Bari	World of Microbes-Association inauguration of Microbiology Department at EMPIRE College, Kuttippuram on 8-11-2019.

25.) Details of Seminars, Workshops conducted

Sl.No	Seminars, Workshops	Date	Departments
1	Workshop on Research Methodology	3-7-2019	Department of Commerce
2	Capital Market Awareness	22-7-2019	Department of Commerce
3	NAAC Awareness Programme	06-08-2019	IQAC
4	Workshop on outcome Based Education	13-03-2020	IQAC
5	Game Changing Innovations and Challenges in Smart Agriculture by Dr.S. Babu , Professor & Dean VIT-SAIAL, Tamil Nadu	30-9-2019	Department of Agriculture
6	IOT for Enhancing Food Productivity by Dr. Sekar, Department of Horticulture, Annamalai University, Tamil Nadu	1-10-2019	Department of Agriculture
7	Food Safety management System and Global Regulations by Dr. T. Sivakumar, Associate Professor, Department of Seed Science & Technology	1.10-2019	Department of Food Science
8	Entrepreneurship as a Way of Life by Mr. T. R. Ananthanarayanan Managing partner, Foodastha, Cochin	1.10.2019	Department of Food Science
9	Seminar on Anti- Ragging and Counternarcotics by Mr. Prince Abraham DYSP, Vadakara	27 -06-2019	Department of English
10	SNAPITTO (Photo Exhibition and Session on Photography) by Sibi Pulpally, Street Photographer and Winner, State Photography Award	20.08.2019	Department of Mass Communications
11	Seminar on Substance Abuse (In association with Excise Department, Government of Kerala) by Shaji Vattolipurakkal, Psychologist and RN Byju, Exercise Circle Inspector, Sulthan Bathery	04.12.2019	Department of Mass Communications

12	Workshop- Research Methodology by Mr. Shyjumon PV, MTTM, Pazhassiraja Colleg	06.02.2020	Department of Mass Communications
13			

26) Whether learner assessment test, identification of slow / advance learners done & accordingly guidance given & Mentorship is in existence

Response: Yes

Sr. No.		Mentor: Mentee Ratio
1	B.A. ENGLISH	1: 17
2	B.A. HISTORY	1: 32
3	B.A. ECONOMICS	1: 29
4	B.T.T.M.	1: 29
5	B.B.A.	1:25
6	B. Voc. AGRICULTURE	1: 56
7	B. Voc. FOOD SCIENCE	1: 35
8	B.A. MASS COMMUNICATION	1: 43
9	B.Sc. BIOCHEMISTRY	1: 16
10	B.Sc. MICROBIOLOGY	1: 32
11	M.A. JMC	1: 6
12	M. Com	1:6
13	M.A. ECO	1: 6
14	M.Sc. BIOCHEMISTRY	1:6
15	M.Sc. MICROBIOLOGY	1:6
16	M.T.T.M.	1:6

27) Participation of teachers in various academic/professional competency & ethics activities & in committees on University level, State , National , International level. (give details)

Sr. No.	Name of Teacher	Details
1.	Ms. Josena K Joseph	Assessment /evaluation process of the affiliating University
2.	Ms. There Divia Sebastian	Assessment /evaluation process of the affiliating University

3.	Ms. Philomina K.J	Assessment /evaluation process of the affiliating University
4.	Dr. Teena	Assessment /evaluation process of the affiliating University
5.	Dr. Silvi TS	Assessment /evaluation process of the affiliating University
		Academic council and Member BoS, Calicut University (Economics)
6.	Mr. Amal Marcus	Assessment /evaluation process of the affiliating University
7.	Dr. Merin S. Thadathil	Assessment /evaluation process of the affiliating University
8.	Dr.Joshy Mathew	Assessment /evaluation process of the affiliating University
		Member BoS, Calicut University (History)
9.	Dr. Rani S Pillai	Assessment /evaluation process of the affiliating University
		Member BoS, Calicut University (History)
10.	Mr. Shelji Mathew	Assessment /evaluation process of the affiliating University
		Academic council and Member BoS, Calicut University (Travel and Tourism management studies)
11.	Dr. M R Dileep	Assessment /evaluation process of the affiliating University
		Academic council and Chairman BoS, Calicut University (Travel and Tourism management studies)
12.	Mr.Sanoop Kumar P V	Assessment /evaluation process of the affiliating University
		Academic council and Member BoS, Calicut University (Travel and Tourism management studies)
13.	Ms. Vimya K P	Assessment /evaluation process of the affiliating University
14.	Mr. Koshy C J	Assessment /evaluation process of the affiliating University
15.	Mr. Swarun Sebastian	Assessment /evaluation process of the affiliating University
16.	Ms. Renju Thomas	Assessment /evaluation process of the affiliating University
17.	Mr. Abdul Bari KK	Assessment /evaluation process of the affiliating University
		Chairman, Board of Examiners for UG Microbiology, University of Calicut
		Board of studies in Microbiology permanent member in the 2019-22 and invited member in the 2016-19 Boards
		Board of Studies in Agriculture (B. Voc) , University of Calicut

		Steering committee for B. Voc programmes of the University of Calicut
18.	Ms. Vijisha M C	Assessment /evaluation process of the affiliating University
19.	Ms. Smitha Chacko	Assessment /evaluation process of the affiliating University
20.	Ms. Neethu George	Assessment /evaluation process of the affiliating University
		Academic council and Member BoS, Calicut University (Biochemistry)
21.	Ms. Lintu Jose	Assessment /evaluation process of the affiliating University
22.	Ms. Neetha Francis	Assessment /evaluation process of the Calicut University- UG Computer Science
23.	Fr. Dr. Kuriakose V C	Assessment /evaluation process of the affiliating University
24.	Ms. Lizy P K	Assessment /evaluation process of the affiliating University
25.	Mr. Manoj Mathew	Assessment /evaluation process of the affiliating University
26.	Ms. Ranimol MS	Assessment /evaluation process of the affiliating University
27.	Ms.Snehaja	Assessment /evaluation process of the affiliating University
28.	Ms.Shilpa	Assessment /evaluation process of the affiliating University
29.	Ms. Anooja	Assessment /evaluation process of the affiliating University
30.	Mr. Muhammed Uvais	Assessment /evaluation process of the affiliating University
31.	Fr. Dr. Kuriakose V C	Assessment /evaluation process of the affiliating University
32.	Ms. Lizy P K	Assessment /evaluation process of the affiliating University
33.	Mr. Manoj Mathew	Assessment /evaluation process of the affiliating University
34.	Ms. Ranimol MS	Assessment /evaluation process of the affiliating University
35.	Sachin A S	Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
36.	Meenu Eliyas	Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
37.	Ms.Najma Rahman T	Assessment /evaluation process of the affiliating University
38.	Ms. Saritha T. C.	Assessment /evaluation process of the affiliating University
39.	Ms.Christeena K.A	Assessment /evaluation process of the affiliating University

40.	Mr. Shaijumon P V	Assessment /evaluation process of the affiliating University
41.	Ms. Divya Das	Assessment /evaluation process of the affiliating University
42.	Ms. Sebina Roy	Assessment /evaluation process of the affiliating University
43.	Mr. Nidheesh K T	Assessment /evaluation process of the affiliating University
44.	Ms. Jincy P V	Assessment /evaluation process of the affiliating University
45.	Ms. Sini Eldhose	Assessment /evaluation process of the affiliating University
46.	Ms. Jayasudha M	Assessment /evaluation process of the affiliating University
47.	Dr. Dinesh M D	Assessment /evaluation process of the affiliating University
48.	Dr. Sreedevi R	Assessment /evaluation process of the affiliating University
49.	Dr. Jomet Sebasatian	Assessment /evaluation process of the affiliating University
50.	Dr. Jenson Jacob	Assessment /evaluation process of the affiliating University
51.	Ms.Nayana Elizabeth	Assessment /evaluation process of the affiliating University
52.	Ms.Drishya Ramesh	Assessment /evaluation process of the affiliating University
53.	Mr. Jessin George	Assessment /evaluation process of the affiliating University
54.	Mr. Jibin Varghese	Assessment /evaluation process of the affiliating University
55.	Ms.Cristeena Joseph	Assessment /evaluation process of the affiliating University
56.	Ms. Athira Vijayan	Assessment /evaluation process of the affiliating University
57.	Mr. Lithin Mathew	Assessment /evaluation process of the affiliating University
59.	Ms Deepa AD	Assessment /evaluation process of the affiliating University
60.		

28) Deputation of Students to outside Academic / Social Activities (Department Wise)

Sr. No.	Name of Teacher	Details

29. Details of teachers on National/International level (fellowship/ Advanced study)

Sr. No.	Name of Teacher	Details
NIL		

30. Awards / Prizes and recognitions received by teachers at university, state, national and international level .

Sr. No.	Name of Teacher	Awards / Prizes and Recognitions
1	Ms.Neetha Francis	Best Paper Award for paper on ‘A Guest Editorial on Recent Research Trends in Secret Sharing’ International Conference on Soft Computing and Optimization Techniques (ICSO ’19) held at Kamaraj College, Thoothukudi
2	Dr. Geedhu Daniel	Best Journal Presentation, Dr. A. P. J. AbdulKalam Life Time Achievement National Award, IRDP Group of Journals Chennai, India.
3	Dr. Geedhu Daniel	Best Journal Presentation, Adarsh Vidya Saraswati Rashtriya Puraskar Glacier Journal Research Foundation, Global Management Council, Ahmedabad
	Dr. Dileep M.R	The Best young Achiever 2020, DHS Foundation in collaboration with Campbell University, USA.

31. Awards and Prizes received by students at university, state, national and international level:

Sr. No.	Name of Student	Awards / Prizes
NIL		

32. Details of Seminars/ Conferences/Workshops organized on university, state, national and international level and the source of funding with details:

Sr. No.	Name of Conference/ Seminars / Workshops	Funding agency	No. of Participants	University/State/National/ International	Dates
1	Game Changing Innovations and	College	150	National	30-9-2019

	Challenges in Smart Agriculture by Dr.S. Babu , Professor & Dean VIT-SAIAL, Tamil Nadu				
2	IOT for Enhancing Food Productivity by Dr. Sekar, Department of Horticulture, Annamalai University, Tamil Nadu	College	125	National	1-10-2019
3	Food Safety management System and Global Regulations by Dr. T. Sivakumar, Associate Professor, Department of Seed Science & Technology	College	130	National	1.10-2019
4	Entrepreneurship as way of Life by Mr. T. R. Anandanarayanan Managing partner, Foodastha, Cochin	College	110	National	1.10.2019
5	Seminar on Anti-Ragging and Counternarcotics by Mr. Prince Abraham DYSP, Vadakara	College	50	National	27 -06-2019
6	SNAPITTO (Photo Exhibition and Session on Photography) by Sibi Pulpally, Street Photographer and Winner, State Photography Award	College	95	National	20.08.2019
7	Seminar on Substance Abuse (In association with Excise Department, Government of Kerala) by Shaji Vattolipurakkal, Psychologist and RN Byju, Exercise	College	142	National	04.12.2019

	Circle Inspector, Sulthan Bathery				
8	Workshop- Research Methodology by Mr. Shyjumon PV, MTTM, Pazhassiraja Colleg	College	130	National	06.02.2020
9	Workshop on Research Methodology	College	140		3-7-2019
10	Capital Market Awareness	College	135		
11	NAAC Awareness Programme	College	128	National	

33) Student profile program-wise at UG and PG

Program	Applications Received	No. of students Admitted	Seats Available	Male	Female	Total	Year
B.A. ENGLISH		36	30	8	28	36	
B.A. HISTORY		50	50	20	30	50	
B.A. ECONOMICS		50	48	17	31	48	
B.T.T.M.		50	50	38	12	50	
B.B.A.		48	48	22	26	48	
B. Voc. AGRICULTURE		36	36	10	26	36	
B. Voc. FOOD SCIENCE		19	19	7	12	19	
B.A. MASS COMMUNICATION		30	30	18	12	30	
B.Sc. BIOCHEMISTRY		20	20	5	15	20	
B.Sc. MICROBIOLOGY		34	34	10	24	34	

M.A. JMC		14	14	4	10	14	
M. Com		13	13	6	7	13	
M.A. ECO		11	11	1	10	11	
M.Sc. BIOCHEMISTRY		11	11	0	11	11	
M.Sc. MICROBIOLOGY		12	12	2	10	12	
M.T.T.M.		15	15	6	9	15	

33. Results of students at UG and PG , Rank holders.

Program	Appeared	Passed	Pass %
BA Economics	43	22	51
BA History	50	33	66
BBA	50	45	90
BA English	30	26	87
BA Mass Com.	22	20	91
BSc Micro Bio	32	24	75
BSc Bio Chem.	30	20	66
BTTM	41	33	80
MTTM	9	9	100
MSC Bio Chem.	11	11	100
MSc Micro Bio	7	7	100

MA Mass Com & J	14	14	100
M Com	15	15	100
MA Economics	4	4	100

34. Whether coaching facility for competitive Exams & vocational education training given?
Number of students appeared/ qualified Civil Services and Defence Services examinations, NET, SET, GATE and other competitive examinations? Give Category wise data.

Departments	KPSC/UPSC		NET/ SET		GATE	Other Exams	Total
	No of Appeared	Qualified	No of Appeared	Qualified			
Department of Travel and Tourism Management	-	-	15	1			1
Department of Commerce	-	-	10	1			1
Department of MicroBiology	10	2	-	-			2

35. Student progression/ placement record: Number/ percentage of students proceeded for higher studies, students placed/ self employed.

Departments	Number of Students Eligible for Higher Studies	No of Students Proceeded for Higher Studies	No of Students Placed/ Self Employed
BA Economics	43	16	0
BA History	50	25	7
BBA	50	32	5
BA English	30	20	8
BA Mass Com.	22	43	1
BSc Micro Bio	32	7	7
BSc Bio Chem.	30	10	4

BTTM	41	20	1
MTTM	9	4	4
MSC Bio Chem.	11	5	6
MSc Micro Bio	7	2	2
MA Mass Com & J	14	4	5
M Com	15	5	2
MA Economics	4	2	1

A. Required details of students: B) Efforts, Coaching for Competitive Exams :

A)					
B)					

36. Faculties receiving M.Phil., Ph.D., D.Sc. / D.Lit.: Output of Ph. D. awarded to students per teacher who is Guide.

YEAR	NAME	DEPARTMENT
2019-20	Dr. Jenson Jacob	Department of BioChemistry
2019-20	Dr. Raghi KR	Department of BioChemistry

37. Present infrastructural & other facilities

a) Central Library Books and Journals,

e-learning resources ,

reading room,

reprographic facility :

b) Departmental Library (books, journals, rare books, manuscripts) :

c) Computers and Internet facilities with Bandwidth, for staff, students :

d) Sufficient number of class rooms , labs, equipments :

e) Hostel, Auditorium, Canteen:

f) ICT enabled Seminar Halls, Classrooms with Wi –Fi, LAN,CCTV, LCD, ICT facilities, Smart boards , e-Learning Resources & SOFTWARES:

g) Smart boards/ interactive board:

h) Incubation centre, e-Content facility, mechanism for creation & transfer of knowledge:

k) Gym (indoor, outdoor), Cultural, Health facilities, Media lab, Yoga facility room.

l) Data base

38. Curricular Aspects:

a) Whether mechanism for curriculum delivery,Evaluation process, prepared?
YES

b)) Whether mechanism for Innovativeness, incremental improvement, quality culture development prepared?

YES

c. Whether structural feed-backs taken from stakeholders, analysed & corrective measures are taken ?

YES

d. Whether Teaching plan, Academic calendar,Review of teaching,+Learning, Evaluation mechanism prepared?

YES

e. Details of Students Seminars,deputation of students, research projects, webinars, Use of Educational/ NME-ICT, NPTEL videos/National knowledge network connectivity, Skill oriented courses(State/National level), NSDB(National skill development board)courses, google group/ eMailgroup,Lecture-capture system, Webinars,video conferencing ,Skypee clips, Library,departmental website/blog etc :

YES

f) Does the College have any mechanism to ensure that syllabus is Completed by taking periodic

syllabi completion reports?

YES

g) Whether Bridge/Remedial courses introduced? If yes, Give details.

H) Whether the performance feedback of the teacher evaluation by the students taken, analysed and suggestions communicated to teacher?

YES

41) Whether Performance-Appraisal System exist?

42. State transparent Mechanism for effective grievance redressal cell for exam , anti sexual, anti ragging

The college has a well-organized mechanism for redressal of internal examination related grievances. There is a grievance redressal mechanism existing within each department as well as a centralized mechanism functioning in the college. The student can approach the concerned one to redress the examination related grievance as per the requirement and jurisdiction of the grievance.

- Institute notifies evaluation process and related documentation on the notice board as well as on institute website. This includes distribution of marks and schedule of internal evaluation.
- The assessed internal test papers are shown to the students for self-assessment.
- In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. The unresolved grievance, if any, is referred to the departmental redressal committee. The committee will consider the request and verify and if found correct, modifications will be taken accordingly.
- If any student is not satisfied with the outcome of the department level redressal mechanism, he/she can approach the centralized college level redressal mechanism for further review.
- The college takes special initiative for resolving group grievances, if any, regarding assessments.
- If a student is not able to appear for examination due to medical or any genuine reason examination is conducted for that student as per norms, provided that he/she submits application with proper documents.
- Internal marks are displayed in the notice board, through the class online groups and reading the scores in the class time. Students' signature is obtained in the sheets to document to prove the consent of the students.

- A continuous monitoring is done by teachers on students' performance on internal examination and sufficient measures are taken to improve the performance of students who have scored low marks.

The following bodies/mechanisms are prevailing for the students to approach the college with grievances.

- Department redressal committee: Committee within the Department consisting of selected teachers and with the HoD as the Chairman.

- College level redressal Committee: Unsatisfied students can approach the college level committee which consists of staff advisor as the Chairman, Principal and Management representative as executive members. Three teachers are also part of it as members.

- Online redressal mechanism: Students can register their grievances online through the link given in the website of the college as well.

In case of any further issues, students have the option to approach the University as well for further review.

Moreover, the College has an Anti-ragging Committee, and Discipline Committee for timely redressal of the student related issues. SC/ST monitoring cell also carries out its function by taking care of the needs of the students belonging to that category.

43. State distinguished alumni with their contribution (fund, guidance financial & non financial) to College development.(State No. Of Alumni meetings held). Whether Alumni is registered?

YEAR	ALUMNI CONTRIBUTIONS	ALUMNI REGISTERED OR NOT
2019-20	NIL	YES

44. Give details of % of student's participation in activities.

Sr. No	Activity	% of students
1	Sports	20
2	Arts Fest	40
3	Cultural Activities	25
4	NSS	15
5	NCC	10
6	CLUBS	70

45. Highlight the best practice undertaken & exemplify performance of the College in one area of stated vision , mission priority, thrust.

VISION AND MISSION

The Vision, Mission and Core Values of the college are scrupulously intended in tune with the National Educational Policy with a view to moulding a new generation rich in social commitment. The vision statement of the Institution embodies its distinctive characteristics.

Motto:

“Lighted to Lighten”

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

46. State % of passing, rank holders of outgoing final year students:

TOTAL STUDENTS APPEARED FINAL YEAR EXAM	NO. OF STUDENTS PASSED	PERCENTAGE OF PASSING
358	283	79

47. State activities conducted & participated by students and faculties in subject related social activities (including in collaborations with Industry, NGO’s) & activities for surrounding neighbourhood community considering locational advantages & disadvantages.

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Interactive session	Department of Mass Communication	Interactive session with people of Kappiset tribal colony	6	32
Visit of Flood affected areas	NSS and Department of Mass Communication	Distributed Flood relief kits in the colonies, Helped to clean the premises	6	27

48. State procedure for maintaining & utilising physical & academic support facilities.

The college has an established system and procedures for the effective, efficient and timely maintenance of the infrastructure and properties of the institution. For this purpose, a maintenance Register is being kept at the Administrative office in which the person in charge of each department will record the complaints and recommendations related to maintenance of infrastructure. The Maintenance Cell takes care of all maintenance including Civil, Electrical and furniture related check-ups. The Governing Body of the college undertakes the maintenance activities in the campus. The Principal, Chief Executive Officer, Bursar of the College, the Planning Board and the Building Committee take up the lead role in the expansion of infrastructure, construction, renovation and maintenance of buildings and other facilities.

Maintenance of Academic and Support Facilities:

Microbiology Laboratories

- The staff in charge of each department takes up the responsibility of preservation and maintenance of the equipment and facilities in the laboratories and Lab Assistants are appointed for assisting in this matter.
- Regular maintenance and periodic inspection ensure the safety of electrical equipment. Skilled Lab Assistants and Electricians inspect the instruments regularly.
- Users' register and logbooks are maintained and the costly and sophisticated Instruments in the central instrumentation room are used only under the supervision of teachers.
- A stock and maintenance register is kept in all the labs are verified by the Heads of the departments and the Principal.
- In addition to the regular maintenance done by the Management of the college, funds for such procured from State/Central Governments and the UGC are utilized for the preservation and upgrading of the equipments.
- Electrically sensitive equipments are provided with necessary back up to ensure steady functioning and to safeguard against voltage fluctuations. In case of disruption in power supply, the diesel generator functions as the substitute source. The power requirements, are met through solar panels installed in the College

Food Science Lab

- The spacious Food Science Lab is well equipped with all the equipment/instruments required to conduct every experiment in the curriculum and beyond.
- Regular monitoring is done by the faculty concerned and a stock register is maintained. Stock verification committee undertakes periodical audits as well.
- A food preservation centre having necessary instruments for food preservation is also functioning as a part of the Food Science Lab.

Biotechnology Lab

- Biotechnology Lab is a demonstration lab with adequate facilities which include inoculation and incubation room for tissue culture works.

- The Department of Vocational Studies undertakes adequate maintenance of it.

Language Lab

- The College has an exclusive English communication skills Lab where the students practice and test their communication skills.
- A teacher in charge has been assigned the task of maintaining the language lab.

Video Recording and Editing Lab

- This lab, which is equipped with high end camera, video recording facilities, live news prompter etc. to train students to become media professionals. The studio is maintained by the Department of Mass communication & Journalism.
- All the multimedia production facilities are regularly monitored and properly maintained by the faculty in charge of it.

IT centre

- The maintenance of Computer Lab and IT centre are supervised by the Head of the Computer Application Department with the support of an assistant. If needed, outsourced support is taken for Software and Hardware maintenance.
- This fully air conditioned lab is equipped with UPS and invertors which are subject to regular maintenance and repairing.
- Regular updating of software and hardware is undertaken.
- College level technology maintenance, including LCD projectors, computer systems, LAN, and the campus Wi-Fi connection is also done by a technical committee, led by the computer Application faculty.

Sports amenities

- All Sports amenities are under the in-charge of the Director of Physical Education.
- All sports goods are kept safely in a room solely set apart for the purpose.
- The maintenance of the Courts is done regularly.
- A team comprising Physical Education Director and maintenance staff looks after the sports facilities like multi gym, open air auditorium and sports ground.
- Regular watering and rolling of the grounds, deweeding and making the track are some of the tasks in the sports ground.
- We have a UGC Sponsored Outdoor Stadium with 8 lane Grass Running Track (200m x 100m) is used by our students and given for outside tournaments on request.

Learning Resource Centre

- The librarian, with the support of an assistant, ensures smooth functioning of library by taking care of its requirements and timely maintenance.
- The Library Advisory Committee constituted plays an active role in taking major decisions for the library, including for the purchase of books, etc.
- The library is fully automated with integrated library management software.
- OPAC system for book search and bar coding has been implemented and updated.
- Online access to books and journals are provided through INFLIBNET N-LIST.
- Stock verification is done annually.

Pazhassi Museum

- The Department of History has a Museum where artifacts of historical value are maintained, which is monitored and maintained by the Head of the department.
- The proper storage and upkeep is done by a selected group of students, led by the designated faculty.

'Chithrashala' Audio-Visual Centre

- Audiovisual centre is extensively used for the conduct of academic activities and cultural programmes. It is supervised and maintained by a committee functioning under the Principal.

Organic Farming and Poly house

- The department of B.Voc Agriculture is cultivating different crops in 2 acres of land which is maintained by full time field staff and hired skilled labourers.
- A Polyhouse of 100 sq.m, which is being used for vegetable and seedling production is also maintained by the students and faculty members of the department.

General Maintenance

- The services of electrician, plumber and mechanic are available in the college. They take care of the electrical supply, water supply, provision of water purifiers, Solar panels, diesel generators and mechanical works.
- The service of a carpenter is also available in the college for repairing the damages of wooden furniture of the college.
- The management has appointed cleaning staff to clean the classrooms and the campus and to monitor the Waste Management System.
- Canteen Committee monitors, inspects and advises the College Canteen

- Rain Water Harvesting units and sanitary pad incinerators are routinely serviced.
- The ladies resting room and toilets are regularly cleaned and maintained in a hygienic condition by the cleaning staff.
- Most of the areas of campus are brought under surveillance by the installation of CCTV cameras at various vantage points for protection.
- Two security guards appointed provide security of the College campus, round the clock.

49) State awareness programmes of Code of conduct, Core values ethical values, human values, Universal values Environment consciousness, Institutional distinctiveness:

The college ensures the awareness of the code of conduct particularly through the orientation programme at the beginning of the year. Moreover, the codes of conduct, ethics and the Do's and Don'ts are provided to the students through the website and college calendar.

Pazhassiraja College community is dedicated to ensure its stakeholders sensitize constitutional obligations: Values, Rights, Duties and Responsibilities of the citizen. As a part of strengthening the democratic values Parliamentary literacy committee has been constituted and following are the various programmes observed to remind students and employees about the values and responsibilities of a citizen.

Republic Day

To awaken the students and teachers about the constitutional values, rights, duties and responsibilities for a nation we celebrate Republic day annually. Principal reminds the worth of freedom fighters, their sacrifice towards countries freedom.

National Unity Day

National Unity Day will be observed to commemorate the birth anniversary of Sardar Vallabai Patel annually. This is to create awareness among students, teachers and non-teaching staff about the national unity and integrity and helps sensitizing people the necessity to maintain the integrity of our nation.

Right to vote awareness campaign

We lead a campaign about Right to Vote before every Parliament, assembly and Local Body Election to create awareness about how important is the participation of people to materialize a federal system in our country.

Blood Donation Camp

To upgrade students mentality to service society by organizing blood donation camps and helps the needy, we frequently organizing blood donation camps by various departments and clubs in the college.

Independence Day celebration

To commemorate the nation's independence celebrations will start with the flag hoisting in every 15th August. Principal's speech reminds us the dawn of a new beginning, followed by the cleaning drive lead by various clubs.

Ban of plastics awareness

In connection with the Shuchitwavaram , week-long Swachbahrath programme Plastic ban awareness programme has been organized by NSS units of Pazhassiraja College. Volunteers collected the plastic wastes and used pens and handed over to Panchayath.

Honoring soldiers

NCC Cadets of Pazhassiraja College honoring soldiers in connection with the Kargil Victory day.

Constitution Day

Constitution Day was celebrated by narrating the fundamental rights, duties and responsibilities of citizens as stated in constitution of India. Every 26th of November Department of Political science is observing Constitution Day by reading preamble of constitution followed by lectures regarding the responsibility towards the constitutional values and duties of a responsible citizen.

Afforestation drive

In every June 5th World Environment Day was celebrated by planting saplings and in the college premises and roadsides

Responsibilities and Ethics in Research

Some moral principles should be followed by students irrespective of time and place. Post Graduate students having Research Methodology as a subject and doing research as part of their curriculum. To create awareness about the moral values in research we are organizing induction programmes annually.

Courses related to Constitution

As a part of the curriculum, papers related to constitution has been included in the UG programmes. An overview of constitutional development, Salient features of Indian constitution and Fundamental rights and duties are included in the syllabi.

Moreover, the College observes the following days regularly, 15th August-Independence day, 5th September - Teachers Day to remember Dr. Sarvepalli Radhakrishnan, 24th September - NSS Day, 2nd October - Gandhi Jayanthi, 1st November-Kerala Piravi, 11th November - National Education Day - Maulana Abul Kalam Azad, 30th November- Pazhassi Day,1st December-International AIDS Day, 26th January-Republic day, 28th February - National Science Day - Sir C V Raman, 8th March-International Women's day. All these occasions commemorate the day on which India became a democratic republic nation. Patriotic

programmes are conducted to highlight the sacrifice and struggle of our leaders who fought for freedom.

Various activities are organized by staff and students of the College including, Organizing lectures, meetings, and exhibitions, Conducting awareness camps, Distributing published materials, Conduct outreach programs and support the needy programmes, Commemorating the leaders by establishing prizes and awards, etc.,

NCC and NSS students of our college regularly observe National Unity Day, International Yoga Day, Blood donation Day, Environmental Day, Children's Day. In its diversity, the unity that our college has serves as an incubator to establish qualities of tolerance and understanding amongst students.

50) State programmes for Environment consciousness.

The college has nature club, bird club and Bhoomitra sena, which all are with students who wish to take part in environment conservation activities. The lush green camp is maintained eco-friendly with the help of the members of the above clubs along with the volunteers of NSS and NCC. Also the college celebrates World Earth Day and Environment Day with nature preservation programmes. By having the largest solar panel in the district, we generate the sense of the use of alternative energy sources for electricity/power. Pazhassiraja College always gives emphasis on reducing the waste material and its proper disposal in the campus through the viewpoint of three R's" of sustainability: reduce, reuse and recycle. An integrated approach is adopted for the disposal of the waste in the college campus. The College in association with 'Bhoomitra Sena', NSS, Science club and NCC, the generated waste is separated to solid, liquid and e-waste and they are effectively disposed of by the college to make the campus clean and healthy. Scientific waste management practices are ensured in the campus. Biogas plant is also there in the Lady's Hostel where food is prepared using the biogas generated from the plant. The college organized various programmes such as plastic free campus campaign, recycling plastic campaign and awareness classes on world environment day paper bag making, paper-pen making etc., Bhoomitra Sena organizes vocational training programmes for cloth bag and cloth banner production. Our college has placed 'eco friendly campus' boards in the campus. As part of the Suchitwa Mission initiative, the college ensures the green protocol in the various programs of the college. 'Suchitwa vaaram'-District level inauguration programme was organized in the college and the activities were continued till the Declaration of college as green campus. Department of Microbiology organized a 'profit from plastic' a plastic reuse competition for the nearby school students as a science day programme to impart the message 'reduce plastic pollution'. Effective water conservation system is also there with rain water harvesting mechanism. Moreover, green audit and energy audits are done periodically.

51) Whether Perspective Future plan document prepared?

Yes.

52) All Sanction Letters, appointment Letters, audit statements, Service books, cash book, Ledger book, dead stock Registers and other relevant required documents are updated & Completed in all respect from time to time and kept in office for verification.

(Filed at Office)

Declaration by Principal of the College

I am aware that the above information provided, is true & will be validated by the AAA committee during the AUDIT.

5/25/20
**PRINCIPAL
PAZHASSI RAJA COLLEGE
BULPALLY 673 579**

Date:

**PRINCIPAL
Dr. Anilkumar K**

RECOMMENDATIONS:

[Signature]
Quality Audit performed by

21 Oct 2020

SGECT
Sheshadri Global Educationl Competency Techniques, Pune
**Sheshadri Global
Educational Competency
Techniques**

Authorized Signature for Audit

21.08.2020