The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)*   2011-12

1. Details of the Institution

1.1 Name of the Institution   N.S.S.COLLEGE, NEMMARA

1.2 Address Line 1   NEMMARA COLLEGE P.O

Address Line 2   PALAKKAD DISTRICT

City/Town   PALAKKAD

State   KERALA

Pin Code   678508

Institution e-mail address   nsscollegenemmara@gmail.com

Contact Nos.   04923-244265

Name of the Head of the Institution: SREEKUMARAN NAIR.B

Tel. No. with STD Code: 04923-243265

Mobile: 09447140311

Name of the IQAC Co-ordinator:	Prof V. DEVIDASAN

Mobile:	9446638408

IQAC e-mail address:	nsscollegenemmara@gmail.com

1.3 NAAC Track ID
 (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
 (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC41/21 DATED 10-02-2007

1.5 Website address:

www.nssnemmara.ac.in

Web-link of the AQAR: (For ex. http://www. ladykeanecollege.edu.in/AQAR2012-13.doc)

nssnemmara.ac.in/ugc/aqar

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	77.25	2007	5 YEARS
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

31-03-2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

  i. AQAR   2008-09   ON   30-01-2011 (A1/1196/11)
  ii. AQAR   2009-10   ON   30-01-2011 (A1/1196/11)
  iii. AQAR   2010-11   ON   31-03-2011 (A1/1435/11)

1.9 Institutional Status

  University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   - Yes

Constituent College   - No

Autonomous college of UGC   - No

Regulatory Agency approved Institution - No
 (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   - Co-education   -   Rural

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)   [NIL]

1.11 Name of the Affiliating University *(for the Colleges)*   [UNIVERSITY OF CALICUT]

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   [Nil]   UGC-CPE   [Nil]

        DST Star Scheme   [Nil]   UGC-CE   [Nil]

        UGC-Special Assistance Programme   [Nil]   DST-FIST   [Nil]

        UGC-Innovative PG programmes   [Nil]   Any other (*Specify*)   [Nil]

UGC-COP Programmes | Nil

2. IQAC Composition and Activities

2.1 No. of Teachers | 7

2.2 No. of Administrative/Technical staff | 1

2.3 No. of students | 1

2.4 No. of Management representatives | 1

2.5 No. of Alumni | 2

2. 6 No. of any other stakeholder and community representatives | 1

2.7 No. of Employers/ Industrialists | 1

2.8 No. of other External Experts | 2

2.9 Total No. of members | 16

2.10 No. of IQAC meetings held | 3

2.11 No. of meetings with various stakeholders: | 1 | Faculty | 2

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | -

2.12 Has IQAC received any funding from UGC during the year?   -

If yes, mention the amount | Nil

2.13 Seminars and Conferences (only quality related)

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

| Total No. | | International | | National | | State | | Institution Level | 3 |

(ii) Themes | Training programme for non-teaching staff
Talk on CAS by Prof. Jayachandran, SKVC, Thrissur
Induction programme for the first year degree students

2.14 Significant Activities and contributions made by IQAC

- Induction programme for first year students.
- Support to various Departments for organizing seminars.
- Strict monitoring of the academic performance of various departments
- Feed back analysis of "Student evaluation of teachers".
- Result analysis and efforts to improve the levels through remedial coaching.
- Orientation to newly joined teaching staff for undertaking research projects
- Computer and Internet training for the non-teaching staff

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Induction programme for the first year students	Students were familiarised with the semester system, internal examinations and the general discipline matters.
- Steps for the timely conduct of common internal examinations - Monitoring the execution of the remedial coaching funded by UGC	- The students were equipped to face the University examinations with confidence - Students actively participated in the programme and could improve their performance in the University examinations
Due motivation and support to various Departments for organising seminars	Zoology, Hindi and English Departments organised UGC sponsored National Seminars
Steps taken to introduce P.G programmes in the Departments of Chemistry, Economics and English	Inspection by the committee appointed by the University was completed in the academic year

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   - Yes

Management √   Syndicate [   ]   Any other body College Council

Provide the details of the action taken

Discussed and approved by the IQAC, College Council and Management

Part – B

Criterion – I

1. 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	2			
UG	11			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	13			

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	No: of Programmes
Semester	All the programmes are in this pattern
Trimester	
Annual	

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

Alumni	Parents	Employers	Students
√	√		√

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

Online	Manual	Co-operating schools (for PEI)
	√	

Please provide an analysis of the feedback in the Annexure

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

> Regular revision and updation of syllabi as proposed and approved by the University of Calicut is followed. No syllabus revision was enforced during the current academic year

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 permanant faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	30	15		

2.2 No: of permanent faculty with Ph.D

> 11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	11								

2.4 No. of Guest and Visiting faculty and Temporary faculty

> 12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	33	10
Presented papers		18	-
Resource Persons	-	-	-

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

- Efficient utilization of the visual aids in teaching/ learning
- Remedial coaching for improving the standards of the academically weak students.
- Student seminars as part of curriculum given importance

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

> 180

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

As per Calicut
University Regulations

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

BOS-3

2.10 Average percentage of attendance of students

92

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	57	14	47	11	12	84
BBA	24	17	58	17	8	100
B.A Economics	44	-	43	36	16	95
B.A English	27	-	22	67	7	96
B.A History	33	36	36	3	-	75
B.Sc. Botany	24	16	43	25	7	91
B.Sc. Chemistry	23	57	26	-	-	83
B.Sc Instrumentation	23	18	65	17	-	100
B.Sc. Mathematics	31	77	17	-	-	94
B.Sc. Physics	19	63	16	5	-	84
B.Sc Zoology	20	15	60	20	-	95
M.Sc. Mathematics	12	8	42	25	-	75
M.Com	12	17	58	17	-	92

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

   Strict adherence to academic calendar is ensured to enable the coverage of the syllabus in time. Regular visits to Departments is undertaken to ensure the same. Two common internal examinations are conducted per semester and the internal marks are published. Class-wise PTA meetings are convened after internal examinations and the parents are informed about the progress of their wards. Attendance of students is strictly monitored and cases of irregularity are reported to the concerned parents. Departments are encouraged to provide support to weak students through remedial coaching assisted by UGC funding. IQAC encourages faculty members for implementing ICT in teaching/ learning process. Results of feedback analysis from the students is transferred to the Departments for corrective measures.

2.13 Initiatives undertaken towards faculty development   -

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	3
UGC – Faculty Improvement Programme	2
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	2
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	23	6		1
Technical Staff		1		

Criterion – III

3. Research, Consultancy and Extension

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

- Assisting faculty members in preparing project and seminar proposals for submission to funding agencies.
- Monitored the activities of research committee and motivated faculty members in publishing their works in journals of national and international repute
- Encouragement in the completion of Ph.D work by the faculty members
- Extending help for conducting of national seminars

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	-	-
Outlay in Rs. Lakhs	-	21	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	7		
Outlay in Rs. Lakhs	2.23	9.1		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	4	1	
Non-Peer Review Journals		1	
e-Journals			
Conference proceedings	1	8	

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	2010-13	UGC	3,39,000/-	1,68,000/-
	2011-14	UGC	5,04,500/-	3,92,000/-
	2012-15	KSCSTE	13,00,000/-	8,60,000/-
Minor Projects		UGC	11,33,000/-	8,31,500/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published

      i) With ISBN No.   [   ]   Chapters in Edited Books [   ]

      ii) Without ISBN No.   [1]

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   [1250/-]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		3	2		
Sponsoring agency		UGC	KSHEC and KSCSTE		

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{5}$

3.13 No. of collaborations   International $\boxed{}$ National $\boxed{}$ Any other $\boxed{1}$

3.14 No. of linkages created during this year $\boxed{}$

3.15 Total budget for research for current year in lakhs :

From funding agency $\boxed{}$ From Management of University/College $\boxed{}$

Total $\boxed{}$

3.16 No. of patents received this year

Type of Patent		Number
National	**Applied**	Nil
	Granted	Nil
International	**Applied**	Nil
	Granted	Nil
Commercialised	**Applied**	Nil
	Granted	Nil

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides
and students registered under them $\boxed{\text{Nil}}$ $\boxed{\text{Nil}}$

3.19 No. of Ph.D. awarded by faculty from the Institution $\boxed{\text{Nil}}$

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

JRF $\boxed{-}$ SRF $\boxed{-}$ Project Fellows $\boxed{-}$ Any other $\boxed{-}$

3.21 No. of students Participated in NSS events:

University level | 100 | State level | |

National level | | International level | |

3.22 No. of students participated in NCC events:

University level | | State level | - |

National level | 1 | 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 | 18 |

NCC | 2 | NSS | 10 | Any other | 12 |

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

Road safety week was observed by the N.S.S unit during which an alertness class by Jt.RTO was arranged. Awareness rally and street play was organised in connection with World Aids Day to enlighten the local community. Class campaigning against drugs and nuclear weapons were undertaken by the N.S.S Units. Women empowerment and domestic violence against women was the focus of the Legal awareness programmes organised with the purpose of enlightening girl students. Classes were arranged for the near-by school students in collaboration with the Legal Service Society, Police Department and Motor Vehicle Departments. Women's Day was celebrated in the college with a Blood Donation Camp. N.C.C and N.S.S units were actively involved maintaining the campus eco-friendly

and plastic free. C.S.S included in the curriculum by the University ensured the complete co-operation of the student community in their venture. Planting of trees in connection with the Government Programme "Ente Maram" and Vanamahotsava were enthusiastically undertaken by the student community.

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	38 Acres			
Class rooms	35			
Laboratories	6			
Seminar Halls	1			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others				

4.2 Computerization of administration and library

Computerisation of administration has been initiated through stringent training to the staff.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	34154		42	26,381/-		
Reference Books			4	1,380/-		
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)			46	8,524/-		

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	46	2	Yes	-	-	Yes	12	
Added	21	-		-	-	-	-	
Total	67	2		-	-	-	12	

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

> The Departments and the office are connected by LAN which enables fast and easy sharing of data. The central computer lab set up with assistance from M.P fund is open to students. Separate computer lab of the P.G Department of Commerce and Management studies is accessed by the P.G students.

4.6 Amount spent on maintenance in lakhs :

i) ICT | 10.6 |

ii) Campus Infrastructure and facilities | 7.4 |

iii) Equipments | 4.1 |

iv) Others | |

Total : | 22.1 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- An induction programme is offered to first year UG students.
- Efficient tutorial system enables frequent interactions between teachers and students with the intention to keep the students aware of the student support mechanisms in the college.
- The participation of students in Extra-curricular activities, N.S.S and N.C.C is encouraged.
- Monitors the efficient execution of remedial coaching.
- Strict scrutiny of the academic activities and conducting of internal examinations by the Academic audit cell
- Ensures the organization of orientation and personality development classes by Career guidance and Counselling cell.

5.2 Efforts made by the institution for tracking the progression

Interactions with alumni and different stake holders are made use of in improving the standards and achieving the advocated vision. Class P.T.A meetings convened after internal examinations proves effective in catering to the special needs of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1073	49		

(b) No. of students outside the state

5

(c) No. of international students

NIL

Men

No	%
310	28

Women

No	%
812	72

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						473	246	5	398	-	1122

Demand ratio – 1: 20   Dropout % - 0.2%

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

Career and Counselling cell provides the students with necessary inputs for career and personality development. Frequent career orientation and personality development programmes and interactions with eminent personalities in the field facilitate the students in securing placements and clearing competitive examinations. Students are also given proper orientation regarding the higher studies and research options. Job advertisements and campus interviews are brought into the attention of students in due time. Academically weak students are given extra care through remedial coaching.

No. of students beneficiaries   110

5.5 No. of students qualified in these examinations

| NET | 1 | SET/SLET | | GATE | | CAT | 4 |
| IAS/IPS etc | | State PSC | 18 | UPSC | 6 | Others | 83 |

5.6 Details of student counselling and career guidance

> ➢ Conducted career guidance programs including personality development training, interview techniques and soft skill development programs.
> ➢ Training for competitive exams

No. of students benefitted   150

5.7 Details of campus placement -

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	141	24	13

5.8 Details of gender sensitization programmes

The Ladies club in the college provides a forum for the free expression of views. Seminars, group discussions arranged under the auspices of the Ladies club equip the girl students to cherish the values of our cultural heritage. A stitching unit is also functioning under the supervision of this club.

5.9 Students Activities

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

State/ University level [17]   National level [3]   International level [   ]

No. of students participated in cultural events

State/ University level [6]   National level [   ]   International level [   ]

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

Sports:
State/ University level [9]   National level [   ]   International level [   ]

Cultural:
State/ University level [1]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount in Rs
Financial support from institution	13	13,000/-
Financial support from government	675	15,19,491/-
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: ....

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION OF THE COLLEGE

"Empowerment through Uncompromising Quality Education" is the vision of our institution. The prime endeavour of the institution is the empowerment of society, especially the socially and economically backward community of the area through knowledge and to equip it to face the challenges and needs of emerging world.

MISSION OF THE COLLEGE:

The College has a peaceful rural locale which provides an optimal environment to enable achievement of the set forth vision and mission. The major ones include

- To give major thrust on uplifting educationally and socially backward sections of the society.
- To appreciate and respect all faiths, foster self and community development and promote religious harmony leading to national integration.
- To cater to the educational needs of the neighbouring community and to liberate them from the clutches of ignorance.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

As the college is an affiliated college of the University of Calicut, having no autonomy by State/Central Govt. / University, Curriculum development is not under the purview of this institution. Curriculum development is the major responsibility of Board of Studies of each subject which is approved by concerned Faculties and the Academic Council advises the Senate and the Syndicate on all academic matters including prescribing the courses of studies, making regulations on students admission and examination, instituting faculty positions and making proposals for the instruction, training and research in such branches of learning as it may think fit. Some of our faculty members are serving as members of different Board of studies and are directly involved in curriculum designing.

6.3.2 Teaching and Learning

Utmost care is taken by the authorities of the institution for a smooth and cordial environment for teaching and learning process. A time table committee is constituted at institutional level and it is the responsibility of the time table committee to prepare a general time table pertinent to the conveniences of the college at beginning of each academic year. Each department is strictly instructed to prepare their individual timetables in accordance with the general timetable. The college is equipped with smart classroom, computers with internet facilities, LCD projector and smart boards. So the use of ICT facilities in teaching/ learning process is encouraged whenever possible. Students are benefitted with external as well as internal funded seminars and workshops which help them to acquire enough knowledge in the concerned subjects more than from the academic books and lectures. P.G students are directed to participate in the seminars organised by the neighbouring colleges so as to gain new insight in the theme of the seminars concerned. Besides, it helps them to improve their research paper writing and presentation skills. All these endeavours help the institution to mould the students' bright future.

6.3.3 Examination and Evaluation

The courses offered by the university are in semester system. University conduct examinations for all subjects for concerned semesters. The college is a centre for University exams. The Principal of institution act as chief superintendent and one of the faculty member nominated by the college council act as Senior Assistant Superintendent. An Examination wing is working in the institution with sufficient number of office staffs. It is the responsibility of the Principal to assign invigilation duty to teaching staff. In the college level, an academic audit cell is constituted for the smooth functioning of Academic activities. The members of the cell as well as IQAC insist all the departments to conduct at least two internal exams in every semester exactly like University model. One exam is conducted in half way of the syllabus & others one is at the end of the semester, but before the university exams. It helps students to preoccupy with the university model question papers and can cover the entire syllabus before their main exam. For this purpose, an academic calendar is prepared by the Academic Audit Cell at the beginning of the academic year. Departments are instructed to chart out their activities in adherence with the calendar. Regular class tests are also conducted by the concerned teachers to identify weak students and they are given extra care through remedial coaching functioning with UGC aid. After each internal examinations, within the stipulated time, the concerned teachers evaluate the answer sheets and handed over the marks list to the concerned tutors of the class. After that, PTA meetings are called for to inform the parents about the progress of their ward.. Copies of Model Question papers & Mark lists are given to Coordinator of Academic audit Cell as part of documentation.

6.3.4 Research and Development

A Research and Consultancy Committee constituted in the institution to enable smooth functioning of the research and consultancy activities carried out by the faculties. IQAC& the said committee encourage the teachers to take up major and minor projects. The Faculties are advised to submit proposals for National and International seminars, workshops to UGC & other funding agencies. Timely support in the manner of general scrutiny and recommendation of the proposals is rendered by the research committee. College hosts various national seminars and workshops with the wholehearted support of research committee and IQAC. The teachers & P.G. Students are encouraged and supported by the research committee for the Participation in the various national and international seminars and paper presentations.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Learning is not clinched to syllabus oriented books. Students must gain additional knowledge in their subjects. Besides, they must fulfil their thirst for extra readings other than subject books. For catering all these needs, the institution is occupied with a well-established library. Lots of books, journals, periodicals, newspapers are the highlight of the library. By using government funds, new books and journals are added to existing stocks. Computer assisted catalogue facility is provided in the library. In addition to the common library, most of the departments are having their own department libraries which enables the students to access the books with greater ease.

All most all the department have computers with internet facility through LAN supported by UGC. A central computer lab, seminar hall with latest audio-visual systems like DLP projector, Computer with LCD monitor, Cordless microphones etc. are the major highlights of the institution. The library is also provided with photocopying facility.

6.3.6 Human Resource Management

At the beginning of each academic year, the Principal call for a council meeting to enquire and analyses the existing staff pattern and takes necessary steps for the recruitment of guest personnel as per the requirement. The appointment of guest faculty is done in compliance with the existing Government norms. Newly employed permanent faculties are advised to participate in the orientation and refresher programmes conducted by Human Resource Development Centres of UGC. This will enrich the faculties and help them to impart new knowledge to students. Various clubs, forums and committees are constituted for the integral growth of students and every member of faculty is assigned with the responsibility to coordinate the activities of one or more club. To ensure efficient functioning, reconstitution of various committees and clubs are done at the beginning of each academic year. With the support of IQAC, the faculty members organised Curricular and extra-curricular by IQAC. Faculties get proper freedom of operation to the initiatives in research, academic and extra-curricular activities.

6.3.7   Faculty and Staff recruitment

Vacancy positions are intimated to the management in due time. Appointment is done by the management in compliance with the regulations of the University and concurrence of the State Government. Cases of unfilled vacancy are met by temporary appointment done strictly on merit basis after advertising in leading newspapers.

6.3.8   Industry Interaction / Collaboration

A co-ordial association is sustained with selected industrial firms whereby the students get an opportunity to do their project works. Industrial visit as prescribed in the curriculum by different board of studies makes it inevitable to maintain our link and collaboration with industries. This also helps our students to procure jobs after course completion.

6.3.9   Admission of Students

Admission of students is done strictly on the basis of merit and reservation policies followed by the Government as well as the University. Admission to both U.G and P.G courses was through a single window system operated by University. An admission committee involving the Principal and the Heads of various Departments supervises the smooth admission procedure in the college with active support from the non-teaching staff. The admissions under community, sports and management vacancies are also completed ensuring transparency.

6.4 Welfare schemes for

Teaching	All Govt. schemes
Non teaching	All Govt. schemes
Students	Scholarships and other schemes implemented by Govt.

6.5 Total corpus fund generated   - Nil

6.6 Whether annual financial audit has been done   - Yes

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

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

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

                     For UG Programmes   -   No

                     For PG Programmes   -   No

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

> Examination is conducted as per the instructions from the University at the end of each semester. IQAC and the Academic Audit Cell ensures completion of the syllabus and internal examinations before the commencement of the final examination

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

> Autonomy is granted by the State Government as per the recommendation of the University and UGC expert Committee.

6.11 Activities and support from the Alumni Association

> Alumni contribute to the infra-structural development of the college. Financial support is rendered to meritorious students through endowments.

6.12 Activities and support from the Parent – Teacher Association

> PTA is a statutory body with principal as the President and elected member from the parent as Vice-president. General boy meeting is convened on an annual basis. An executive committee with elected members from the staff and parents meets occasionally to discuss financial as well as any other matters of timely relevance. PTA plays a key role in the day-to-day activities of the college by closely monitoring the academic and infra-structural requirements and providing timely financial and moral support. PTA also provides endowments to the toppers in the University Examinations each year.

6.13 Development programmes for support staff   -

> The newly recruited personnel are equipped through in-house training. The staff also attend the training programmes conducted by the Academic Staff college of the University.

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

As part of Compulsory Social Service incorporated in the curriculum by the University of Calicut, the co-ordinators ensure that the students participate in maintaining the cleanliness of the campus and surroundings. NSS and NCC units of the college take initiatives to make the college campus get rid of the menace of plastic. Students are directed to use non-plastic, eco-friendly materials in college functions and celebrations. Nature club undertakes the planting of new trees in the campus as part of Environment Day celebrations.

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 well-functioning tutorial system.

•Ozone Day and Environmental Day were celebrated in association with nature club Club for creating   environmental awareness to the youngsters.

•Observance of Hiroshima day, Women's Day and other days of international importance for creating social responsibility and national integration.

•In connection with Blood Donation Day, blood donation camps and blood group detections were conducted. An awareness program on World AIDS Day was also held in association with Red Ribbon Club and N.S.S.

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

- IQAC evaluates the systematic and timely implementation of the various activities according to the plan of action chalked out by the Departments in the beginning of the year
- Career oriented Coaching classes for outgoing students
- Counselling facility was arranged for the needy students
- Seminars / workshops conducted with the funding from UGC.
- Extension programmes like blood donation, awareness creation on drug abuse, eye health awareness and check-up

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

- Visiting old age homes and orphanages for helping inmates
- Conducting Blood Donation Camps, Various Awareness Programmes

7.4 Contribution to environmental awareness / protection

Initiative has been taken in order to make the college campus free of the menace of plastic. Students are directed to use non-plastic, eco-friendly materials in college functions and celebrations. Planting of trees and conservation of existing ones are taken care of by the nature club and N.S.S. Cleaning of the class room and campus premises is made a regular practice. Students are given orientation regarding energy conservation. Zoology and Botany Departments takes initiative to compile the biodiversity of the area as part of student projects.

7.5 Whether environmental audit was conducted?   - No
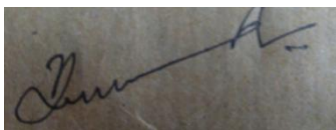
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<div align="center">Nil</div>

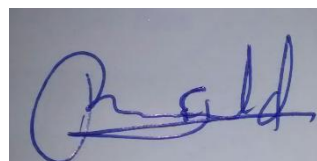## 8. **Plans of institution for next year**

- To continue the eco-friendly and socially relevant extension programmes.
- To incorporate new innovations in teaching and learning process

Name : V.DEVIDASAN   *Name : Dr. G Pramod*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

<div align="center">_____ *** _____</div>
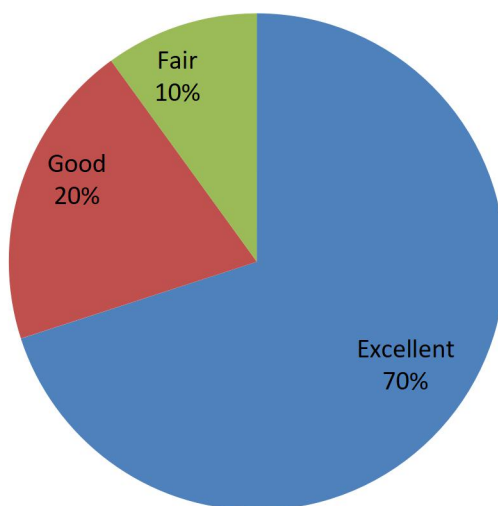
FEED BACK ANALYSIS AND ACADEMIC CALENDAR ATTACHED

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE I

FEEDBACK ANALYSIS

STUDENT EVALUATION OF TEACHERS - 2011-12

Fair
10%

Good
20%

Excellent
70%

ANNEXURE II

ACADEMIC CALENDAR

Date	Event
1/6/11	College reopens after summer vacation
06/06/11	Fifth semester degree starts.
28/6/11	Third Semester class starts
01/07/11	First Semester class starts
25/7/11 to 29/8/11	First internal examination for Fifth semester degree students.
01/8/11	Fifth semester First internal examination results.
02/8/11 to 05/8/11	Evaluation of results of Fifth semester degree students by tutors.
22/8/11 to 26/8/11	First internal examination for First and Third semester degree students.
29/8/11	First and Third semester PG Starts
1/9/11	Onam Celebration
02/9/11	College closes for Onam holidays.
12/9/11	College reopens after Onam vacation
13/9/11	First and Third semester First internal examination results.
14/9/11 to 20/9/11	Evaluation of results of First and Third semester degree students by tutor.
26/9/11 to 28/9/11	Second internal examination for Fifth semester degree students.
30/9/11	Fifth semester Second internal examination results.
7/10/11	Class PTA for Fifth semester degree students
11/10/11	University examination for Fifth semester degree students starts.
17/10/11 to 24/10/11	First and Third semester Degree Second internal examination
19/10/11	Sixth semester starting
31/10/11	First and Third semester Second internal examination results.
1/11/11	Class PTA for Third semester degree students
3/11/11	University examination for Third semester degree students starts.
4/11/11	Class PTA for First semester degree students
14/11/11	Second and Fourth semester degree starts.
24/11/11	University examination for First semester degree students starts
24/11/11 to 30/11/11	First internal examination for Sixth semester degree students.
02/12/11	Sixth semester First internal examination results.
06/12/11 to 08/12/11	Evaluation of results of Sixth semester degree students by tutor.
09/12/11 to 15/12/11	Model Examination For First And Third PG Students.
14/12/11 to 21/12/11	First internal examination for Second and Fourth semester degree students.
22/12/11	Christmas celebration
23/12/11	College closes for Christmas holidays.
03/01/12	College reopens after Christmas vacation
04/01/12	Second and Fourth semester First internal examination result.
05/01/12	First Semester PG University Examination starts
05/01/12 to 10/01/12	Evaluation of results of Second and Fourth semester degree students by tutors

23/01/12	Second Semester PG Starts
27/01/12	Third Semester PG University Examination starts
13/2/12	Fourth Semester PG starts
15/2/12 to 21/2/12	Second internal examination for Sixth semester degree students.
02/03/12	Sixth semester Second internal examination results
5/3/12 to 7/3/12	Class PTA for Sixth semester degree students.
12/3/13 to19/3/13	Second internal examination for Second and Fourth semester degree students
21/3/12	Second semester Second and fourth internal examination result
23/3/12 to 29/3/12	Model exam for Second and Fourth Semester PG Students
26/03/12 to 28/03/12	Class PTA for Second and Fourth semester degree students.
30/03/12	Academic year closes.