# 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)*

| 2013-14 |
| --- |

## 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:

| DR.AJITHKUMAR N |
| --- |

Tel. No. with STD Code:

| 04923-243265 |
| --- |

Mobile:

| 09447695856 |
| --- |

| | |
|---|---|
| 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:

| |
|---|
| 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     | 12 |

2.2  No. of Administrative/Technical staff     | 2 |

2.3  No. of students     | 1 |

2.4  No. of Management representatives     | 1 |

2.5  No. of Alumni     | 1 |

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     | 1 |

2.9 Total No. of members     | 20 |

2.10 No. of IQAC meetings held     | 2 |

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

Non-Teaching Staff /Students | 2 |   Alumni | 1 |   Others | |

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

If yes, mention the amount     | 3,00,000 |

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 | 2 |

(ii) Themes | Orientation programme for non-teaching staff
New Teaching Methodologies- Orientation programme for faculty members
Orientation programme for the first year degree students |

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2.14 Significant Activities and contributions made by IQAC

- Overall co-ordination of academic and extra curricular activities
- Promotion of extension activities undertaken by Departments
- Student evaluation of teachers conducted and data processed and analysed
- Orientation to newly joined teaching staff for undertaking research projects
- Skill Development and Motivational Programmes for students
- Encouragement of ICT enabled teaching

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 |
|---|---|
| • Orientation programme for the first year students | • Students were equipped to blend into the system with ease |
| • Formulation and extensive implementation of the academic calendar | • Overall improvement in final results |
| • Exposure of the final year students to ASAP training programmes (initiative by Higher Education Dept. Kerala) | • Students actively participated and some of them were selected as trainees |
| • Orientation programme for the newly joined Faculty members | • New research projects were sanctioned with funding from UGC. National seminars were organised by various departments |

*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

<div align="center">

## Part – B

</div>

## 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 | 1 | | |
| **UG** | 11 | | | |
| **PG Diploma** | | | | |
| **Advanced Diploma** | | | | |
| **Diploma** | | | | |
| **Certificate** | | | | |
| **Others** | | | | |
| **Total** | 13 | 1 | | |

| | | | | |
|---|---|---|---|---|
| **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)*      √                                                    √

   Mode of feedback   :    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. Previous syllabus is retained by the University for all the programmes.

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

> M.Sc Chemistry was introduced with a sanctioned intake of 12 students. The elective courses offered includes Synthetic organic Chemistry and Instrumental Methods of Analysis

## Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|---|---|---|---|---|
| 55 | 41 | 14 | | |

2.2 No: of permanent faculty with Ph.D

9

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 |
| 5 | 1 | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

9

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended Seminars/ | 4 | 31 | |
| Presented papers | 7 | 32 | 2 |
| Resource Persons | | | |

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

- Efficient utilization of the Smart class room and Language lab.

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 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-1

2.10 Average percentage of attendance of students

93

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 | 56 | 20 | 75 | - | - | 95 |
| BBA | 33 | 15 | 76 | - | - | 91 |
| B.A Economics | 47 | - | 80 | 17 | - | 97 |
| B.A English | 29 | - | 79 | 18 | | 97 |
| B.A History | 41 | 12 | 34 | 17 | 10 | 73 |
| B.Sc. Botany | 28 | 13 | 54 | 10 | 7 | 84 |
| B.Sc. Chemistry | 25 | 44 | 32 | - | - | 76 |
| B.Sc Instrumentation | 27 | 11 | 37 | 52 | - | 100 |
| B.Sc. Mathematics | 36 | 31 | 42 | 2 | - | 75 |
| B.Sc. Physics | 22 | 23 | 54 | 5 | - | 82 |
| B.Sc Zoology | 25 | 53 | 40 | 3 | 1 | 97 |
| M.Sc. Mathematics | 13 | 31 | 39 | 15 | - | 85 |
| M.Com | 12 | 25 | 58 | - | - | 83 |

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

Continuous evaluation of the students is done through class tests. 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. The initiatives of the Higher Education Council such as Scholar Support Programme (SSP) for academically weak students and Walk with Scholar (WWS) programme for outstanding students was implemented and monitored. The feedback from students was analysed for evaluating the performance of faculty members and the information was used for the improvement of teaching output.

2.13 Initiatives undertaken towards faculty development    -

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 2 |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | |
| 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** | 16 | 13 | | 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

- Newly recruited teachers were encouraged to take-up new projects.
- Monitored the activities of research committee.
- Encouragement in the completion of Ph.D work by the faculty members
- Help in scheduling of national seminars and its smooth co-ordination

3.2        Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| **Number** | 1 | 1 | | |
| **Outlay in Rs. Lakhs** | 5,04,500/- | 13,00,000/- | | |

3.3        Details regarding minor projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| **Number** | 5 | - |  |  |
| **Outlay in Rs. Lakhs** | 4.35 |  |  |  |

3.4        Details on research publications

|  | International | National | Others |
|---|---|---|---|
| **Peer Review Journals** | 10 | 2 |  |
| **Non-Peer Review Journals** |  | 3 |  |
| **e-Journals** |  |  |  |
| **Conference proceedings** | 2 | 13 |  |

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** | 2012-15 | KSCSTE | 13,00,000/- | 2,20,000/- |
|  | 2011-14 | UGC | 5,04,500/- | - |
| **Minor Projects** | 18 months | UGC | 4.35 | - |
| **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.        [ 1 ]                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     | 750 |

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| **Number** | | 2 | | | |
| **Sponsoring agency** | | UGC | | | |

3.12 No. of faculty served as experts, chairpersons or resource persons     | 9 |

3.13 No. of collaborations     International ☐     National ☐     Any other | 1 |

3.14 No. of linkages created during this year     ☐

3.15 Total budget for research for current year in lakhs :

From funding agency ☐     From Management of University/College ☐

Total ☐

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     | 1 | Nil |

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

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

JRF [ ]    SRF [ ]    Project Fellows [ 1 ]    Any other [ ]

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 [ 2 ]    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 [ 9 ]    Any other [ 9 ]

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

   A motivational class was arranged for the students by the N.C.C unit in collaboration with the Department of Sports and Youth affairs. Trecking camp at Nelliyampathy with the help of forest guards provided a new experience to the students. Kargil Day was observed by the N.C.C volunteers by collecting funds for the families of Jawans who lost their lives in war. All the cadets and several students of the college actively participated in the Blood Donation

camp organised in association with Blood Bank, District Hospital, under the auspices of N.C.C Unit. Class campaign against the use of liquor and other intoxicants was a task commenced by the N.S.S unit. As a regular practice, an awareness rally was organised in connection with World Aids Day. Women empowerment programmes and Legal awareness sessions were part of the activities of N.S.S unit.

# 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 | 36 | | | |
| Laboratories | 8 | 2 | - | - |
| 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 and digital cataloguing of the library has been achieved. Admission process by the University has also been centralised.

4.3  Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 34723 | | 133 | 57,894/- | | |
| Reference Books | | | 18 | 10,800/- | | |
| e-Books | | | | | | |
| Journals | | | | | | |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (specify) | | | 161 | 77,329/- | | |

4.4 Technology up gradation (overall)

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

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

> Students are given internet access through library and common computer labs. Departmental internet facility is utilized by the teachers in uploading of internal marks to the university and for their academic purposes.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| - |

ii) Campus Infrastructure and facilities

| - |

iii) Equipments

| - |

iv) Others

| - |

**Total :**

| - |

# Criterion – V
## 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Guidance and help to the Career guidance and Counselling cell in arranging sessions beneficial to student community
- An orientation programme is offered to first year UG students to introduce them into the general matters of semester system and common discipline
- The participation of students in Extra-curricular activities is encouraged
- Strict scrutiny of the academic activities
- Ensured the efficient execution of the tutorial system

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.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|-----|--------|--------|
| 1148 | 54 | - | - |

(b) No. of students outside the state

(c) No. of international students

NIL

Men
| No | % |
|-----|-----|
| 336 | 28 |

Women —
| No | % |
|-----|-----|
| 866 | 72 |

| | Last Year | | | | | | This Year | | | | | |
|---------|-----|-----|-----|-----------------------|-------|---------|-----|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 559 | 228 | 4 | 370 | - | 1161 | 509 | 241 | 9 | 443 | 5 | 1202 |

Demand ratio – (Centralised Admission)          Dropout % - 1.9

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

Group discussions during tutorial sessions enables the students to freely express their views and develops in them a skill to face the audience. Due support is given to students facing competitive examinations. Life skill and career guidance classes are organised with special focus on final year students.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET | 1 | SET/SLET | | GATE | | CAT | 14

IAS/IPS etc | | State PSC | 10 | UPSC | 5 | Others | 53

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 | 120

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 | 110 | 18 | 11 |

5.8 Details of gender sensitization programmes

> Ladies club in association with Equal opportunity and Women Empowerment cell of the college plays a pivotal role in the overall development of girl students. WSU initiated a variety of themes such as creating awareness, sensitization, counselling and cultural programmes. The unit also addressed the need of the girl students and ensured the growing demands of the day.

5.9 Students Activities

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

State/ University level | 36 | National level | | International level |

No. of students participated in cultural events
State/ University level | 23 | National level | | International level |

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

Sports:
State/ University level | 4 | National level | 1 | International level |

---

Cultural:

State/ University level | 15 |     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 | 871 | 17,93,510 |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

5.11    Student organised / initiatives

Fairs     : State/ University level [ - ]     National level [ - ]     International level [ - ]

Exhibition: State/ University level [ - ]     National level [ - ]     International level [ - ]

5.12    No. of social initiatives undertaken by the students    [ - ]

5.13    Major grievances of students (if any) redressed: NIL

# Criterion – VI

## 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

## VISION 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 empower the students through uninterrupted quality teaching and learning methods whereby their ineptitude arising from intellectual and emotional imbalance is replaced by coherent and consistent understanding of the self which enables each to be a responsible stake holder.

- To provide ample exposure to the student community to issues highlighting the need to be well aware of the importance of national integration, communal harmony and campus peace and to mould them in such a way that they offer all kinds of assistance in meeting the immediate needs of their neighbourhood and its people who belongs to an extremely backward area

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

> Curriculum development is directly under the control of the University of Calicut. Some of our teachers serve as members of the Board of Studies that design curriculum from time to time.

### 6.3.2 Teaching and Learning

We strongly believe that teaching and learning is done better in an ideal atmosphere which is neither teacher centred nor learner centred but learning centred. Here, the interaction that takes place inside as well as outside the class rooms matters and in doing so, both the teacher and the student transcend all barriers of communication and simultaneously do away with stereotypes. All novel methods to which the teacher gets exposed through orientation and refresher programmes are utilised in the production and transmission of knowledge with the help of a mini-max strategy, where maximum utilisation of minimum resource is ensured. Not being egoistic the teachers of this institution are not hesitant in seeking the helping hand from experts and eminent faculty members within and outside the university who differ in style and expression and contribute to the learning process by offering invited talks based on topics suggested by students as well.

### 6.3.3 Examination and Evaluation

Internal examinations conducted twice during each semester forms a major part of the continuous comprehensive evaluation of students. The college council nominates a co-ordinator for the overall supervision and preparation of schedule of these examinations. The time frame for valuation and submission of mark list by Departments is set by the co-ordinator in consultation with the principal who makes sure that each Department convened the respective class PTA s for conveying the marks scored by the students and for providing and inviting suggestions from the parents concerned. The feedback from the parents is discussed at the college PTA general body and executive meetings which initiates positive steps for generously remunerating the guest faculty members who form a chunk of this institution. The practice of holding periodic tutorial meetings add to fervour in teacher-student relationship and this dissolves the tension among students whose problems are identified and handled both collectively and severely and, as a result, they tend to approach ensuing examination with an ease never shown before and come out in flying colours at the end of the programme.

### 6.3.4 Research and Development

A Research Committee to co-ordinates and motivates research ambience of the college with active support from IQAC. Teachers are encouraged to take up major and minor projects. Scrutiny of the project proposals submitted by faculty members is done by the research committee. Due support is rendered to faculty members in pursuing Ph.D and higher education, participating in seminars and publishing papers.

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

In spite of an acute space shortage, the college library has an adequate supply of recent books. New books and journals are added every year. Computerisation of library is under completion. In addition to the common library, most of the departments are having their own department libraries which provide students to access the books with much ease. Most of the Departments are also provided with internet facility to which students are also given access.

### 6.3.6   Human Resource Management

The Principal with the involvement of college council analyses the existing staff pattern and takes necessary steps for the recruitment of guest personnel as per the requirement. Reconstitution of various committees and clubs are done at the beginning of each academic year to ensure efficient functioning. New recruits are accommodated into the system through in-house training. Various recreation programmes organised by the staff club on various occasions alleviates the strain of a hectic work calendar and preserves a co-ordial working atmosphere.

### 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

An amiable association is maintained 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

> College supports the organising of alumni meetings. Alumni contribute to the infrastructural development of the college. Financial support is rendered to meritorious students.

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. An executive committee with elected members from the staff and parents acts as a representative body which gives guidance in the financial as well as day-to day affairs. General body meeting is convened on an annual basis. PTA closely monitoring the academic and infra-structural requirements of the college and also provides timely financial and moral support. Remuneration to the guest faculty is met by the PTA. In addition, it 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 attends 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

> Institution ensures the involvement of the students in maintaining an eco-friendly campus. 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 and Ozone 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.

> Inculcation of moral values in the student community through extension activities.
> Attempts to make the campus eco-friendly

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

> - Completion of syllabus in time and conducting of two common internal examinations
> - Career oriented Coaching classes for outgoing students
> - Personality development and counselling classes
> - Updation of knowledge through Seminars / workshops conducted with the funding from external agencies
> - Stress on socially relevant extension programmes like blood donation, awareness creation on drug abuse, environmental protection etc.

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 undertaken by the nature club and N.S.S. 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.
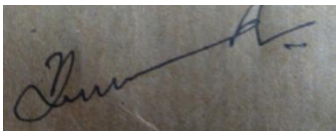
7.5 Whether environmental audit was conducted?              - No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis) - Nil
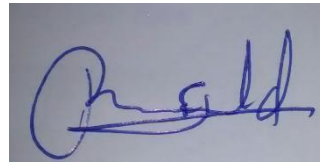
## 8. **Plans of institution for next year**

- 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

_____ *** _____

FEEDBACK 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 |

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# ANNEXURE I

# FEEDBACK ANALYSIS

## STUDENT EVALUATION OF TEACHERS 2013- 2014

Fair
15%

Good
20%

Excellent
65%
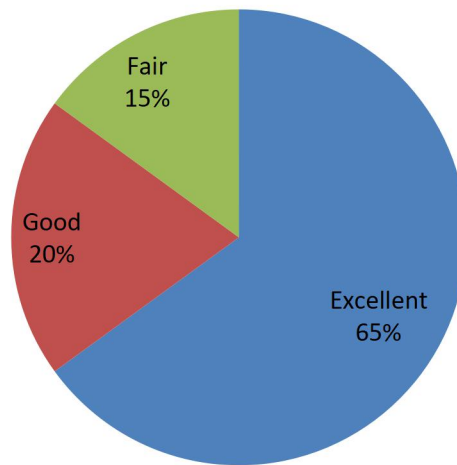
# ANNEXURE II

# ACADEMIC CALENDAR

| Date | Event |
|---|---|
| 3/06/13 | College reopens after Summer vacation. Starting of Third and Fifth semester degree Classes |
| 19/06/13 | Second and Fourth PG University Examination |
| 3/07/13 | Commencement of First semester degree classes |
| 16/08/13 to 23/08/13 | First internal examination for First, Third and Fifth semester degree students. |
| 11/09/13 | Onam celebration |
| 13/09/13 | College closes for Onam holidays. |
| 23/09/13 | College reopens after Onam vacation and Third Semester PG Starts |
| 26/09/13 | First, Third and Fifth semester Second internal examination |
| 27/09/13 to 30/09/13 | Paper Valuation |
| 4/10/13 to 11/10/13 | Second internal examination for First, Third and Fifth semester degree students |
| 17/10/13 | First, Third and Fifth semester First internal examination results |
| 21/10/13 to 25/10/13 | Class PTA for First, Third and Fifth semester degree students |
| 6/11/13 | Fifth Semester Degree University Examination Starts |
| 20/11/13 | Third Semester Degree University Examination Starts |
| 21/11/13 | Second and Sixth semester degree starts. |
| 25/11/13 to 29/11/13 | Model Examination For First And Third PG Students. |
| 2/12/13 | Fourth Semester Degree Starts. |
| 9/12/13 to 18/12/13 | Third Semester PG University Examination. |
| 10/12/13 to 1/1/14 | First Semester PG University Examination |
| 19/12/13 | Christmas celebration |
| 20/12/13 to 29/12/13 | Christmas Vacation |
| 30/12/13 | College reopens after Christmas vacation |
| 30/12/13 | Fourth Semester PG starts |
| 31/12/13 to 6/1/14 | First internal examination for Sixth semester degree students. |
| 6/1/14 | Second Semester PG Starts |
| 10/1/14 | Sixth semester First internal examination results |
| 10/1/14 | First Semester Degree University Examination Starts |
| 13/1/14 to 18/1/14 | Evaluation of results of Sixth semester degree students by tutor. |
| 20/1/14 to 27/1/14 | First internal examination for fourth semester degree students. |
| 10/2/14 | Fourth semester First internal examination results |
| 10/2/14 to 17/2/14 | First internal Examination For Second Semester Degree Students. |
| 11/02/14 to 14/02/14 | Evaluation of results of Fourth semester degree students by tutors |
| 18/2/14 to 21/2/14 | Evaluation of results of Second semester degree students by tutor. |
| 3/3/14 to 7/3/14 | Second internal examination for Sixth semester degree students |
| 10/3/14 | Sixth semester Second internal examination results |
| 11/03/14 to 13/03/14 | Class PTA for Sixth semester degree students. |
| 13/03/14 to 20/03/14 | Second internal examination for Second and Fourth semester degree students |
| 19/03/14 | Sixth Semester Degree University Examination Starts |

| | |
|---|---|
| 21/3/14 to 28/3/14 | Model exam for Second and Fourth Semester PG Students |
| 24/03/14 | Second and Fourth semester Second internal examination results |
| 25/03/14 to 27/03/14 | Class PTA for Second and fourth semester degree students |
| 28/03/14 | Academic year closes. |