

Annual Quality Assurance Report (AQAR)

2013-14



Sri C Achutha Menon Government College

Thrissur - 680 014



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution	Sri.C.Achutha Menon Government College, Thrissur
1.2 Address Line 1	Kuttanellur.P.O
Address Line 2	Thrissur
City/Town	Thrissur
State	Kerala
Pin Code	680 014
Institution e-mail address	govtcollegetcr@yahoo.co.in
Contact No.	+91487 2353022
Name of the Head of the Institution:	Dr. Babu C.C
Tel. No. with STD Code:	+91487 2353022
Mobile:	+919446345984

Name of the IQAC Co-ordinator:

Vijayan.P.K

Mobile:

+919961569291

IQAC e-mail address:

iqacscamgct@gmail.com

1.3 NAAC Track ID

15373

1.4 NAAC Executive Committee No. & Date:

EC/64/RAR/02 dated 08-07-2013

1.5 Website address:

<http://www.govtcollegethrissur.com>

Web-link of the AQAR:

www.govtcollegethrissur.com/aqar.php

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78.20	2006	2006-2011
2	2 nd Cycle	B	2.71	2013	2013-2018
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

02/02/2006

1.8 AQAR for the year

2013-14

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

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) . Nil

1.12 Name of the Affiliating University (for the Colleges)

University of Calicut, Kerala, India

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

Autonomy by State/Central Govt. / University No

University with Potential for Excellence No

UGC-CPE No

DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other	<input type="text" value="No"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="5+1(coordinator)+1(principal)"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="-"/>
2.4 No. of Management representatives	<input type="text" value="-"/>
2.5 No. of Alumni	<input type="text" value="-"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>

2.11 No. of meetings with various stakeholders:	Total	<input type="text" value="6"/>	Faculty	<input type="text" value="2"/>
	Non-Teaching Staff /Students	<input type="text" value="2"/>	Alumni	<input type="text" value="2"/>
			Others	<input type="text" value="-"/>

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Preparation of Academic Calendar and Semester Plan

2.14 Significant Activities and contributions made by IQAC

1. Organised one day workshop for the faculty members to prepare the academic calendar for the year 2013-14 and to chalk out the semester plans of various departments.
2. Organised an annual review meeting, presided over by the Principal, of the various stake holders for evaluating the activities conducted by the college.

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
IQAC requested the departments to prepare course plans for academic instructions for each course offered by respective departments.	The proposed course plan was implemented by each department which helped the faculty members the timely completion of academic activities.
IQAC requested each department to apply to UGC and DCE for financial assistance to conduct seminars/ workshops.	In accordance with the IQAC proposal, Department of History and Commerce submitted proposals for seminars to UGC and D.C and the same were organised.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management No Syndicate No Any other body College Council

Provide the details of the action taken

Suggestions and Modifications proposed by the college council were incorporated in the AQAR

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	4	-	-	-
UG	7	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	11			
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
Trimester	Nil
Annual	Nil

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.

No. The college follows the syllabi of University of Calicut.

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

Applied for Three new Programmes (BSc Geo Physics, BSc Microbiology and BSc Biotechnology) for the year 2014-15

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	46	36	10	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

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
	Nil	3	Nil	Nil	Nil	Nil	Nil	Nil	Nil	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	34	Nil
Presented papers	02	10	Nil
Resource Persons	01	4	2

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

Weak students, along with the subjects which they feel difficult to understand, were identified and special coaching modules were designed for them on a customised basis.

Post Graduate students of the Commerce and Economics were occasionally lead special classes for Under Graduate students on specific topics.

Students were advised to subscribe and read business dailies to acquaint with the up to date changes happened in the economic and business arena.

Quizzes were conducted by students in the commerce department under the guidance of teachers based on the news reported in business channels and dailies.

Group discussion was made by the Department of Economics.

Edu Gaming – Through games and activities, students were offered a major share of information about their syllabus.

Digital teaching aids and web sources were used for teaching. Teacher accessed internet in the classrooms through PDAs .

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

198

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

Online multiple choice questions by department of Commerce

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

Sl.	Name of the Faculty	Positions held
1	Sri.V.J.Thomas	Member , Board of Studies- M.Com, University of Calicut
2	Sri.U.S.Mohanan	Member, steering committees for the Management studies Member, Board of studies-BBA, University of Calicut.
3	Dr.E.Murali	Member, Faculty of Commerce and Management Studies Chairman, Board of studies- Eco Tourism, University of Calicut

2.10 Average percentage of attendance of students

Commerce-93.67%
History- 88.4%
Economics- 83.7%
English- 90.3%
Psychology- 88.9
Computer Science-87.5%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.com	13	53.86	46.14	Nil	Nil	100.00
M.A.English	14	7.14	64.29	21.43	Nil	92.68
M.A.Economics	10	Nil	100.00	Nil	Nil	100.00
M.A.History	12	Nil	91.66	Nil	Nil	91.66
B.Com	58	37.90	53.50	Nil	Nil	91.40
B.B.A	35	51.00	37.00	6.33	Nil	94.33
B.A.English	29	13.79	41.38	10.34	Nil	65.51
B.A. Economics	54	3.70	55.55	20.37	Nil	79.06
B.A.History	53	Nil	30.18	30.18	Nil	60.37

2.12 How does IQAC contribute Monitor/ Evaluate the Teaching& learning processes:

1. Periodical evaluation was made to ensure that the academic activities in the college are progressing in accordance with the academic calendar and semester plan.
- 2.Feedback was collected regularly from the students and Heads of Department made discussions with the teachers on needed corrections.
3. The IQAC monitored the Internal Examination in its effective implementation.
4. The IQAC gave direction to all departments to convene class level parents meeting for discussing on the performance level of students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	6
HRD programmes	Nil
Orientation programmes	1
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	4
Others	Nil

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	Nil	Nil	Nil
Technical Staff	Nil	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

IQAC had undertaken the following initiatives in promoting research climate in the institution:

1. Shared information on various seminars/ workshops/ training programme organised at state/national level.
2. Directed the teachers to register for research programmes
3. Encouraged teachers to apply for major and minor projects of UGC
4. Took steps to apply for converting Post Graduate department of commerce into a Research department.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	2	1	Nil
Outlay in Rs. Lakhs	Nil	2.35	1.75	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	5	Nil
Non-Peer Review Journals	Nil	4	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	Nil	Nil	Nil

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 (Rs.)	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	2012 2013 2014	UGC UGC UGC	95,000 1,40,000 1,75,000	Nil
Interdisciplinary Projects	Nil	-	Nil	Nil
Industry sponsored	Nil	-	Nil	Nil
Projects sponsored by the University/ College	Nil	-	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	-	Nil	Nil
Any other(Specify)	Nil	-	Nil	Nil
Total		-	4,10,000	

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	3	0	0	10
Sponsoring agencies	-	1.Govt. of Kerala 2.UGC 3.PTA	-	-	PTA, Various Educational Institution and Persons

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs (Rs.) :

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	73	State level	27
National level	23	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	1
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	7		
NCC	3	NSS	35	Any other	

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

- Awareness and consultancies to the public on beneficial investment schemes and the related procedures to invest.
- Rendered consultancy services on designing sample and statistical designs to researchers who are in pursuit of academic research.
- Commerce Department took special efforts to assist those who apply for competitive examinations through online by providing computer and internet facilities. The faculty extended needed technical help and advice in this regard.
- Helped other faculty members and public of the college in income tax planning and IT return preparation.
- As part of coaching classes for entry in service programme, coaching was given to the students and general public to get employment in various institutions including banks and government departments on evening and Sundays during July, August and September 2013.
- Under the initiative of PTA 100 rain pits in the campus were dug by utilising donation from Lions club.
- History department with the help of students prepared Local History project.

- Faculty members and students of Economics department visited a number of orphanages and old age homes and distributed essentials to the inmates.
- The charitable organisation of Economics department "Santhwanam" has done noon-meal programme in hospitals.
- Provided online PSC registration facility to the public and tribal population.
- Community level paddy cultivation.
- Grameen reading room enrichment programme.
- Voluntary blood donation camp and organ and eye donation drives.
- Share a meal food donation.
- Waste management in collaboration with Thrissur Corporation.
- Organic farming.
- Rain water harvesting.
- Food security drives: vegetable cultivation, cultivation of elephant yam etc.,
- Wheel chair distribution.
- Free medical camp.
- Electoral ID registration and voting campaign.
- Disaster management Programme.
- Skill Development Programme.

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	25 acres	nil		25 acres
Class rooms	34	nil		34
Laboratories	3	nil		3
Seminar Halls	5	nil		5
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		13	State Govt. UGC	13
Value of the equipment purchased during the year (Rs. in Lakhs)		3.89		
Others: Mini auditorium(Rs.25 L) Open air theatre(Rs..5.2 L)		1 1	M.P Fund MLA LAD fund	3000sqft 200 persons

4.2 Computerization of administration and library

Library automation was made during the year. College office was automated in part with internet connectivity. With the financial aid of PTA computerised the Students' attendance.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	31966	52,00,190	823	285633	39063	79,65,613
Reference Books	6118	24,16,610	156	63,180	6274	24,79,790
e-Books	1984	-	192	-	2176	-
Journals	9				9	
e-Journals	523	-	245	-	768	-
Digital Database	Nil	-	Nil	-	Nil	-
CD & Video	28	-	16	-	44	-
Others (specify)	Nil	-	Nil	-	Nil	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others	
								TV	Projector
Existing	47	3	12	5	1	1	7	3	19
Added	8	1	3	1				1	
Total	55	4	15	6	1	1	7	4	19

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

- The Campus was declared as E-campus on November 1,2013
- Computer with internet access were given to students for their use. Teachers were using ICT based teaching aids for their class room presentation. Post graduate students were motivated to use Data Analytics software like SPSS and MS Excel for the preparation of their project works.
- Teachers participated in Flair Induction Programme, IMG Training Programme and Faculty Training Programme for social science.
- Networking was done in the college for providing internet access to all departments, office, library, computer labs etc., with the help of PTA.

4.6 Amount spent on maintenance in lakhs (Rs.):

i) ICT	0.435
ii) Campus Infrastructure and facilities	8.82
iii) Equipments	0.422
iv) Others	Nil
Total :	9.677

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the beginning of the year Awareness campaigns were conducted among students on various student support services available in the college such as Remedial Coaching, Career and Counselling and government sponsored initiatives like Walk With Scholar programme, Student Support Programme, Additional Skill Acquisition Programme and functioning of talent clubs in the college.

5.2 Efforts made by the institution for tracking the progression

1. Monitored various student support services available in the college such as remedial coaching, guidance and counselling.
2. Assessed the effectiveness of various government sponsored programmes like Walk With Scholar, Student Support Programme, Additional Skill Acquisition Programme on students.
3. Conducted periodical review meetings of the convenors of various talents clubs functioning in the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
862	113	Nil	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
287	29.72

Men

No	%
679	70.28

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
351	167	12	316	15	861	332	286	10	328	10	966

Demand ratio :1:10

Dropout %: Economics-1.2%; English-4.2%; Commerce-1.45%; History-6.67%

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

Special coaching for the Post Graduate students of the departments of Commerce, Economics, English and History were given for the preparation of NET/SET examination.

Coaching for the Competitive examination including Civil Service examination conducted by UPSC, staff selection Commission, KPSC and recruitment boards of banks.

No. of students beneficiaries 145

5.5 No. of students qualified in these examinations

NET	4	SET/SLET	7	GATE		CAT	
IAS/IPS etc.,		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

- Department of Commerce rendered Career guidance services to local youth on profitable business plans and accessible employment opportunities.
- Guided and counselled students to secure placements in Public/Private/Corporate institutions.
- Departments of English, History and Economics undertook career guidance classes and discussed various possibilities for the higher studies in the relevant domain.
- Information resources on higher studies and employment prospected were supplied to students for their reference through Career Guidance and knowledge Centres.

No. of students benefitted 126

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- An awareness programme on the topic “Challenges and problems of sexual harassment of young women” was organised by the Women’s Cell in association with Students Janamaithry Police on 21/01/2014.
- One day debate on women’s issue for Final year BA students was conducted by the Department of English.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	Nil	Nil
Financial support from government	86	6,91,250
Financial support from other sources(students and teacher alumni)	6	3,500
Number of students who received International/ National recognitions	Nil	

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;

1. During the year no major grievances on academic matters were raised by the students. However, based on the demand put forward by the students regarding the constrained facilities in the college, the following initiatives were taken up:

- A Mini auditorium of 3000 sq ft. constructed for conducting students activities.
- An open air theatre with a capacity of 200 persons for staging students' performances.
- Constructed a staircase from ground floor to Mini Auditorium for enabling the students to make their easy access to the hall.
- Ladies waiting room was extended and renovated.
- Existing well was renovated to augment drinking water facility.
- Ladies hostel construction is nearing completion.
- Furniture and equipment were purchased during the year.
- Three water coolers for providing safe drinking water facility to students were fixed
- Photocopying facility was provided to the students at concessional rate at the cooperative store with help of PTA.
- A bike shed was constructed by utilising PTA fund.
- Public addressing system was extended by utilising PTA fund
- Mini auditorium was electrified by using fund from PTA.

2. Free computer literacy programme was conducted among the students.

3. With the financial aid of UGC, for imparting employability skills, at multi level among students an Equal Opportunity centre was functioned.

4. NET coaching, Remedial coaching and coaching for entry in services were also given to students under UGC Special Assistance Scheme.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION- To mainstream the institution as a college that provides quality higher education and produces intellectually competent, emotionally balanced, morally strong and socially committed citizens.

MISSION- To impart and disseminate knowledge in an enabling academic environment to all sections of society with special reference to the educational, social, cultural and economic needs of the weaker sections.

6.2 Does the Institution has a management Information System

College maintains an automated office system.

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

6.3.1 Curriculum Development

As an affiliated government institution under Calicut University the college adhere to the University curriculum. However, in the beginning of each academic year we conduct one day workshop for curriculum planning. During the workshop faculty members of respective departments develop their course plan. Several faculty members participated in the curriculum development workshops organised by the Board of studies of University of Calicut.

6.3.2 Teaching and Learning

- Teachers usually pursued modern transactional strategies supported by the application of ICT.
- We followed learner centric approach and encouraged students to do seminar presentations, write assignments and terms papers which were reviewed and commended upon by teachers.
- Peer teaching was adopted.
- Cater to the needs of learners of different levels the college implemented new initiatives of government such as Walk With Scholar, Scholar Support programme remedial coaching, Additional Skill acquisition programme.

6.3.3 Examination and Evaluation

- Common internal examinations for internal evaluation was conducted under the initiatives of academic monitoring committee and answer scripts were evaluated by teachers in a time bound manner and answer scripts were given back to students.
- Periodical assessment tests, in addition to seminars and assignments, were given to facilitate continuous evaluation of students.
- End semester and viva voce examination and project evaluation were conducted as per the norms of the University.

6.3.4 Research and Development

- Four faculty members have PhD qualification.
- Fifteen faculty members are pursuing PhD.
- We have eighteen research publications/books to our credit.
- Three of our faculty members are undertaking UGC minor research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New books including reference books costing Rs.348813 were purchased during the year. 192 e-books, 245 e-journals and 16 CDs and Videos were acquired during the year. Eight computers and one Television were purchased and a mini auditorium with 3000 sq ft. was constructed by utilising MP LAD fund. An open air theatre was constructed by utilising MLA LAD fund. A stair case was constructed by the PWD to the Mini auditorium. Ladies waiting room is renovated and extended. The construction of ladies hostel by utilising UGC Fund is almost completed. 100 Jefferson chair were purchased for seminar hall during the year. Three water coolers were purchased for providing drinking water facilities to the students.

6.3.6 Human Resource Management

Both teaching and non-teaching staff of the college have undergone the following training programmes organised by government agencies to enhance their expertise:

1. Faculty members of various departments attended fifty five national and international seminars during the period.
2. One faculty member undergone orientation and one member undergone refresher course conducted by UGC.
3. Six faculty members gained the benefits of faculty improvement programme of UGC.
4. Four faculty members attended workshop/winter or summer school.
5. College conducted three seminars by utilising financial assistance from UGC and Kerala Government under Faculty development Programme.
6. Six non- teaching staff members have gone for IMG training with duration of two to five days.

6.3.7 Faculty and Staff recruitment

The teaching and non-teaching staff members were appointed by the Kerala Public service commission purely on merit basis after conducting test and interviews.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission for UG programmes was done by the University through Centralised Allotment Scheme. PG admission was done by the duly constituted Admission committee and was purely on the basis of merit and the rules and regulations of the Government of Kerala and University of Calicut.

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	86

6.5 Total corpus fund generated

Rs. 7,34,750/-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	
Administrative	No		Yes	

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Commerce alumni of 80-83 and 82-85 B.Com batches extended financial support to financially weak, but meritorious students of B.Com Programme.

6.12 Activities and support from the Parent – Teacher Association

- Renovated ladies waiting room.
- Renovated Drinking water facility.
- Undertook many students welfare programmes and spent funds for the same.
- Provided funds for conducting lecture series by various departments .
- Made repairs and maintenance of building and equipment.
- Built a bike shed for the parking of vehicles of the students.
- Spent funds for networking, website maintenance and attendance software.

6.13 Development programmes for support staff

- Office personnel have been deputed for training programme in IMG.
- Office renovation and modernisation was in progress.
- Training has been given to support staff on office automation system .

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

- A Green Campus Programme was promoted by the PTA in the academic year.
- CSS of the college had undertaken a novel programme to green the campus by planting new trees and plants and also to initiate the whole college community into agriculture.
- Maintained Goose berry garden.
- Protected Indian devil trees (ALSTONIA SCHOLARIS) planted in the college.

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.

1. Annual Academic Planning
2. Application of ICT for Teaching and learning.
3. Subscription of business dailies by commerce department to familiarise the students with contemporary developments in commerce and business.

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

- IGR- For extension activities especially those conducted by NSS, funds were generated mainly by cultivating organic vegetables in the campus. One of the strengths of our college is 25 acres of fertile land. We were trapping this advantage for generating revenue for our extension activities.
- Noon meal programme- The noon meal was provided through the college canteen at the rate of Rs.5, making it convenient for the students coming from economic backward sections of the society.

7.4 Contribution to environmental awareness / protection

- Through CSS of our college, a novel programme to green the campus by planting new trees and plants and also to initiate the whole college community into agriculture.
- CSS programme were used to take good care of the campus during and after the Calicut University D-Zone Arts Festival held at our college in the last week of January, 2014.
- Plastic free campus.
- Awareness campaign on environmental issues.
- Bio-gas plant for solid waste management.

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

SWOT Analysis

1 Strengths

- Well defined objectives consistent with the mission and goals of the College.
- 25 acres vast campus area with potential for future expansion.

- College cooperative store promoted by the staff supplying stationery, books and other course materials to stakeholders at a subsidised rate.
- A well-structured organizational set up.
- Governance as per the Act and Statutes passed by the State Legislative Assembly
- Transparency and accountability in administration.
- Broad based channels of communication within the College.
- Planning educational, research and extension programmes with vision and foresight.
- Selection of students strictly based on merit.
- Well-defined student admission policy
- Transparency in selection processes
- Meritorious background of selected students
- Higher degree of student retention
- Higher academic credentials of faculty
- Transparent and merit-oriented Faculty recruitment
- Appropriate assessment mechanisms for students' academic achievement
- Reasonably good facilities for co-curricular and extracurricular activities.
- Very good College library with sufficient number of books, journals
- Satisfactory welfare schemes for students
- Strong support from the local community

2 Weaknesses

- Insufficient space for classrooms
- Inadequacy of space in common facilities including auditorium and canteen
- Inadequacy of financial resources for maintenance and renovation of existing facilities
- No hostel facilities for boys. Similarly no provisions for staff quarters
- No separate platform for the benefits of differently abled students
- Inability to take up periodical maintenance of college buildings satisfactorily
- In-sufficient space for expanding library facilities
- Insufficient number of Under Graduate programmes in Science stream . Similarly no Post Graduate programme in Science stream.
- Deficiency in digital learning resources to cater the needs of entire students community.
- Lack of initiatives from the alumni in contributing to growth of the institution
- None of the departments are research centres.

3 Opportunities

- Increasing number of applicants for our flagship programs
- Greater emphasis on business education in the 12th Plan
- Opportunities for consultancy services
- Institutional support services for research and extension activities
- New initiatives of the state government such as ASAP, WWS, SSP etc

4 Threats

- Privatization of higher education
- Delay in sanctioning of permanent posts for newly begin programs
- Reluctance from the part of corporate for campus placement
- No academic autonomy
- Difficulty in the timely implementation of the projects due to the procedural complexities.

8.Plans of institution for next year

Plan of Action for the year 2014-2015

- Start Community College offering Advance Diploma Courses
- Prepare and Submit Detailed Project Report to RUSA
- Uplift the College to a Centre of Excellence
- Seek financial assistance for the construction of New Science Block
- Submit Proposal for Seminars/Workshops to UGC and Directorate of Collegiate Education of Kerala
- Take Initiatives to start a Centre for Continuing Education in Kerala (CCEK)
- Upgrade P.G Departments to Research Centres under University of Calicut

Name: Vijayan.P.K

Name: Dr.Babu.C.C

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

ACADEMIC CALENDER FOR UNDER GRADUATE PROGRAMS FOR THE YEAR 2013-2014						
Events	I Semester	II Semester	III Semester	IV Semester	V Semester	VI Semester
Commencement of Classes:	1st July 2013	15th November 2013	3rd June 2013	15th November 2013	3rd June 2013	1st November 2013
Internal Examination I	Second week of September 2013	First week of January 2014	Second week of September 2013	First week of January 2014	Second week of September 2013	Third week of December 2013
Internal Examination II	Third week of October 2013	Third week of March 2014	Third week of October 2013	Third week of March 2014	Third week of October 2013	Last week of February 2014
Publication of Internal Marks & Forwarding the same to University	4th December 2013	10th April 2014	4th November 2013	4th April 2014	4th November 2013	3rd March 2014
University Examinations	Jan-2014	May-2014	Nov- 2013	May-14	Nov-2014	Mar-14
ACADEMIC CALENDER FOR POST GRADUATE PROGRAMS FOR THE YEAR 2013-2014						
	I Semester	II Semester	III Semester	IV Semester	Note: College follows the Academic Calendar provided by University of Calicut	
Commencement of Classes:	1st August 2013	1st January 2014	1st July 2013	30th December 2013		
Internal Examination I	Second week of October 2013	Last week of February 2014	Second week of September 2013	First week of February 2014		
Internal Examination II	Third week of November 2013	Last week of March 2014	Last week of October 2013	Third week of March 2014		
Publication of Internal Marks & Forwarding the same to University	29th December 2013	29th April 2014	24th November 2013	23rd June 2014		
University Examinations	Jan-2014	Jun-2014	Jan-2014	Jun-2014		

Annexure II

Feedback Analysis: 2013-2014

No	Departments	Feedback from Students								Feedback from Alumni		Feedback from Parents	
		Teacher Effectiveness		Contents of Syllabi		Infrastructure		Overall Evaluation					
		Mean Score	Impression	Mean Score	Impression	Mean Score	Impression	Mean Score	Impression	Mean Score	Impression	Mean Score	Impression
1	Commerce	3.8	Very Good	3.6	Very Good	3.1	Good	3.5	Very Good	3.4	Good	3.5	Very Good
2	Economics	3.2	Good	3.5	Very Good	3.2	Good	3.3	Good	3.2	Good	3.3	Good
3	English	3.3	Good	3.6	Very Good	3.1	Good	3.33	Good	3.2	Good	3.1	Good
4	History	2.9	Good	3.6	Very Good	3.1	Good	3.2	Good	3.0	Good	3.1	Good
5	Psychology	3.4	Good	3.5	Very Good	2.3	Satisfactory	3.2	Good	* Newly Started Courses		3.2	Good
6	Computer Science	2.9	Good	3.6	Very Good	2.2	Satisfactory	3.0	Good			2.7	Good
7	General	3.3	Good	3.6	Very Good	3.0	Good	3.3	Good	3.2	Good	3.0	Good

*Score 3.5 -4.0 Very Good; 2.5- 3.49 Good; Satisfactory 1.5 – 2.49; 0 – 1.49 Not Satisfactory