The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

| 2015-16 |

1. Details of the Institution

1.1 Name of the Institution

| **Krishna Menon Memorial Govt. Women's College,** |

1.2 Address Line 1

| **Pallikunnu Post** |

City/Town

| **Kannur** |

State

| **Kerala** |

Pin Code

| **670004** |

Institution e-mail address

| **kmmgwc@rediffmail.com** |

Contact Nos.

| **0497-2746175** |

Name of the Head of the Institution:

| **A.V.Krishnan** |

Tel. No. with STD Code:

| **0497-2746175** |

Mobile:

| **8547086058** |

Name of the IQAC Co-ordinator:

| **Narayanan P (Puthiyilleth)** |

Mobile:

| **9747915742** |

IQAC e-mail address:

kmmiqac2019@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

KLCOGN12399

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)

1.5 Website address:

www.kmmgovtwomenscollege.org

Web-link of the AQAR:

http://www.kmmgovtwomenscollege.org/bhu8mko/images/kmm_iqac/iqac_.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.45	2005	2005-14
2	2nd Cycle	A	3.03	2014	2014-19

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

01/06/2015

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 2014-15 Submitted on   06/10/2015*

1.9 Institutional Status

☐   ☐   ☐   ☐

2

University	State	Central	Deemed	Private

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [ ]   No [√]

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

Type of Institution   Co-education [ ] Men [ ] Women [√]

    Urban [ ] Rural [√] Tribal [ ]

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

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

1.10 Type of Faculty/Programme

    Arts [√] Science [√] Commerce [ ] Law [ ] PEI (Phys Edu) [ ]

    TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

    Others (Specify) [.]

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

1.12 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**

    No   **No**

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme | **No** | DST-FIST | **No** |

UGC-Innovative PG programmes | **No** | Any other (*Specify*) | **No** |

UGC-COP Programmes | **No** |

2. IQAC Composition and Activities

2.1 No. of Teachers | **8** |

2.2 No. of Administrative/Technical staff | **1** |

2.3 No. of students | **1** |

2.4 No. of Management representatives | **0** |

2.5 No. of Alumni | **1** |

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

2.7 No. of Employers/ Industrialists | **0** |

2.8 No. of other External Experts | **1** |

2.9 Total No. of members | **14** |

2.10 No. of IQAC meetings held | **4** |

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

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

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

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | **1** | International | | National | **1** | State | | Institution Level | |

(ii) Themes | **Participatory Quality Management in Higher Education Institutions – The Role of Teachers**

2.14 Significant Activities and contributions made by IQAC

- **Organised a National Seminar on Participatory Quality Management in Higher Education Institutions – The Role of Teachers under the sponsorship of the Directorate of Higher Education, Kerala**

- **Played an active role in the formation of a collective platform of neighbouring government institutions for resource sharing and for undertaking social service initiatives. The project is named as 'Superintendent Gate Initiative', after the historical name of the locality as Superintendent Gate.**

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
To reduce student drop outs.	**Drop-out reduced for the academic year 2015-16.**
To make a joint platform of neighbouring government institutions for resource sharing.	**Formed 'Superintendent Gate Initiative' for the purpose.**
To make awareness regarding Participatory Quality Management among the teachers	**Organised a National Seminar**

Attached the Academic Calendar of the year as Annexure I.

2.15 Whether the AQAR was placed in statutory body   Yes **√**   No ☐

Management ☐   Syndicate ☐   Any other body **√**

Provide the details of the action taken

AQAR was approved by the College Council held on 24 January 2017. A criterion wise analysis was done and a list of suggestions was prepared to be considered in the next academic year.

Criterion – 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	1	Nil	Nil	Nil
PG	2	Nil	Nil	Nil
UG	8	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	11	Nil	Nil	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

The College follows a Choice Based Credit Semester System (CBCSS) with direct grading for UG Programmes from 2011 Admission onwards. As the College is affiliated to Kannur University, changes are prescribed from time to time by the University. From 2014 Admission onwards, a new curriculum is in place for the UG Courses, based on indirect grading. The College has the flexibility of selecting open courses from a list prepared by concerned Board of Studies.

For PG Programmes, Semester System is being followed and the all PG syllabi got revised by the University in 2014. In the case of PG programmes, the College gets the academic flexibility in selecting Electives.

Many faculty members of the College are members of various Boards of Studies and some are Chairpersons. As such, the opinions and need-felt changes are communicated to the University without much difficulty.

The academic flexibility available to the College is executed in a highly democratic manner, with maximum allowance for the preferences of the student community.

(ii) Pattern of programmes:

Pattern	Number of programmes

Semester	10
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) [ ]

* An analysis of the feedback is given as Annexure II

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

In 2014 both UG and PG Syllabi got revised. At the UG level, the changes effected include the addition of new core courses in accordance with the needs of the times and society. A few courses not so important anymore were deleted from certain semesters. Also, credit restructuring was done as part of the revision.

For the PG Programmes, the number of papers to be learned was increased to provide a broader base in the subject. This was done keeping the total score of the programme unchanged and through redistribution of paper wise maximum scores.

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

Nil

Criterion – II

Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	41	7	0	0

2.2 No. of permanent faculty with Ph.D

7

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
34	7	7	0	0	0	0	0	41	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

7	0	0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	6	5
Presented papers	3	3	-
Resource Persons	1	-	-

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

Interactive White Board based teaching, Power Point Presentations, Student led remedial sessions, Video Lectures, and EDUSAT resource based learning.

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)

College follows the Bar Coding System implemented by the University for end semester evaluations and Double Valuation is present at the PG level.

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

8	4	5

2.10 Average percentage of attendance of students

| 90 |

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.A Economics	69	2.90	59.42	20.29	4.35	86.96
B.A English	25	8	60	8	8	84
B.A History	41	0	53.66	17.07	12.2	82.93
B.A Malayalam	26	3.85	76.92	11.54	0	92.31
B.Sc Chemistry	27	25.93	51.85	0	0	77.78
B.Sc Mathematics	23	17.4	69.76	13.04	0	82.61
B.Sc Physics	26	15.38	61.53	11.54	0	88.46
M.A Development Economics	15	20	20	33.33	13.34	86.67
M.A English	15	0	40	33.33	13.33	86

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

There is an Academic Monitoring Committee which looks after and monitors the regular progress of Teaching and Learning. It ensures the coverage of syllabi as per the teaching plans. IQAC gives broad plan of action with time lines attached. The internal evaluation activities/variables include tests, assignments, seminars, viva-voce and attendance. IQAC has given schedules for the compilation of each item.

The evaluation of learning is through the regular tests. Teacher evaluation by students is done regularly in the month of January. A structured questionnaire is used for the purpose.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	4
UGC – Faculty Improvement Programme	4
HRD programmes	3
Orientation programmes	2
Faculty exchange programme	4
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	36
Others	1

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	**21**	**0**	**0**	**0**
Technical Staff	**0**	**0**	**0**	**0**

Criterion – III

Research, Consultancy and Extension

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

> 1. A session was given to the young faculty members to train them on applying for UGC Minor Research Projects.
> 2. Of the Nine slots available for Faculty Development Programme of UGC, 4 slots are already claimed and another 3 is in the process. This was a result of active sensitisation by IQAC.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs		NIL		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3	-	-
Outlay in Rs. Lakhs		395000/-	-	-

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index **4**   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		Nil		
Minor Projects	**1** & 1/2 Years	UGC	395000	395000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-

Any other(Specify)	-	-	-	-
Total	**3**	**UGC**	**395000**	**395000**

3.7 No. of books published   i) With ISBN No.   **2**   Chapters in Edited Books   **1**

ii) Without ISBN No.   **0**

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy **0**   CPE **0**   DBT Star Scheme **0**

INSPIRE **0**   CE **0**   Any Other (specify) **0**

3.10 Revenue generated through consultancy   **Nil**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		**5**			
Sponsoring agencies		**UGC-3 State Plan Assistance-2**			

3.12 No. of faculty served as experts, chairpersons or resource persons   **10**

3.13 No. of collaborations   International [ ]   National [ ]   Any other   **1**

3.14 No. of linkages created during this year   **1**

3.15 Total budget for research for current year in lakhs :

From Funding agency   **Nil**   From Management of University/College   **Nil**

Total   **Nil**

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	NIL
	Granted	
Commercialised	Applied	
	Granted	

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						

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

2

1

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

0

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

JRF 0   SRF 0   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events:

University level 8   State level 0

National level 1   International level 0

3.22 No. of students participated in NCC events:

University level 0   State level 0

National level 0   International level 0

3.23 No. of Awards won in NSS:

University level 3   State level 3

National level 0   International level 0

3.24 No. of Awards won in NCC:

University level | 0 | State level | 0

National level | 0 | International level | 0

3.25 No. of Extension activities organized

University forum | 0 | College forum | 0

NCC | 0 | NSS | 12 | Any other | 2

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

- **The teachers from the Department of English extended classes to the inmates of the Central Jail, Kannur.**
- **The students and teachers of the Department of English recorded audio clippings for blind students.**
- **The teachers contributed to E-Learning Modules for UGC-EMMRC Programme.**

Criterion – IV
Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15 Acres	Nil		
Class rooms	38	N il		
Laboratories	3	1	State Plan Fund	
Seminar Halls	3	1	College Development Council	
No. of important equipments purchased (≥ 10 lakh) during the current year.	4	Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)	14.68	Nil		
Others	-			

4.2 Computerization of administration and library

> **Library automation was completed in 2014-15. The books are issued through the software. For this KOHA software is being applied.**

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40591	1,61,22,322	4000	72000	44591	1,61,92,322
Reference Books	696	4,76,330	200	30000	896	5,06,330
e-Books	8000	70,18,570	0	0	8000	7018570
Journals	30	21280	5	9000	35	30280
e-Journals	520	5000	0	0	520	5000
Digital Database						
CD & Video	83	15140	10	6000	93	21140
Others (specify) Periodicals	30	8920	28	12000	58	20920
KOHA Software	1		0		1	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	**133**	**4**	**30**	**3**	**1**	**2**	**15**	**0**
Added	**60**	**1**	**25**	**1**	**1**	**0**	**0**	**0**
Total	**193**	**5**	**55**	**4**	**2**	**2**	**15**	**0**

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

The college has well functioning broadband connection individually to each department. In addition, the College office has a Wi-Fi enabled connection. Two computer labs have networking facilities with internet connection. The key sections in the office are computerised and many transactions and communications are done without papers.

4.6 Amount spent on maintenance in lakhs :

i) ICT   1150800/-

ii) Campus Infrastructure and facilities   2209700/-

iii) Equipments   Nil

iv) Others   839700

Total :   **4200200/-**

* The Amount includes the expenditure for new items in each head.

Criterion – V
Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC reviews the activities of Scholarship Committee which is in charge of educating students regarding various Scholarships. Also, the College has a Remedial Coaching System named, 'Scholar Support Programme' (SSP) for weaker students sponsored by the Directorate of Collegiate Education (DCE), Kerala. For small group mentoring for gifted students, another DCE sponsored programme, 'Walk With a Scholar' (WWS) has been in place since 2012-13. The IQAC monitors the regular functioning of both SSP and WWS.

The majority of students are provided with fee exemption on community grounds or on the basis of income. At the time of admission itself, parents and students are informed about the details of applying for fee exemption. In addition, PTA assistance to the very needy students is provided wherever needed, be it for purchasing uniform or to provide free lunch on a confidential basis.

5.2 Efforts made by the institution for tracking the progression

The regular monitoring of progress is done through the Tutorial System. The tutor records all academic and co-curricular achievements in the Student Record. If any retrogression is found, the tutor takes necessary actions like discussion with the concerned student, her parent or the teacher in charge of a particular subject.

The student progression from UG to PG and from PG to higher levels is ensured through motivation classes and career guidance programmes. For both final year UG students and final year PG students, department level orientation programmes are arranged for educating students on higher education possibilities. In 2015-16, many students passed out from the College, got admission in CUSAT, Kochin for M.Sc Physics, EFLU, Hyderabad for M.A English Literature and in Central Universities of Pondicherry and Kerala for various PG courses. Two students who completed M.A Development Economics from the College qualified UGC-NET.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
838	67	2	0

(b) No. of students outside the state

4

(c) No. of international students

0

(d)

No	%
0	
Men

No	%
907	**100**
Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
258	**76**	**33**	**524**	**19**	**891**	**306**	**124**	**29**	**448**	**23**	**907**

Demand ratio: **47**   Dropout %:   **4.8**

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

As part of the 'Walk With a Scholar' Programme (WWS), students were provided with coaching for CAT examination, Group Discussion and Interview Skills. Also the final year and second year UG students who were enrolled in the 'Additional Skill Acquisition Programme' (ASAP), a state government sponsored programme for inculcating employability skills in students, got special trainings for soft-skill development. Many ASAP students have become trainers and are faculty in local schools of their choice.

No. of students beneficiaries   **360**

5.5 No. of students qualified in these examinations

NET   **2**   SET/SLET   [ ]   GATE   [ ]   CAT   [ ]

IAS/IPS etc   [ ]   State PSC   **4**   UPSC   **2**   Others   **5**

5.6 Details of student counselling and career guidance

There is a well functioning Career Guidance and Counselling Cell in the College which provides career orientation for the students. Classes on general and specific skill based trainings are organised. Books on entrance examination coaching, general awareness, neumerical skills etc. are regularly purchased to increase the competability of the students.

No. of students benefitted   **320**

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

5.8 Details of gender sensitization programmes

1. Three students and one lady faculty member attended International Conference on Gender Equality organised by the Department of Social Justice, Government of Kerala in November 2015 at Kovalam, Trivandrum.
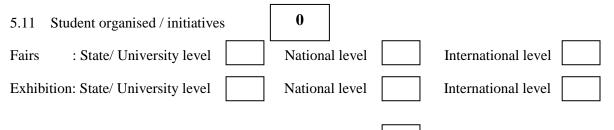
5.9 Students Activities

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

State/ University level | 30 | National level | 16 | International level | 0 |

No. of students participated in cultural events

State/ University level | 73 | National level | 0 | International level | 0 |

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

Sports : State/ University level | 8 | National level | 2 | International level | 0 |

Cultural: State/ University level | 23 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	5	25000
Financial support from government	140	959750
Financial support from other sources	97	582000
Number of students who received International/ National recognitions	2 DST INSPIRE Fellowship	120000

5.11   Student organised / initiatives | **0** |

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** |

- **Assisted in setting up of a Public Library at Pallikunnu, Kannur**
- **Campaigning for the programme 'Snehapoorvam' introduced by the Government of Kerala for the welfare of orphaned students.**
- **Pain and Palliative Services by Pain and Palliative Care Society.**
- **The NSS volunteers built a house for a homeless family (Home of Love).**
- **The Entrepreneurship Development Club organised a marketing programme for helping a disabled person for selling the candles hand-made by them.**

5.13 Major grievances of students (if any) redressed:

- **Running water scarcity problem addressed in all the toilets.**
- **Electronic Lecterns are in place in all the common classrooms to make the lectures audible.**
- **More Sanitary Napkin Burners placed for easy access by the students.**

Criterion – VI

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

➢ The College endeavours to empower young women with a view to transform them into efficient leaders and responsible citizens. The institution strives to make its students strong and confident by imparting value education, adapting the curriculum to meet the needs of the community, raising standards of teaching and learning and promoting innovation and critical thinking among the learners.

MISSION

➢ The mission of the Institution is to produce intellectually enlightened, emotionally balanced, morally upright and socially committed young women who will be the agents of social transformation. The education of women has a larger perspective of enhancing their self esteem, ensuring an equal partnership in national development along with men. In essence, the mission of the College reflects both the tradition of the institution and its vision for the future.

6.2 Does the Institution have a management Information System

Yes. There is a well defined channel of communication which is in tune with the organisational hierarchy. The Principal is the highest authority from where the devolutions and delegations start. There are two communication channels - one concerning the teaching staff and other one concerning the non-teaching staff. The Office Superintendent acts as the middle level player in the former and the Heads of Departments take the similar roles in the latter.

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

6.3.1 Curriculum Development

Being an affiliated college, the teachers only get a limited flexibility in curriculum management. It is the concerned Board of Studies of the University which forms the Curriculum. Fortunately enough, many of the faculty members of the College are either the Chairpersons or Members in Board of Studies of the related programmes. As such, the views of the faculty members get well articulated and if deemed good by the Board, they get implemented sooner than later. Even otherwise, teachers individually submit suggestions regarding necessary changes in the ongoing curriculum to the concerned Board of Studies. Most of the teachers attend workshops organised as part of Curriculum Reform/Restructure. In 2014-15, a large majority of teachers contributed to the revision of both UG and PG Syllabi.

For getting an informed participation, prior discussions are done within the departments before participating in such workshops.

6.3.2 Teaching and Learning

The College follows ICT based teaching and learning methods. Almost all departments have smart-board enabled classrooms. Students are encouraged to make their seminar presentations through power-point presentations. The Academic Monitoring Committee overviews the smooth conduct of academic sessions and timely syllabus coverage. Remedial coaching is organised for weaker students and some departments like Physics did the same with the assistance of academically bright students who volunteered for it.

6.3.3 Examination and Evaluation

The College follows two types of evaluations – Continuous Evaluation (CE) and End Semester Evaluation (ESE), as stipulated by the University. Continuous evaluation is made through regular tests, assignments, seminars and level of student attendance. The Academic Monitoring Committee ensures that the continuous evaluation is done strictly within the time schedule given. The various components of the continuous evaluation are enough to measure diverse abilities of the students. There are departmental Grievance Redressal Committees to consider student complaints regarding continuous evaluation.

The College thoroughly ensures that the end semester examinations are conducted with fairness and transparency. So far, no mishaps have been reported in this regard.

6.3.4 Research and Development

The College has a Research Centre for English Language and Literature recognised by Kannur University. The Centre is very dynamic and has held many presentations and discussions on relevant topics.

The faculty members have taken up 6 Minor Research Projects of UGC for the last one year. This was a result of active sensitization done by the IQAC. The topics include 'Politics of Campus Politics' by Dr. Joby Verghese, Assistant Professor of Political Science, 'Economic Incentives for People Participation in Grass-root Democracy' by Sri. Narayanan P, Asst. Professor of Economics, 'Social and Familial Life in the Writings of Muttathu Varkey', by Smt.Syamala Manichery, Asst. Professor of Malayalam, 'Images of Inclusion: Indian Graphic Novels and Social Equity' by Dr.E.V.Fathima, Asst. Professor of English and 'Synthesis of Some Rare Earth Doped Nickel Based Ferrite Nano Particles' by Dr.P.J.Binu, Asst. Professor of Physics.

The College introduced Blind Peer Review for the research journal of the College, 'Convergia'(ISSN: 2322-065).

Four faculty members of the College got selected for the Faculty Development Programme (FDP) of UGC in 2014-15. The remaining 5 slots were also claimed during the last year and the applications are under processing.

In 2015-16, two more faculty members entered into active research by entering into the Ph.D programmes.

The College encourages research initiatives of the faculty members through constant motivation and progress evaluation.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Library gets updated each year by purchasing new books in all the relevant fields and by subscribing to emerging journals related to the disciplines taught.

A new well-equipped Computer Lab with A/C was set up to seat 40 in the newly built Science Block.

The Play Ground was expanded to accommodate a 800 metre heats track. Also, the work began for constructing an Indoor Stadium.

6.3.6 Human Resource Management

The College is blessed with committed and self-motivated teaching and non-teaching staff members who proved their competence as part of the recruitment process. Being a government institution, the appointments are done by the state Public Service Commission.

The college teachers attended one among two programmes organised by the Directorate of Collegiate Education Kerala – OPTIMA and TEST. The former is meant for junior teachers and the latter is for senior teachers.

To instil morale and to maintain the motivation level, various training programmes are organised by the government. For the young teachers, there is a DCE sponsored programme, named 'Fostering Linkages in Academic and Innovative Research' (FLAIR). As part of the programme teachers get trainings and internship opportunities. About 15 teachers of the College participated in FLAIR.

The teachers of the College participate in Orientation and Refresher Courses offered by various University staff training institutes (Academic Staff Colleges). In addition, the College IQAC organised two staff training programmes – one on the Smart Board Usage and another one on Learner Psychology.

The teachers of the College organise and participate in Conferences/Seminars/Workshops aimed at Faculty Development.

6.3.7 Faculty and Staff recruitment

The faculty and other staff are recruited by the government through written tests and interviews. The system of government recruitment has been well acknowledged by many for its efficiency. For the teaching posts, the qualifications required are Post Graduation in relevant subject and NET.

The College appoints Guest Faculty to make up the vacant positions after a thorough interview of qualified candidates.
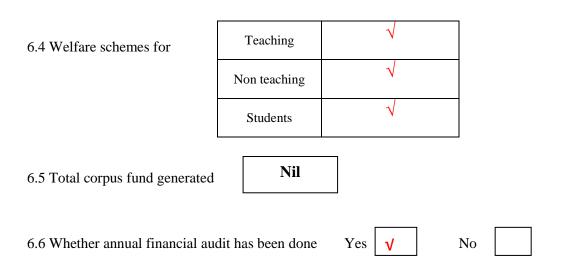
6.3.8 Industry Interaction / Collaboration

The College offers no PG Courses for Science subjects. As such, the industry interaction and collaboration has not been started.

The College has made some remarkable linkages and a general collaboration with MILMA, the Milk Marketing Co-operative of Kerala. B.Sc Chemistry students are familiarised with milk processing technology by the MILMA, Kannur Dairy.

6.3.9   Admission of Students

The admission in 2015-16 was done through the usual procedure governed by the University and Government. For UG admission, the There was no complaint regarding the admission. All communications were provided through print media, college website and through postal services. The reservation norms were strictly followed.

6.4 Welfare schemes for

Teaching	√
Non teaching	√
Students	√

6.5 Total corpus fund generated   **Nil**

6.6 Whether annual financial audit has been done   Yes √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**No**	**-**	**Yes**	**Academic Monitoring Committee (AMC)**
Administrative	**No**	**-**	**No**	**-**

6.8 Does the University/ Autonomous College declares results within 30 days? **Not Applicable**

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

The Alumni Association organised a class on 19 March 2016 on 'Stress Management' for the members.

6.12 Activities and support from the Parent – Teacher Association

The College PTA is at the forefront of extending support - financial, logistical and administrative – to all activities in the College. It actually participates in activities aimed at the welfare of the students and for their academic and cultural excellence. The PTA regularly gives endowments to laud toppers in University Examinations and winners of Sports and Arts competitions.

6.13 Development programmes for support staff

The IQAC of the College organised a half-day session to the non-teaching staff for introducing the working of E-administration as a follow-up programme.

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

The Campus is blessed with a 15 Acre Campus with full greenery. The ecological motto of the College is 'Green Campus Clean Campus'. The College does its maximum to preserve the natural beauty of the Campus. The Nature Club and the Science Club jointly organise programmes to celebrate environmentally important days like World Environment Day, World Earth Day, etc. The College has a well-planned waste management system. The bio-wastes are managed through pipe composting and the College Hostel and Canteen are having Bio-gas Plants to manage food wastes productively. The use of Plastic has been minimised through active sensitisation. The usage of Flex Boards is banned within the Campus.

Criterion – VII

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. The digital streamlining of student attendance registration initiated. This was made possible by installing software. The new system is better in consolidating daily attendance details of the students.
> 2. The Course Management Software 'MOODLE' got uploaded in the College Website and the teachers are being trained. Presently, the internal tests and assignment submissions are organised in a limited scale through MOODLE. It has reduced the usage of paper and time.

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

> 1. To reduce student drop-out, an awareness programme was conducted as part of Class PTAs in which the teachers motivated parents to continue with the education of their daughters even after marriage. This was done by focussing on the need for women education in the ongoing social dynamics.
> 2. To make collective efforts for social upliftment, the 'Superintendent Gate Initiative' was formed by collaborating nearby government institutions.
> 3. To provide self employment skills to the students who pass out from the College, a collaboration was made with RUDSET, Kerala.

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

> - The College NSS Units organised a series of events in connection with the Students Initiative in Palliative Care (SIPC).
> - The College formed 'Superintendent Gate Initiative' as an informal grouping among neighbouring government institutions for undertaking social service acvtivities. Many activities like cleaning-up of National Highway, Vegetable Cultivation, etc. were undertaken in 2015-16.

The details given in annexure II & III

7.4 Contribution to environmental awareness / protection

> To create greater energy and efficiency for Green Initiatives, the Nature Club and the Science Club work in tandem. Accelerated efforts are undertaken to preserve and extend the green cover and bio-diversity. There were collective efforts from the PTA, the NSS units, various clubs and staff club for cleaning up the campus by segregating plastic and electronic waste. The Pipe Composting is practiced for bio-degradable wastes.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

STRENGTH

- Eco-friendly campus to provide a conducive environment for physical and mental development.
- Consistently good academic results with toppers in University examinations in almost all the disciplines.
- Scientific training to produce University, State, National and International sports figures.
- Nodal centre for new initiatives like Additional Skill Acquisition Programme (ASAP), Walk With a Scholar (WWS) and Scholar Support Programme (SSP).

WEAKNESS

- Inadequate involvement in research activities.
- Inadequate campus recruitments.
- Limited number of programmes/courses.
- Despite the consistently good academic performance, PG courses are allotted only for two Departments.
- Drop outs due to socio-economic and cultural compulsions faced by students.

OPPORTUNITIES

- Effective guidance of the underprivileged students towards favoured destinations.
- Able to train students from poor backgrounds to enter prestigious universities.
- Making use of every opportunity to highlight contribution of the different Departments and the College, to attract better students.
- Mentoring is possible internally as well as the part of Government's flagship programmes like ASAP, WWS, SSP etc.

THREATS

- Countering socio - economic backwardness that inhibits completion and continued higher education of girls.
- Lack of adequate hostel facilities to the needy students to check the rate of dropouts due to commuting difficulties.

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

> ➢ To introduce more programmes at UG and PG levels. At the UG level, the programmes preferred are B.Com Co-operation, B.A Hindi, B.A Geography, B.Sc Statistics and B.Sc Psychology. At the PG level, the programmes preferred include M.Sc Chemistry, M.Sc Mathematics and M.Sc Physics.
> ➢ To complete the construction of College Auditirium, First floor of the Hostel, Indoor Stadium and the Academic Block.
> ➢ Construct a Language Block near to the Heritage Block.
> ➢ Construct a new hostel block to meet the rising demand.
> ➢ To arrange smart technology in all of the existing class rooms.
> ➢ To make arrangements for tapping solar energy.
> ➢ To complete the networking of the entire College.

Name : NARAYANAN.P (PUTHIYILLETH)   *Name :   A.V.KRISHNAN*

_____   _____

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

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APPENDIX I

ACADEMIC CALENDER 2015-16

Total Working Days:180

<u>First Semester: (2015 Admission)</u>

Month	Date	No. of working days
July 2015	30-31	2
August 2015	01-31	14
September 2015	01-30	20
October 2015	01-31	19
November 2015	01-30	20
December 2015	01-28	15
Total		**90**
Onam holidays		22nd to 31st August 2015
First Internal Examination		First week of October 2015
Second Internal Examination		Second week of November 2015
Publishing of result of Internal Examinations		Last week of November 2015
Submission of results of internal Examinations to the University		First week of December 2015
University Examination*		

<u>Second Semester: (2015 Admission)</u>

Month	Date	No. of working days
December 2015	29-31	03
January 2016	01-31	20
February 2016	01-29	22
March 2016	01-31	23
Total		**68**
X' Mas Holidays		19th to 27th December 2015
First Internal examination		Last week of January 2016
Second Internal examination		Last week of February 2016
Publishing of Results of Internal Examinations		First week of March 2016
Submission of Results of internal Exams to the University		Last week of March 2016
University Examination *		

Third Semester: (2014 Admission)

Month	Date	No. of working days
June 2015	01-30	22
July 2015	01-31	22
August 2015	01-31	14
September 2015	01-30	20
October 2015	01-31	19
Total		**97**
First Internal Examination		Last week of July 2015
Onam holidays		22nd to 31st August 2015
Second Internal Examination		Second week of October 2015
Publishing of result of Internal Examinations		Last week of October 2015
Submission of results of internal Exams to the University		First week of November 2015
University Examination*		

Fourth Semester: (2014 Admission)

Month	Date	No. of working days
November 2015	16-30	11
December 2015	01-31	18
January 2016	01-31	20
February 2016	01-29	22
March 2016	01-31	23
Total		**94**
X' Mas Holidays		19th to 27th December 2015
First Internal examination		Second week of January 2016
Second Internal examination		Last week of February 2016
Publishing of Results of Internal Examinations		Second week of March 2016
Submission of Results of internal Exams to the University		Last week of March 2016
University Examination *		

Fifth Semester: (2013 Admission)

Month	Date	No. of working days
June 2015	01-30	22
July 2015	01-31	22
August 2015	01-31	14
September 2015	01-30	20
October 2015	01-31	19
Total		**97**
First Internal Examination		Last week of July 2015
Onam holidays		22nd - 31st August 2015
Second Internal Examination		Last week of September 2015
Publishing of result of Internal Examinations		Second week of October 2015
Submission of results of internal Exams to the University		Last week of October 2015
University Examination *		

Sixth Semester: (2013 Admission)

Month	Date	No. of working days
November 2015	16-30	11
December 2015	01-31	18
January 2016	01-31	20
February 2016	01-29	22
March 2016	01-31	23
Total		**94**
X' Mas Holidays		19th - 27th December 2015
First Internal examination		Last week of January 2016
Second Internal examination		Last week of February 2016
Publishing of Results of Internal Examinations		First week of March 2016
Submission of Results of internal Exams to the University		Second week of March 2016
University Examination *		

APPENDIX II

BEST PRACTICE 1

a) Title of the Practice: '**Student Initiative in Palliative Care**'

b) Goal:

- ➢ To promote student participation in Palliative Care.
- ➢ To foster the social values in the minds of the students.

c) The context:

The caring of a palliative care patient is a major issue in many families, especially for those families lacking proper economic security. One member has to be always with the patient, which prevents him/her from earning through some outside work. A social support system is necessary for sustaining such families. The students can do a lot in making the lives of such families better.

d) The Practice:

- • The programme was a joint project by the NSS units of the College and the Department of Palliative Medicine, District Hospital Kannur. Through a survey by our students 154 families in the locality were identified as the target group. Following activities were organised under the project.
    - ➢ A Pain and Palliative get-together organised in the campus as a measure for rapport-making. The patients and their bystanders attended the event.
    - ➢ Subsequently, job trainings based on the interest of patients and bystanders were given. The trainings were on preparation of Mouth Wash, Hand-wash and Toilet Lotion, Umbrella Making and Candle Making.
    - ➢ Festival Kits distributed to all the families thrice in an year, during Onam, X Mas and Id Mubarak.
    - ➢ Home Care provided for the needy families. The activities like cleaning, washing, bandaging, etc. were done.
    - ➢ Counselling services given to needy patients and bystanders by the trained students.

e) Evidence of Success:

Many of the patients are earning Rs. 10,000 to Rs.15000/- per month through the skills acquired through the job trainings provided to them. One Mr. Khaleed.K is earning Rs. 25000/- per month as reported by him.

f) Problems Encountered and resources required:

- • It was difficult to raise sufficient funds. The students managed to find some sponsors at last.
- • The vehicle servicers were provided by the District Hospital, Kannur.

APPENDIX III

BEST PRACTICE 2

a) Title of the Practice: '**Superintendent Gate Initiative**'

b) Goal:

➢ To undertake various social service programmes in a bigger scale.

c) Context:

The College is blessed by the neighbourhood of various central and state government institutions. Each has its own extension programmes. If done in group, a better outcome can be expected. Also a fraternity can be developed among the institutions which would be beneficial to all the stakeholders and to the general public at large.

d) The Practice

- An association formed among the neighbouring government institutions by the name 'Superintendent Gate Initiative', after the historical name of the locality. The Principal of the College acts as the Chair during the meetings. The co-institutions are,

  a. All India Radio, Kannur
  b. Government Higher Secondary School, Pallikunnu
  c. MILMA, Kannur Diary
  d. Central Jail, Kannur
  e. Sub Jail, Kannur
  f. Women's Jail, Kannur
  g. Government Press, Kannur

  The group organised many programmes which are briefly described below.

  a. Cleaning up of the National Highway premises of the locality. The teachers, students and non-teaching staff joined counterparts from other institutions for this event.
  b. Vegetable Cultivation in the office premises with the co-operation from the Department of Agriculture.
  c. Sharing of resources bilaterally. The College teachers were the resource persons for various events in member institutions.

e) Evidence of Success

The Programme was highly successful in scaling up the extension activities of the College.

f) Problems Encountered and resources required

- Availability of time was the main constraint for the completion of the project
- The resources required were mainly in terms of manpower which was plenty in the group.