

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2016-17

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:

Dr. Rejula P.K.

Tel. No. with STD Code:

0497-2746175

Mobile:

7736022330

Name of the IQAC Co-ordinator:

Dr. Francis O.S.

Mobile:

9447346312

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:

BC (SC)/01/RAR/71 dated May 05, 2014

(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 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR for 2015-16 was submitted on 25/01/2017

1.9 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

1.10 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**

DST Star Scheme **No** UGC-CE **No**

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

5

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

2

Non-Teaching Staff/ Students

2

Alumni

1

Others

1

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* for the IQAC coordinators of different colleges and other interested teachers. More than 60 people participated.
- The members in SIPC (Students' Initiative in palliative Care) provided financial as well as mental solace to pain and palliative patients in Kannur.
- Organized a Green Election Campaign in the wake of Kerala Legislative Election 2016.
- Organized several job introducing sessions in collaboration with Career Guidance Cell.
- Sessions on candle making, soap making and cloth carry bag making were successfully conducted in association with Entrepreneur Development Club.

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 make the students find more job opportunities and higher education fields	the number of students who pursued higher studies and who found job increased considerably.
To reduce student drop outs.	Drop-out reduced considerably during the academic year 2016-17.
To make a joint platform of neighbouring government institutions for resource sharing.	continuing the 'Prison Service Programme' by conducted regular classes for the scholar prisoners in the neighbouring central prison of Kannur.
To make awareness regarding Participatory Quality Management among the teachers	Organised a National Seminar on enhancing quality teaching in which all teacher stakeholders participated.

* 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 in March 2017. A detailed criterion wise analysis was done and fruitful suggestions were put up to be considered in the next academic year 2017-18.

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. The College is affiliated to Kannur University, and due 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 and in 2016. 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 Board of Studies and Board of Examiners. 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. For PG in English, the syllabus was again revised in 2016 with addition of new areas in literature like Dalit Writings and criticism. 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

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

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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	12	5
Presented papers	5	10	-
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

181

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 pursued 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
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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	71	14.04	32.39	12.67	0	59.15
B.A English	25	0.038	30.76	23.07	0	57.69
B.A History	40	0	0.05	0.17	0.17	40
B.A Malayalam	27	0.11	37.03	0.03	0	51.85
B.Sc Chemistry	28	14.28	50	14.28	0	82.14
B.Sc Mathematics	24	0.041	50	29.16	04.16	87.5
B.Sc Physics	28	0	42.85	14.28	0	57.14
M.A Development Economics	15	25	17	33.33	18	93.33
M.A English	15	20	38	6.5	1.6	66.67

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

The Academic Monitoring Committee (AMC) 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	7
HRD programmes	3
Orientation programmes	4
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	22	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, 7 slots are already claimed. This was a result of active sensitisation by IQAC.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Outlay in Rs. Lakhs				

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 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 <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	3	UGC	395000	395000

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		3			
Sponsoring agencies		UGC-3 State Plan Assistance-2			

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 :

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	
International	Applied	

	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:

0 0

University level

State level

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 Department of English extended classes to the day scholars of the Central Jail, Kannur.**
- **The students and teachers of the Department of English recorded audio clippings for blind students.**
- **The teachers of English 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		15 Acres
Class rooms	38	10	State Plan Fund	48
Laboratories	3	1	State Plan Fund	4
Seminar Halls	3	1	College Development Council	4
No. of important equipments purchased (≥ 10 lakh) during the current year.	3	Nil		3
Value of the equipment purchased during the year (Rs. in Lakhs)	10.74	Nil		10.74
Others	-			

4.2 Computerization of administration and library

General Library automation was completed in 2014-15. The books are issued through the software. Automation has come to effect in the departments of English and Economics in 2016. KOHA software is being used.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	46713	1,71,22,322	4000	82000	44591	1,72,04,322
Reference Books	696	4,76,330	200	30000	896	5,06,330
e-Books	8000	70,18,570	0	0	8000	70,18,570
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		2		3	

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 a 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 almost all transactions and communications are done without papers.

4.6 Amount spent on maintenance in lakhs :

i) ICT	23,16,000/-
ii) Campus Infrastructure and facilities	1,47,00000/-
iii) Equipments	2,90,000/-
iv) Others	6,30,000/-
Total :	1,79,36000/-

*** 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

- Every time the IQAC reviews the activities of the Scholarship Committee which is in charge of educating students relating to 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. Individual mentoring of other students also is taken care of.
- 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 student concerned, 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
965	67	2	0

(b) No. of students outside the state

2

(c) No. of international students

0

(d)	<table border="1" style="display: inline-table;"><tr><td>No</td><td>%</td></tr><tr><td>0</td><td></td></tr></table>	No	%	0		Men
No	%					
0						

<table border="1" style="display: inline-table;"><tr><td>No</td><td>%</td></tr><tr><td>1034</td><td>100</td></tr></table>	No	%	1034	100	Women
No	%				
1034	100				

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
306	124	29	448	23	907	362	127	30	496	19	1034

Demand ratio: **49** Dropout %: **4.7**

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	3	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

<i>On campus</i>			<i>Off Campus</i>
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 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
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

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

- Assisted in setting up of a Public Library at Pallikunnu, Kannur
- Campaigning for the programme ‘Snehapoorvam’ (with love) 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 ‘snehavedu’ (Home of Love).
- The Entrepreneurship Development Club organised a marketing programme for helping a disabled person for selling the candles and soaps 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 4 Minor Research Projects of UGC in 2015 are continuing with it. 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. Sri. Narayanan P, Dr. Binu P.J. and Shyamala Manichery have submitted their MRPs.

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 Ph.D programmes.

The College encourages research initiatives of the faculty members through constant

6.3.5 Library, ICT and physical infrastructure / instrumentation

The construction of a new indoor stadium for the sportspersons of the college has been underway.

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.

The new well-equipped Computer Lab with A/C was set up to seat 40 in the newly built Science Block started functioning in 2016.

The Play Ground was expanded to accommodate a 800 metre heats track.

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. Every year the students of B.Sc Chemistry get familiarisation classes 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, 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. Every year the PTA 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

Several eco-friendly waste disposal equipment are placed around the campus. 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 inside 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.
3. The internal marks are entered online so that every student is able to see it online.

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 provide self employment skills to the students who pass out from the College, 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 NSS units of the College framed many flash mob programmes against drugging, for women empowerment and for undertaking many social service activities. 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 separating 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

- A green and 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.
- Outstanding achievements in social work under NSS.
- 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.

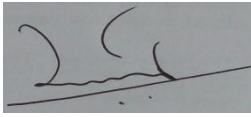
THREATS

- 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

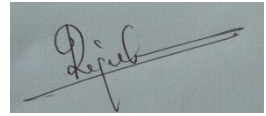
- To avail more programmes at UG and PG levels. At the UG level, the programmes preferred are B.Com Co-operation, B.A Hindi, B.A Geography, B.Sc Statistics and B.Sc Psychology. At the PG level, the programmes preferred include M.Sc Chemistry, M.Sc Mathematics, M.Sc Physics and M.A. Malayalam.
- To complete the construction of College Auditorium, Indoor Stadium and the Academic Block.
- Construct a Language Block near to the Heritage Block.
- Construct a new hostel block to accommodate more students.
- 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 : Dr. Francis O.S



Signature of the Coordinator, IQAC

Name : Dr. Rejula P.K



Signature of the Chairperson, IQAC

APPENDIX I

ACADEMIC CALENDER 2016-17

Total Working Days: 180

First Semester (2016 Admission)		
Month	Date	No. of working days
July 2016	24-29	5
August 2016	01-31	20
September 2016	01-30	17
October 2016	01-31	20
November 2016	01-30	21
December 2016	01-30	15
Total		98
Onam holidays	17 to 26 of September 2016	
First Internal Examinations	First week of October 2016	
Second Internal Examination	Second week of November 2016	
Publishing of result of Internal Examinations	Last week of November 2016	
Submission of the results of Internal examinations to the University	First week of December 2016	
University Examination*		

Second Semester (2016 Admission)		
Month	Date	No. of working days
December 2016	29-31	02
January 2017	01-31	20
February 2017	01-29	22
March 2017	01-31	23
Total		67
Christmas holidays	23 to 31 of December 2016	
First Internal Examinations	First week of January 2017	
Second Internal Examination	Second week of February 2017	
Publishing of result of Internal Examinations	First week of March 2017	
Submission of the results of Internal examinations to the University	Last week of March 2017	
University Examination*		

Third Semester (2015 Admission)		
Month	Date	No. of working days
June 2016	01-30	22
July 2016	01-31	22
August 2016	01-31	21
September 2016	01-30	14
October 2016	01-31	20
Total		99
Onam holidays	17 to 26 of September 2016	
First Internal Examinations	First week of July 2016	
Second Internal Examination	Second week of August 2016	
Publishing of result of Internal Examinations	Last week of September 2016	
Submission of the results of Internal examinations to the University	First week of October 2016	
University Examination*		

Fourth Semester (2015 Admission)		
Month	Date	No. of working days
November 2016	16-30	11
December 2016	01-31	17
January 2017	01-31	20
February 2017	01-29	22
March 2017	01-31	23
Total		93
Christmas holidays	23 to 31 of December 2016	
First Internal Examinations	Second week of January 2017	
Second Internal Examination	Second week of February 2017	
Publishing of result of Internal Examinations	First week of March 2017	
Submission of the results of Internal examinations to the University	Last week of March 2017	
University Examination*		

Fifth Semester (2014 Admission)		
Month	Date	No. of working days
June 2016	01-30	22
July 2016	01-31	22
August 2016	01-31	21
September 2016	01-30	14
October 2016	01-31	20
Total		99
Onam holidays	17 to 26 of September 2016	
First Internal Examinations	Third week of July 2016	
Second Internal Examination	Second week of August 2016	
Publishing of result of Internal Examinations	Last week of September 2016	
Submission of the results of Internal examinations to the University	First week of October 2016	
University Examination*		

Sixth Semester (2014 Admission)		
Month	Date	No. of working days
November 2016	16-30	11
December 2016	01-31	17
January 2017	01-31	20
February 2017	01-29	22
March 2017	01-31	23
Total		93
Christmas holidays	23 to 31 of December 2016	
First Internal Examinations	Second week of January 2017	
Second Internal Examination	Third week of February 2017	
Publishing of result of Internal Examinations	First week of March 2017	
Submission of the results of Internal examinations to the University	Last week of March 2017	
University Examination*		

APPENDIX II

BEST PRACTICE 1

a) Title of the Practice: **‘Student Initiative in Palliative Care (SIPC)’**

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 150 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 a year, during Onam, Christmas and Id. Home Care has been 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:

As part of the continuation works of Pain and Palliative Care, with the assistance of Students Initiative in Palliative Care, Kannur (SIPC) a financial help of Rs.75, 000 was given to Sri. Dijesh, a resident of Chapparapadava Panchayath, also a cancer patient, for renovation of his house and medical expenses, marked the commencement of the National Service Scheme activities for 2016-17. 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. Mr. Khaleed. K (one beneficiary) 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: **‘Green Election Campaign (GEC)’**

b) Goal:

- To make the Kerala Legislative Election 2016 plastic free.

c) Context:

The College is blessed with the rich bounty of the nature with lush green vegetation and gardens. Therefore the stakeholders realise the importance of keeping the greenery for future students to come.

d) The Practice

The NSS volunteers carried out a five day (May 10 to 14) campaign for Green Election to Kerala Legislative Assembly. They played a significant role in making the Green Election Campaign a big success which was a move by the district administration along with Kerala Suchithwa Mission, Kannur.

e) Evidence of Success

The Programme was highly successful as a result the Collector of the District of Kannur, Kerala, Dr. Balakiran IAS, issued further orders to make the entire election processes plastic free drawing inspiration from the Green Election Campaign (GEC) of our 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.
- Problems in finding adequate number of natural products.