

# Annual Quality Assurance Report (AQAR)

2014 - 15

OF



**M.E.S. ASMABI COLLEGE, P. VEMBALLUR, (P.O),  
KODUNGALLUR, THRISSUR (DIST.),**

**KERALA, PIN 680671**

**(RE- ACCREDITED BY NAAC AT 'A' LEVEL IN 2012)**

**SUBMITTED TO**



विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

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

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part – A

#### 1.Details of the Institution

1.1 Name of the Institution

M.E.S.ASMABI COLLEGE

1.2 Address Line 1

P.VEMBALLUR (P.O)

Address Line 2

KODUNGALLUR

City/Town

THRISSUR

State

KERALA

Pin Code

680671

Institution e-mail address

[principal.mesasmabi@gmail.com](mailto:principal.mesasmabi@gmail.com)

Contact Nos.

0480 – 2851171, 0480 – 2859032,  
09446194905

Name of the Head of the Institution:

DR.AJIMS P MOHAMMED

Tel. No. with STD Code:

0480 – 2851171, 0480 – 2859032

Mobile:

09446194905

Name of the IQAC Co-ordinator:

DR.KESAVAN K

Mobile:

09495247407

IQAC e-mail address:

[iqac.asmabi@gmail.com](mailto:iqac.asmabi@gmail.com),  
[kknambudiri@gmail.com](mailto:kknambudiri@gmail.com)

1.3 NAAC Track ID(For ex. MHC0GN 18879)

Institution Code: 12241

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)

EC / 61 / RAR / 13

1.5 Website address:

www.mesasmabi.com

Web-link of the AQAR:

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>+</sup>	NA	2004	2004 to 2009 (5 years)
2	2 <sup>nd</sup> Cycle	A	3.04	2012	2012 to 2017 (5 years)
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

05 / 09 / 2004

1.8 AQAR for the year (for example 2010-11)

2014-15

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

- i. AQAR 2012-13 submitted to NAAC on 30/09/2013
- ii. AQAR 2013-14 submitted to NAAC on 30/07/2015
- iii. AQAR 2014-15 submitted on.....
- iv. ....

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI(PhysEdu)

TEI (Edu)  Engineering  Health Science  Management

Others(Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

UNIVERSITY OF CALICUT

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

Autonomy by State/Central Govt. / University

NIL

University with Potential for Excellence

NIL

UGC-CPE

NIL

DST Star Scheme

NIL

NIL

UGC-Special Assistance Programme DST-FIST

NIL

NIL

UGC-Innovative PG programmes

NIL

Any other (*Specify*)

UGC-COP Programmes

ADD ON COURSE IN ORNAMENTAL FISH CULTURE

## **2.IQAC Composition and Activities**

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

1

community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held: 05 (June, August, October, December (2014), March (2015))

2.11 No. of meetings with various stakeholders: No. Students  Faculty

Non-Teaching Staff Students  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  State  Institution Level

(ii) Themes

Awareness programme for Teachers on PBAS and API.

2.14 Significant Activities and contributions made by IQAC

Significant activities by IQAC during this reporting year were:

- Conducted awareness and guidance programme on PBAS – API.
- Thrust for introduction of new UG courses was given and efforts were made for this. B.Sc. Programme in Psychology was started.
- Improvement of physical facilities was planned. New Commerce Block started functioning.
- Improvement of IT infrastructure resulting in purchase of more computers.
- Recommended more activities on human values as a result of which seminars and other activities were organised for students.

## 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
1. Introduction of new UG programmes	Started B.Sc. programme in Psychology in June 2015.
2. Betterment of physical infrastructure.	Construction of 3- storeyed new Commerce Block was completed and became functional in June 2015
3. Expansion of ICT infrastructure.	15 desktop systems were purchased using UGC fund and 5 more computers were donated by MLA of Kaipamangalam Assembly constituency in which the college is situated.
4. Infusing more human values among students.	Celebration of events involving regional and national festivals, seminar on human rights and visit to palliative care centres and old age homes were conducted.
5. Efforts to support folklore arts.	Folklore club was rejuvenated with performance of 'mudiyettu' a fast receding form of folklore art form, and enhanced participation of students in fine arts events like 'kalarippayattu'.
6. Creating awareness among teachers about the necessity of effectively planning their career advancement.	A one day programme on API – PBAS schedule was organised by IQAC.

\* *Attach the Academic Calendar of the year as Annexure. (Academic Calendar attached as last*

*page entry of this report)*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The report for 2014-15 was approved by the Managing Committee after consultation with IQAC.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
<b>PhD</b>	1	0	0	0
<b>PG</b>	4	1	1. M.Com (Marketing)	0
<b>UG</b>	12	1(B.Sc. in Psychology)	1 (B.Sc. in Psychology)	0
<b>PG Diploma</b>	0	0	0	0
<b>Advanced Diploma</b>	1 (Ornamental Fish Culture)	0	0	1(Ornamental Fish Culture)
<b>Diploma</b>	1(Ornamental Fish Culture)	0	0	1(Ornamental Fish Culture)
<b>Certificate</b>	1(Ornamental Fish Culture)	0	0	2(DCA and Ornamental Fish Culture)
<b>Others</b>	0	0	0	0
<b>Total</b>	20	3	7 (inclusive of 6 existing self fin. Programmes). of	3

<b>Interdisciplinary</b>	0	0	0	0
<b>Innovative</b>	0	0	0	0

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

Choice Based Credit and Semester System for UG and Semester System for PG are available. Core electives exist for all UG programmes and six open courses are available during fifth semester of study for UG programmes.



(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18 (12 UG + 5 PG + DCA of 6 months duration).
Trimester	NIL
Annual	3 (Certificate, Diploma and Advanced Diploma Programmes)

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

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

*\*Please provide an analysis of the feedback in the Annexure*

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

Yes. One new core course titled 'Aquaculture Engineering and Biostatistics' was introduced in the 5<sup>th</sup> semester of B.Sc. Aquaculture Programme. Similarly a new paper titled 'Fish Genetics, Biotechnology and Bioinformatics' were introduced in the 6<sup>th</sup> semester of the same programme. This was introduced as a result of re-distribution of credits in the Language Reduced Pattern programmes (LRP) of the University of Calicut. A new common course 'Intellectual Property Rights' was introduced in the second semester of the B.Sc. Aquaculture Programme.

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

Psychology

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	25	18	0	0

2.2 No. of permanent faculty with Ph.D.

14

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
0	08	0	0	0	0	0	0	0	08

2.4 No. of Guest and Visiting faculty  
and Temporary faculty:

Guest:  
Faculty: 25

Visiting  
Faculty: 03

Temp.  
Faculty: NA

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	20	63	05
Presented papers	07	27	2
Resource Persons	0	0	06

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

- Use of virtual labs in science teaching.
- Students' seminar using modern tools of ICT.
- Field training and workshops in syllabus – related areas in some science subjects and commerce.
- Use of Digital Document Camera for direct projection of teaching material from text books and microscope slides.

2.7 Total No. of actual teaching days  
during this academic year: 202

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

Open Book Examination in  
some departments

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

07

2.10 Average percentage of attendance of students

86.00

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.Sc. Aquaculture	20	10.00	25.00	0.00	0.00	35.00
B.Sc. Botany	22	09.00	68.18	0.00	0.00	77.00
B.Sc. Mathematics	18	0.00	44.44	5.55	0.00	50.00
B.Sc. Physics	19	0.00	84.21	0.00	0.00	84.21
B.A. English	32	3.33	83.33	3.33	0.00	90.00
B.A. Economics	35	0.00	51.42	25.71	0.00	77.00
B. Com. Co-operation	52	17.30	71.15	3.84	0.00	92.00
B.Com. Computer Application	57	0.00	66.66	19.29	0.00	86.00
M.Com.	17	52.94	35.29	0.00	0.00	88.00
M.A. English	16	0.00	81.25	12.50	6.25	100.00
M.Sc. Plant Science	12	0.00	100.00	0.00	0.00	100.00
MA Economics	11	0.00	36.36	63.63	0.00	100.00

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

- Feedback on teaching and evaluation are taken and analysed.
- A discussion on teaching methods adopted is conducted in IQAC and staff meetings.
- Remedial and Tutorial classes are taken by the teachers in addition to regular lectures.
- Class PTA meetings are convened after each internal examination.
- Monthly reports submitted by Heads of Departments are scrutinised by the Principal. Electronic content development and preparation of ICT based teaching aids are given due consideration in the reports.
- Results of internal and external examinations are discussed in IQAC and essential suggestions for improvement are given.
- Persuading and promoting faculties for ICT based teaching.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	1 Winter School
Others (Faculty development / training programme conducted by the college)	01

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
<b>Administrative Staff</b>	16	4	0	4
<b>Technical Staff</b>	0	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The Research Promotion Council met thrice in the year and discussed the progress of ongoing research projects. IQAC was involved in these discussions.
- A new International Research Journal on Tourism and Management christened ‘Horizon’ started publication from the college. The first issue was released in December 2014 by noted Environmental activist Smt. MedhaPatkar.
- Faculty not having research degree are persuaded to apply for UGC’s FIP during all plan periods. One faculty in Physics department has availed Teacher Fellowship under FIP during UGC’s XII plan Period.
- Teachers are given constant encouragement to avail Major/Minor Research Projects from various funding agencies like UGC, KSHEC, KSCSTE, DST etc. Seven research projects are operational at present and more are awaiting sanction from different funding agencies.
- Thrust is given for research publications through original research.
- Teachers with doctoral degree are encouraged to take guideship in various universities.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs	NA	2.0	0	-----

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	7	0	0
Outlay in Rs. Lakhs	0	7.55	0	NA

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	09	0
Non-Peer Review Journals	03	12	0
e-Journals	2	0	0
Conference proceedings	8	07	02

3.5 Details on Impact factor of publications:

Range: 0.269 – 1.8651

Average:0.32h-index:0

Nos. in SCOPUS: 0

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	0	NA	0.	0.00 lakh.
Minor Projects	2 years	UGC	13.24 lakhs	10.015 lakhs.
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total		Nil	13.24 lakhs.	10.015 lakhs.

3.7 No. of books published i) With ISBN No.

NIL

Chapters in Edited Books

NIL

01

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NOT APPLICABLE

UGC-SAP

CAS  DST-FIST

DPE

DBT Scheme/funds

3.9 For collegesAutonomy

NIL

CPE

NIL

DBT Star Scheme

NIL

INSPIRE

NIL

CE

NIL

Any other (specify):

Scholar Support Programme (SSP) and Additional Skill Acquisition

Programme (ASAP) of Higher Education Department of Kerala Govt.

3.10 Revenue generated through consultancy

Rs. 6000/-

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	1	7	0	0	20
Sponsoring agencies	M.E.SAsmabi College	UGC, ICSSR, KSCSTE and DIC of KAU	0.	NA	Kerala State Council for Science, Technology and Environment (KSCSTE), MES, P.T.A.

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

3.13No. of collaborations: International  National  Any Other

3.14No. of linkages created during this year

3.15Total budget for research for current year in lakhs:

From funding agency  From Management of University/College   
 Total

3.16No. of patents received this year

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

3.17No. of research awards/ recognitions received by faculty and research fellows  
 Of the institute in the year: NIL

Total	International	National	State	University	District	College

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

01

03

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

NIL

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other



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

- NSS organised a Homoeo Medical Camp on 27<sup>th</sup> June 2014.
- NSS Organised one day Workshop on Palliative Care for 35 volunteers in association with Alpha Pain& Palliative Clinic, Edamuttam on 10<sup>th</sup> July 2014
- Handed over One Rupee One Life collection (around 5000) to Alpha Pain& Palliative Clinic PRO Ms.Neeraja on 17<sup>th</sup> July 2014
- As part of the World Population week observations, NSS units initiated for two major activities in association with the NRHM, Kerala on 23<sup>rd</sup> July 2014
  - Arranged a class for volunteers on the topic” Teenage marriages and early pregnancy” ,led by Dr Amitha, GynecologistThaluk Hospital, Irinjalakuda.
  - Conducted a signature campaign for students, to express their ideas about population week.
- Six volunteers participated in the District wise workshop on Right To Information Act & Consumer Protection Act organized by St Thomas College, Thrissur on 23<sup>rd</sup> July 2014
- NSS organized an Awareness Programme on Anti Drugs on 7<sup>th</sup> August 2014
- The NSS Volunteers have participated in the Palliative Home Visit programme, in association with Alpha Pain& Palliative Clinic, Edamuttam on 1<sup>st</sup> August 2014 & 9<sup>th</sup> August 2014.
- The NSS Volunteers have actively participated in the Mass wedding arranged by Alpha Pain& Palliative Clinic, Edamuttam on 31<sup>st</sup> August 2014.
- Cyber Army Club organized a silent procession against the use of alcohol and drug abuse on 30<sup>th</sup> September 2014
- As part of the Gandhi Jayanthi day observation volunteers took Suchitwa pledge and cleaned the campus on 2<sup>nd</sup> October 2014.
- As part of the SwachaBharath programme volunteers cleaned the campus and nearby premises on 7<sup>th</sup> October 2014.
- NSS volunteers took part very actively in the agricultural field maintenance, initiated by students of the college at Eriyad on 10<sup>th</sup> October 2014
- 93 NSS volunteers and two NSS Programme Officers participated in the walkathon as part of world palliative day, organized by Alpha Pain clinic at Swaraj round, Thrissur on 23<sup>rd</sup> October 2014.

- *Kinginikoottam*- as part of the children's day celebrations, NSS units arranged a number of programmes in the government L.P.School, Veekode on 14<sup>th</sup> November 2014. NSS volunteers arranged cultural programmes for the school children. Notebooks, pen and chess boards were handed over to the school office bearers.
- As part of *One rupee One Life* Campaign NSS units collected Rs.4250, in November 2014 and handed over it to Alpha pain & Palliative Clinic, Edamuttam.
- The Alumni Association of the college has organized a Blood Group determination Camp in association with Santhi Medical Centre on 2<sup>nd</sup> December 2014.
- The College arranged a cancer awareness programme to the students, staffs, PTA, alumni and Public on 18<sup>th</sup> December 2014. Dr V P Gangadharan, famous Cancer Specialist, Lakeshore Hospital, Kochi was the resource person. **The college donated an amount of Rs 64,145/- to Cochin Cancer Society.**
- Sri Sanand C Sadanand, Assistant Professor, Department of Politics has conducted an extension lecture on "Electoral Reforms in India" in the Political Science teachers annual lecture programme conducted at BRC Irinjalakuda organised by Higher Secondary Political Science teachers Association, Thrissur on 14<sup>th</sup> January 2015.
- 8 NSS Volunteers have participated in the National students Palliative Care Conference held at LBS College, Kazarkode, initiated by Alpha Pain and Palliative Clinic on 28<sup>th</sup> to 30<sup>th</sup> January 2015.
- 115 NSS Volunteers participated in the social survey conducted at the Vellangallur Gram Panchayath on 31<sup>st</sup> January 2015. The survey was an initiation of Salim Ali research foundation.
- Faculties of Aquaculture Department gave technical advice to aquarium fish breeding units of the locality. Dr. Ignatius conducted theory and practical classes to the students of B.Sc. Cooperation and Banking of Kerala Agricultural University on Saturdays of February 2015.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	22.6 Acres	NIL	NA	22.6 Acres
Class rooms	55	NIL	NA	46
Laboratories	07	NIL	NA	46
Seminar Halls	03	NIL	NA	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	15 (computers)	NIL	Management	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	Not estimated.	14.42554 lakhs.	UGC	14.42554 lakhs.
Others	NIL	NA	NA	NA

#### 4.2 Computerization of administration and library

All the (1) admission and registration related data of the students, (2) pay-roll related data of the teaching and non-teaching staff (SPARK) and (3) data regarding college library have been computerised in due manner. Library is linked to INFLIBNET. Student scholarship are registered and availed through e – grants. Internal assessment details are conveyed to the University via online. Office has Wi Fi and wired broadband connection. Entire administrative machinery is interconnected through LAN.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28734	Rs.114.93 858 lakhs	540	Rs. 1.05 lakhs	29274	.115.98 lakhs
Reference Books	346	Rs. 1.23 lakhs	37	Rs. 0.30 lakhs	383	Rs.2.53 lakhs.
e-Books	NIL	NA	NIL	NA	NIL	NA
Journals	66	Rs. 0.60 lakhs	NIL	NA	66	Rs. 0.60 lakhs
e-Journals	10	Open access	04	Openacc ess	14	Open access
Digital Database	04	Open access	02	Open access	06	Open access

CD & Video	265	Rs. 0.3355 lakhs	26	Rs. 0.04lakhs	291	0.3755
Others (specify): Dailies	13	Rs. 0.175 lakhs	NIL	NA	13	Rs. 0.175 lakhs

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	102	60	12	04 (library)	06	07	12	01
Added	20	5	3	01	04	01	01	05
Total	122	65	15	05	10	08	13	06

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

- The Department of Statistics conducted a one day seminar on “*Statistics in Practice*” on 18<sup>th</sup> October 2014. The resource persons are (1) Dr.Sandhya E, Associate Professor, Dept. of Statistics, PrajyothiNikethan College, Pudukad and (2) Dr.Satheesh S., Prof. and HOD, Dept. of Applied Sciences, Vidya Academy of Science and Technology, Thalakkottur, Thrissur.
- Department of Computer Application- Conducted Workshop on Digital Photography on 5<sup>th</sup> February 2015. Sri MohananKizhakumpurath, National Award Winner in Digital Photography was the Resource Person.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	2.561
ii) Campus Infrastructure and facilities	3.67
iii) Equipments	2.02
iv) Others (Cleaning, freight and, wages	0.8486
Total :	9.0996

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Head of the departments and class tutors are directed to keep a record of financial status of their students and report to the Principal and IQAC the list of students requiring financial supports.
- Tutors of individual classes were entrusted with the duty of ensuring the availability of student support services (including e-grants, scholarships, counselling services etc) to their students.
- Notices and announcements regarding different scholarships are regularly announced and informed to the class tutors. Support and facilities for E-grants online registration are given to the students.
- Information about job/competitive examination opportunities are transmitted to students through notices and public address system.
- One college bus started operating for the conveyance of students from far off rural locales.

#### 5.2 Efforts made by the institution for tracking the progression:

- Heads of departments and faculty play the lead role. The process includes documentation, comparison and discussion of the performance and progress of the students in their examinations and other academic activities.
- Overall review in IQAC meetings.
- Direct and telephonic interaction with parents and / or local guardians about improvement in academic performance of students and counseling requirements.
- Holding discussion in department council meetings and also in general staff meetings.
- The progression in teaching-learning activities are tracked through:
  - Feedback from students.
  - Regular meet up with parents by conducting class PTAs.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1324	89	----	0

#### (b) No. of students outside the state

02
----

(c) No. of international students

NIL

Men	No		%		Women	No		%	
	No	%	No	%		No	%		
	322	34.18				930	65.81		

  

General	Last Year					Total	This Year					Total
	SC	ST	OBC	Physically Challenged	General		SC	ST	OBC	Physically Challenged		
347	143	0	681	02	1171	430	198	0	783	02	1413	

**Demand ratio:** Not available as the registration process is ONLINE through the Centralised Allotment Process of affiliating University  
**Dropout%:** 1.68

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

- Additional Skill Acquisition Programmes (ASAP) is operating. One batch of ASAP were conducted during 2014-15 academic year.
- Walk With Scholar (WWS) for advanced learners and Scholar Support Programme (SSP) for slow learners were introduced.
- Coaching classes were conducted for UGC - CSIR – JRF & NET (science stream) and UGC – JRF & NET (Commerce and humanities stream).
- Career Guidance Cell is conducting guidance programmes.

No. of students beneficiaries

300

#### 5.5 No. of students qualified in these examinations

NET	04	SET/SLET GATE	03	CAT	NIL	NIL	
IAS/IPS etc	NI	State PSC	02	UPSC	NIL	Others	Nil

#### 5.6 Details of student counselling and career guidance:

- A career awareness programme was conducted by Kerala Institute of Travel and Tourism Studies (KITTS) under the auspices of Tourism Club on 5<sup>th</sup> December 2014
- A counselling class was organized for the students on 10<sup>th</sup> July 2014. Smt Nishi Salam, Psychologist, Modern Hospital, Kodungallur was the counsellor. She makes monthly visits to the college to facilitate counselling sessions more accessible to students. Students are being counselled free of cost.

- In addition to the above, class tutors are giving necessary primary level counselling to students to identify those who need advanced discussion with professional counsellors.

No. of students benefitted

5.7Details of campus placement: ASAP SDE selection: 5 SDEs

Number of Organizations Visited (ASAP selection team)	<i>On campus</i>		<i>Off Campus</i>	
	Number of Students Participated	Number of Students Placed	Number of Students Placed	Number of Students Placed
1	20	5	12	

5.8Details of gender sensitization programmes:2

- The PG Dept of Economics has organized an ICSSR sponsored national seminar on “Empowerment of women on the light of globalised era in Kerala” on 17<sup>th</sup>& 18<sup>th</sup> December 2014.
- The P G Department of English has conducted an Erudite Lecture Series on the topic ‘Women and Society’, a talk by Dr KhadeejaMumthaz (Writer & Activist) on 4<sup>th</sup>August 2014.

**5.9Students Activities:**

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount (Rs/-)
Financial support from institution (PTA)	38	38,000
Financial support from government (e- grants and scholarships)	680	3,482,500
Financial support from other sources(College Alumni gold medals & scholarships and departmental alumni scholarships)	62	1,55,000
Number of students who received International/ National recognitions	NIL	NA

### 5.11 Student organised / initiatives

Fairs : State/ University level	01	National level	NIL	International level	NIL
Exhibition: State/ University level	01	National level	NIL	International level	NIL

5.12 No. of social initiatives undertaken by the students 05

5.13 Major grievances of students (if any) redressed: No commendable grievances received.



## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Vision:**

- To play a role in the remoulding process of the higher education system and rejuvenate its spirit by providing quality education to youth resulting in the development of competent and diligent human resource to face the growing challenges at global level.
- Empowerment of backward classes, education of women, promotion of secularism and democracy, moral uplift through trust in God and maintenance of communal amity are the general visions.
- To become a part of the efforts for attaining higher levels of access, equity and excellence at all levels in higher education system with greater efficiency, transparency, accountability and responsiveness.

##### **Mission:**

- To generate and promote competence for community service.
- To bring an atmosphere that enables the transformation of learners into self-reliant citizens with social responsibility.
- To empower stakeholders by identifying and tapping their hidden talents.
- To create a youth brigade having eco-consciousness, and respect for culture and heritage.
- To leave an imprint of the institution in the State's higher education sector.
- To achieve equity in education at gender, societal and regional levels.

#### 6.2 Does the Institution has a management Information System

- Management Information System is being developed in the College and is in formative phase. Meetings of the Governing Body and various committees and subcommittees like College Managing Committee, IQAC, Admission Committee, Planning Board, Staff Council, Purchase committee, Examination Committee, Library Advisory

Committee, and Academic Monitoring Committee occurs and a track record of these are maintained.

- Student admissions, e-grants disbursement, internal grade uploading are done online. Staff salary bill submission done through spark. Library is partially automated.
- Office data are fully computerised and stored in cloud. Digitisation of documents is in progress.

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

#### **6.3.1 Curriculum Development:**

Faculty Members who are members in Boards of UG and PG Studies of the university make the institutional representation in communicating the suggestions on curriculum development. Six members of the faculty were involved UG curriculum development during 2013 – 14 academic year in the wake of UG syllabus revision and restructuring. Dr. C. A. Ignatius and Dr. Kesavan K of department of Aquaculture have contributed two new theory papers for replacement of existing papers. Other faculties who are Board Members have actively participated in meetings related curriculum development. The new syllabi for UG came into effect from 2014 – 15 academic year. Syllabi for add-on and diploma programmes are prepared by the faculties of the respective departments who conduct these courses.

#### **6.3.2 Teaching and Learning**

- Adoption of virtual labs and e-resources.
- Students' seminars delivered using modern tools of ICT.
- Field visits and study tours are conducted.
- Participation of teachers in orientation programmes, refresher courses and summer/winter schools.
- Virtual labs are being used as a teaching and learning tool for familiarization with new technologies and also to make students aware of methods which are inaccessible in real situation due to institutional constraints.
- Introduction of Walk With Scholar and Scholar Support Programmes and continuation of ASAP (all are Kerala Govt. programmes opted by the College).
- Academic monitoring is followed to ensure timely completion of syllabi.
- Newly recruited faculties participate in FLAIR programme of Higher Education Department of the Govt. of Kerala aimed at fostering of academic and research linkages.

#### **6.3.3 Examination and Evaluation**

- Model examinations (in tune with University examinations) are conducted at the end of each semester for all semesters of study.
- Class Tests and oral tests and internal examinations are held regularly in all subjects. Group discussions are also adopted.
- Strict and timely conduct and evaluation of internal examination is followed.
- Punctuality is given importance in submission of assignments and projects of students.

#### **6.3.4 Research and Development**

- A Research Promotion Council has been constituted since 2012 and is holding monthly meetings to undertake paper presentations and discussions on research activities. PG and research students are also permitted participate in the meetings and present papers and also to express their views.
- Faculty members are encouraged for seeking research grants from various funding agencies.
- Faculty members are given all support to pursue M. Phil and doctoral research, and Post Doctoral works.
- Teachers are also granted duty leave for participation and / or paper presentation in seminars/ workshops.
- Students are encouraged to participate in seminars and paper presentation competitions.
- Faculty members, especially those having research degree and / or research projects are encouraged to have as many research publications as possible in each academic year. So also PG students are advised to publish their project work as research paper.

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

- Based on the suggestions of the Library Advisory Committee, new books and other resources are added.
- The laboratories are upgraded with new equipments as per the requirements.
- New desktop computers and laptops of latest configuration, printers, scanners, LC displays, and other modern equipments are purchased.
- Construction of a new Commerce Block is completed and became functional.
- As per request from the institution, five desktop computers have been contributed by Hon.MLA of the locality from MLA's fund.

#### **6.3.6 Human Resource Management**

- Optimal utilization of available human resource is the key to the realization of goals of the institution considering the existing staff (teaching and non-teaching) strength of the college.
- Shortage in manpower is regularly intimated to the Government via the College Managing Committee and Central Management. The managing committee is taking prudence in handling the shortage of staff if any.
- Delegation of authority is practiced to relieve burden and to ensure efficiency of works. This is done at departmental as well as institutional levels. All academic and extra-academic duties are equitably divided among faculty members.

#### **6.3.7 Faculty and Staff recruitment**

- Teaching and non – teaching staff are recruited on ad-hoc basis to compensate the deficiency of employees for which Managing Committee is making reasonable payment. So also services of retired staff of proven skill are re-employed on contract basis wherever necessary.
- Appointment to permanent vacancies is made by Management against posts sanctioned by the State Government.

### **6.3.8 Industry Interaction / Collaboration**

- NSS units are collaborating with Alpha Pain and Palliative Care clinic in generating relief fund and delivering services to cancer patients and terminally handicapped people. The Clinic offers an ample environment for the students in familiarizing with the method of giving care to terminally ill people.
- Academic linkages with Central Marine Fishery Research Institute, Central Institute of Fisheries Technology (CIFT), Marine Products Export Development Authority (MPEDA), Regional Shrimp Hatchery, Azhikode, National Fish Seed Farm, Malampuzha, MATSYAFED, and CUSAT are existent. These are primarily aimed at student training and project activities.

### **6.3.9 Admission of Students**

- Admission process for UG and PG programmes is initiated and allotment of students is undertaken by the affiliating University through a Centralized Admission Process (CAP). This system offers facility for online submission of single application for admission to various degree programmes in multiple colleges affiliated to the University. CAP helps students to submit applications to affiliated colleges of their choice through simple online steps. This hassle-free process is time – saving, cost-effective and ensures transparency in admission. Students can opt up to 30 programmes of their choice on priority basis from affiliated colleges.
- The seats available in the colleges are classified as merit, reservation and community / management seats. Merit seats are filled by the University purely on the basis of merit. The seats of reservation category are earmarked for SEBC / BPL / SC / ST / OBC etc. and for candidates from Lakshadweep / Persons with disabilities / Sports etc. Community seats in the College are filled by the Management on the basis of merit among candidates belonging to Muslim community. Management seats in aided and self-financing courses are filled by the Management.
- CAP ID is mandatory for admission in any category of seats.
- The Principal constitutes an admission committee to monitor the admission procedure. The CAP system places certain restrictions on the part of the college in flexibility of student selection process. However, the institution is keeping utmost care to ensure the input quality of students securing admission under community and management streams.

**6.4 Welfare schemes for:**

Teaching	GPF, Facility to avail loan, Group insurance, All admissible leave and LTC. Staff Association fund. Salary advance facility in case of any inadvertent delay in salary payment.
Non teaching	GPF, Facility to avail loan, Group insurance, All admissible leave.
Students	Government aid for minorities (OBC and others), Fishermen Scholarship, SC/ST scholarships, various other scholarships, (including UGC, single girl child, Muslim girls, Lakshadweep etc.), fee waivers, stipends, Alumni gold medals, Alumni scholarship, PTA scholarships, Scholarship for differently abled students Career guidance cell, tutorial classes, remedial coaching etc. Emergency financial support in case of accidents or illness occurring from the college is met by PTA.

6.5 Total corpus fund generated

Self financing course fee:	6822665
Aided course fee:	1371765
PTA Fund:	783750

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	
Administrative	No		No	

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

The affiliating University strives hard for timely publication of results by conducting rigorous centralized valuation camps within few weeks of completion of end semester examinations by declaring suspension of regular classes which enables effective participation of teachers in CV camps. Practical and viva voce examinations are conducted within days of the conclusion of theory exams and sometimes even before the commencement of theory papers.

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

Submitted a proposal for autonomy to the Department of Higher Education, Govt. of Kerala.

### **6.11 Activities and support from the Alumni Association:**

- The Alumni Family meet was held on 2<sup>nd</sup> October 2014 and honoured prominent alumni of the college. Gold medals were given to meritorious students cash prize were distributed to top scorers of all classes.
- The Alumni Association has organized a Quiz Competition for students on October 2, 2014.
- Commerce Alumni association distributed scholarships to the B.Com students amounting to Rs.11, 000 & honoured the B.Com & M.Com top scorers.
- The Departments of Aquaculture, Botany, Economics, Commerce, and Mathematics have conducted departmental alumni meetings on August 15, 2014. Scholarships were given to top scorers in University examinations. PG Dept. Of English conducted their alumni meet on December 13, 2014.
- As part of “ orukaisahayam” , Mathematics Alumni Association & Botany Alumni Association extended a help to a poor family near Edavilangu.
- Alumni Directory for the year 2014 was released by Dr A K Abdul Latheef, M.D, Modern Hospital on 24<sup>th</sup> June 2014.
- The Alumni Association of the college has organized a Blood group determination camp in association with Santhi Medical Centre on 2<sup>nd</sup> December 2014.
- The PG Dept of Botany along with the Botany Alumni association(ACBAA), and Maths Alumni association organised a relief programmes for those affected by Sea erosion on 11<sup>th</sup> July 2014.

#### **6.12 Activities and support from the Parent – Teacher Association:**

- PTA Executive Committee met eight times and general PTA meeting held twice during 2014-15.
- Contributed a loan advance amount of rupees 2,5200/- towards salary of guest lecturers.
- Thirty nine scholarships each worth Rs.1000/- were distributed to students.
- Students of exceptional brilliance in extracurricular activities were provided with special prize.
- Class PTA meetings were highly effective in tracking student performance and adopting necessary corrective measures.
- College PTA has sponsored 20 MalayalaManoramaNews paper to students and it was released by PTA Vice President Dr K KNaseer on 20<sup>th</sup> November 2014.

#### **6.13 Development programmes for support staff:**

- Department of Computer Science of the college is providing computer training to office staff whenever required to update their knowledge in data management.

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

- The Department of Botany organized a workshop on ‘Reduce, Reuse and Recycle’ on 10<sup>th</sup> June 2015 jointly with BhoomithraSena club.
- As part of the SwachaBharath programme volunteers cleaned the campus and nearby premises on 7<sup>th</sup> October 2014.
- Littering is prohibited and tree litters are buried to promote organic enrichment of soil instead of burning them.
- Segregation of degradable and non – degradable wastes is practiced.
- LED lighting is used.
- Star rated electrical equipments are given preference during purchase.
- Minimization of plastic waste by replacing vinyl banners with electronic displays and cloth banners.
- Green policy is followed in routine functioning of the college and purchase and maintenance of equipment.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Introduction of ‘Erudite Lecture Series’ in all departments in which talk by noted experts are planned. The PG departments of Economics and English have conducted lectures this year. Noted Environmental activist Medha Patkar and Dr Khadeeja Mumthaz (Writer & Activist) were the resource Persons.
- Enhanced use of ICT in teaching and learning.
- The institution has decided to reduce the use of vinyl and cloth banners as far as possible. To achieve this LCD screen is installed permanently in the seminar hall and has replaced synthetic banners.
- Strengthening of departmental alumni associations who creatively interfere with academic activities of the college.

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

ACTION PLAN	ACTION TAKEN REPORT
Introduction of new academic programmes	M.Com. (Marketing) and B.Sc. in Psychology were introduced under self-financing stream.
Improvement of physical facilities	Construction of 3- storeyed new Commerce block is completed
Betterment of IT infrastructure	20 more computers were purchased.
Maintenance of eco-friendly campus	Campus follows a green approach in its policy and practices. Conventional lighting is being gradually replaced by LED lamps. Star rated electrical equipment only are used. Ban on flex banners and reduction of plastic. Planting of tree saplings and frequent cleaning of campus with involvement of students.
Betterment of teacher competence.	Continuation of participation in FLAIR and internal faculty improvement programmes and



	promotion of FDP
Conduct of international programmes	The PG Department of Commerce has organized a Two day International Conference on “Financial Innovations” on 5 <sup>th</sup> and 6 <sup>th</sup> August 2014.
Transportation facilities for students	The College bus started operation from 21 <sup>st</sup> November 2014.
Improvement of security systems in the campus	CCTV cameras (indoor and outdoor) installed in various locations in the campus.

### 7.3 Give two Best Practices of the institution

- Introduction of Erudite Lecture Series.
- Inculcating ‘care for the ill’ in students.

(Annexure iii is attached)

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

### 7.4 Contribution to environmental awareness / protection

- Tree saplings were planted in the campus and houses belonging to adopted village of NSS units. Vinyl banners are banned in the campus.
- NSS units organized a demonstration class on paper art work by using waste papers on 13<sup>th</sup> of February 2014.
- All members of Bhoomithrasena Club visited a model farm at Puthenchira for harvesting paddy and to learn about Zero Budget Farming in December 2013.
- Tree litter and other organic wastes are buried instead of burning.
- Vermicompost is used for vegetable farming in the campus.
- Star – rated electrical equipments only are purchased.
- Suitably observed all national and international occasions of environmental significance like World Environment Day, Ozone Day, GandhiJayanthi etc.
- SmtMedhaPatkar, famous environmentalist visited our college and inaugurated the Erudite Lecture Series “ Environmental Degradation – Issues and Challenges” on 13<sup>th</sup> December 2014.
- The college donated an amount of Rs 10,000/- to Narmada BachaavoAandholan”.

### 7.5 Whether environmental audit was conducted?

Yes

No

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

In the wake of the proposal given to Higher Education Dept. of Govt. of Kerala SWOT analysis was once again done in tune with that performed in 2013-14. The SWOT study was

completed after extensive consultations among its core team members and with various stakeholders. The core team was formed accommodating the heads of all main departments, College Managing Committee and the Principal. Copies proposal for autonomy document were circulated in all departments to get a clear vision about its aims, objectives and modus operandi. The core team under the headship of the Principal met six times and had consultations/brain storming sessions in participatory mode. Core committee and sub-committees were constituted which had diverse groups from science, humanities and commerce departments, establishment section, library staff, alumni and students. This helped to work out and determine the institutional strengths, weaknesses, opportunities and threats and accordingly action plan was drafted as per the priorities. Two meetings each of PTA and students were convened by the SWOT analysis team to derive suggestions from them. Unanimous decision arrived at was there is an urgent need to frame a vision plan which can be effective and practiced in carrying forward the activities of the institution with latest and improved national and international educational standards.

## **SWOT – SUMMARY**

Major areas in which the institution is performing well at present (strengths), potential lacunae where it needs betterment (weaknesses), scope for improvements in future by efficient harnessing of available resources (opportunities) and limitations/factors that interfere with some of the fields of development (threats) were exposed during the analysis. Major conclusions of SWOT study have been described below. Major strengths fall in pattern of student strength, and extra-curricular fields. Weakness lies in library resources. Opportunities are available in ICT – linked areas, new courses, research and consultancy and green initiatives. Important threats revealed were found to be the presence of similar academic programmes existing in other colleges.

**Strengths:** The students’ strength shows more than 65 percent of women students in par with the vision and mission statement of the college. There is ample scope for their all round development through effective education and other supports.

**Weaknesses:** The library resources need to be enriched with more books and journals. Taking into consideration the year of establishment and heritage the resource available seems to be inadequate to meet the requirement of times and increasing student strength due to addition of new courses to the institution.

### **Opportunities:**

It has been found that the wired broadband and LAN more often suffers from technical snags. Setting up of a Wi-Fi hotspot will be a solution to this hindrance. Such a facility will enable an always ‘on’ environment helping in more fruitful connectivity experience. Likewise the college website needs to be more dynamic by accommodating advanced features like virtual classrooms, option for online submission of assignments and interaction platform for teachers, parents and students. Being a pristine rural location there is tremendous scope for protection of existing greeneries and diversification of floral biodiversity in the campus. Availability of land

It has been found that the wired broadband and LAN more often suffers from technical snags. Setting up of a Wi-Fi hotspot will be a solution to this hindrance. Such a facility will enable an always 'on' environment helping in more fruitful connectivity experience. Likewise the college website needs to be more dynamic by accommodating advanced features like virtual classrooms, option for online submission of assignments and interaction platform for teachers, parents and students. Being a pristine rural location there is tremendous scope for protection of existing greeneries and diversification of floral biodiversity in the campus. Availability of land suitable for agriculture and aquaculture can be fruitfully utilized without much financial investment.

**Threats:**

It is observed that the Arts and Science colleges available in the Taluka/District offer academic programmes similar to those run by the College. Even though this offers a chance for the students of rural areas to opt this college for their study others may get attracted to different colleges. The college has to work hard to make the existing programmes more attractive by producing better results and introduction of new courses.

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

1. Efforts to fill vacant permanent faculty/non teaching staff positions.
2. Increased and effective participation of students in cultural events.
3. Efforts to bring in more research projects and workshops/seminars.
4. Conduct massive community interaction programmes/events.
5. Sustain and promote eco-consciousness among students and staff and community.
6. Continuation of student participation in community-oriented events.
7. Encourage faculty to attend skill enhancement programmes and national/international seminars, workshops and symposia.
8. Promote student participation in sports and games.
9. Establish some MoU with suitable agencies.
10. Install a medium – scale solar power plant.
11. Setting more CCTV for enhancing security.
12. Improve institution level transportation facilities to students.

Name Dr. Kesavan K

  
Signature of the Coordinator, IQAC

Dr. AJIMS P. MOHAMMED  
PRINCIPAL  
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Name \_\_\_\_\_

  
Signature of the Chairperson, IQAC

## Annexure (ii)

### **Analysis of the feedback from Stakeholders**

- I. Students: Class wise feedback on individual teachers, infrastructure and curriculum (combined) registered in a foolproof format and students are allowed to maintain anonymity in the record. The format is supplied to and recollected from the students by the head of the institution directly. Verbal feedbacks are also sought if necessary. Views, opinions and assessment made by the students are carefully processed and necessary follow-up is made by the Department/Faculty/Heads in terms of teaching methodology, rapport, and support. The head of the institution has made it mandatory for all teachers to obtain the feedback made by students on them and to take necessary corrective action. Departmental meetings are conducted after getting verbal and/or semi-formal feedback from students for the improvement of infrastructural facilities, library matters and other academic activities. Whenever necessary, the matter is presented to the concerned authority with the view to cater to the needs of the students.
- II. Alumni: Frequent meetings of the Alumni Association are organised in the college and share their views and opinions with the members of different faculty. This also provides an opportunity for the present teachers to bridge the gap between the old and the new. Departmental alumni meetings are conducted by some departments which also contribute to betterment of conditions.
- III. Parents: Parent Teacher Association (PTA) functions as a face-to-face desk for feedback system. Conduct of Class-wise PTA at least once in one semester for each class is a micro level arrangement to obtain direct feedback from parents. In addition to this frequent telephonic discussions are made in necessary cases among class tutors and/or Head of Departments and guardians/parents. Executive Committee of PTA makes a minimum of six sittings per calendar year in which the representatives of parents' wing can express any matter related to administrative, academic or infrastructural areas. Such comments if any are registered in minutes to facilitate tackling of it at the earliest. Moreover General Body of PTA is a broad platform for parents to convey their views which are taken very seriously for formulating urgent action.

## Annexure (iii)

### **Best Practices of the Institution**

- 1. Introduction of Erudite Lecture Series.
- 2. Inculcating ‘care for the ill’ in students.

#### **Best Practice 1**

- . Introduction of Erudite Lecture Series.

##### **Introduction:**

As the adverb ‘erudite’ signifies the talk would be delivered by experts in specific subject areas. The programme is introduced to infuse deeper knowledge in students about the areas of societal/applied relevance related to their subject of study or general topics which may contribute to their personality development or make them aware of their social responsibilities.

##### **Goal:**

Impart focussed knowledge in specific areas of core/general subjects.

##### **The Context:**

The IQAC has realized the need for updating the knowledge base of students apart from what they study from the prescribed syllabi. All round development of a student’s personality depends on what he/she/other sex imbibes from related topics which have direct application or significance to the society. Moreover topics delivered by an expert who have gained deeper knowledge and skill provide a level totally different from what they get from curriculum delivery. In this way they are exposed to newer arenas of specialised knowledge. It was in this context, the IQAC has sown seeds for erudite lecture series.

##### **The Practice:**

The peculiarity of the programme is that only such kind of personalities who have underlined their presence in society through their positive activities only are invited as resource persons.

All departments including single/complementary subjects are directed to identify experts in their areas and request them to deliver topics suitable to their field of specialization.

Two programmes were conducted in this series this academic year.

1. The P G Department of English has conducted an Erudite Lecture on the topic ‘Women and Society’, a talk by Dr KhadeejaMumthaz (Writer & Activist) on 4<sup>th</sup> August 2014.
2. SmtMedhaPatkar, famous environmentalist visited our college and inaugurated the Erudite Lecture Series. She delivered a talk on “Environmental Degradation – Issues and Challenges” on 13<sup>th</sup> December 2014. This was a general programme attended by the whole college as the topic was of interdisciplinary relevance.

**Evidence of Success:**

The feedback on the lectures conducted so far were very positive and encouraging. The interactive sessions after the lecture reveal the tremendous enthusiasm the talk has created among the students. Students regularly ask for the contact information of the experts whom they have heard indicating their interest in keeping touch with the personalities they have met.

**Problems encountered and Resources required:**

Getting appointment of eminent personalities for the talks is often a problem experienced in conducting the talks as they are always busy with the programmes to which they have already committed.

Lack of an exhaustive database of experts from different walks of life and the financial burden required to bring them to the remote locality of the institution are the noted obstacles.

**Best Practice 2**

- Inculcating ‘care for the ill’ in students.

**Introduction:**

Students need to understand their social responsibility of taking care of physically and or mentally challenged/incapacitated people. During their student life itself they should be exposed to the hard realities of life and how they can provide a shade of love and consideration to those who deserve it.

‘Care for the ill’ is an effort in this path.

**The Context:**

The locality of the college is populated with many unlucky people suffering from cancers of many kinds, handicaps and alienated senior citizens. Often they find their abode in palliative care clinics, old age homes etc. Youngsters with their energy and happy minds can provide mental support so that the patients can alleviate their physical and mental desertion.

**The Practice:**

1. Visit (staff and students).
2. Campaigns.
3. Financial contributions (both staff and students).
4. Support in activities.

Students frequently visit old age homes and palliative care clinics of the locality. The initiative is always taken by NSS units of the college. Many of the students have changed their mind towards the desperate.

The NSS Volunteers have participated in the Palliative Home Visit programme, in association with Alpha Pain& Palliative Clinic, Edamuttam on 1<sup>st</sup> August 2014 & 9<sup>th</sup> August 2014. A function “*Snehakootaayma*” was organized by the college in connection with the Onam Celebrations on 5<sup>th</sup> September in which sixty old age people of locality were honoured. 93

students participated in the walkathon as part of world palliative day, organized by Alpha Pain clinic at Swaraj round, Thrissur on 23<sup>rd</sup> October 2014. 30 students have visited old age home of Alpha Pain Clinic at Kamabanippadi, near Mathilakom in December 2014. The college donated an amount of Rs 64,145/- to Cochin Cancer Society. Sri Siraj K A and Sri Hashir K A of II year BCA have attended the Palliative Care State Conference at L.B.S college of Engineering, Puvvakkasarkkodu on January 29, 30, 31. 8 NSS Volunteers have participated in the National students Palliative Care Conference held at LBS College, Kazarkode, initiated by Alpha Pain and Palliative Clinic on 28<sup>th</sup> to 30<sup>th</sup> January 2015. As part of *One rupee One Life* Campaign NSS units could able to collect Rs.4250, and handed over it to Alpha pain & Palliative Clinic, Edamuttam. The NSS Volunteers have actively participated in the Social wedding arranged by Alpha Pain & Palliative Clinic, Edamuttam on 31<sup>st</sup> August 2014.

#### **Evidence of Success:**

The authorities of Alpha Pain Clinic and old age home expressed their sincere thanks and gratitude in organising the visits. The high level of appreciation and encouragement from officials indicate the success. Many of the students; according to their opinion have changed their outlook on how to behave with and take care of the poor suffering from irrecoverable ailments.

#### **Problems encountered and Resources required:**

No commendable problems were revealed except the busy schedule of academic studies due to which students are unable to visit palliative care units. Also due to financial shortcomings many of the students are unable to donate money liberally.

#### **Annexure (iv)**

#### **Department wise List of Field Work and Excursions**

<b>Department</b>	<b>Activity</b>
<b>Aquaculture</b>	<ol style="list-style-type: none"> <li>1. The Final Year Aquaculture Students undergone training in fish seed production at Dept. of Fisheries, Malampuzha, on 10<sup>th</sup> and 11<sup>th</sup> July 2014</li> <li>2. The II year Aquaculture students have visited the Shrimp Farm at Poyya on 10<sup>th</sup> December 2014.</li> <li>3. Final year students visited Azhikode Regional Shrimp hatchery on 3<sup>rd</sup> October 2014.</li> </ol>
<b>Botany</b>	<ol style="list-style-type: none"> <li>1. Students of MSc III Semester and BSc VI Semester visited Wayanad and Coorg in December 2014.</li> <li>2. M.Sc. Plant Science (I semester) students conducted a seaweed collection trip to Thikkodi, Calicut in November 2014.</li> <li>3. BSc. Botany students visited Sugar Cane Research Institute, Coimbatore and Ooty in October 2014.</li> </ol>

<b>Economics</b>	Final year BA students visited Wayanad, Coorg and Mysore in January 2015.
<b>English</b>	Final year BA students visited Wayanad, Coorg and Mysore in January 2015.
<b>Commerce</b>	III B.Com. Cooperation and III B.Com Computer Application students visited Wayanad,Mysore and Bengaluru from in December 2015.

### **ACADEMIC CALENDAR FOR 2014-15**



**FEE STRUCTURE**

**M.A. ENGLISH**

Semster	Tuition Fee	Special Fee	C.D.	Exam Fee
I	1800	800	600	330
II	-	-	-	330
III	1800	720	-	330
IV	-	-	-	430

**M.Sc. PLANT SCIENCE**

Semster	Tuition Fee	Special Fee	C.D.	Exam Fee
I	1800	1900	600	280
II	-	-	-	680
III	1800	1835	-	280
IV	-	-	-	580

**COLLEGE ALMANAC 2014-2015  
JUNE 2014**

Date	Day	OH
1	SUN	OH
2	MON	Reopening of College after summer vacation
3	TUE	
4	WED	
5	THU	World environment day
6	FRI	
7	SAT	World Ocean Day
8	SUN	OH
9	MON	
10	TUE	
11	WED	
12	THU	World day Against Child Labour (ILO)
13	FRI	
14	SAT	OH
15	SUN	OH
16	MON	World Blood Donors Day
17	TUE	
18	WED	
19	THU	
20	FRI	World Refugee Day
21	SAT	
22	SUN	OH
23	MON	
24	TUE	
25	WED	
26	THU	World Diabetes Day
27	FRI	
28	SAT	
29	SUN	OH
30	MON	

Total No. of Working days during the month 21

*To serve humanity is to serve god.*

CALENDAR & HAND BOOK 2014-2015

**COLLEGE ALMANAC 2014-2015**  
**SEPTEMBER 2014**

Date	Day	
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	OH
7	SUN	OH
8	MON	OH
9	TUE	OH
10	WED	
11	THU	
12	FRI	
13	SAT	OH
14	SUN	OH
15	MON	OH
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	OH
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	OH
29	MON	
30	TUE	

Teacher's Day, Colleges Close for Onam Vacation  
I Onam  
Thiruvonam  
O H III Onam, World Literacy Day, Sree Narayana Guru Jayanthi  
IV Onam

Hind Day  
Sreekrishna Jayanthi, Democracy Day  
College re-open after Onam Vacation, Ozone Day

U.N. Peace Day  
Sree Narayana Guru Samadhi

World Tourism Day

Total No. of Working days during the month 18

*Quality is not an act, it is a habit*

**COLLEGE ALMANAC 2014-2015**  
**OCTOBER 2014**

Date	Day	
1	WED	
2	THU	OH
3	FRI	OH
4	SAT	
5	SUN	OH
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	OH
12	SUN	OH
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	OH
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	OH
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

International Day of the Elderly  
Gandhi Jayanthi, Mahanavami  
Vijayadasami  
Bakrid

Air Force Day  
Post Office Day

International Day of Girl Child

Worlds Standards Day  
National Self Reliance Day  
World Food Day

Deepavali  
UN Day

National Integration Day

Total No. of Working days during the month 21

*Quality is not an act, it is a habit*

**COLLEGE ALMANAC 2014-2015  
NOVEMBER 2014**

Date	Day	
1	SAT	
2	SUN	Kerala Piravi Day OH
3	MON	Muharam OH
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	
9	SUN	
10	MON	
11	TUE	World Science Day OH
12	WED	National Filmation Day OH
13	THU	
14	FRI	
15	SAT	
16	SUN	Children's Day OH
17	MON	
18	TUE	
19	WED	Mother's Day
20	THU	
21	FRI	
22	SAT	
23	SUN	World Education Day OH
24	MON	
25	TUE	
26	WED	
27	THU	Constitution Day OH
28	FRI	
29	SAT	
30	SUN	

Total No. of Working days during the month 19

*A little learning is a dangerous thing.*

**COLLEGE ALMANAC 2014-2015  
DECEMBER 2014**

Date	Day	
1	MON	
2	TUE	World AIDS Day
3	WED	World Disabled Day
4	THU	Navy Day
5	FRI	
6	SAT	
7	SUN	Flag Day OH
8	MON	
9	TUE	
10	WED	Human Rights Day
11	THU	
12	FRI	
13	SAT	
14	SUN	National Energy Conservation Day OH
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	College closes for X-mas holidays
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	X-mas OH
26	FRI	
27	SAT	
28	SUN	
29	MON	College reopens after X - mas holidays OH
30	TUE	
31	WED	

Total No. of Working days during the month 17

**CALENDAR & HAND BOOK 2014-2015**

COLLEGE ALMANAC 2014-2015  
JULY 2014

Date	Day	Observed Day
1	TUE	
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	OH
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	World Population Day
13	SUN	OH
14	MON	OH
15	TUE	
16	WED	
17	THU	World Hepatitis Day
18	FRI	
19	SAT	
20	SUN	OH
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	OH
27	SUN	OH
28	MON	OH
29	TUE	
30	WED	
31	THU	

Total No. of Working days during the month 22

*The milk of human kindness never curdles*

COLLEGE ALMANAC 2014-2015  
AUGUST 2014

Date	Day	Observed Day
1	FRI	
2	SAT	
3	SUN	OH
4	MON	
5	TUE	
6	WED	
7	THU	Hiroshima Day
8	FRI	
9	SAT	OH
10	SUN	OH
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	OH
16	SAT	OH
17	SUN	OH
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	OH
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	OH

Total No. of Working days during the month 20

CALENDAR & HAND BOOK 2014-2015

**COLLEGE ALMANAC 2014-2015**  
**MARCH 2015**

Date	Day	
1	SUN	OH
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	OH International Women's Day
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	OH
15	SUN	OH
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	World Forest Day
22	SUN	OH
23	MON	
24	TUE	
25	WED	
26	THU	Monty Thursday
27	FRI	Good Friday
28	SAT	
29	SUN	OH Easter
30	MON	
31	TUE	College closes for Summer Vacation
		Total No. of Working days during the month 22

*Talent is something, but tact is everything.*

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**COLLEGE ALMANAC 2014-2015**  
**JANUARY 2015**

Date	Day	
1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	OH
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	OH
11	SUN	OH
12	MON	
13	TUE	National Youth Day
14	WED	
15	THU	
16	FRI	Army Day
17	SAT	
18	SUN	
19	MON	OH
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	OH
26	MON	OH Republic Day
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	Martyr's Day

Total No. of Working days during the month 22

*Well done is better than well said.*

**COLLEGE ALMANAC 2014-2015**  
**FEBRUARY 2015**

Date	Day	
1	SUN	
2	MON	OH
3	TUE	
4	WED	
5	THU	
6	FRI	World Cancer Day
7	SAT	
8	SUN	OH
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	OH
15	SUN	OH
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	OH
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	National Science Day

Total No. of Working days during the month 20

**CALENDAR & HAND BOOK 2014-2015**