

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year

2013-14

Part – A

1. Details of the Institution

1.1 Name of the Institution

MARY MATHA ARTS & SCIENCE COLLEGE,
MANANTHAVADY

1.2 Address Line 1

VEMOM P O

Address Line 2

MANANTHAVADY

City/Town

WAYANAD

State

KERALA

Pin Code

670645

Institution e-mail address

mmcmdy@gmail.com

Contact Nos.

04935-241087

Name of the Head of the Institution:

Dr RAJU GEORGE

Tel. No. with STD Code:

04935-241087

Mobile:

9400381087

Name of the IQAC Co-ordinator:

Dr P K PRASADAN

Mobile:

09847803136

IQAC e-mail address:

iqacmmc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

KLCOGN12613

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/ 38/101 Dated 02/02/2006

1.5 Website address:

www.marymathacollege.org

Web-link of the AQAR:

http://marymathacollege.org/iqac/reports

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	1 st Cycle	B++	83.5%	2006	2006-11
2	2 nd Cycle	A	3.02	2014	2014-19
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

02/03/2006

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*)

AQAR

- i. **AQAR (iii) 19/11/2011 (2010-11)** (DD/MM/YYYY)
- ii. **AQAR (iv) 11/12/2012 (2011-12)** (DD/MM/YYYY)
- iii. **AQAR (V) 20/10/2013 (2012-13)** (DD/MM/YYYY)

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)

Nil

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

NA

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NIL

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

01

2.9 Total No. of members

18

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others
(STUDENTS)

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. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC prepared the academic Master Plan and places it before the College Council for discussion and recommendation for implementation. As per the recommendations of the Council, the Institution implements the teaching, learning and evaluation schedules as envisaged in the Academic Master Plan.
- Based on this plan and the University schedule, the Institution prepares the Academic Calendar which includes teaching schedule, proposed dates of various curricular & co-curricular activities and common internal evaluation tests for the year.
- All academic & extra-curricular events, and club activities are organized in consultation with the IQAC with the support of teachers, administrative staff and students.
- At the end of every academic year the Principal and the teaching faculty meet for an evaluation of the academic activities of the year. Schedules for teaching, conduct of examinations, conduct of Seminars, Workshops and other curricular & co-curricular activities of the year are critically evaluated and each faculty presents before the community their suggestions for the betterment and plans for major academic programmes for the next year.
- The Institution communicates its quality assurance policy, mechanisms and outcomes to various stakeholders through the following ways: College Website, College Calendar, College Prospectus, Periodic Newsletters; Meetings at various levels: Department level, College level, University meetings and Public meetings

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
<ul style="list-style-type: none"> ▪ Interacting with Heads of Departments ▪ Interacting with Mentors and Class Representatives ▪ Interacting with Research and Development Cell ▪ Conducting Annual Internal Quality Audit (Academic Audit). ▪ Promoting ICT enabled Teaching-Learning Processes. ▪ Tapping of Innovative Ideas of Faculty and Students. ▪ Arranging Training Programmes for the Administrative Staff. ▪ Ensuring the contributions of Parent Teacher Association (PTA) in the enrichment of academic activities. ▪ Ensuring the Preparation of the Term-wise Teaching Plan and Research Activities. ▪ Promoting Participatory Learning. ▪ Promoting Soft Skills / Employability Skills among students. ▪ Promoting Mentoring System. ▪ Promoting Student Oriented Activities. ▪ Ensuring students' Participation in Decision Making ▪ Collecting Multi-cornered Feedback ▪ Ensuring of the proper functioning of the Training and Placement Cell 	<ul style="list-style-type: none"> ○ Heightened the level of <i>clarity and focus</i> in the Institutional Functioning towards Quality Enhancement. ○ Facilitated Internalization of the Quality Culture. ○ Enhancement and integration among the Various Activities of the Institution and Institutionalization of many Best Practices could be achieved ○ Established a sound basis for decision-making to improve Institutional Functioning. ○ Evident Qualitative Changes in the Institution in the teaching learning processes, research activities, infrastructure development, student support activities, updating and strengthening of administrative activities etc could be achieved. ○ Internal Communication in the Institution has been greatly improved. ○ Mentoring system has been made very effective in all Departments. ○ Participation of students in all management categories of College administration has been ensured

* Attached the Academic Calendar of the year as Annexure I.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Decisions Taken	Status of Implementation
To explore the possibilities of procuring financial support from various funding agencies	An amount of Rs. 3517000 has been procured from UGC during the XI Plan apart from the research fund received from funding agencies like DST, KSCSTE , UGC, etc.
To speed up the construction work of the Ladies' hostel and make it functional in the next academic year	Ladies Hostel inaugurated and opened for the girl students In the academic year 2012-13
To complete the construction work of the first floor of the Decennial Block so as to improve the infrastructure facilities	Work completed and the rooms are made available for: Common bath attached room for girl students Co-operative Store Counselling & Tutorial Class Rooms Accommodation for Guests/Staff Accommodation for Students
To set apart a Parking Space exclusively for students	A Parking Area has been set apart for the students, near the garden
To provide a Separate Room for the Students' Union	Fully furnished room has been provided in the Canteen cum Guest House Building
Construction of the Indoor Sports Training Facility is to be completed before the end of the coming academic year	A Multipurpose Indoor Sports Training Facility with State of Art facilities has been commissioned in the academic year 2012-13
To explore the possibility of getting the public transport facility extended to the College Campus	Both the State Transport and Private Bus Operators have been contacted. The problems have been rectified to a certain extent
Toilet Facility for the girl students needs to be increased by constructing additional toilets	An additional Toilet Block with six units with facilities for incineration and washbasin has been constructed

To make arrangements to establish a Regional Study Centre of IGNOU in the College	IGNOU Authorities visited the College for inspection. Directed the College to go ahead. Sanction of Regular Study Centre of IGNOU awaited.
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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
PhD	2	0	0	0
PG	1	1	1	0
UG	6	0	1	3
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	2	0	0	0
Others	Nil	Nil	Nil	Nil
Total	11	2	2	3

Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	8
Trimester	0
Annual	0

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

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

**See Annexure II attached.*

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

Syllabi of all UG programmes were revised by the Affiliating University in 2013-14 to be implemented in the academic year 2014-15. By being members of academic bodies like Boards of Studies, Academic Council etc of Kannur University, almost all senior faculty members actively involved in the syllabus revision and for that the feedback obtained from various stakeholders was utilized to the maximum extent.

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

Department of Physics has been introduced and a new Graduate program in Physics has been started with the financial aid of the Govt of Kerala.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	26	13	13	0	0

2.2 No. of permanent faculty with Ph.D.	13
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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	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty	12
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	09	09
Presented	1	0	0
Resource Persons	0	03	02

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

- The Institution, through various approaches/activities nurture scientific temper, critical thinking, creativity, etc. among the student community

Scientific Temper and Critical Thinking:

- In the first semester, teachers of all disciplines engage classes with an objective to develop scientific attitudes such as objective outlook, spirit of enquiry, truthfulness and integrity, inventiveness, accuracy and precision, avoiding hasty conclusions on insufficient data, respect for the opinions of others among the students.
- Students are encouraged to participate in Seminars/Workshops/ Surveys etc. and to actively involved in Debates/Group Discussions/Panel Discussions etc.
- Students are taken to Research Institutions and/or Industries as a part of their study tour and thereby providing them ample opportunities to interact with experts in various fields and exposure to such establishments.
- Students are encouraged to utilize the Library and Internet Facilities to the maximum extent.
- They are motivated to analyse Case Studies, Social & Environmental issues, etc.

Creativity

Students are encouraged to/in:

- Make Short Films and Documentary Films
- Bring out Manuscript Magazines, Print Magazines, Web Magazines, Wall Magazines, etc.
- Make Science Models, Herbaria, Museum Specimens, Taxidermy Models, Charts, Specimen Slides, etc.
- Photography (especially Wildlife Photography), Photomicrography,
- Blog Designing, Web Designing, etc.
- Explore the possibilities of Social Network Sites

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

180

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

Institution is bound to follow the guidelines stipulated by the affiliating University regarding evaluation. However, for internal examination, innovative methods like open book test, oral test etc. are used.

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

09 (BOS)

04 (Doctoral Committee)

01(Faculty)

All permanent faculty attended Curriculum Development workshop.

2.10 Average percentage of attendance of students **80%**

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Functional English	34	8.82	64.70	17.6	Nil	91.12
BSc Mathematics	27	25.92	66.66	3.7	nil	96.28
BSc Zoology	27	40.7	33.3	25.9	Nil	100
BSc Computer Science	25	--	80	16	Nil	96
B Com	49	10.20	61.22	20.39	Nil	91.83
BSc Chemistry	25	28	60	12	Nil	100
MSc Maths	17	Nil	41.17	47.05	Nil	88.23

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

- IQAC prepares the Academic Master Plan and place it before the College Council for discussion and recommendation for implementation. The College Council comprises of the Principal, IQAC Co-ordinator, Heads of Major and Physical Education Departments, representatives of complementary courses and languages, elected Teacher Representatives and Librarian as members. As per the recommendations of the Council, the Institution implements the teaching, learning and evaluation schedules as envisaged in the Academic Master Plan.
- At the end of every Academic Year the Principal and the Teaching Faculty meet for an evaluation of the academic activities of the year. Schedules for teaching, conduct of examinations, conduct of Seminars, Workshops and other curricular & co-curricular activities of the year are critically evaluated and each Faculty presents before the community their suggestions for the betterment and plans for major academic Programmes for the next year.
- Internal Quality Assurance Cell (IQAC) formulates monitors and internalizes the quality enhancement measures of the College. IQAC plays an important role in academic planning and execution of various Programmes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	01
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	0	0	0
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC took initiative to set up a Research Committee in the Institution to monitor and address the issues related to research. The Committee motivates the faculty to promote research, coordinate research activities of different Departments and to inculcate a research culture among the academic community.
- IQAC inculcates scientific temper among students so as to enable them to discuss and argue over established norms, laws and theories, and feel free to put the views across without fear of being ridiculed or rejected. The institution keeps in mind that students by their very nature seek logic, question all that they observe, and believe in applying their knowledge to practical use.
- IQAC encourages the teachers to get actively involved in the popularization of science programmes being organized within and outside the campus. Many teachers of this institution are Resource Persons in different areas of knowledge.
- The institution encourages its staff to engage in interdisciplinary and interdepartmental research activities and resource sharing. In spite of the limitations of an undergraduate College and with only two Research Centres, the Institution ensures optimal use of various equipment and research facilities of the Institution by staff and students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	One	Nil	Nil	Two
Outlay in Rs. Lakhs	Rs. 30,77,660 Rs 8,22,800			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	16	05	00	09
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	02	00
Non-Peer Review Journals	00	01	00
e-Journals	00	00	00
Conference proceedings	01	02	00

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	3 years	KSCSTE	8,22,800	8,22,800
	3 years	DST	30,77,660	30,77,660
Minor Projects	2 years	UGC	20,61,000	
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA
Students research projects (<i>other than compulsory by the University</i>)	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	NA	NA		

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		01			15
Sponsoring agencies		UGC			

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

Fund will be made available as and when required

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	One					

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level 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

- Arranged Blood donation Camp
- Arranged old age home visit
- Assisted traffic police
- Visit to Home for mentally challenged at Alachery, Kannur
- Town cleaning

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	18 Acres	Nil	Nil	18 Acres
Class rooms	21	2	NA	23
Laboratories	06	Nil	NA	06
Seminar Halls	01	Nil	NA	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil	NA	NA
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	NA	NA
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

LIBRARY

- The library has an Open Access System.
- Automation of the Library is completed with KOHA Software.
- The Borrower Facility is completely computerized with Bar Code Reader for book issue and return. The use of ID Cards adds further security.
- The books are housed in well maintained stacks.
- Internet facility is provided to all students and faculty in the library, free of cost.
- Twelve Systems are set apart in NRC for students and staff.
- Two Systems are provided exclusively for the Catalogue Search (OPAC) in the Library.
- Students have access to Library and Internet from 9am to 4.30 pm.
- Access to INFLIBNET is made available.

ADMINISTRATION

- Admission Processing System-Automation at Office
- Students Information System-Automation S/W at office
- Computer Aided Evaluation System- Automation S/W at office
- Five desktops and two laptops
- Five LASER Printers

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Books	12718	47,19,200	313	81,382	13031	4800582
Reference Books	1032	10,32,000	Nil	Nil	1032	10,32,000
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	20	40,000	---	34,603	Nil	74603
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	5	5,000	5	5,000	10	10,000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	127 PC 12 Laptops	68	Facility in all computers	20 in NRC	NA	5 desktops 2 laptops	35 (Class rooms + Staff rooms)	9 (Manager, Principal, Library, Office, AVR, IQAC)
Added	15	15	In all computers					
Total	154	83		20		7	35	9

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

Nil

4.6 Amount spent on maintenance in lakhs:

i) ICT	67,920
ii) Campus Infrastructure and facilities	173,708
iii) Equipments	65,020
iv) Others	498,680
Total:	805,328

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Specific strategies are formulated BY the IQAC in consultation with the academic community and the Board of Governors at the beginning of the year:

- Orientation for Freshers
- Bridge Course for first year UG students
- Identifying and Categorizing the newly admitted students into Advanced, Average and Slow Learners
- Peer-group Learning in which Advanced Learners are grouped with Slow Learners
- Remedial Classes to Slow Learners, and challenging assignments, encouragement for participating in competitions for Advanced Learners
- Holistic Evaluation of students through regular class tests, end term examinations, assignments, seminars and viva-voce
- Formal and Informal Feedback on student performance to parents
- Experiential Learning through experiments, student projects, field trips, study tours, interaction with the tribal community, visit to national institutes, heritage centers etc.
- Effective Mentoring and Personal Counselling
- Coaching for Minority Students
- Interactive Sessions /Workshops/Discussions with Experts/Academicians/Alumni
- Certificate Courses, Add-on Course and Career-oriented Programmes
- ICT support through the Central Library, NRC, Digital/Smart Classrooms, Audiovisual Hall and Language Lab

5.2 Efforts made by the institution for tracking the progression

- Continuous evaluation through test papers, assignments and seminars
- Weaker students are given personalized care
- Brighter students are encouraged to do advanced work
- Holistic Evaluation of students through regular class tests, end term examinations, assignments, seminars and viva-voce
- Formal and Informal Feedback on student performance to parents
- Experiential Learning through experiments, student projects, field trips, study tours, interaction with the tribal community, visit to national institutes, heritage centres etc.
- Effective Mentoring and Personal Counselling
- Career orientation for Minority Students
- All these activities are monitored by Mentors of each batch of students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
647	40	09	

(b) No. of students outside the state

01

(c) No. of international students

Nil

No	%
239	35.8

Men

No	%
428	64.2

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
430	28	41	146	02	647	444	32	41	150	01	667

Demand ratio 3124: 667

Dropout % 0.6

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

- The College has a Career Guidance and Placement Cell. Thirty Six students have already been selected for placements through campus selection.
- The Career and Guidance Cell of the College regularly conducts Coaching Classes for entry into various services. The Programme has been partially funded by UGC.
- 65 former students of the College have qualified SET, 11 UGC NET, and four GATE exams.
- The Institution provides Academic Counselling, mainly through the Mentoring System. Mentors of this institution are good listeners, able to offer honest and constructive criticism and willing to compliment the pupils' accomplishments.
- The Institution offers Add On/Open Courses in Communicative English and Computer Literacy for the students of all Departments.
- An Entrepreneurship Club is also functioning in the college, which conducts Programmes to develop entrepreneurial skills among the students.
- The Main Objectives of the Club are:
 - To create awareness about the need of entrepreneurship in Kerala
 - To develop entrepreneurial skill among the students through Lectures and Workshops on Entrepreneurship
 - To make arrangements for interactions with successful Entrepreneurs in the State
 - To promote students attending Seminar/Workshops on Entrepreneurship organized by various Institutions

No. of students beneficiaries

36

5.5 No. of students qualified in these examinations

NET	12	SET/SLET	65	GATE	04	CAT	Nil
IAS/IPS etc	Nil	State PSC	2	UPSC	NIL	Others	

5.6 Details of student counselling and career guidance

Career Guidance Cell

- The College has a Career Guidance and Placement Cell (CGPC) which functions with the following objectives:
 - To provide employment information.
 - To provide information on various courses of higher studies in India and abroad.
 - To render vocational guidance to students individually and in groups.
 - To acquaint the students about Self – Employment Programmes.
 - To assist students looking for international placements.
 - To motivate and counsel students about industry practices to make them equipped to meet the challenges in the job market.
 - To orient the students for prospective entrance examinations, interviews, group discussions etc.
 - To organize Workshops and Seminar on latest trends.
- CGPC in the Institution has a structured mechanism to cater to the career requirements of students.
- CGPC has a furnished room with Internet connectivity and study materials (Books, CDs, Printed Notes, Model Question Papers etc.).
- CGPC conducts weekly training classes for Competitive Exams like Bank Clerical, Probationary Officers, MAT, PSC Tests etc.
- CGPC conducts Model Tests, Group Discussions and Mock Interviews.
- CGPC explores the possibility of arranging *Institution-Industry interface* and *placement-drives*.
- CGPC arranges Campus Interviews.
- Along with the routine activities, the CGPC pursued the UGC sponsored (Order No.CC-090/2007-11/KLKA020/(UGC-SWRO dated 28 March 2011) Programme to conduct Coaching Classes for students belonging to SC/ST and other Minority Communities of the College and the local community

Counselling:

- There has been a Professional Counsellor on campus in addition to the teacher-Counsellors to address the psycho social issues of the needy students. The Professional Counsellor maintains a record of this.
- Academic Counselling is given mainly through the Mentoring System which functions effectively in the College
- Every batch of students has a Mentor, who is responsible for looking after the welfare of that batch. Before and after the regular schedule, 1 hr each per day is set apart for counselling, mentoring and academic advice (Pl. refer 2.3.7 for details on Mentoring System).
- Teachers other than Mentors also provide Academic Advice to the students. Before and after the regular schedule one hour each per day is set apart for academic advice.
- The Women's Cell of the College offers counselling to girl students. Regular Awareness Programmes are conducted for the girl students.
- In addition, every Department has an Academic Counsellor in the CCSS System to guide the students in selecting suitable Open Courses.

No. of students benefitted 100%

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
02	170	35	NA

5.8 Details of gender sensitization programmes

The College ensures equal representation of female students in various programmes, committees and the Students' Union. There is fifty percent reservation for female students in the Class Representative Council of the College Union. Gender sensitization is inherently incorporated into all our activities. In addition, awareness programmes are organised.

Women's Cell of the College monitors the welfare and activities of the girl students and organises various programs.

5.9 Students Activities:

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

State/ University level 72 National level 22 International level Nil

No. of students participated in cultural events

State/ University level 75 National level Ni International level Nil

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	35	30000
Financial support from government	135	Nil
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

No	Grievances	Solutions
1	Non availability of College Women's Hostel	Apart from the existing ladies' Hostel run by Nuns in the Campus a new Hostel, partially supported by UGC and the Management, has been constructed.
2	Inadequate Toilet Facility for girl students	An additional Toilet with Six Units and a Washbasin has been constructed
3	Demand for free Internet Facility for Students	The existing NRC has been further strengthened with One server and 12 nodes, web camera, scanner, CD writer, and laser printer has been commissioned
4	Demand for ICT-enabled Classrooms	12/18 Classrooms have been made Digital of which six are equipped with Smart Boards
	Demand for Audio-	An Audio-visual room with Jefferson Chairs, and Audio & Video

5	visual Room	Facilities has been commissioned
6	Demand for Visual facility in the Language Lab	Visual facility has been provided
7	Demand for a full time Technician in the Computer Lab	A full time Technician has been appointed on a regular basis against the post created by the Govt of Kerala
8	Inadequate Computer Facilities for students of Departments other than Computer Science	An additional Computer Lab with 40 Computers has been commissioned.
9	Demand for Parking Area exclusively for the students	A Parking Area has been provided near the garden, exclusively for the students
10	Demand for Better Canteen Facility	A fully furnished Canteen with separate and spacious rooms with attached toilet facility for students has been constructed.
11	Demand for a Room for Students' Union	Provided, as a temporary arrangement, in the Guest House until new constructions are over.
12	Non availability of Men's Hostel	Hostel Accommodation has been provided in the Devine Providence Seminary, Kartikulam.
13	Demand for NCC/NSS Rooms	Provided, as a temporary arrangement, in the Guest House until new constructions are over.
14	Demand for Pavilion	Gymkhana (Sports Pavilion) with dressing rooms for boys and girls has been commissioned
15	Demand for a Prayer Hall for all religions	Chapel/Prayer Rooms (One in the third floor of the main building which is open for students and staff of all communities and another in the second floor of the canteen building)
16	Demand for Safe Drinking Water Facility	In the college, six Drinking Water Units are made available for the students near the staircases on each floor in the main building. (Each such unit consists of a water purifier fixed on the wall and a steel vessel fixed on metal stands); two in staff rooms and one in the office.
17	Demand for the Service of a Professional Counsellor	A Professional Counsellor has been appointed on campus in addition to the teacher-Counsellors and Mentors to address the psycho-social issues of the needy students.

18	Demand for Recreational Spaces for Students	Recreational Room with Facilities to play Table Tennis, Caroms, Chess and Judo are provided with.
19	To solve the Transportation Needs of the Students	Both the State Transport and Private Bus Operators have been contacted. The problems have been rectified to a certain extent.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Holistic development of students with a sound intellectual, physical, psychological, emotional and spiritual maturity that will pave the way for a truly democratic, secular and equitable social order

Mission: To make knowledge available to the students through quality education irrespective of their religion, caste or sex, but keeping in view the educational needs of the Christian Community as well, thus to be an active agent contributing to the socio-economic and cultural transformation of Wayanad

6.2 Does the Institution has a management Information System

The Institution has a management Information System

- The Board of Governors (BOG) is the highest hierarchical body of the Institution which comprises of sixteen members including the Patron, the Manager (President of the BOG), the Principal (Secretary to the BOG), the Deputy Director of the Collegiate Education, the Co-ordinator of the IQAC, Representatives of the Faculty, Local Self Government Bodies and other Stakeholders.
- In consultation with the Board of Governors, the IQAC prepares Academic and Infrastructure Master Plan and place them before the respective committees, the Infrastructure Development Committee (IDC), and the College Council (CC) for discussion and recommendation for implementation. The IDC comprises of the Manager as the Co-ordinator and the Principal, IQAC Co-ordinator, Co-ordinator of UGC Projects, Office Superintendent and Heads of Major, Complementary, Second Languages and Physical Education Departments as members. The College Council comprises of the Principal, Heads of all Major Departments & Physical Education Department, and Representative-teachers of the Complementary Subjects and Second Languages as its members.
- As per the recommendations of these committees, the Institution implements its quality policy and plans.

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

6.3.1 Curriculum Development

- The Institution follows the Curriculum designed by the University.
- In the beginning of each Semester the Principal directs the HODs to hold the Department Level Meetings to schedule and chalk out the Action Plans for the effective implementation of the Curriculum.
- At the Department Level, the HODs schedule the workload in consultation with the faculty for the effective implementation of the prescribed Curriculum.
- It is the responsibility of the individual teachers to see that the Curriculum is implemented effectively in the classroom.
- Periodic Monitoring and Evaluation is done at the Department Level.

Examples:

- There is a system of collecting and consolidating the Absentees Slips daily. The number of classes taken by individual faculty is being displayed on the Staff Notice Board on a regular basis. The Principal monitors the system periodically.
- Effective functioning of the Mentoring System ensures the continuous monitoring of Student-Progress.
- Remedial Classes are arranged for the needy.
- The consolidated reports of the Continuous Evaluation, countersigned by the Principal are regularly being sent to the University.
- In order to check the effectiveness of implementation, the Stakeholders' Feedback is collected to modify/alter the implemented strategies, if needed.
- All the necessary infrastructural facilities (including ICT) for effective teaching learning are provided by the Institution.
- Individual faculty members have the freedom to select the library books to be purchased for the Central Library.

6.3.2 Teaching and Learning

• **Teaching & Learning**

Specific strategies are formulated at the beginning of the year based on the evaluation made at the end of the previous year:

- Orientation for Fresher's
- Bridge Course for first year UG students
- Identifying and Categorizing the newly admitted students into Advanced, Average and Slow Learners
- Peer-group Learning in which Advanced Learners are grouped with Slow Learners
- Remedial Classes to Slow Learners, and challenging assignments, encouragement for participating in competitions for Advanced Learners
- Holistic Evaluation of students through regular class tests, end term examinations, assignments, seminars and viva-voce
- Formal and Informal Feedback on student performance to parents
- Experiential Learning through experiments, student projects, field trips, study tours, interaction with the tribal community, visit to national institutes, heritage centres etc.
- Effective Mentoring and Personal Counselling
- Coaching for Minority Students
- Interactive Sessions /Workshops/Discussions with Experts/Academicians/Alumni

- Certificate Courses, Add-on Course and Career-oriented Programmes
- ICT support through the Central Library, NRC, Digital/Smart Classrooms, Audiovisual Hall and Language Lab
- Teaching Plan, Work-done Diary and Academic Calendar

6.3.3 Examination and Evaluation

- With the introduction of CCCS by the University, we have a rigorous and transparent Internal Evaluation System in place. The various components in the system are: Periodic Test Papers, Assignments, Seminars and regularity in Attendance.
- The College maintains detailed record for such internal marks and sends the consolidated marks to the University for the Final Result Sheet Preparation by the University.
- Because of the rigor and transparency in the Internal Assessment Process, the students are forced to attend the classes regularly, failing which they will have to repeat the semester.
- Seminars, Assignments and Viva Voce included in the Internal Evaluation promote independent learning and develop communication skills.
- Assessment/Evaluation Processes, as directed by the University (that includes frequent test papers, assignments, Seminars and regularity of attendance), are taken as indicators for Evaluating Student Performance and achievement of Learning Objectives.
- The insights derived from the assessment and evaluation along with the feedback of the stakeholders is made use of in designing the Annual Academic Plan of the forthcoming year. Career Guidance, Classroom Interaction, Group Discussion, Remedial Courses, Seminar Presentation & Project Work, Assignment, etc. are a few examples to cite.
- Every Programme is coordinated by one or more faculty members. These Programmes are evaluated by the stakeholders and are properly recorded. At the annual planning and evaluation meeting, activities of every Forums are evaluated and suggestions for improvement are placed.
- At the end of every academic year the Principal and the teaching faculty meet for an evaluation of the academic, co-curricular and extra-curricular activities of the year. Schedules for Teaching, Conduct of Examinations, Conduct of Seminars, Workshops, other curricular, co-curricular and extra-curricular activities of the year are critically evaluated and each faculty presents before the community their suggestions for the betterment and plans for major academic and other Programmes for the next year.

6.3.4 Research and Development

- **Research & Development**

The Institution promotes research and development through the following strategies:

- Constituting Research Advisory Committee to ensure research promotion in the College so as to inculcate a research culture in the Campus.
- Encouraging Faculty to take initiative to establish Research Centers in all Departments
- Motivating Teachers to take up Research Projects, to publish Research Papers and to obtain Research Degrees
- Encouraging Teachers to organize Seminars/Workshops/Conferences etc. in each Department
- Encouraging Teachers to attend Seminars/Workshops/Conferences etc. organized by other institutions.
- Providing supporting Infrastructure Facilities like space with furniture, free and 24X7 Internet facilities, uninterrupted power supply, 24 hours water supply

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Institution provides ICT enabled technologies for enhancing teaching effectiveness.
- The Network Resource Centre in the College provides ample opportunities for the academic community to explore the avenues of INFLIBNET. In addition to that the Institution provides e-learning facility to access the latest developments in various disciplines.
- The following facilities are available to ensure an effective learning experience:
 - 24 hours free Internet access in all Staff Rooms on NMEICT (National Mission on Education through Information and Communication Technology) Scheme.
 - The faculty and researchers in the Institution utilize the Internet facilities for Open Access Publication and downloading Open Access Journals.
 - ICT enabled Classrooms (12/18 classes are digital of which six are smart classrooms).
 - As a part of equipping the faculty on mobile learning, each department is provided with a NETBOOK and a Digital Camera.
 - CD Libraries in Departments.

6.3.6 Human Resource Management

Human Resource Management

The following are the quality improvement strategy of the Institution for human resource Management:

- Maintenance of operational autonomy, academic democracy and decentralized governance system in order to promote quality culture at every level.
- Inclusion of representatives from all stakeholder groups in the decision taking bodies
- Grooming of leadership at different levels.
- Maintenance of participative working culture to ensure the empowerment of academic and administrative teams.
- Promoting the faculty to attend orientation/refresher Programmes, seminars, workshops, expert lectures etc.
- Providing opportunities for skill development to administrative staff
- *Recognition and Reward* for people who have contributed to the development of the Institution.
- Providing better infrastructure facilities and academic environment to retain the quality teachers

6.3.7 Faculty and Staff recruitment

The process of recruitment of Teaching and administrative is made strictly adhering to the rules and norms stipulated by the Kerala State Govt, Affiliating University and University Grants Commission. The College Management never compromises on quality of Teaching and Administrative Staff, right from their appointment.

6.3.8 Industry Interaction / Collaboration

• **Industry interaction:**

In order to promote Institute-Industry Interface, the College has constituted an Entrepreneurial Club

- The Entrepreneurial Club conducts Programmes to develop entrepreneurial skills among the students. The main objectives of the Club are:
 - To create awareness about the need of entrepreneurship in Kerala
 - To develop entrepreneurial skill among the students through lectures and workshops on entrepreneurship
 - To make arrangements for interactions with successful entrepreneurs in the State
 - To promote students attending Seminar/Workshops on entrepreneurship organized by various institutions
 - To organize industry visit to promote entrepreneurship
- Apart from this, the Institution arranges visits and interactions with industries on a regular basis:
 - Chemistry: Chemical Industries
 - Commerce: Business Establishments/Small Scale Industries
 - Computer Science: Software/Hardware Industries
 - English: News Papers, Publishing Companies, Audio and Visual Media
 - Zoology: Sericulture/Aquaculture/Apiculture and other Industries

6.3.9 Admission of Students

- Admissions to all UG and PG Programmes are based strictly on Merit; there is no Common Entrance Test for admissions.
- The norms and guidelines of the Government and the University, including reservation for socially backward and differently-abled persons are strictly followed.
- The minimum marks for admission is as prescribed by the University.
- For UG Courses, the eligibility criterion is a pass in Higher Secondary/equivalent examination. For PG Mathematics, 50% marks in B. Sc. Mathematics, for General Category and 45% for OBC and a pass for SC/ST.
- The admission process is fully automated.
- The Admission Committee, constituted according to the rules and regulations laid down by the University, comprising of the Principal, Heads of all Major Departments and the Office Superintendent monitors the admission process.
- Merit Lists are displayed on the Notice Board sufficiently early.
- The applicants can verify the list and, discrepancy, if any is noticed, they are given a chance to get it rectified within a stipulated time as per University Norms.
- The Selection Criteria are also displayed on the Notice Board.

6.4 Welfare schemes for Teaching and non teaching staff

No	Welfare Schemes of the Govt.	% of the Staff Benefitted	
		Academic	Administrative
1	Provident Fund	100	100
2	General Life Insurance Scheme (GLIS)	100	100
3	State Life Insurance (SLI)	100	100
4	Accident Insurance	100	100
5	Commuted Leave	100	100
6	Leave Surrender Facility	100	100
7	Maternity Leave	24	18
8	Paternity Leave	4	0
9	Special Casual Leave for Rabies and Communicable Diseases	0	0

In addition to that both the Staff and Students are shareholders of the Co-operative store. The Staff Benefit Scheme and other self supporting schemes are also under operation.

6.5 Total corpus fund generated

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	Yes	NAAC	Yes	University
Administrative	Yes	NAAC	Yes	Management

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The institution being an affiliated college under Kannur University cannot make any examination reform on its own. But suggestions made through the faculty members of our college in various university bodies are considered in the board meetings for examination reforms.

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

The institution being an affiliated college under Kannur University does not have academic autonomy, but limited autonomy is given in:

- Designing certificate courses and add on courses
- Developing infrastructure facilities
- Formulating innovative teaching methods
- Admissions (management quota)
- Consultancy and extension activities

6.11 Activities and support from the Alumni Association

The Institution has an Alumni Association

List of the current office bearers of the Alumni Association

Dr Vinod K Jose (President)

Mr George Baby (Secretary)

List its activities during the last five years.

1. The Association organizes Annual Alumni Meet on 26th December
2. The Alumni Association maintains a Blood Group Register
3. Experience sharing and proper Career Guidance to the ongoing students
4. Alumni, who occupy prominent positions in society are invited to the Institution and the Association arranges Department-vice Student Interaction.
5. The Alumni provides all kinds of support to the outgoing students in setting their career targets and future academic plans. This include Telephonic Career Counselling, Career selection etc
6. Financial Assistance to poor students from the well settled Alumni
7. Financial Support to Alumni for Medical purposes
8. Utilizes the possibilities of Social Network Sites to maintain the strength of Alumni

Details of the contribution of alumni to the growth and development of the institution.

1. Each Department maintains a healthy relationship with its alumni.
2. The institution entertains frequent visits by the alumni.
3. Resourceful alumni are encouraged to share their valuable experience with the academic community so that the current trends are made known to both the students and teachers.
4. Ongoing students are able to make use of from such exposure in setting their priority in their academic/career prospects.
5. Feedback from the alumni is better utilized in the planning and designing of curricula.
6. Their experience and exposure are being tapped in modifying both the Infrastructure and Academic Master Plan.

6.12 Activities and Support from the Parent- Teacher Association

PTA provides an excellent support to improve the academic ambience of the Institution by maintaining a healthy triangular relationship with the students and teachers.

Informal Feedbacks are obtained from the parents during Parent-Student-Teacher (PST) Meetings/Interactions, which are held at least once in every six months. Formal Feedbacks obtained from the parents during Parent-Student-Teacher (PST) meetings are properly recorded.

Thus, the feedback obtained from PTA are subjected for serious discussions at various levels in the Institution and the fruits of the discussions are intimated to the College Management and Academic Policy Makers in the University through the members of Boards of Studies and other higher Academic Bodies of the University.

Through these efforts, the PTA plays a major role in enriching the Curriculum.

PTA also supports the College by providing financial support to the needy students

6.13 Development programmes for support staff

Training to the Administrative Staff:

- The IQAC, right from its inception, has been taking initiatives in looking after the welfare of all the stakeholders of the College and ensuring sustenance and enhancement of quality in academic/administrative/co-curricular/extra-curricular activities of the Institution.
 - It has been generating ideas, establishing good practices, implementing & measuring the outcome of academic and administrative performances of the institution.
 - It has been developing and applying quality benchmarks/parameters for the various academic and administrative activities of the institution.
 - IQAC takes initiatives to update the administrative capabilities of the support staff by providing them training programmes
1. Training Programme in Soft Skills for Administrative Staff: 17 & 24 July 2010. Sri Sadanandan, Rtd Administrative Officer from the Directorate of Collegiate Education was the Resource Person.
 2. Workshop on *Informatics* for Teaching and Administrative Staff: 28-30 October 2010.
 3. Sri Jose Augustin attended the KOHA Workshop of Library Software @ the Kannur University 7-8 December 2012
 4. Sri George Sebastian and Sri Joy Joseph, Administrative Staff attended the State Level Training Programme organized by the Kerala State Higher Education Council 1& 2 March 2013.

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

- ***Energy conservation***
 - The message of energy conservation is disseminated through the following ways:
 - Awareness campaigning through various activities
 - Adhering stickers carrying conservation messages at various places in the College
 - Screening of documentary films on energy conservation
 - Organizing Seminars/Workshops on Environmental Issues
 - Solar Garden Lamps are installed on the Campus replacing the conventional bulbs. Solar Water Heating System is installed to provide hot water to the Women's Hostel and Canteen.
 - Energy Auditing of the Institution has been conducted by IQAC in association with the students of the Department of Zoology.
 - The conventional Tungsten Bulbs are completely replaced with CFL bulbs in the Campus.
- ***Use of renewable energy***
 - The organic waste materials generated in the College are efficiently being converted into bio-gas, and thereby a strong message of the significance of renewable energy is disseminated among the students.
 - The energy demand of the College Canteen is partially met from the biogas plant.
 - The major problem of Solid Waste Management is also tackled through this practice.
 - Plastic wastes, if any, are effectively disposed off.
- ***Water harvesting***
 - The Rainwater Harvesting Unit has been installed in the newly constructed buildings.
 - Institution is planning to extend the Rainwater Harvesting System in the other buildings too.
- ***Check dam construction***
 - Taking the conservation of water a serious concern, the Institution constructed a 20 x 15 x 4 metres pond in the Campus to recharge groundwater and to meet the diverse water demands of the Institution.
 - A number of trenches (3x1x1 mts) are constructed in the campus for groundwater recharge.
- ***Efforts for Carbon neutrality***
 - The Institution is well aware of its civic responsibility in maintaining the Carbon Neutrality in the Campus and in providing a pollution-free environment for its inmates.
 - Carbon emission in the campus is negligible since the Campus is situated very close to Wayanad Wildlife Sanctuary.
 - The Institution is situated in a lush green campus at an altitude of about 2000 feet above sea level. The well ventilated rooms in the College do not need fans or air conditioners.

- It is the policy of the Institution to minimize the number of air conditioners in the campus buildings and to limit the availability of refrigerators to the Science labs.
- Carbon Dioxide released into the atmosphere from burning fossil fuels in the campus has been partially compensated with renewable energy that creates a similar amount of *useful energy*. The Institution has a plan to use only renewable energies that do not produce any carbon dioxide (a post-carbon economy).
- Carbon offsetting is another practice in the Campus by planting trees to prevent future greenhouse gas emissions and to attain *net zero carbon footprint* or *carbon neutrality*.

- ***Plantation***

- The College has a Green Campus
- The Bhoomitrasena in association with the Save Green Club of the College maintains a Primary Healthcare Garden to maintain medicinal herbs and trees. Name board on each plant carries its local and scientific names.
- Tea plantation in the Campus increases its beauty.
- Tree plantation and their conservation is a regular practice in the campus. The save Green Club, Bhoomitrasena and NSS take the responsibility of plantation.
- The Biodiversity Register of the campus has been prepared by the volunteers of Bhoomitrasena Club.
- The complete list of fauna and flora is displayed in the Campus

- ***Hazardous waste management***

- Hazardous Wastes generated in the Science Labs of the College are negligible.
- The wastes generated are incinerated in the Campus itself.
- The students in the science departments are instructed to use only minimum required quantity of chemicals for their experiments so as to reduce the quantity of hazardous wastes being generated.

- ***e-waste management***

- Since the mechanism of maintenance and upkeep of electronic equipment in the Institution is efficient, the quantity of electronic waste generated is minimal.
- The electronic waste in the College includes irreparably damaged computers and their accessories, electronic/electrical equipment in laboratories etc.
- Computer wastes in the College are never land filled in order to prevent them from polluting the groundwater.
- E-wastes in the College are usually sent to recyclers.

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.

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

Action Taken Report (ATR):

1. In compliance with the views of the NAAC Peer Team, the College applied for new courses and got MSc Computer Science and BSc Physics in the academic year 2014-15. We also got four new course recommended by Kannur University.
2. The College made use of the opportunities offered by the state govt by way of new initiative ASAP, SSP and WSS. Nearly 100 students got benefitted from these programmes.
3. Applied for a new Library building as part of our plan to expand library facilities and increase the number of books.
4. To strengthen the computer skills among the students, we are now providing systems and assistance to their project related work.
5. We try to promote the enrolment of the SC/ST students by persuasion at the personal level. However, this has not been very successful since there are other colleges of which one has been functioning exclusively for the development of the tribal students (80% of their seats are reserved for the tribal students).
6. The NAAC Peer team suggested our trying for autonomous status however, going by the parameters set by the State Govt we are too young to apply for it at the moment.
7. We are also increasing our collaboration with other institutions/agencies to provide our students with better placement opportunities and career counselling.

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

1. Implementation of the Parliament mode of students' Union election incorporating the Lyngdoh Commission Recommendation"
2. PEN-R: Project on English News Paper Reading

See *Annexure III attached.*

7.4 Contribution to environmental awareness / protection

- **The message of energy conservation is disseminated through the following ways:**
 - Awareness campaigning through various activities
 - Adhering stickers carrying conservation messages at various places in the College
 - Screening of documentary films on energy conservation
 - Organizing Seminars/Workshops on Environmental Issues
 - Solar Garden Lamps are installed on the Campus replacing the conventional bulbs. Solar Water Heating System is installed to provide hot water to the Women's Hostel and Canteen.
 - Energy Auditing of the Institution has been conducted by IQAC in association with the students of the Department of Zoology.
 - The conventional Tungsten Bulbs are completely replaced with CFL bulbs in the Campus.
 - We have made it a practice of switching off/unplugging fans, lights, computers, printers, electrical and electronic equipments etc. when not in use.
 - The College watchmen regularly monitor and ensure the above.
 - Taking the conservation of water a serious concern, the Institution constructed a 20 x 15 x 4 metres pond in the Campus to recharge groundwater and to meet the diverse water demands of the Institution.
 - A number of trenches (3x1x1 mts) are constructed in the campus for groundwater recharge.
 - Carbon offsetting is another practice in the Campus by planting trees to prevent future greenhouse gas emissions and to attain *net zero carbon footprint* or *carbon neutrality*.
 - The Institution is well aware of its civic responsibility in maintaining the Carbon Neutrality in the Campus and in providing a pollution-free environment for its inmates.
 - Carbon emission in the campus is negligible since the Campus is situated very close to Wayanad Wildlife Sanctuary.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths

- The Institution has a strong mission and vision, catering to the educational needs of Wayanad.
- The management and staff are committed to fulfilling the vision and mission, and are dedicated to excellence in teaching and learning.
- The College promotes strong mentor- student relationship which fosters ethos of openness and sharing.
- The state-of- the -art infrastructure and other facilities provide an inspiring atmosphere for the students to engage in curricular and co-curricular activities.

Weaknesses/ Threats

- Remoteness of the place curtails accessibility to industries and research institutes, and conveyance of visiting faculty and resource persons.

Opportunities

- Scope for new programmes in the degree and PG levels.
- Scope for interdisciplinary programmes, management and professional courses.

Criterion – VIII

8. Plans of institution for next year

1. In compliance with the views of the NAAC Peer Team, the College will try to get more number of courses.
2. The College will continue to make use of the opportunities offered by the state govt by way of new initiative ASAP, SSP and WSS. More number of students will be benefitted from such programmes.
3. Will do the follow up action fort the proposal submitted for a new Library building as part of our plan to expand library facilities and increase the number of books.
4. We will continue to provide systems and assistance to the students to carry out their project related work in order to strengthen the computer skills among the them.
5. We shall continue to promote the enrolment of the SC/ST students by persuasion at the personal level.
6. The NAAC Peer team suggested our trying for autonomous status however, going by the parameters set by the State Govt we are too young to apply for it at the moment. We shall try for that in this academic year.
7. Efforts to increase our collaboration with other institutions/agencies to provide our students with better placement opportunities and career counselling will be continued..

Name: Dr P K PRASADAN

Name Dr Savio James

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I

Academic Calendar

(Link to College website)

Annexure II

Feedback Analysis

Feedback from students, alumni, parents & teachers about academic and institutional matters and the actions taken: 2013-14

Department of English

1. Syllabus revision. Suggestions were taken especially from alumni on the basis of their experiences after the Degree course.

These suggestions were considered in detail and the Dept teachers submitted suggestions/inputs at the Syllabus Revision Workshop held on Dec 6, 2013 at Kannur University.

The suggestions were accepted.

2. Upgradation of the Language Lab.

We submitted this request to the Principal. Software and the computers will be upgraded as per the availability of funds. We also contacted service providers for this.

Department of Mathematics

1. Strengthen placement and campus recruitment.
2. Well lighted class rooms are needed.
3. Conduct more seminars.
4. Need more transportation facility
5. Conduct department-wise alumni gatherings.

Actions Taken

1. Classrooms were provided with tubelights.
2. Decided to conduct more seminars
3. Decided to conduct year-wise alumni meetings regularly.
 4. Communicated to Career Guidance Cell about campus recruitment.
 5. Communicated the transportation problem to the authorities.

Department of Zoology

1. We require department library.
2. Need recreation room

3. Well lighted classrooms
4. Need more drinking water facility
5. Need more toilets for girls
6. Need more extracurricular activities
7. Need more books in the library
8. Need computer with internet facility in the department
9. Need more microscopes
10. Need transportation facility for students

Actions Taken

1. Classrooms were provided with tubelights.
2. Conducted more seminars
3. Purchased more books
4. Constructed more toilets for girls

Department of Commerce

1. Smart classrooms: equip all the classes with projector and screen as well as internet.
2. Need to start M Com course

Department of Computer Science

- Separate computer lab facility for UG and PG students.
- Increase the availability of PCs for the use of students.

Actions Taken

- Two separate labs were provided for UG and PG students.
- Results are being analyzed and extra coaching is given to weak students.

Department of Chemistry

- Need to change the complimentary subject Computer Science to Physics
- To improve transportation facility
- To increase drinking water facility
- Need to change the complimentary subject Computer Science to Physics
- To improve transportation facility
- Need of uniforms
- Need to change the complimentary subject Computer Science to Physics
- To change Alumni meeting date

Annexure III

BEST PRACTICE-I

1. Title of the Practice

“Implementation of the Parliamentary Mode of Students’ Union Election incorporating the Lyngdoh Commission Recommendation”

2. Goal

- To ensure peaceful teaching-learning environment on the campus a democratic system of Parliamentary Mode of Students’ Union Election has been introduced in the College since 2007 following the Lyngdoh Commission Recommendations.
- It also aims at maintaining discipline in the Institution by strengthening the head of the institution with sufficient powers so that students, who are keen to study and to improve their career are not be made victims of the anti-social activities a handful of students, whose dominant interest is indulging in party politics.
- Through the parliamentary mode of election the institution ensures peaceful, party-politics free campus.

3. The Context

- Several instances of election related violence against college teachers and students, and other malpractices have been observed during the conduct of elections on college campuses in Kerala.
- After having discussions and negotiations at various levels, the College Council took a strong decision to implement the Parliamentary Mode of Election on the campus, taking the students into confidence and following the Lyngdoh Committee recommendations.
- It has also been decided to set up a special Grievance Redressal Cell with senior faculty as members to address election related grievances on disputes regarding the fairness, eligibility of the candidate and/or the non-observance of norms while holding the elections, etc.

4. The Practice

- A male and female representative (Class Reps) each are elected from every class. The Chairman, General Secretary, University Union Councilor, Secretary to the Fine Arts Association, Student Editor to the College Magazine, General Captain to the Sports and Games activities, Secretaries to the Department Associations and Representatives of 1st, 2nd and 3rd year students are elected through Parliamentary Mode of Election. Two Seats, the Vice Chairperson and the Joint Secretary are reserved for girl students. It is to be highlighted that more than 50% of the candidates for the above major posts are girl students.
- The Class Representatives elected through this system function as a link between the College Union and individual Classes. Therefore, the decisions taken at higher levels are immediately conveyed to the entire students.
- The Institution entrusts the responsibility of the Students’ Union Advisor to a Senior Faculty as in the older system. However, in the present system, the Advisor has more responsibilities. The Union Advisor serves as the Mentor of the Union office bearers and the Co-ordinator of the Union activities.

- Apart from the leadership role of the Chairman, Vice Chairperson, Secretary, Joint Secretary and Association Secretaries, the following portfolios are allocated in the College Students' Union to ensure student participation in all areas of student activities:
 - Secretary to the Fine Arts Association: Responsible for promoting the artistic talents of the students, organizing fine arts activities on the campus and ensuring the participation of the students in intercollegiate competitions.
 - General Captain for Sports and Games: Responsible for promoting the sports talents, organizing sports and games activities on the campus and ensuring the participation of the students in intercollegiate sports & games competitions.
 - Magazine Editor: Responsible to compile the creative ideas of the College Community and publish the same in the form of a College Magazine. The Staff Editor and the Editorial Team support the Magazine Editor in publishing the College Magazine.
 - University Union Councilor (UUC): Represents the College in the University Union and serves as a link between the College Students' Union and the University Union.

5. Evidence of Success

- This is the only aided College affiliated to Kannur University and one among the very few aided colleges in Kerala State that successfully implemented the Parliamentary Mode of Students' Union Election. It has been proved that this mode of election ensures a party-politics-free, violence-free Campus where academic, co- and extra-curricular activities can be planned and implemented/organized in a peaceful atmosphere and that too under the leadership of elected Student Union office bearers.
- The prevalence of Parliamentary Mode of Students' Union Election has been appreciated by the public in general and the parents in particular which is reflected in the enhanced rate of *applications for admission* received in the recent years.
- This Practice has become an accepted system in the College and the students who resisted in the initial stage realized the merits of the system and extended their co-operation in the succeeding years.
- As a recognition for the efforts in implementing the system, the academic community of the State, recently honoured the Principal of the College, Dr Raju George with the *Award of the Best College Principal in Kerala*, instituted by Dr Tharsis Joseph (NAAC Peer Team Member and former Secretary of the State Principals' Council) Foundation based on the initiatives taken to implement the Lyngdoh Commission Recommendations as per the Hon. Supreme Court directives to ensure peaceful teaching learning by maintaining the campus violence-free from the evil effects of party politics.

6. Problems Encountered and Resources Required

Problems Encountered :

In the Paradigm Shift from the Conventional Presidential Mode of Election to the Parliamentary Mode, the Institution experienced certain amount of resistance from the Students and to a lesser extent from the politicians, especially on the following conditions:

- The candidates contesting the elections should possess certain minimum level of discipline and academic ability.
- No political activity to be allowed on the campus. Demonstrations, campaigning, and rioting in the classroom etc. will not be allowed. No meeting to be held in the campus without the permission of the Principal. Banners, posters, flags etc. of political organizations are not be allowed on campus as well as on the gates and compound walls of the campus.
- No outsider to be invited into the college by any group of students without the consent of the Principal.

Resource Required:

- In order to set a platform for the smooth implementation of the new system discussions/meetings/negotiations at various levels have been convened; sought the support of parents, general public and mass media.
 - Open forums to discuss and familiarize the Lyngdoh Commission Report have been organized in the College for students, parents, etc.
 - The excerpts of the report have been circulated among the College Community for discussions.
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BEST PRACTICE-II

1. Title of the Practice

‘PEN-R’ – Project on English Newspaper Reading

2. Goal

- To inculcate reading habit among the entire students of the college.
- Subscription to more than hundred English newspapers for the students aims at improving their reading skills, developing confidence in English communication, improving their general awareness, broadening their vision, improving their vocabulary, inspiring their thoughts and helping them to absorb all kinds of information.
- Though the primary objective of subscribing the ‘Business Line’ is to develop business orientation among the Commerce students, it helps them to improve their English language skills.

3. The Context

- Majority of the students hailing from poor rural background and first generation learners of this Institution are the products of Malayalam Medium Schools.
- Eventhough they are better in their major subjects, their Communication Skill (both oral as well as written) in English Language is poor.
- The Institution realizes that English communication skills are essential for the overall development of students. The confidence level of students can also be improved by acquiring competency in English Language.

- This was the driving force in introducing the practice of subscribing English National Dailies, The New Indian Express and The Hindu for each batch of UG students of the College.
- The recommendations of the NAAC Peer team in 2005 to give maximum emphasis on developing the communication skills of students have been considered very seriously. This project is an effort to materialize the same.

4. The Practice

- The Institution started subscribing two copies of The New Indian Express to each class on an experimental basis in 2006 and the result obtained was amazing.
- This was literally the driving force to think of making English newspapers available to each student in their class room, free of cost.
- The number of newspapers available to the students has been raised to three in the next year. The development in the reading habit of students was discernible.
- In the next year, the Institution has contacted the authorities of The New Indian Express and The Hindu to provide newspaper at reduced rate.
- The New Indian Express has agreed to reduce the rate to Rs. Two per copy, provided the College should subscribe a minimum of fifty copies.
- When the Student Edition of the New Indian Express was launched in 2011, the regular newspaper being supplied to the students was replaced with this.
- The Hindu daily has also agreed to supply the newspapers on a subsidized rate.
- Since the Peer Group Learning is an accepted practice in the College, the Slow Learners and the Advanced Learners sit together to read newspapers to engage in news analysis etc.
- The Media Club of the Institution conducts news reading contest and Newspaper Quiz for the students every year.
- In order to put the objectives of the Project into practice, the Institution gives the following directions to the students:
 - Try to read at least one small article twice a day.
 - Do not try to read much, but try to make it a habit to read something every day.
 - Try to read without a dictionary and guess the meaning of the whole article, even if you do not understand some parts.
 - Choose articles that the student is interested in reading.
 - Read the same type of article every day at the beginning and gradually increase the amount that he/she reads.
 - After he/she can read that type of article well enough, try different types.
 - Try to memorize words or phrases, which appear many times.

- The Dept of English has been conducting a Certificate Course in Communicative English with UGC assistance since the academic year 2007-08. The Department has been organizing various Programmes and activities to help the students overcome difficulties with regard to the usage of English. All such efforts taken by the Department of English supplement, to a great extent, to make the project a success.

5. Evidence of Success

- Visible attitudinal change in the reading habits among the students
- Better results in the University examinations in the Common Course in English
- Improvement in the Presentation of Seminars by the students
- Improved classroom performance of students
- Active participation of students in participatory learning
- Results of *Campus Interviews for Placement* in the recent years.
- Increased number of readers of English magazines and subscribers of English books from the Central Library.

6. Problems Encountered and Resources Required

Problems Encountered:

- Majority of the newly admitted students do not have the habit of reading newspapers, even in their mother tongue, regularly.
- To bring back the students to the print media was a challenging task in the initial stage as their access to the mass media was limited to Television.
- Since the competency in English language is limited, the level of confidence of the students, especially the Poor Learners, was very low.

Resources Required:

- In order to materialize the objectives of the project, discussions/meetings at various levels have been conducted/convened.
 - The possibilities of the Mentoring System have been utilized to the maximum extent to get the project materialized.
 - Open forums to discuss the significance of acquiring competency in the Global language have been organized.
 - The availability of the English National Dailies at concessional/cheaper rates has been explored.
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