

**ANNUAL QUALITY ASSURANCE REPORT
(AQAR)
2016-2017**



**PAZHASSI RAJA NSS COLLEGE
MATTANUR**

Submitted to

National Assessment and Accreditation Council

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2016-2017

I. Details of the Institution

Name of the Institution

PAZHASSI RAJA NSS COLLEGE

Address Line 1

MATTANUR COLLEGE PO

Address Line 2

KANNUR DISTRICT

City/Town

MATTANUR

State

KERALA

Pin Code

670702

Institution e-mail address

prnsscollege@yahoo.com

Contact Nos.

0490-2471747
0490-2471253

Name of the Head of the Institution:

DrT.L.Remadevi

Tel. No. with STD Code:

0497-2711273

Mobile:

9447961273

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

NAAC Track ID (For ex. MHC0GN18879)

OR

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)

Websiteaddress:

Web-link of the AQAR:

AccreditationDetails

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.62	2010	2010-2015
2	2 nd Cycle	B+	2.62	2017	2017-2022
3	3 rd Cycle				
4	4 th Cycle				

Date of Establishment of IQAC:DD/MM/YYYY

Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

(i) AQAR 2016-17 submitted on 22-11-2018

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC2(f) UGC 12B

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

Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI(Edu) Engineering Health Science Management

Others (Specify)

Name of the Affiliating University (for the Colleges)

KANNUR UNIVERSITY

Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMRetc

Autonomy by State/Central Govt. / University	No		
University with PotentialforExcellence	No	UGC-CPE	No
DSTStarScheme	No	UGC-CE	No
UGC-Special Assistance Programme	No	DST-FIST	No
UGC-Innovative PGprogrammes	No	Anyother(<i>Specify</i>)	ASAP 4 Star status by KSHCE
UGC-COP Programmes	No		

2. IQAC Composition andActivities

No. ofTeachers	9
No. of Administrative/Technical staff	2
No. ofstudents	3
No. of Managementrepresentatives	1
No. of Alumni	1
No. of any other stakeholder and Community representatives	2
No. of Employers/Industrialists	-
No. of other ExternalExperts	-
Total No. ofmembers	18
No. of IQAC meetingsheld	6

No. of meetings with various stakeholders: No. Students

Faculty & Non-Teaching Staff Alumni Others

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

If yes, mention the amount seed money for IQAC
Received on 13/06/2014

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

Significant Activities and contributions made by IQAC

- Academic enrichment programme- 12 seminars conducted on various topics
- Submission of SSR for second cycle of accreditation
- Preparation and submission of AQAR
- Preparation of Institutional academic calendar
- Collection & compilation of annual performance based appraisal reports of teaching faculty
- Feedback on curriculum, department and teachers from stakeholders

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
<p>1. Introduce new certificate courses</p> <p>2. Strengthen ICT enabled teaching and learning</p> <p>3. Promote research activities and collaborations with other institutions</p> <p>4. Finishing school for PG students</p> <p>5. Build green consciousness</p> <p>6. Strengthen cocurricular activities of students</p> <p>7. Improve infrastructure facilities</p>	<p>7 new value added certificate courses were introduced</p> <p>All faculty trained in MOODLE. 60 students and 4 faculty did NPTEL courses</p> <p>Signed MoU with 4 institutes for academic collaborations.</p> <p>Published multidisciplinary journal including research article by faculty</p> <p>60 students PG students were motivated and empowered to discover their inner potential, skills and abilities</p> <p>Green protocol declared in campus. Use of flex boards, plastic carry bags is minimized, waste management made effective using compost pipes and biogas plant. Unused but usable dress materials and domestic articles collected and distributed to the needy public of Mattannur municipality.</p> <p>300 students given initial training in various art forms by conducting a National workshop under the auspices of arts forum. Many students won laurels in university level cultural and sports fest. 2 students selected for national games</p> <p>Construction of 4 additional ladies toilets, false ceiling of classrooms, renovation of library, furnishing of seminar hall, IQAC room, upgradation of computer centre</p>

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

any other body

College Council

Provide the details of the action taken

The Coordinator of IQAC prepared the AQAR in consultation with the members. The AQAR was then placed before the College Council and Management for verification and approval.

Part – B

Criterion – I

I. Curricular Aspects

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	Research centre Chemistry	Nil	Nil	Nil
PG	2	Nil	Nil	Nil
UG	10	Nil	Nil	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	3	7	Nil	10
Others	Nil	Nil	Nil	Nil
Total	15	7	Nil	10
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

(ii) Pattern of programmes: CCSS (Course Credit Semester System)

Pattern	Number of programmes
Semester	12
Trimester	Nil
Annual	Nil

Feedback from stakeholders*
(On all aspects)Alumni Parents Employers Students Mode of feedback : Online Manual Co-operating schools (for PEI) **Please provide an analysis of the feedback in the Annexure*

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

Nil

Any new Department/Centre introduced during the year No If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	42	36	6	Nil	1 (Part Time Law Lecturer)

No. of permanent faculty with Ph.D.

23

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
	1	14	-	-	-	-	-	-	1	14

No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty 18	FDP Substitute 2	Total 20
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Faculty participation in seminars/conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	14	5
Presented papers	3	12	2
Resource Persons			1

Innovative processes adopted by the institution in Teaching and Learning:

- ICT enabled teaching learning process
- Enrolment NPTEL courses
- Field trips
- Activity based learning
- Participatory learning through discussions/lectures/seminars/work shops/study tours/Competitions
- Remedial teaching and peer teaching

Total No. of actual teaching days During this academic year

148

Examination/ Evaluation Reforms initiated by the Institution

(for example: Open Book Examination, Bar Coding,

Online internal exams,
Open book exams

Double Valuation, Photocopy, Online Multiple Choice Questions)

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

BOS Members
10

Faculty
1

Average percentage of attendance of students

85%

Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students	Grades obtained					
		A+	A	B	C	D	Pass %
B.A English	23	-	-	5	12	-	73
B.A Economics	49	0	4	18	10	-	65.31
B.A History	45	-	2	11	6	-	46.51
B.A Hindi	23	0	-	8	7	-	78.26
B.Com.	58	0	14	15	8	-	65.52
B.Sc. Physics	32	0	9	8	3	-	62.5
B.Sc. Chemistry	31	0	13	7	0	-	64.52
B.Sc. Mathematics	41	1	9	12	3	-	60.98
B.Sc. Zoology	23	1	8	9	-	-	78.2
B.Sc. Plant Science	24	-	5	10	1	-	66.66
M.Sc Mathematics	14	2	2	6	4	-	100
M.Com	15	-	-	8	4	-	80

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

- Preparation of institutional Academic calendar at the commencement of the academic year specifying the major curricular and co-curricular activities to be undertaken.
- Directions to prepare departmental Academic Calendar in accordance with the institutional Academic calendar.
- Organisation of Academic enrichment programmes to improve the quality of teaching- learning process
- Teacher Evaluation, Department Evaluation and Curriculum Evaluation by students are undertaken at the end of every academic year.
- Academic auditing by academic committee and IQAC
- Preparation and submission of self appraisal report of teachers to IQAC
- Regular monitoring of tutorial system

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	2
HRD programmes	1
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	3
Seminar/conference	

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
UGC Librarian	01	Nil	-	-
Administrative Staff	12	02	-	-
Technical Staff	5	05	-	01 (Computer teacher)

Criterion – III**3. Research, Consultancy and Extension**

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

- Monitor functioning of research cell
- Encourages faculty to submit research proposals to funding agencies for financial assistance for undertaking Major/ Minor Research Projects
- Encourage departments to submit proposals to UGC to organise National Seminars/ Workshops/Conferences
- Encourages faculty to attend seminars, to present and publish research papers
- Encourages faculty to avail FDP for PhD
- Organize resource sharing programmes

Details regarding major projects

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

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	1	-	5
Outlay in Rs. Lakhs		6.75lakhs		

Details on research publications

	International	National	Others
Peer Review Journals	3		-
Non-Peer Review Journals		3	-
e-Journals			-
Conference proceedings		4	-

Details on Impact factor of publications:

Range
SCOPUS

1.5-3.5

Average

2.5

h-index

-

Nos. in

-

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				
Minor Projects	2 yrs	UGC	6.75lakhs	29000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

No. of University Departments receiving funds from

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

For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE

Any Other(specify) Nil

Revenue generated through consultancy

No. of conferences	Level	International	National	State	University	College
	Number	-	4	-	6	10
Organized by the Institution	Sponsoring agencies	-	KSCSTE , PTA	-		

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

No. of collaborations International National Any other

No. of linkages created during this year

Nil

Total budget for research for current year in lakhs:

From Funding agency

Rs.29,000

From Management of University/College

Nil

Total

Rs.29,000

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

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

Total	International	National	State	University	Dist	College
NIL	-	-	-	-	-	-

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

Programme	No. of faculty	No. of students
Chemistry	01	02
Physics	01	Completed 5 ongoing 2
Zoology	01	Nil
Hindi	01	Nil
Commerce	01	08

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

Nil

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

JRF

-

SRF

-

Project Fellows

0

Any other

No. of Students participated in NSS: University level State level
 National level International level

No. of students participated in NCC events: University level State level
 National level International level

No. of Awards won in NSS: University level State level
 National level International level

No. of Awards won in NCC: University level State level
 National level International level

No. of Extension activities organized University forum College forum
 NCC NSS
 Any other

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

- Arts Forum of College conducted a National workshop and training programme in classical art forms of India
- NSS conducted free medical/eye disease/kidney disease detection camp for the public
- NCC,NSS, Nature Club, collaborated with Mattanur Municipality in recycling of plastic wastes
- Construction and repair of houses under the project 'A Home for a Classmate' by NSS
- An intercollegiate power point presentation competition on the topic "25 years of liberalization: lessons and experiences from India
- Dept. of Botany gave technical assistance to start Mushroom cultivation at Central Jail, Kannur by
- An intercollegiate poster presentation competition on the topic "Science for peace and development".Physics
- Department of ZoologyIntercollegiate colloquium competition, painting competition for school students, poster competition on ozone day for college students etc. andorganisedUrjaKiran-Workshop on energy conservation
- Department of Chemistry conducted a workshop on soap making
- A two day exhibition was conducted in collaboration with the Press club, Kannur for neighbouring college students
- The Department of Hindi organized an exhibition in connection with the Ramayana month for school students
- The Department of History in association with Mattanur Municipality, organized Local History Writing Workshop and being a major programme for the current academic year it could invite public attention in the activities of the institution.Theprogramme is a comprehensive and lengthy exercise to record the annals of the Mattanur's past.
- Conducted "SWAP MELA" in collaboration with MattannurMunicipality to collect and handover dresses and other household items to the needy
- The Central Library launched a programme on Voice Donation to help the vision impaired persons

Criterion – IV

4. Infrastructure and LearningResources

Details of increase in infrastructurefacilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campusarea (inacres)	16.5	Nil	Management	16.5
No. of Class rooms	34	Nil	Management	34
No. of Laboratories	08	Nil	Management	08
No. of Seminar Halls	02	Nil	Management	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		-	-	
Value of the equipment purchased during the year (Rs. in Lakhs)				

Others	Nil	Nil	Nil	Nil
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Computerization of administration and library

The administrative office is completely automated. There is local network connection and internet connectivity among various sections. A College automation software 'e-college solutions' with modules on student, staff, enquiry, students diary, staff diary, certificates and system administration was installed in the college office. The library is partially automated.

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31793		396	151,238	32189	
Reference Books	1819	----	11	9050	1830	-----
e-Books	31350	NLIST				
Journals/Periodicals	14		01		15	
e-Journals	6000+	NLIST	nil			
Digital Database	nil		nil		nil	
CD & Video	143		0	0	143	
Others (specify)						
Newspapers	6		0	0	6	

Technology up gradation(overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Printers	LCD projector
Existing	60	03	13	1	01	10	28	15	11
Added	-	-	34	-	-				
Total	60	3	47	1	1	8	28		

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

- Internet access in all departments, administrative office and Computer room
- Institution is a Training Partner of ASAP of KSHCEC, Government of Kerala
- High speed internet connectivity made available in the computer room for ASAP trainees

Amount spent on maintenance in lakhs:

- ICT

Rs1,26,941

• Campus Infrastructure and facilities	Rs 8,44,591
• Equipments	Rs1,46,425
• Others	-
Total :	11,17,957

Criterion – V

5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC organises orientation programme for the first year degree students to familiarise them with the student support services available in the institution.
- In the weekly tutorial sessions the class tutors inform the students on the various services provided by the institution.
- The various scholarships available to the students are published in the college calendar.
- The IQAC assures that the last date for submitting applications, the procedures for applying etc are intimated to the students through notices, announcements and are published on the college noticeboard.

Efforts made by the institution for tracking the progression

- Mid- semester and model examinations conducted as per Academic calendar.
- Evaluation of Departmental results to track student progression.
- Tutor-ward system
- Interaction with parents in the class PTS meetings convened once in every semester
- Updates connection with alumni.

(a) Total Number of students

UG	PG	Ph. D.	Others
1260	27	03	-

(b) No. of students outside the state

nil

(c) No. of international students

-

Men	No	%	Women
	351	27	
Women	No	%	
	960	73	

Last Year (2015-16)						This Year(2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
785	102	34	325	07	1287	752	124	37	398	6	1317

Demandratio: 10.2 Dropout %: 2%

Details of student support mechanism for coaching for competitive examinations (Ifany)

UGC Financial assistance for 'Entry in Services' Coaching
 Guignance to students appearing for JAM and other national level and state level entrance exams at various departments

No. of student beneficiaries

No. of students qualified in theseexaminations

NET SET/SLET GATE CAT

IAS/IPSetc PSC UPSC Others

Details of student counselling and careerguidance

- Workshop on cracking civil service examinations
- Seminar on animation courses and related job opportunities

No. of students benefitted

Details of campusplacement

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

Details of gender sensitization programmes Students Activities

- Interaction with transgender conducted
- International women’s day celebrated by college union in collaboration with

No. of students participated in Sports, Games and otherevents

State/Universitylevel Nationallevel Internationallevel

No. of students participated in cultural events

State/Universitylevel Nationallevel Internationallevel

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

State/Universitylevel Nationallevel Internationallevel

Cultural: State/Universitylevel Nationallevel Internationallevel

Scholarships andFinancialSupport 2015-2016

	Number of students	Amount
Financial support from institution	14	36,419/-
Financial support from government	32	2,54,250/-
Fee concession	960	30,43,140
Financial support from other sources	6	21,925
Number of students who received International/ National recognitions	Nil	Nil

Student organised /initiatives

Fairs : State/Universitylevel Nationallevel International level

Exhibition: State/Universitylevel Nationallevel Internationallevel

No. of social initiatives undertaken by the students

Major grievances of students (if any)redressed:

- Improvement in girls toilet facilities
- Improvement in canteenfacilities
- Improvement in library facilities

Criterion – VI

6. Governance, Leadership andManagement

State the Vision and Mission of theinstitution

VISION

- To Excel in Quality and to Ensure Equity in the Field of HigherEducation

MISSION

- To cater to the needs and aspiration of higher education in a just and equitable manner
- To produce and disseminate critical knowledge and scientific wisdom
- To fulfil the pedagogic needs of the region.
- To recognise and promote latent talents and special skills of students.
- To consistently aim for quality and uncompromised enquiry.
- To uphold democratic and multicultural values as the basis of higher education
- To serve the national vision and aspirations from a regional platform

Does the Institution has a management InformationSystem

Quality improvement strategies adopted by the institution for each of thefollowing:

CurriculumDevelopment

- Institution collects feed-back on curriculum from final year students annually and the analysis of student feed- back is put under discussion in BOS meeting.
- 10 faculty members are members of BOS of respective discipline and has participated in curriculum related workshops and seminars
- Each department has a departmental club which conducts both curricular and co-curricular activities to enrich the syllabus content.
- As a part of curriculum enrichment institution has conducted 7 new certificate courses this academic year.

Teaching and Learning

- All efforts are taken to make teaching learner centric. Weekly tutorial meetings, peer teaching and remedial teaching are employed to make teaching-learning more effective. Adoption of ICT enabled techniques has made teaching learning more effective. Novel learning experiences provided to students through field work, data collection and analysis and integrating group projects into learning programmes. Annual student feed back help the teachers to improve their teaching methods in accordance with the student's expectations. Internal academic auditing is done by IQAC at the end of every semester to ensure the quality of teaching learning and evaluation process.

Examination and Evaluation

The end semester examination is conducted by the university. The institution conducts mid- semester and model exams regularly. Besides, class tests, quizzes, home assignments, question- answer and problem solving sessions are also used for evaluation. The internal assessment of the students is done strictly based on the criteria stipulated by the university. Online exams and open book exams were conducted for internal assessment. The Grievance Redressal Cell of the institution provides the students an opportunity to redress their grievances, if any. This provides transparency and accountability to the evaluation processes.

Research and Development

All efforts are taken to inculcate a research culture in the institution. Nearly half of the teaching faculty are Ph.D holders, 2 out of them are approved guides of the universities & 2 teachers have benefited under FDP in the assessment year. Teachers are encouraged to take up minor or major research projects from funding agencies. Faculty members of physics and chemistry guide student projects from outside institutions. The Chemistry department is an approved Research Centre of the University and the Physics department has a Research Laboratory.

Library, ICT and physical infrastructure /instrumentation

Library: The central library is automated and has a good collection of books- Has introduced inter library loan services to improve reading habits of students-has OPAC facility-ensured access to online journals and books

ICT: Institution has made ICT enabled classes and student seminar as an integral part of teaching and learning. Projectors and laptops made available in all departments. Computer lab is upgraded with facilities to conduct online exams for 24 students at a time

Physical infrastructure: In the assessment year the management has made an investment of more than Rs. 8lakhs for improving the physical infrastructure of the institution.

Human Resource Management

The newly recruited teachers are given an orientation in teaching, mentoring and evaluation methods by the IQAC. Teaching and non-teaching faculty are encouraged to attend in-service training programmes, orientation and refresher programmes. Faculty members are entrusted with duties in which they are interested so that they get an opportunity to develop and utilise their potentialities. The students by participating in the various curricular and extra-curricular activities organized by the institution get an opportunity to develop their latent talents. Special programmes are arranged to felicitate the achievements of the students and the staff.

Faculty and Staff recruitment

Faculty and staff recruitment is done by the management in accordance with the norms stipulated by the university and the government. The vacancies are published in the daily news papers and the interview board consists of a government nominee, subject expert and representatives from the management. The procedure is fully transparent and hence the most competent candidates are appointed.

Industry Interaction /Collaboration

The 'Entrepreneurship Development Club' of the institution makes regular visit to industries. Study tours are compulsory for certain science subjects. Industrial visits are part of such study tours.

Admission of Students

The college meticulously follows the admission criteria laid by Kannur University and has a legitimate and well organized procedure for admitting the first year UG and PG students. The admission is via single window system. The admission nodal officer of the college negotiates the procedural formalities with the University.

Welfare schemes for Teachers, Non-teaching and students

- Men's Hostel, Women's Hostel, Canteen, Co-operative store, Post Office, Girls room, and Play Ground are the main facilities available in the campus for promoting welfare of the students and staff.
- The students are benefitted by the various endowments given by the departments.
- The 'Student Support System' is an innovative Programme implemented by the institution to provide free luncheons, dress materials, books and hostel accommodation to financially poor and needy students.
- The 'Staff Club' constituted to promote welfare of the faculty members

Total corpus fund generated

Provision is with Nair Service Society (NSS Management) Budget

Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC & College Council
Administrative	Yes	Government	No	-

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

Activities and support from the Alumni Association

The Department Alumni Association arranges annual meetings and extends full support to institutional activities. Special programmes are organised by them to facilitate students who excel in studies, sports, games and cultural activities. Distinguished alumni are invited by departments to make motivational talks on higher study options, career opportunities and interact with the students.

Activities and support from the Parent – Teacher Association

The institution has an active PTA, which involves in every activity of the institution. The Association takes keen interest in felicitating meritorious students and students who bring laurels to the college. They extend financial support to improve infrastructural facilities, provide salary advance to guest faculty, to conduct extension activities, campus cleaning activities, etc. The PTA acts as an advisory body and provides maximum support to maintain a conducive academic atmosphere within the institution

Development programmes for supportstaff

- Training in various softwares for administartion

Initiatives

- Green audit conducted
- Green protocol strictly followed. Use of flex banners and plastic carry bags banned
- Pipe composts are installed near every block to collect biodegradable waste.
- Separate bins are installed for plastic and non plastic wastes
- Biogas plant installed in canteen
- Butter fly garden and medicinal plant garden maintained by Zoology and Botany departments
- Trees planted and nurtured by NCC and NSS volunteers

Criterion – VII

7. Innovations and Best Practices

Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give detail

- ❖ Inter Library Loan Service – provide access to libraries outside the campus
- ❖ Smart class room – upgraded to improve ICT enabled teaching learning
- ❖ Online exam – for efficient evaluation process
- ❖ Courses of NPTEL – enrichment programmes
- ❖ e-learning – interactive learning using virtual lab simulations
- ❖ Moodle – for innovative breakthrough in teaching learning

Provide the Action Taken Report (ATR) based on the plan of action decided upon at the taken by the institution to make the campus eco-friendly beginning of the year.

- **Curriculum enrichment:**7 new value added certificate courses were introduced
- **Strengthening ICT enabled teaching and learning:** All faculty trained in MOODLE. 60 students and 4 faculty did NPTEL courses. Seminar on e-learning conducted. Students completed projects using virtual lab
- **Research and academic collaborations:**Signed MoU with 4 institutes for academic collaborations.
- Published multidisciplinary journal including research article by faculty
- Finishing school for PG students organized .60 students PG students were motivated and empowered to discover their inner potential, skills and abilities
- **Building Environmental consciousness:** Green protocol declared in campus. Use of flex boards, plastic carry bags is minimized, waste management made effective using compost pipes and biogas plant. Unused but usable dress materials and domestic articles collected and distributed to the needy public of Mattannur municipality.
- **Promoting cocurricular activities:**300 students given initial training in various art forms by conducting a National workshop under the auspices of arts forum. Many students won laurels in university level cultural and sports fest. 2students selected for national games
- **Infrastructure development:**Construction of 4 additional ladies toilets , false ceiling of classrooms, renovation of library, furnishing of seminar hall,IQAC room, upgradation of computer centre.

Give two Best Practices of the institution

1. Inculcating Learner Enthusiasm and Awareness of Democracy – **i LEAD**
2. Initiative for Service, Extension, Renovation and Volunteering in Education -**i SERVE**

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

Contribution to environmental awareness /protection

- **Green audit** conducted at three levels-energy audit, water audit and biodiversity audit with the support of staff and students
- **Nature club** organized educational tour with a view to imbibe the need of protection of environment and ecological balance
- Variety of programmes organized on June 5th **World environment day**, by different clubs of the college.
- Waste management committee monitors the disposal of waste in the campus.
- **Pipe composts** are installed near every block to collect biodegradable waste. Separate bins are installed for plastic and non plastic wastes.
- NSS and NCC volunteers has undertaken cleaning activities cooperating with **SwachBharath Mission**
- NSS and NCC has started a **green initiative** in the campus by planting trees in collaboration with HDFC bank
- Institution is a partner in “**Harithakeralam**” programme , an initiative of the Kerala govt. to reduce, reuse and recycle waste and eradication of plastic waste
- Conducted “**SWAP MELA**” in collaboration with Mattannur Municipality to collect and handover dresses and other household items to the needy so as to reduce and reuse materials
- **A butterfly garden** is maintained in the campus by the Zoology department

Whether environmental audit was conducted?

Yes No

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

STRENGTHS

1. Transparency in Admission/Appointments
2. High Girl Student Enrolment
3. Co-Curricular/Extra-Curricular Activities
4. Scholarships
5. Student Support Services

WEAKNESSES

1. Smart Class Rooms
2. Modern Laboratories
3. PG Programmes
4. Research Facilities
5. Consultancy

OPPORTUNITIES

1. Technology (demand for new technologies, distance education etc.)
2. Research and Collaboration
3. Global Initiatives
4. Workforce Needs (demand for trained skilled workers for industries)
5. Establish/Strengthen Partnerships

CHALLENGES

1. Funding Reductions
2. Competition from other Higher Education Institutions
3. Community's Disengagement/Complacency
4. Legal/Regulatory Changes

8. Plans of institution for next year.

- Apply for funding to various agencies to improve the infrastructure
- Initiate new value added certificate courses.
- Increase research and academic collaborations with other institutions.

Dr. Deepa.K

Co-ordinator, IQAC.

Dr.T.L.Remadevi

Principal

Annexure

Best Practice I

1. Title of the Practice

Inculcating Learner Enthusiasm and Awareness of Democracy – **i LEAD**

2. Goal

As young citizens of our country the students have to be weaned towards loftier democratic concepts, detailed processes and mature practices which would enable them to accept and reciprocate the various themes associated with democracy like free and fearless articulation of ideas, tolerance towards opposition, synthesis of ideas and opinions, consensus building and sensitivity to secular values. There is also the need to acquaint the students with various processes like elections, representation, committee habits, organizing agenda based discussions and maintaining protocols. The students also need to be trained in organizing meetings, functions, competitions and cultural programs. These are the goals of the best practice conceived under the present title.

3. The Context

Our college has had a reputation for student unrest during certain specific phases in the past. We used to have agitations, factional clashes and such issues which needed to be addressed not only from a law and order point of view but from the point of view of democratic settlements of disputes and disagreements. Resorting to inclusive democratic practices by giving maximum initiative, leadership opportunities and decision taking and implementing opportunities to the students was the institutional safeguard developed by the College to overcome this difficulty. The run up to the college union elections often led to factional feuds which had to be toned down by ushering in the spirit of collective decision making and implementations. The representation of girls in the college union had never tallied with their numerical strength in the college. However by introducing parliamentary system instead of the presidential system that had prevailed earlier that disparity was also addressed.

4. The Practice

Fostering the concepts, practices and processes of democracy was achieved through a comprehensive student centered approach where the students were not only allowed to organize activities under the auspices of the college union but also encouraged to come up with opinions and suggestions regarding the general conduct and administration of the college through Students' Affairs Committees. Such committees have representatives of the student organizations and other student forums and have become an avenue for the students to participate in the administrative and academic decision making process in the college. The College Union elections are conducted in the parliamentary mode where each class elects two representatives of whom one has to be a girl student. Opportunities are provided for healthy and democratic campaigns complying with the University rules and regulations governing elections. Thereafter the elected class representatives join together to elect the major office bearers of the college union. The activities of the College Union are designed and implemented in such a way so that the students are given a lot of space in the decision making and implementing process. They are encouraged to come up with their own ideas and opinions which are then discussed by the College Union. All activities of the Union are carried out through a highly democratic and decentralized mode. Various committees comprising of students are set up for carrying out the activities of the Union. The celebration of anniversaries and other days of national importance are also organized by committees comprising of students and the office bearers of the college union. Care is taken to ensure that teacher interference in such activities is reduced to advisory and guiding functions. Every year the College organizes an elaborate and detailed arts festival under the name "Swaralaya" for selecting students to partake in University level arts competitions. These competitions are scheduled and organized by the Union by drawing volunteers from the students themselves. The College Arts forum is also an ensemble of teachers and students in which utmost care is shown by the teachers to ensure that students are given initiative in each aspect of its activity. Various clubs and forums like the film club, the book club, tourism club, and activities like literary events, sporting events, talks, debates, symposia etc. are also organized under the leadership of the students. The College has taken conscious efforts to dismantle

teacher dictated or teacher centered programs and supplant them with student centered programs and activities in each sphere of academic and extra-curricular activity.

5. Evidence of Success

With the introduction of democratic practices and processes student unrest has scaled down to minimal levels. Student involvements in various kinds of activities have gone up and incidents of factional clashes have also come down to a great extent. The College Union and other Clubs and Forums have now evolved into robust and active bodies which are autonomously managed by the students under the advisory and guiding presence of teachers assigned for the purpose. Exposure to democratic methods of settling disputes through mediations, consultations, collaborative endeavors, evolving consensus and compromises have contributed to the improvement of the general atmosphere prevailing in the College. The relationship between the teaching staff, the administrative staff and the students have become more cordial as well as goal oriented in recent times with the students resorting to legitimate forums to prefer their complaints, grievances and suggestions. The age old schism prevailing between the staff as the ruling power and the students as the ones being ruled over has been overcome to a certain extent. Various competitions within the College are conducted by dividing the student body into four Houses and these House activities are fully scheduled, controlled and regulated by the elected representatives of the students.

6. Problems Encountered and Resources Required

Numerous problems have been encountered along the way while carrying out this practice. Allowing students to voice their demands has always resulted in an escalation of demands, all of which cannot be met with the limited financial resources available in the College. Elections and other such democratic practices have by themselves sometimes given rise to a fresh volley of animosities. The systems of administration prevailing in the institution and the mindset of teachers have not been fully attuned to holistic democratic practices and processes. Sustained democratic practice and student centered decision making processes require a lot of energy, skill and flexibility which is not always willingly contributed by those in power. Numerous committees and sub-committees have to be formed along the way for detailed consultations and consensus building which sometimes becomes unwieldy and impractical considering the heavy day to day administrative functions that have to be transacted in a time bound manner.

Best Practice II

1. Title of the Practice

Initiative for Service, Extension, Renovation and Volunteering in Education **i SERVE**

2. Goal

Learning process has to be seamlessly merged with various kinds of service and extension activities both for placing education on firm social grounds and also for inculcating a sense of volunteerism among the students. Often the under graduate curricula and syllabi do not go hand in hand with the immediate social reality from which the student community is drawn. Under such conditions education stands the danger of becoming an esoteric practice leading to learner passivity. Therefore the College has come up with various kinds of activities which would reinforce formal curricular transactions with service, extension and volunteering activities to make the learning process active, inclusive and socially oriented.

3. The Context

The students often fail to emotionally involve themselves with the learning process because they fail to see any immediate social relevance to what they are being taught in the classrooms. This has often led to student apathy. In the realm of higher education such direct social ties are not always present. Therefore the College felt the need to orient the students towards voluntary activity aimed at social service and renovation. Curriculum also lacked specific society oriented modules which would have given the students an opportunity to socialize with the communities around the College. Such activities reinforced the knowledge seeking, knowledge disseminating and knowledge applying aspects of higher education thereby giving the students a complete opportunity for personality development. Lack of interest in social problems and public themes was another problem that needed to be addressed by introducing various kinds of activities in which the students

could involve themselves by their own free will.

4. The Practice

The deficiencies of the Curriculum, especially in those areas which calls for extension activities and services, is experienced in the form of a general student apathy towards academic matters. Such apathy affects classroom participation, seminars, assignments and even examinations. Even before the introduction of this practice organizations like NSS and NCC in the College were carrying out the responsibility of promoting the spirit of social service and volunteerism. After detailed discussions in the advisory committees of NSS and among the volunteers themselves innovative practices like adoption of villages, building homes or helping to build homes for less privileged classmates, blood donation forums and conducting socio-economic surveys were added to the already existing itinerary of NSS and NCC. Thus the voluntary activities which had been the practice of these organizations were given a new direction towards the fulfillment of social needs and thereby instilled with an immediate social commitment. Once this practice began showing results a module consisting of voluntary service was appended to the activities of the various other clubs, forums and associations which were active in the College. These voluntary modules were incorporated after holding consultations with the students who were involved in various clubs and forums. Planting trees, cleaning public places, programs for plastic waste management, conducting socio economic surveys to realize the needs of the people around the college, visit to old age homes, conducting SWAP shops, medical camps and disease detection programs and energy conservation programs were some of the voluntary tasks taken up by the students and teachers belonging to different clubs. Subject centered exhibitions were conducted by various departments which catered to the school students around the locality and were aimed to instill an enthusiasm for higher learning. Awareness classes about various subjects were also arranged as a part of this program. Tutorial meetings and other such forums were used in this process, not only to create awareness about the practice, but also to chalk out specific actions plans with the participation of the students. All the activities of the College Students' Union, which requires a lot of manpower, were successfully carried out with the help of willing volunteers. In the coming years we wish to augment the practice by identifying the specific social service module or activity that is related to the particular curriculum that a student has to follow.

5. Evidence of Success

The first sign of success was the enthusiastic response received from the students. Activities like building houses for underprivileged classmates saw massive and keen participation. Such activities needed a lot of labor, materials and money. All these were made available through voluntary work and charity. The project, which was rather heavy, went on to become a huge success under the supervision of the NSS Program Officer and the Volunteers. Instead of viewing it as an activity of NSS the whole College joined together to make the endeavor a huge success. Once the program succeeded conscious efforts were taken to disseminate the enthusiasm thus generated to other clubs and forums and results began to surface. The College Union, clubs and other forums were able to chart out service oriented activities and they proved to be a huge success with the massive participation of the students.

6. Problems Encountered and Resources Required

Scheduling such activities was a major problem in itself. The curricular schedule was already hectic and the students had to miss out on at least some of their classes to participate in such activities. Raising funds for some activities was the next problem encountered. Providing funds to match student enthusiasm was not always an easy task. Lack of skilled hands among the students was the next problem-because that required the use of supplementary labor, often at a high cost. Maintaining the incentive level in voluntary work by assigning duties and tasks to the students and involving them wholeheartedly in all the activities was also a problem which required careful teacher supervision.