

# ANNUAL QUALITY ASSURANCE REPORT (AQAR 2014-15)



W. M. O Arts & Science College

*Submitted  
To*

**National Assessment and Accreditation Council**

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

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

## Part – A

AQAR for the year (for example 2013-14)

2014-2015

### I. Details of the Institution

1.1 Name of the Institution

W. M. O Arts & Science College

1.2 Address Line 1

Muttill

Address Line 2

Wayanad

City/Town

Kalpetta

State

Kerala

Pin Code

673122

Institution e-mail address

wmocollege@gmail.com

Contact Nos.

04936-203382

Name of the Head of the Institution:

Dr K Jamaludeen

Tel. No. with STD Code:

04936203382

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

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 <sup>st</sup> Cycle	C++	-	2006	5 years
2	2 <sup>nd</sup> Cycle	A	3.12	2014	5 years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

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

2014-15

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)

Second cycle of accreditation was completed on March 23, 2014

AQAR 2013-14 was submitted to NAAC on 28-03-2015

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

..

1.11 Name of the Affiliating University (for the Colleges)

University of Calicut

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

Autonomy by State/Central Govt. / University : Nil

University with Potential for Excellence : Nil UGC-CPE : Nil

DST Star Scheme : Nil UGC-CE : Nil

UGC-Special Assistance Programme : NIL DST-FIST : Nil

UGC-Innovative PG programmes : Nil Any other (*Specify*) : Nil

UGC-COP Programmes : Nil

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

2.1 No. of Teachers	<input type="text" value="10"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	: 4

2.11 No. of meetings with various stakeholders: Students  Faculty   
Non-Teaching Staff  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. National seminar on 'Discrete Mathematics and its applications' State level seminar on 'Mathematical Analysis
2. National seminar on "Social and Intellectual Renaissance in Quranic Perspective"
3. Regional seminar on 'Developing scientific awareness'
4. Regional seminar on 'Centenary Celebration of Bohr's atom model'
5. Regional seminar on 'Embedded system designs'
6. Workshop on Led lamp assembling

2.14 Significant Activities and contributions made by IQAC

- IQAC held academic auditing and maintained quality in every activity of the college
- Students feedback on teachers were collected and consolidated. Feedback from Alumni and parents are collected and are subjected for discussion in the departments concerned.
- Civil service training programme was conducted under Minority cell
- Enrichment programmes for staff and students were conducted.
- IQAC motivated staff members to apply for research projects and seminars.
- IQAC motivated research publication and 13 papers were published in National and International journals, in the academic year.

## 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"> <li>• To hold academic seminars and lectures</li> <li>• To prepare research proposals</li> <li>• To initiate awareness about the environment among students</li> <li>• To construct new academic block</li> <li>• To conduct academic audit</li> <li>• Employability among students</li> <li>• Collect Institutional feedback from students and analyse the feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Two National seminars, Three regional seminars, one regional workshop and two coaching camps were conducted</li> <li>• Assisted faculty members in preparing proposals for financial support to undertake research projects</li> <li>• Observed World Environment day, National Science day, International women's day, National Mathematics day etc. with a variety of programmes. Conducted one day seminar on 'Developing Scientific awareness' with the support of KSCSTE.</li> <li>• The construction of a new academic block was initiated.</li> <li>• Coaching classes for NET/JRF examinations and Civil service training programme were conducted</li> <li>• ASAP training programme sponsored by Govt. of Kerala</li> <li>• Collected feedback from final year students and necessary measures were taken.</li> </ul>

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body        The College Council

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	4	1	4	
UG	7		1	
PG Diploma	--	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-		-	
Others	-	-	-	-
<b>Total</b>	11	1	5	0
Interdisciplinary	-	-	-	-
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5 (PG) + 7 (UG)
Trimester	Nil
Annual	Nil

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

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

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

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

The curricula for all the courses are designed by the respective boards of studies(BOS) of the University of Calicut to which the college is affiliated. Boards of studies held meetings and modified the syllabus and the grading system according to the current needs. The changes in the syllabus are executed with effect from the admission during the academic year 2014-15. Title code of the program was changed from CUCSS to CUCBCSS. Mark system was reintroduced for the first semester UG program.

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

Department of Social work

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	15	8	Nil	-

2.2 No. of permanent faculty with Ph.D.

6

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
4	2	0	0	0	0	0	0	23	2

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty : 25

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	43	16
Presented papers	5	32	4
Resource Persons	1	5	3

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

- ICT-enabled teaching-learning process is followed.
- Student-centered teaching strategies were adopted. To promote participatory learning, group discussions, debates, lecture by eminent personalities, institutional visits, study tours and seminar presentations are conducted

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

186

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

Two internal tests are conducted in each semester and the question papers are prepared in the model of university examinations. After every exams mark sheets are prepared for verification by parents and students. Internal evaluation of students is done through assignments, viva-voce, seminars, etc...

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

6

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage :

Title of the programme	Total no. Of students appeared	A+ %	A %	B + %	B %	C+ %	C %	Pass %
BSc Electronics	23	-	4.3	21.7	39.1	-	4.3	69.6
BSc Physics	29		6.9	24.1	37.9	6.9	-	75.9
BSc Mathematics	18	5.6	16.7	38.9	11.1	-	16.7	88.9
B Com	44		2.3	31.8	38.6	11.4	-	84.1
BA Arabic	23			4.3	17.4	4.3	17.4	43.5
BA English	26	-	-	30.8	26.9	-	-	57.7
MSc Physics	12	9.1	-	8.3	50	33.3	-	91.7
MSc Mathematics	15		-	6.7	26.7	26.7	20	20
MA Arabic	8	-	-	75	25	-	-	100

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

- By setting quality benchmarks for various academic and administrative activities of the institution
- By conducting academic audit through interaction with departments
- By collecting and consolidating feedback from students and suggesting necessary actions.
- By suggesting the conduct of remedial programme.
- By motivating the academic community to organize workshops and seminars on relevant themes
- By strengthening the activities of various clubs and forums
- By ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

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	1
HRD programmes	6
Orientation programmes	12
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	2
Others	2

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	15	-	-	4
Technical Staff	2	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Encouragement to present research papers in the Regional /Sate/ National/International Level Seminars/Workshops/Conferences/ Group Discussions etc.
- Encouragement to carry out part-time research work making use of the facilities in the College.
- Support to conduct national seminars and workshops/conferences
- In order to inculcate scientific temper among the students, conducts Seminars, Workshops, exhibitions and Quiz for students

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2			9
Outlay in Rs. Lakhs	2			

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	11	
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings	1		

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	3 years	UGC	175000	
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	1 year	KSCSTE	10000	10000
Any other(Specify)				
Total				

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 /seminars organized by the Institution

Level	International	National	State	University	College
Number	-	2	1	1	2
Sponsoring agencies		UGC	KSCSTE	KSCSTE	College

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	1
	Granted	
Commercialised	Applied	
	Granted	

year

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
				1		

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

1

8

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

Nil

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

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	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	1	College forum	4
NCC	1	NSS	4
		Any other	6

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

- Observed important days with a variety of programmes
- Conducted Science exhibition for students and public
- Planted tree saplings in the campus and nearby areas
- Conducted institutional visits
- As part of Sreelatha Endowment programme, Malayalam versification competition was conducted for High school students and recitation competition was conducted for HSS and college students
- Observing World Mother Tongue day, invited lecture on “Language and writing of Social media era” and Theli Malayalam competition was conducted for college students
- Entrepreneurship Development Club of the College conducted Training Program and Field trips to familiarize industrial environment
- Conducted a cleaning programme at Pookode lake
- Conducted training programme ‘Embedded system designing in PIC 184550’ for service technicians in the district
- Conducted one day training programme on LED LAMP Assembling for Higher secondary school students
- NSS volunteers initiated Anti Plastic campaign from Thirunelly to Appapara
- RUTH, the charity wing of the College aimed to inculcate humanitarian values among students and to develop benevolent attitude towards the fellow beings. Students donated a part of their pocket money to RUTH which was used to assist the under privileged persons in and out of the campus.
- This program ‘INSIGHT’ was launched with aim to cultivate moral thoughts in young minds and to empower them intellectually. As part of Feed the poor-

initiative, the volunteers brought food from their home and supplied it for handicapped, poor and aged people at Kalpetta and Meenangadi

- Faculty members were offered as resource persons in neighbouring institutions
- Provided four wheeler driving practice to girl students
- Participated in Run Kerala Run programme
- Career Guidance and placement cell conducted awareness classes for students and public
- Minority coaching centre conducted regular training sessions for Civil Service aspirants
- Conducted awareness classes on 'Antidrug activities', 'Gender Equality' and 'Health management'
- Conducted Two day Motivation cum Career Guidance program for the school students
- Conducted Coaching Camp for Scholarship examinations
- A team of 15 students performed various cultural programs in *Yuvavani* of All India Radio, Calicut.
- Hosted the Environmental Residential camp organized by the Students Union of Calicut University.
- Hosted district level programmes of National Voter's Day conducted by Election Commission of India.

## 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	15 acres		Management	15 acres
Class rooms	30	6	Management	36
Laboratories	4	1	Management	5
Seminar Halls	2		Management	2
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				

#### 4.2 Computerization of administration and library

Measures are taken to maintain books and journals in the library in good condition.

- The library provides open access to staff and students.
- At the beginning of every semester, the Librarian addresses the students, explaining the methods of using the library resources.
- Auto Lib software facilitates the borrowing and issue of books quickly.
- Journals and magazines are kept in open racks.
- The librarian and three library assistants ensure the use and security of resources in the library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13216	3037215	392	224975	13608	3262190
Reference Books	1450		45		1495	
e-Books						
Journals	12	40000	2	6000	14	46000
e-Journals						
Digital Database						
CD & Video						
Others	20					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	110	2	80	2	-	1	10	-
Added	10	-	-		-	-	-	-
Total	120	2	80	2	-	1	10	-

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

- Every department has been provided with computers, smart board and internet system.
- Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.
- Broadband internet connectivity is given to all the departments. Internet browsing is available for teachers and students free of cost during the working hours.

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

i) ICT	23.18
ii) Campus Infrastructure and facilities	0.4
iii) Equipments	6.92
iv) Others	-
<b>Total :</b>	<b>30.5</b>

## Criterion – V

### 5. Student Support and Progression

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

- IQAC consolidated student feedback on teachers and suggested necessary action.
- Suggested best practices to departments and various units.
- Provided orientation classes for new students
- Informed details of Student Support services through College Calendar
- Organized talks, seminars and presentations
- Conducted remedial classes for slow learners

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

- Performance of students in internal examinations and their participation and achievements in curricular and co-curricular activities are monitored by class teachers
- Collects feedback from students and alumnae
- Timely meetings of the PTA are held and progress of students are evaluated.
- Offers scholarships to needy students

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

UG	PG	Ph. D.	Others
706	99	-	-

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

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	492	38.9		492	61.12

General	Last Year					Total	This Year					Total
	SC	ST	OBC	Physically Challenged	General		SC	ST	OBC	Physically Challenged		
122	43	31	573	2	769	124	58	32	591	2	805	

Demand ratio

Dropout %

From 2013-14 onwards, single window admission is followed

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

Guidance and support for students aspiring for higher studies in the top universities of India

Career Guidance and Placement Cell conducts various classes and programmes in connection with competitive examinations. Training is provided on personality development, facing interviews, group discussions etc.

No. of students beneficiaries

140

5.5 No. of students qualified in these examinations

NET	<input type="text" value="3"/>	SET/SLET	<input type="text" value="2"/>	GATE	<input type="text" value="1"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

**Student Counselling:** The service of counsellor is available in the campus for students as well as faculty and to the community.

**Career Guidance**

The Career guidance cell functions actively in the College. The Cell maintains an up-to-date data base of all outgoing students, to facilitate access to prospective employers. Both on campus and off campus recruitment programmes are entertained by the cell. The Cell conducts various seminars and orientation classes. Last year 10 seminars/talks/extension camps/Interviews were conducted by the cell.

No. of students benefitted

600

## 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
4	160	45	

## 5.8 Details of gender sensitization programmes

Women Development Cell organized the following events.

- Talk on 'Women education in modern society'
- Debate on 'Women education in modern society'
- Talk on 'Empower women and empower humanity'
- Awareness class on 'Gender equality'
- Interactive session on 'Misuse of mobiles'
- Awareness class on 'Common issues facing woman in society'
- Four wheeler training to girl students

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	15	15000
Financial support from government	357	Under process
Financial support from other sources	10	50000
Number of students who received International/ National recognitions	-	-

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:

1. A new parking facility was provided for students
2. Reprographic facility was enhanced
3. Improved facility for drinking water

## Criterion – VI

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

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

*Vision : Establish academic and peaceful atmosphere conducive to intellectual inquiry and personality development with a holistic perspective*

*Mission : Strive for academic excellence, creativity and social commitment to the citizens especially the backward minorities, orphans and destitute, upholding the ethical and moral values.*

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

The head of the institution ensures the smooth functioning of the activity of the College in collaboration with other faculty members of the College. Regular council meetings are held to discuss and decide on matters relating to academics and administration. For the smooth and effective functioning of the College, interactions with parents, old students and faculties are organised. The college exhibits information regarding placement opportunities, scholarships offered by various institutions on the notice board.

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

##### 6.3.1 Curriculum Development

Curriculum development is done by University as the college is an affiliated college. Many teachers are active members of Board of studies and curriculum development committees. During this period 4 faculty members were members of board of studies.

### 6.3.2 Teaching and Learning

The College has adopted several measures to upgrade the quality of the teaching learning process.

ICT enabled teaching, internal evaluation, bridge courses, remedial coaching, tutorial sessions, Class Tests, invited talks and seminars on contemporary relevance, assignments, Regular practical, student-teacher interactions

### 6.3.3 Examination and Evaluation

Semester end examinations are conducted by University. In between a semester two internal exams are conducted by college as part of continuous evaluation and the internal grades are published. Evaluation is also done through assignments, projects, viva-voce, seminars etc. The faculty serve in various capacities as examiners in various university examinations, including work as external evaluators and question paper setters.

### 6.3.4 Research and Development

Encouraged faculty members to present research papers in International and National seminars and also to publish their research works in refereed journals. Assisted faculty members in submitting research grant proposals to funding agencies.

In order to inculcate research aptitude among staff and students, conducts Seminars, Workshops and Capsule Programmes, and organizes Science- Camps and Quiz for students. Faculty members are encouraged to pursue PhD either part-time or full-time.

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

**Library**

The library is a major learning resource and has an impressive collection of books, periodicals and magazines. It has access to Inlibnet facility also.

**ICT**

Smart interactive boards are installed in all departments.

The Departments are also equipped with computers, printers and internet connectivity

**Physical Facilities**

The College has consistently upgraded both the physical and learning infrastructure to meet the growing academic needs.

### 6.3.6 Human Resource Management

Effective and efficient human resource management is achieved through decentralized and participatory administration. College has provided various co curricular and extracurricular clubs and forums for the integral growth of students and faculty members are assigned with the responsibility to coordinate the activities of one or more club . Various clubs and committees work under the Principal to ensure smooth conduct of the institution.

### 6.3.7 Faculty and Staff recruitment

The college plans and recruits staff as per the Kerala Government Service norms. The management is vested with the authority to recruit staff in adherence to the norms stipulated by the university and the government. In 2014-15, four permanent faculty members was appointed. The vacancies that arise in the general merit quota as well as community merit quota are advertised in leading dailies. Vacancies of self-financing lecturers and guest lectures are published in the leading dailies and appointment is based on merit and performance in personal interview.

### 6.3.8 Industry Interaction / Collaboration

The college promotes industry interaction through industrial visits and Project work in industries. Seminars, conferences and various training programmes are organized in collaboration with other organization, and institutions. Faculty members also collaborate with such agencies in their research and consultancy work.

### 6.3.9 Admission of Students

The process of admission is in accordance with the University and State Government norms. The eligibility criteria, dates for distribution and collection of application forms, publication of rank list, admission notification and date for the completion of admission process, are all decided by the University. Currently single window admission system is introduced by Calicut University. The rank list will be published in the website of University and its copies will be published in the College notice board

### 6.4 Welfare schemes for

Teaching	The welfare schemes include nursery-crèche, canteen , store, salary advancing in times of need and other benefits of being part of Staff club
Non teaching	
Students	Institutional scholarships, Financial aid to students, PTA endowments, Free noon meals

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	No	-	Yes	College council & IQAC
Administrative	Yes	Deputy Director, Collegiate Education	Yes	Local auditor

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

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The Alumnae Association of the College has made remarkable contribution to the Institution through various activities like honouring the top scorers of university examinations, annual reunion, providing drinking water facility, alumnae shelf in the office and departments. Several Departments invite the alumnae for extension lectures or to conduct seminars and share their expertise with the students.

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

Financial Support provided for College Development

Awarding the top scorers of University Examinations

Honouring the achievers among students and staff

#### 6.13 Development programmes for support of staff

Training programmes are organized for the entire faculty.

The faculties are encouraged to attend workshops, conferences and seminars and present papers of research interests.

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

The College makes attempts to maintain a green campus by planting trees. Use of plastic materials is prohibited in the college and awareness programmes were conducted. Departments are encouraged to use eco-friendly products for seminars and other programme.

## 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.

- Program entitled '**FLY HIGH**' for final year students to enlighten them about the scope and chances for higher Studies in Indian Universities.
- ICT enabled teaching methodology
- Smart board installations
- Program entitled 'INSIGHT' to cultivate moral thoughts in young minds and to empower them intellectually
- RUTH, the charity wing of the College aimed to inculcate humanitarian values among students and to develop benevolent attitude towards the fellow beings.
- Additional Skill Development programmes sponsored by Government of Kerala
- Walk With a Scholar programme and student support programme with the support of Higher Education Department of Kerala.
- Civil service coaching by Minority coaching cell
- Observance of important days
- Driving Classes conducted as a part of women empowerment

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

- Two National seminars, three regional seminars , one regional workshop and two coaching camps were conducted .
- Submitted proposals for financial support to undertake research projects
- 23 publications of faculty members including nine international publications
- Collected feedback from final year students and necessary measures were taken
- Observed important days with a variety of programmes.
- The construction of two floors of new academic block was completed.
- Awareness programme to protect environment was conducted

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

- Program entitled 'INSIGHT' to cultivate moral thoughts in young minds and to empower them intellectually.
- The charity wing of the College named 'RUTH' was initiated to inculcate humanitarian values among students and to develop benevolent attitude towards the fellow beings.

7.4 Contribution to environmental awareness / protection

- Observance of World Environment Day by conducting various awareness programmes
- Providing open course on "Non -conventional energy sources"
- Efforts to maintain carbon neutrality by planting trees every year
- Plastic free campus

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add.

The college won the Overall Championship in F Zone Arts Festival of Calicut University continuously for the third year with 289 points. Mr. Tony Mathew (I BSc Mathematics) was selected as the Best Actor, Mr Mohzoom Ahmed (I MA Arabic) was selected as the *Sahithya Prathiba*, and Mrs. Fathima Mohan ( II BCA) was selected as the *Kala Thilakam*. College Team secured **5<sup>th</sup> position** with 33 points in the Interzone Arts Fest conducted at Calicut University during 2-6 May 15.

## 8. Plans of institution for next year

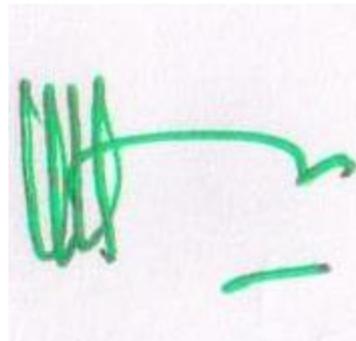
- To construct a sports hostel
- To increase collaborations
- To conduct Education innovation programme
- To conduct National and international Seminars
- To conduct an orientation programme for teachers
- To cater to the needs of slow learners through remedial classes
- To conduct an academic audit of departments
- UGC funded research projects
- Funded students projects

Name Dr Viji Paul



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*Signature of the Coordinator, IQAC*

Name Dr K Jamaludeen



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*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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