Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

_____
Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
  a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

➧ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

➧ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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)* | 2015-16 |

1. Details of the Institution

1.1 Name of the Institution | THUNCHAN MEMORIAL GOVT.COLLEGE |

1.2 Address Line 1 | VAKKAD |

Address Line 2 | TIRUR |

City/Town | MALAPPURAM |

State | KERALA |

Pin Code | 676502 |

Institution e-mail address | tmgctirur@gmail.com |

Contact Nos. | 0494-2630027, 2632130 |

Name of the Head of the Institution: | Dr. V. SASIKALA |

Tel. No. with STD Code: | 04942630027 |

Mobile: | 9020447989

Name of the IQAC Co-ordinator: | SHYNI P.

Mobile: | 9747873872

IQAC e-mail address: | iqactmgctirur@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | KLCOGN13036

OR

1.4 **NAAC Executive Committee No. & Date:** | EC 41/123 DATED 10- 02-2007
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: | www.tmgctirur.org

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	1st Cycle	B+	76.30	2007	5YRS
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 24-08-2007

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

  i.   AQAR 2011-12 submitted to NAAC on 30.11.2013
  ii. AQAR 2012-13 submitted to NAAC on 30.12.2015
  iii. AQAR 2013-14 submitted to NAAC on 30.12.2015
  iv. AQAR 2014-15 submitted to NAAC on 30.12.2015

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 [o]   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

: NIL

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

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

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   8

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   2

2.4 No. of Management representatives   -

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

    community representatives   1

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   2

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   : 10

2.11 No. of meetings with various stakeholders: No. | 10 | Faculty | 8 |

        Non-Teaching Staff Students | | Alumni | 1 | Others | 1 |

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

        If yes, mention the amount | NIL |

2.13 Seminars and Conferences (only quality related)

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

        Total Nos. | 2 | International | | National | | State | | Institution Level | 2 |

        (ii) Themes | NAAC VISIT, ICT ENABLED TEACHING |

2.14 Significant Activities and contributions made by IQAC

> *student progress report prepared at Department level
>
> *Student feedback on teachers was conducted, analysed and reported to principal
>
> *A core committee comprising the Principal, IQAC Co-ordinator and academic committee co-ordinator was constituted in order to conduct academic audit. The academic audit was done, remedial measures suggested and report submitted to principal.
>
> * IQAC Newsletter was published

2.15 Plan of Action by IQAC/Outcome

        The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
➢ To start new programmes and courses	➢ Applied for B.A. English and M.Sc. Physics
➢ To compete compound wall construction	➢ Compound wall construction is near completion
➢ To start functioning of the work of ladies hostel & amenity centre	➢ Ladies hostel and student amenity centre were inaugurated and start functioning
➢ To start a new building for the functioning of the extension activities under women cell	➢ A new room with facilities was allotted for extension activities under woman cell
➢ To start research centre under the dept. Of Arabic and dept. Of Malayalam	➢ Work is going on to start research centre under the dept. Of Arabic
➢ Ecofriendly campus	➢ Conservation of water resources, biogas plant

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes | * | No | |

Management | | Syndicate | | Any other body | * |

Provide the details of the action taken

> ALL INITIATIVES APPROVED AND SUPPORTED BY COLLEGE COUNCIL

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				
PG	4			
UG	5			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	1			
Others				
Total				

Interdisciplinary	6			
Innovative				

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

Pattern	Number of programmes
Semester	9
Trimester	
Annual	

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.

As an affiliated college, University revision/update has been followed

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	35	2		

2.2 No. of permanent faculty with Ph.D.

11

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
35	8	2						37	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

9					

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	65	8
Presented papers	5	14	1
Resource Persons	-	3	

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

Bridge course, Documentary production, ICT Enabled Teaching –Learning process followed

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

187

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

-

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

11	1	1

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

84

2.11 Course/Programme wise
     distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Arabic	27					96.3
B.A. Malayalam	27					100
B.Com.	55					96.4
B.Sc. Physics	26					96.3
B.Sc. Mathematics	27					88.9
M.A. Malayalam						96.9
M.A. Arabic						66.7
M.Com.						92.3
M.Sc.Mathematics						62.5

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

*By conducting academic audit through interaction with departments.

*By conducting SWOT analysis

*Took feedback of students, teachers and parents.

*By suggesting remedial programmes

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-

Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	9

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	20	1	1	1
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

> Young faculty members are promoted to participate in FLAIR training at national & international level institutes
>
> National level seminars conducted by all departments

3.2　　　　Details regarding major projects : NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3　　　　Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		1,00,000		

3.4　　　　Details on research publications

	International	National	Others
Peer Review Journals	1	5	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		1	

3.5 Details on Impact factor of publications:

Range ☐　　Average ☐ .5　　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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				

Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [   ]   Chapters in Edited Books [3]

ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from : N.A

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	-	6	7		5
Sponsoring agencies	-	UGC & DCE			

3.12 No. of faculty served as experts, chairpersons or resource persons [3]

3.13 No. of collaborations: NIL   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 [6,00,000]   From Management of University/College [----]

Total [6,00,000]

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	

3.16 No. of patents received this year

Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

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 [100]   State level [   ]

National level [   ]   International level [   ]

3.22 No. of students participated in NCC events:

University level [34]   State level [18]

National level [5]   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 ☐ 1   International level ☐ -

3.25 No. of Extension activities organized

University forum ☐ -   College forum ☐ 23

NCC ☐ 12   NSS ☐ 31   Any other ☐

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

* College well cleaned
* Blood donation camp
* self employment training programme for deprived women
* Biogas plant installed

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	22.5ACRES	-		22.5 ACRES
Class rooms	23	-		23
Laboratories	6	-		6
Seminar Halls	1	-		1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	7	-		7
Value of the equipment purchased during the year (Rs. in Lakhs)		-	-	
Others		-		

4.2 Computerization of administration and library

> All departments, office and general library are provided with sufficient number of computers and networked through Management Information System. General library is partially automated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21803	27,16,129	545	6,53,166	22348	33,69,295
Reference Books	1800	4,40,263	17	67,823	1817	5,08,086
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)	26		-		26	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	113	4	2	1	1	1	6	
Added	-	-	-	-	-	-	-	

Total	113	4	2	1	1	1	1	

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

> Management Information System installed, training given
> to staff on ICT enabled teaching

4.6 Amount spent on maintenance in lakhs :

   i) ICT | - |

   ii) Campus Infrastructure and facilities | - |

   iii) Equipments | - |

   iv) Others | - |

                              Total : | - |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Dept. of Continuing Education provide opportunity to study additional courses, Remedial classes are arranged for needy students. Tutorial, SSP,WWS, ASAP, Personal Counselling were given by counsellors and teachers to students and parents to minimise dropout rate in college. Grievance cell and women redressal cell always find solution for students' problems.

5.2 Efforts made by the institution for tracking the progression

> Student profiles are maintained by tutors
>
> At least one PTA meeting is held in each semester, Necessary steps are taken based on parent feed back

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
541	114	-	-

(b) No. of students outside the state

(c) No. of international students

Men

No	%
107	16.33

Women

No	%
548	83.66

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	ss	SC	ST	OBC	Physically Challenged	Total
141	92	3	411	9	656	174	87	3	388	3	655

Demand ratio   20.11   Dropout   1.22%

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

- UGC NET coaching

- Coaching for various competitive exams like JAM, JEST etc.

- Various orientation classes, internal & external mentoring sessions are arranged as a part of Walk With a Scholar programme

- Motivational visits to national levelistitutions

No. of students beneficiaries   130

5.5 No. of students qualified in these examinations

| NET | 7 | SET/SLET | | GATE | | CAT | ---- |
| IAS/IPS etc | ---- | State PSC | 24 | UPSC | | Others | |

5.6 Details of student counselling and career guidance

Counselling classes were arranged for students

Various career guidance classes, orientation classes, internal & external mentoring sessions are arranged as a part of NSS & Walk With a Scholar programme

No. of students benefitted   200

5.7 Details of campus placement: NIL

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	30

5.8 Details of gender sensitization programmes

- Street play and kala jadha

- Activities of woman club 'SAKHI' with all girl students & lady teachers as members. Various activities were done under the club for women inside & outside the college

5.9 Students Activities

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

State/ University level | 70 | National level | 8 | International level | -

No. of students participated in cultural events

State/ University level | 10 | National level | - | International level | ---

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

Sports : State/ University level | 10 | National level | - | International level | -

Cultural: State/ University level | 2 | National level | 1 | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	590	12,00,100
Financial support from other sources		
Number of students who received International/ National recognitions	1	

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]

5.13 Major grievances of students (if any) redressed:

* College hostel and amenity centre were inaugurated
* To solve the hygiene related issues, ladies toilet was renovated.
* Discipline committee has taken keen interest to maintain the discipline by resolving discipline related issues of students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision

Our vision is to be an institution that strives for excellence in higher education to create a just and vibrant society through the development and promotion of knowledge upholding the values envisaged by Thunchath Ezhuthachan, the father of modern Malayalam.

Our Mission

In pursuance of our vision and guiding principles, we endeavour to facilitate the creation and promotion of socially relevant education, towards creation of a society that is sensitive to human rights, ecology, environment and sustainable development.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

Being affiliated to university of Calicut, our college strictly follows the curriculum set by the university. Our college provides certificate courses and add-on course

6.3.2 Teaching and Learning

Department meetings , lesson plans, peer teaching, early self appraisal.ICT enabled teaching is followed to support teaching learning process. Field work, study tour

6.3.3 Examination and Evaluation

Assignments, seminars and internal tests are conducted as directed by the city of Calicut. Objective test, viva, Quiz is also conducted. Preparing students for NET/SET/PSC other competitive exam.

6.3.4 Research and Development

R &D Cell leads research activities in the college. The college grants leave under FIP for teachers pursuing research. R&D CELL SUPPORTS TEACHERS IN UNDERTAKING MINOR PROJECTS. Teachers actively participants in various seminars, workshops, flair etc

6.3.5 Library, ICT and physical infrastructure / instrumentation

Books, Magazine, journals regularly added to library. Library is provided with internal connectivity with printer. All departments are provided with computers, lap tops, printers, hard disks, USB,LCD projector, internet, digital camera etc.ICT enabled class rooms are there. Teaching-learning process is facilitated with fully furnished, well equipped computer labs, audio-visual theatre, department lab, language lab, Arab-Sat, LAN lab, smart boards etc . MIS installed in college for over all development of college.

6.3.6 Human Resource Management

Faculty and staff recruitment is through kerala Psc vacant positions are filled with guest faculties. FIP vacancies are filled with FIP substitute lectures. Regular council meetings and staff meetings are conducted to ensure democracy in decisions regarding each and every steps of development. Staff club activities and staff tour hep in maintaining a friendly atmosphere among faculty and staff. Collaboration encouraged for all college activities. Principal and teachers are always available to meet, discuss, counsel and mentor students at all times. Duties are assigned to staff and faculty according to aptitude while keeping democracy.

6.3.7 Faculty and Staff recruitment

Recruitment through Kerala PSC. Guest Lectures and daily wages are appointed to fill vacant posts as per the norms of university of Calicut and Govt. of Kerala.

6.3.8 Industry Interaction / Collaboration

Industrial visits are conducted. Various industries and establishments collaborate with the college for Continuing education activities, organizing, study tour and invited

6.3.9 Admission of Students

University norms are strictly followed regarding the admission of students

6.4   Welfare schemes   for

Teachers	
Non teaching	
Students	

- Staff club, canteen, staff quarters, medical reimbursement, GPF advance, SLI, GIS,GPAIS, Motor Vehicle advance, Bicycle advance, House building advance, maternity & Paternity leave.

6.5 Total corpus fund generated

> CDC – Rs. 2,20,000/-
>
> PTA – 3,00,000/-

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			*	Principal& HOD
Administrative			*	

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?

> Being a Govt. College the decision needs to be taken by the Govt. and the institution is not having any say in it.

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

> As an affiliated college, we strictly follow the regulations of Calicut university.

6.11 Activities and support from the Alumni Association

> Alumni Association always supports all the developmental programmes of the college.
>
> - Cash award for meritorious student
> - 3 working committee meetings
> - 1 general meeting
> - Cultural programmes

6.12 Activities and support from the Parent – Teacher Association

> Appoint computer expert in LAN lab.
>
> Refundable loan – 6,00,000/-
>
> Non- refundable loan – 2,00,000 /-

6.13 Development programmes for support staff

> 8 IMG training programmes were attended by supporting staff

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

> Biogas plant installed
>
> Organic farming
>
> Vegetable Cultivation
>
> Conservation of water resources

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.

> Motivational visits to national level institutions
>
> Fitness and Yoga Centre
>
> Activities of new club- SAKHI under women cell

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

Plan of Action	Achievements
➢ To start new programmes and courses	➢ Applied for B.A. English and M.Sc. Physics
➢ To compete compound wall construction	➢ Compound wall construction is near completion
➢ To start functioning of the work of ladies hostel & amenity centre	➢ Ladies hostel and student amenity centre were inaugurated and start functioning
➢ To start a new building for the functioning of the extension activities under women cell	➢ A new room with facilities was allotted for extension activities under woman cell
➢ To start research centre under the dept. Of Arabic and dept. Of Malayalam	➢ Work is going on to start research centre under the dept. Of Arabic
➢ To make the campus ecofriendly	➢ Conservation of water resources, installation of biogas plant

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

> 1. Ecofriendly practices & programmes for marginalized classes
>
> 2. ICT enabled teaching and academic innovations

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

7.4 Contribution to environmental awareness / protection

> 1. Bio gas plant
>
> 2. Conservation of water resources
>
> 3. Solar energy harvesting

7.5 Whether environmental audit was conducted?   Yes | * | No | |

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

>

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

> - To start new programmes and courses
>
> - To start research centre under dept. of Arabic and Dept. of Malayalam
>
> - To motivate faculty members to apply for major and minor research projects
>
> - To support student mentoring and faculty development programmes
>
> - To strengthen the existing MIS infrastructure

Name: Ms.SHYNI P.   *Name Dr. V. SASIKALA*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

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

****