

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report

For the Period 2014 to 2015

of

ST. JOSEPH'S COLLEGE, DEVAGIRI (AUTONOMOUS)

CALICUT-673008, KERALA, INDIA



Accredited by NAAC with Grade A in 2004

Re- Accredited by NAAC at Grade A with CGPA 3.63 out of 4

Submitted to



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 The Annual Quality

Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

- 1.1 *Name of the Institution* : St. Joseph's College, Devagiri
- Address Line 1* : Devagiri
- Address Line 2* : Medical College P O
- City/Town* : Calicut
- State* : Kerala
- Pin Code* : 673008
- Institution e-mail address* : sjcdev.office@gmail.com
- Contact No.* : 0495-2355901
- 1.2 *Name of the Head of the Institution* : Dr. Sibichen M Thomas
- Tel. No. with STD Code* : 0495-2355828
- Mobile* : +91-9387476646
- Name of the IQAC Co-ordinator:* : Dr. M.K. Baby
- Mobile* : +91-9847422340
- IQAC e-mail address* : devagiriqiqac@gmail.com
- 1.3 *NAAC Track ID* : KLCOGN11134
- 1.4 *NAAC Executive Committee No.* :
- 1.5 *Website address* : www.devagiricollege.org
- Web-link of the AQAR:* : <http://devagiricollege.org/admin/depreports/AQAR2014-15.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	88.15%	2004	5 years
2	2 nd Cycle	A	3.63	2011	5 years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 *Date of Establishment of IQAC* : 30/11/2004

1.8 *AQAR for the year* : 2014-15

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

AQAR 2011-12 submitted to NAAC on : 26 /09/2012

AQAR2012-13 submitted to NAAC on : 04/10/2013

AQAR2032-14 submitted to NAAC on : 08/09/2015

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☒ No ☐

Regulatory Agency approved Institution Yes ☐ No ☒

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 ☐

1.11Type 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--

√

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

☐

UGC-COP Programmes

☐

2. IQAC Composition and Activities

2.1No. of Teachers : 8

2.2No. of Administrative/Technical staff : 2

2.3No. of students : 1

2.4No. of Management representatives : 1

2.5No. of Alumni : 1

2. 6 No. of any other stakeholder and : 2

Community representatives

2.7 No. of Employers/ Industrialists : 1

2.8 No. of other External Experts : 1

2.9 Total No. of members : 17

2.10 No. of IQAC meetings held : 10

2.11 No. of meetings with various stakeholders:

Students-3 Faculty- 8 Non-Teaching Staff - 2 Alumni- 0 Others -Nil

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. **International** **National** **State** **Institution**

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- i. Conducted an Institutional SWOC Analysis among students, faculty and administrative staff and submitted the report to the Governing Council
- ii. IQAC members visited the departments to assess their infrastructural and other physical requirements in the context of newly conferred academic autonomy and to help them plan their academic/co-curricular programmes.
- iii. IQAC along with the Research Advisory Committee, met the staff members in person and motivated them to apply for research projects and seminars.
- iv. IQAC assessed the preparedness of the Dept of Physics to be promoted as a Research Centre and helped them to submit the application for the same.
- v. Conducted an invited talk on “Career Advancement and API score” and initiated the process of collecting the supporting documents and pooling them centrally.
- vi. Conducted a one day workshop on ‘Research Methodology’ for the Postgraduate students of Humanities to equip them to carry out their projects more effectively.
- vii. Organised a one day workshop on ICT-enabled teaching for the staff with the technical support of Nehru Institute of Management, Coimbatore.
- viii. IQAC initiated and monitored the conduct of Green Audit in the Campus
- ix. IQAC initiated the conduct of an Academic Audit by duly constituted Internal Audit Team

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
June <ul style="list-style-type: none">• Distribute timetables and academic calendar to the second and third year degree students and second year Post Graduate students.• The course teachers submit the teaching plan to the IQAC.• Invite inputs from every department, clubs and forums towards the Action Plan of the College for the academic year• Invite infrastructural requirements of the departments and library.• Review and compile the proposals from the departments, clubs and forums, and finalise of the Action Plan for the year.	June <ul style="list-style-type: none">• IQAC distributed academic calendar to the students.• An Action plan of the College for the entire academic year was prepared. This was distributed to the departments and various forums and clubs so that they could plan different programmes early in the beginning of the academic year.
July <ul style="list-style-type: none">• Setting up of an Admission Committee and framing of guidelines together with the preparation of College prospectus• Giving awareness to the senior students regarding anti-ragging rules.• Preparation of handbook of the College• Drafting of the Action Plan of the College and submission to the authority for the approval.• Admission of first year degree students• Compile the end semester results of the outgoing batch and conduct an evaluation of their academic performance.	July <ul style="list-style-type: none">• Under the monitoring of admission committee, admission to the UG programmes was smooth and transparent. Not a single case of grievance was registered.• Drafted the Action Plan and submitted it to the College Council for approval.• IQAC conducted programme-wise analysis of UG results. The gender-wise performance and the progression of SC/ST candidates were assessed.• Handbooks were distributed on time.
August	August

<ul style="list-style-type: none"> • Organising induction programme for the first year degree students. • Organising general body meeting of PTA. • Distribution of Tutorial records of freshers to the departments by IQAC. • Conduct first internal examination for the third semester and fifth semester students • Admission to Post Graduate Programmes and organising induction programme. • Briefing to the students of first autonomous batch on the schedule, the course structure, the conduct of examinations and the publication of results. 	<ul style="list-style-type: none"> • Induction programme arranged for the freshers by inviting resource persons from outside. Feedback on the programme was taken from students. • As a result of the awareness given to the senior students, no incidence of ragging was reported. • Transition from Non Autonomous stream to Autonomous was smooth. • PTA General Body was convened and the Executive Committee was constituted.
September	September
<ul style="list-style-type: none"> • Organise department-wise workshops on the framing of curriculum. • First Internal for the First semester Degree students • Organising remedial class for the slow learners. • Department visit by IQAC • Impart guidance to the departments regarding the submission of proposal for Seminars, Minor/Major projects. 	<ul style="list-style-type: none"> • Various departments started preliminary discussions on the preparation of Curriculum. • Remedial Classes were started for the academically weaker students.
October	October
<ul style="list-style-type: none"> • Organise class-wise PTA meetings • Second internal for the third semester and fifth semester degree students • Arrange NET coaching classes for the post graduate students. • Organising an orientation programme for the entire teaching staff • Official inauguration of Autonomy. 	<ul style="list-style-type: none"> • IQAC visited all the departments, assessed adherence to the guidelines given and reviewed the maintenance of records. • PTA meetings for all the UG classes were successfully conducted. Feedback on curriculum, infrastructure and academic ambience were taken from the parents.
November	November
<ul style="list-style-type: none"> • Second Internal examination for the first semester degree students. • Orientation Programme for the administrative staff • Submitting the proposals for Seminars, Minor/Major projects to the UGC. 	<ul style="list-style-type: none"> • This year also a good number of students cleared NET/JRF examinations thanks to the rigorous NET coaching classes arranged. • Official inauguration of autonomy by Sri. Oommen Chandy, the Chief Minister, Kerala.

December	December
<ul style="list-style-type: none"> Organise department-wise brain storming sessions for SSR preparation. ICT training programme for the Teachers Conduct UGC sponsored National Seminars Initiate steps for the automation of the campus. 	<ul style="list-style-type: none"> Orientation Programme was organised for the faculty members Campus Automation Software consisting of six important modules such as admission, attendance, examination, students portal, principal's view and teachers' evaluation was subscribed from leading Software Company.
January	January
<ul style="list-style-type: none"> Monitoring the academic events of the Departments. First internal examination for the second and fourth semester Degree students and End semester examination of first post-graduate autonomous batch. Organise a workshop on the 'Preparation of Autonomous Colleges for NAAC Re-accreditation'. 	<ul style="list-style-type: none"> Ensured the conduct of the academic/co-curricular programmes of the departments without affecting the regular class. Internal Examinations were conducted as per schedule.
February	February
<ul style="list-style-type: none"> Elicit feedback on teaching and learning from the students. Conduct separate SWOC analysis among students, teachers and non-teaching staff. 	<ul style="list-style-type: none"> With the help of the Social Work Department, an Institutional SWOC analysis was conducted in separate sessions for faculty, students and non teaching staff.
March	March
<ul style="list-style-type: none"> Constitute audit teams for conducting academic audit and green audit and work out the details and modalities for the same. Second internal examination for the fourth and sixth semester Degree students and first internal of second semester and fourth semester PG students. Collect Institutional feedback from the final year students, analyse the feedback and report the findings to the College Council. 	<ul style="list-style-type: none"> A team comprising of the coordinator of <i>Bhoomithrasena</i> and a faculty member each from the departments of Botany and Zoology was constituted to conduct the Environmental Audit. IQAC had discussions with the team on variables to be covered and modalities to be followed. IQAC gave guidelines to the departments to update their documents and prepare them for the upcoming Academic Audit under its supervision.

2.15 Whether the AQAR was placed in statutory body

Yes

☒

No

☐

Management

☒

Syndicate

☐

Any other body

☒

Provide the details of the action taken

Verified the AQAR and approved for the submission

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	5	-	-	-
PG	11	1	2	-
UG	15	3	6	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	1	-	1	-
Others	-	-	-	-
Total	32	4	9	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	26
Trimester	-
Annual	-

*1.3 Feedback from stakeholders**

Alumni ☒ Parents ☒ Employers ☐ Students ☒

Mode of feedback

: Online ☒ Manual ☒ Co-operating schools (for PEI) ☐

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

Yes, the college framed the Syllabus of PG this year with an aim to bring about a transition from the syllabus provided by the University of Calicut to that of our own.

The salient aspects we emphasised in the revision of the syllabus were the following:

- Research and job oriented
- Utilizing advanced and most modern facilities available in the college.
- In accordance with the syllabi of various competitive examinations at national and international level.
- Targeting to exploit the potential of the teachers who are experts in various fields.
- At par with reputed Universities and institutes of National and International status.

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

- B.Sc Psychology – Aided
- BA Mass Communication – Self financing
- BA Functional English – Self financing
- MA Malayalam – Aided

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
72	40	32	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

40

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	4	-	-	-	-	-	-	4	4

2.4 No. of Guest and Visiting faculty and Temporary faculty

13	2	33
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	4	48	5
Presented papers	7	16	1
Resource Persons	2	12	2

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

- Audio-visual facilities for exposing the students to various topics/ YouTube classes
- Research article based Seminar presentation
- ICT teaching methodology was adopted
- Mind mapping techniques employed in teaching
- Providing various facilities like e-notes, webinars etc and using a smart class approach
- Group discussion on topic of general interest

- Study materials and available textbooks are given in advance and discuss the doubts in the classroom and encourage the students to learn themselves.
- Teach one each one practice initiated by the Zoology department.
- Visiting research and higher learning centres

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

192

2.8 Examination/ Evaluation Reforms initiated by the Institution

In the light of the newly obtained academic autonomy the college introduced the following reforms in its examination and evaluation system;

1. Internal Examination: Two centralised internal examinations were conducted for all the programmes under the autonomous stream. Answer papers were evaluated by the course teachers and the valued scripts were distributed to the students for verification. The same were collected with the signature of the students and are kept in the office of CoE. One copy of the mark list was displayed on Department notice board and another was handed over to CoE office.

2. External Examination: Different sets of question papers were invited by the office of the controller of examinations from a panel of teachers of other Colleges/Universities submitted by the respective Board of Studies. The question papers collected by the CoE were scrutinised by external experts. The examinations were conducted by questions chosen randomly from the three sets obtained.

To assure objectivity and fairness answer scripts were subjected to double valuation, first by the course teacher in a centralised camp with HoD as the Chairman and then by an external examiner. If difference in marks awarded exceed 15 %, a third valuation was resorted to.

On completion of valuation, the pass board of respective subjects were held and the results were published within a month from the date of examination. On demand, the office of CoE issues photocopy of the answer scripts to students for verification.

3. Automation of the Examination System: This year we subscribed to College Automation Software. Its examination module has the facility for online registration for examination, issue of hall tickets, preparation and publication of score sheets and storage of the same.

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

39

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

2.10 Average percentage of attendance of students

91%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division (in Percentage)				
		Distinction Above A	First class B & C	Second class D	Third class E	Pass %
M.A. English	20	RESULT AWAITED				
MA Economics	20					
M.Sc Mathematics	21					
M Sc Physics	11					
M.Sc. Chemistry	12					
MSc Botany	10					
M.Sc. Zoology	10					
M.Com	20					
MSW	18					
M.Sc Statistics	09					
BA English	36	47	42	11	-	100
BA Economics	52	21	61	8	2	92
B.Sc Mathematics	47	36	49	7	4	96
B Sc Physics	46	59	22	12	-	93
B.Sc. Chemistry	42	43	39	16	-	98
BSc Botany	33	27	44	17	6	94
B.Sc. Zoology	26	46	38	16	-	100
B.Com	58	28	60	5	5	98
BBA	32	0	36	40	10	86
BCA	21	5	32	25	19	81
BSc (Computer Science)	23	0	37	27	13	77

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

- IQAC is actively involved in the teaching learning process of the college.
- It takes the initiative for the preparation of a detailed Academic Calendar at the very beginning of the year and ensures that all the departments adhere to the same.
- IQAC collects copies of Teaching Plan and the schedules of seminars and assignments in the beginning of every semester. During its visit to the departments, IQAC assess whether the departments carry out their activities according to the plan and schedule prepared.

- Student feedback is collected at the end of every semester and measures are taken to implement their suggestions towards improving the academic process and making it more students centric.
- A workshop was organised to familiarise the teaching staff with the ICT enabled teaching methodologies and departments were provided with more LCD projectors, LED TV and Computers with internet facility.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	3
HRD programmes	3
Orientation programmes	8
Faculty exchange programme	-
Staff training conducted by the university	4
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	6
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	1	0	4
Technical Staff	12	-	0	-

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC along with the Research Advisory Committee assessed the preparedness of department of physics to become a research department and applied for the same.
- IQAC conducted a series of discussions on the prospectus of launching an international science journal and a journal of social work. This lead to the formation of two committees: one consisting of faculty members from department of botany, zoology and chemistry, and the other, the faculty members of department of social work. They were entrusted with the responsibility taking necessary steps in this regard.
- IQAC recommended the management to enhance facilities in research labs which lead to the renovation of UG, PG laboratories in various departments and starting of a new instrumentation room for the department of Chemistry.
- A workshop on “Research methodology” was conducted for the for PG students.
- Department coordinators were appointed by IQAC to coordinate research activities of different departments.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		5	1	1
Outlay in Rs.		98,38,400	8,03,000	7,60,000

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		8	12	
Outlay in Rs. Lakhs		8,13,000	31,22,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	35	7	-
Non-Peer Review Journals	4	5	-
e-Journals	-	1	-
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	2014-15	UGC, UGC – SAP, DST-SERB	41,32,000	30,89,000
Minor Projects	2014-15	UGC	26,80,000	23,85,000
Interdisciplinary Projects				
Total			68,12,000	54,74,000

3.7 No. of books published

i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

☒

CPE

☒

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		2	1		
Sponsoring agencies		UGC	Self funded		

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

15

3.13 No. of collaborations

International

-

National

2

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

69.42

From Management of University/College

-

Total

69.42

3.16 No. of patents received this year

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

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
		2				

3.18 No. of faculty from the Institution:

Who are Ph. D. Guides

16

And students registered under them

25

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

3

3.20 No. of Research scholars receiving the Fellowships

JRF 3

SR 1

Project Fellows 4

Any other -

3.21 No. of students Participated in NSS events:

University level -

State level -

National level -

International -

3.22 No. of students participated in NCC events:

University level -

State level 8

National level 3

International level 1

3.23 No. of Awards won in NSS:

University level -

State level 1

National level -

International -

3.24 No. of Awards won in NCC:

University level -

State level -

National level -

International -

3.25 No. of Extension activities organized

University forum -

College forum 9

NCC 7

NSS 6

Any other -

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

- Organized a variety of programmes at *ASHA KIRAN* Institute, a sister concern of the College by various departments, clubs and forums. The important programmes among them are, organising a rally for supporting the students on Nov 14th, 2014, Onam and Christmas celebrations with cultural programmes, sharing food with the inmates etc.
- As part of Food Day Campaign, food materials were supplied to the residents of *AAKAASHAPARAVA* (a home for the homeless children) on October 24th, 2012.
- *PRAYAN*: the collage launched the second phase of *Prayan*- a major initiative of the institution to preserve Poonjar River with the support of local community by organising massive tree planting on the riversides, different awareness programmes etc.
- Child volunteer Group: Department of social work in collaboration with child line formed a voluntary group which aims at ensuring the participation of college students in child protection.
- Visit to nearby mental health institutes, special schools and rehabilitation centres.
- House for a Friend: The department of Zoology with the support of the management, staff and students constructed a house for a deserving student at a cost of Rs. 495000/-
- Blood Donors' Forum of the college organised a Blood Donation Camp and counselling with experts to remove unnecessary fears and misconceptions regarding blood donation.
- *Swach Bharath Mission* - the NSS volunteers of the College involved in the Campus Cleaning activity & participated in the programme of Plastic Free Campus as part of *Swach Bharath Mission*. The students took an initiative to clean the environments of the College also.
- Visit to *AAKASHA PARAVA* (Homeless)- To help the poor & the needy were the aim of Devagiri NSS units, & to achieve this aim we selected the most deserving strata of the society, the orphan children group. The main activity was to raise money so as to provide groceries for the Aakash Parava team in Peruvayal, Calicut.
- Introduction of Palliative Care to the First year NSS volunteers - a programme was organised on 5th December 2015 to introduce the activities undertaken by the Palliative Care & to make the first year NSS students to have active participation in all the social welfare activities that supports the cancer patients a lot.
- *Khadi* Promotion Programme - State *Khadi* Board Directorate in Collaboration with the State Industrial Corporation, Govt of Kerala, has organised a programme on 18th December 2014. The entire responsibility of organising this programme was completely undertaken by the NSS units of St. Joseph's College, Devagiri. A grand scale exhibition of *Khadi* clothes was arranged by the NSS volunteers to promote the sale of *Khadi* clothes & through that to support the Kerala *Khadi* workers.
- NSS Special Day Camp (7 day camp) - NSS Special Day Camp was organized at the Institute of Palliative Medicine from 22/01/2015 to 28/01/2015. The work included the

cleaning the premises of Palliative Medicine Institute of Medical College, Calicut. This seven day long physical labour of around 100 students of our college was well appreciated by the authorities.

- Drug Abuse Awareness Programme - an awareness programme on drug abuse was undertaken by the NSS units of St. Joseph's College, Devagiri on 18th February 2015 in collaboration with the Excise Department, Govt of Kerala, to stop the menace of the use of drugs among the youth by motivating the young generation itself to rise against its usage.
- Organized rallies to give awareness on -1. Traffic Rules, 2- Drug Addiction, 3- AIDS and Cancer

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	11.11 Hectare	-	-	11.11 Hectare
Class rooms	59 classes	19 Classes	UGC and Management	68 Classes
Laboratories	17	-	-	17
Seminar Halls	2	1	UGC and Management	3
No. of important equipments purchased during the current year.	-	3	UGC, DST - SERB	-
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs.19,64,000		
Others	-	-	-	-

4.2 Computerization of administration and library

In addition to the automation software for Library namely, KOHA and offline softwares used in the office to manage students attendance, personal data, details of fee collected, internal marks, etc. this year we have subscribed the service of one of the most reputed online software vendors in South India (KnowledgePro) for Campus Automation. The modules are the following:

1. Admission: this module facilitates online application, index calculation, rank list publication, allotment of seats and storing basic data of students.
2. Attendance: This module helps in real time entry of attendance by respective teachers, review of attendance by parents, students and teachers, and also preparation of final report of attendance.
3. Examination: Timely entry of internal as well as external marks of students and preparation and publication of score sheets and storage of the same are possible with the help of this module.
4. Teachers Evaluation: This module enables the students and parents to evaluate the performance of the teachers and institution online.

5. Students' Portal: This is a very useful module that facilitates the students as well as the parents to view the performance and progress of the students online.

6. Principal's View: With the help of this module authorities can view all the data pertaining to each student and teacher.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	59911	-	1089	-	61000	-
Reference Books	2900	-	300	-	3200	-
e-Books	550	-	-	-	550	-
Journals	111	-	10	-	121	-
e-Journals	5	-	-	-	5	-
Digital Database	-	-	-	-	-	-
CD & Video	1006	-	-	-	1006	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	197	3	58	3	4	14	28	-
Added	47	1	22	-	-	4	17	-
Total	244	4	80	3	4	18	45	-

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

- This year we have added 47 computers to various departments and computer lab. We increased the number of computers available for the students in various departments and computer lab. Majority of the departments are having mini computer labs which is open for the students. Apart from that, all the computers in the college are connected through LAN with internet connectivity.

- Under the initiative of IQAC a one day workshop was arranged for junior faculty members in ‘e-content development’ by experts from Nehru College, Coimbatore.
- In order to improve the efficiency of college administration, automation software was subscribed.
- College updated its official website by adding more content and enhanced its capacity

4.6 Amount spent on maintenance in lakhs :

i) ICT	2.94658
ii) Campus Infrastructure and facilities	12.29723
iii) Equipments	2.00
iv) Others	0.00
Total:	17.24381

Criterion – V

5. Student Support and Progression

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

1. IQAC took initiative in inviting deserving applicants to apply for financial aid from Student Welfare Fund (Fund generated from the contributions of the teachers)
2. IQAC monitors the activities with regard to tutorial system in the college. IQAC provided separate record books to record the details of tutorial guidance and evaluated the process on a regular interval.
3. IQAC took initiative to launch programmes such as ‘Walk with Scholar program’ and ‘Student Support Program’ in the college which help both the high and low performance students to improve their result.
4. IQAC has organised remedial classes, training for competitive examinations such as UGC-NET/JRF, GATE, JAM etc..

5.2 Efforts made by the institution for tracking the progression

- The performance and progression of students in academic and co-curricular activities are properly recorded by the respective tutor.
- Classwise PTA meetings held at the end of every semester provide a platform to parents to interact with teachers and seek their advice to improve the performance of their wards, if required.
- The mentors of Walk with Scholar and Students Support Programmes closely monitor the performance of the students and provide them timely guidance
- The progress of students in academics and career are tracked and documented by the respective departments with the support of departmental alumni associations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1517	332	21	Nil

(b) No. of students outside the state

11

(c) No. of international students

2

No	%
619	34.7

Men

No	%
1163	65.3

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
660	231	26	632	9	1558	742	254	44	728	14	1782

Demand ratio: 100: 1

Dropout %: 3.1%

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

The College continued NET coaching programme with the financial support of UGC for the Post Graduate students belonging to the Departments of Mathematics, Economics and Commerce during this academic year as well.

Department of Mathematics and Physics conducted JAM and GATE coaching for UG students so as to equip them to qualify the entrance examination of Central Universities and IIT.

No. of students beneficiaries

95

5.5 No. of students qualified in these examinations

NET

24

SET/SLET

3

GATE

-

CAT

-

IAS/IPS etc

-

State PSC

5

UPSC

-

Others

12

5.6 Details of student counselling and career guidance

Facilities

- Old computers were replaced with new ones. Now there are six computers with internet connectivity.
- Provided a good collection of previous years question papers of various competitive examinations including IIT, JAM, GATE and UGC, Central Universities of previous years.

- Reprographic facilities.
- Books on competitive exams (CAT, MAT, APTITUDE, NET, UPSC, Banking), on Higher education and Career Opportunities.
- Books for personal growth (Self-Confidence, Choosing Career)

The activities and achievements of the cell for the plan period are summarized as follows:

1. Placement Oriented Training

1. Motivational Class / Interview Tips
2. Soft Skills Training
3. CV Preparation
4. Body language Training

2. Career seminar

3. Skill Development Programmes. - Life skills, Soft skills, Learning Skills, Communication Skills

4. Interactive sessions, Facing Interviews, Group Discussions, CV writing etc.
5. Disseminated information about registration and facilitated students to attend placement drives various avenues in Calicut

No. of students benefitted

185

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
-	-	-	-

5.8 Details of gender sensitization programmes

- Women Welfare Council organised a one day workshop on 22/09/2014 on the topic misuse of gadgets. Resource person was Mr. Aneesh Chacko, Technical Instructor from Cyber Cell.

- A counselling and awareness programme was organised by Women Welfare Council on 27/03/2015 on Gynaec Issues.
- An orientation program for first year UG and PG girl-students was organised by the Women Welfare Council of the college in the month of August

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

Cultural: State/ University level National level International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	102	77,000
Financial support from government	353	56,15,500
Financial support from other sources	-	-
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

5.13 Major grievances of students (if any) redressed:

- Considering the grievances of the students on the lack of sufficient number of rest rooms, 18 toilets and 10 Urinals were added this year.
- A new parking facility was provided for the students
- One more unit of reprography facility was provided.
- Two sick rooms of girl-students were renovated.
- More computers were supplied to the departments for the use of the students.
- Old black boards were replaced by Green Boards in the class room

Criterion – VI

Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

OUR VISION

We, the Carmelites of Mary Immaculate, after the example of our Founder Blessed Kuriakose Elias Chavara, consider education integral to the formation of human person for the fulfilment of his/her individual and social responsibilities.

Our educational endeavours aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable who will champion the cause of justice, love, truth and peace and who are ever open to further growth.

The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealings, and who grow in the true vision of education.

We aspire towards creating a just and humane society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of ahimsa, religious harmony, and national integration is upheld, and where the poor and the marginalized are specially taken care of.

We have to reach out to the families, primarily of the students, to assist them in their needs, to share in their joys and sorrows, and to help them experience love and freedom so that the students realize that our educational institutions are an extension of their homes.

Our institutions are open to all students irrespective of caste and creed; they are accepted and cherished as they are and are helped to grow in their cultural, social and religious traditions. As they are privileged to be in our institutions, they will also have the right to get acquainted with the person of Jesus Christ and His Gospel.

Our institutions have to be open to society at large by making their resources available for the ongoing education and non-formal teaching.

OUR MISSION

- To build up a community of staff and students committed to the common pursuit of truth and moral excellence
- To help students to achieve self-discipline, cultivate good habits and become open to the Spirit.

- To train students in clarity of thought and accuracy of expression and develop in them leadership qualities.
- To promote a healthy modern outlook among the students while drawing inspiration from our ancient cultural heritage and tradition.
- To become an instrument of social change and a force for integration among linguistic, religious, and caste groups and inspire young men and women to work for the eradication of social evils.
- To inculcate in the students a sense of responsibility to the nation, and encourage

6.2 Does the Institution has a management Information System

Yes. All the departments and the administrative office are connected through LAN which enables centralised storage and efficient retrieval of data. The newly installed office automation system of the College MIS (Management Information System) has different modules such as admission, attendance, examination, teachers' evaluation, students' portal and Principal's view. These modules extend support to the college administration in all its activities from receiving online application for admission to publication of results and issue of transfer certificate.

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

6.3.1 Curriculum Development

In response to the newly conferred academic autonomy, the college constituted different Board of Studies with reputed academicians from leading institutions and representatives of industry. College has framed its own syllabus for different courses with due regard to the requirements of the industry and current development in the concerned subjects. Taking into account the feedback from students and alumni, efforts have been made to fine tune the syllabus to enable the students to appear for competitive exams like CBSE- NET, CSIR – NET, CAT and JAM .

The drafting of the syllabi was preceded by workshops and discussions at different levels. The syllabi of the leading institutions within and outside the country were also consulted.

6.3.2 Teaching and Learning

ICT facility has been extended to more classrooms during the year. Under the initiative of IQAC a one day workshop was arranged for junior faculty members in 'e-content development' by

experts from Nehru College, Coimbatore. Conventional modes of teaching are supplemented with modern technology, certain departments make use of the potentials of social networks for allotting and submission of assignments. A few departments effectively make use of video sharing websites for giving students access to online lectures by eminent professors and scholars of leading institutions off the regular class hours.

6.3.3 Examination and Evaluation

The academic autonomy has enabled us to revamp our examination and evaluation system, ensuring objectivity, fairness and transparency. The controller of examination invites different sets of question papers from a panel of question paper setters; which are then scrutinised by an external expert. Answer scripts are subjected to double valuation – by the course teacher and an external examiner. Where the difference in marks exceeds 15%, a third valuation is resorted to. College offers students the facility to get photocopy of their answer scripts on demand.

6.3.4 Research and Development

The IQAC and Research Advisory Committee are committed to ensure quality in the research activities of the college. The relevance of the research topics are critically scrutinised at the time of synopsis presentation before expert committee. With a view to promote publications by faculty members and research scholars, college has decided to launch an international science journal and a national Journal for Social Sciences. All the preliminary works for its publication have been completed. Research Advisory Committee motivates the faculty and extends them all support to apply for Minor and Major projects sponsored by UGC and other agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1510 volumes were added to the existing volumes of books in the Library. Separate sections with new volumes of books and furniture were set up for the newly started programmes in Malayalam and Computer science.

Three floors of a new five storied academic block have been completed. It contains 19 class rooms, four faculty rooms, Controller of Examination office, one research centre, two computer labs, one seminar hall, two guest rooms and one conference room with sufficient wash rooms for both boys and girls.

With the financial assistance of UGC and management, new ladies hostel was constructed which can accommodate seventy five students.

The College has added 47 computers to various departments and computer labs. 15 LCD projectors and new reprographic machine was procured during this academic year.

In line with our policy of tapping nonconventional energy resources, a solar power system with a capacity of 10 KV has been installed. It caters to the energy requirements of the newly constructed academic block.

6.3.6 Human Resource Management

Various vacancies arising due to retirement and new posts created for the newly started programmes have been filled with suitable candidates. Academic excellence and teaching aptitude were the criteria for staff selection. An Induction session was arranged by the management to orient the newly recruited staff in the vision and mission of the college.

We encourage our staff members to attend various training programmes organised by other agencies in addition to a training session on E-Content Development organised in the college with the technical support of Nehru college of Management, Coimbatore.

6.3.7 Faculty and Staff recruitment

To ensure that college get the best candidates, vacancies were advertised in news papers of wide circulation. The norms of the University of Calicut and Government of Kerala were strictly adhered to in the process of staff selection. Vacancies in the self financing section were also filled with meritorious candidates.

6.3.8 Industry Interaction / Collaboration

A number of teachers of the department of Commerce are the members of Calicut Management Association which is affiliated to All India Management Association. Mr. Akhin P, Asst, Professor of Commerce Dept is serving as the Member Secretary of the Association. This close tie up of the department with the Association has given our students the opportunity to attend its annual management conventions and the frontier lecture sessions by eminent industrialists and managers organised regularly.

The constitution of various Board of Studies with representatives from industry has provided a good platform for individual departments to interact and keep updated with the new developments in the industry.

6.3.9 Admission of Students

Admission to academic programmes is strictly according to the norms of the State Government and the University of Calicut and reservation policies are strictly followed. Since we received the order from UGC granting academic autonomy to our college only after UG admission, we initiated the admission process for Post Graduate courses independent of the University Single Window admission process. In view of the transparency and efficiency of the admission process to be ensured under autonomous status, College hired the service of College Automation Software which provides an Admission module that facilitates a foolproof admission process. To ensure maximum number of applicants for different programmes offered by the college, we published the details of admission in College website, News Papers, College Prospectus and social media.

6.4 Welfare schemes for

Teaching	1
Non teaching	1
Students	2

6.5 Total corpus fund generated

Rs. 2,48,15,885

6.6 Whether annual financial audit has been done

☒

Yes

☐

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	IQAC
Administrative	-	-	Yes	IQAC

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?

In the backdrop of newly awarded academic autonomous status, College established a Controller of Examination Office with supporting staff and necessary equipments. A competent faculty member as per the norms was appointed as the Controller of Examination. A three member committee was appointed by the College Academic Council to prepare the draft of the Examination manual and later which was approved by the Academic Council and the Governing Council. Later it was got approved by the University Expert Committee. Examination manual of the College defines the mode of conduct of Examinations. It consists mainly of the following norms.

Internal Examination: Two centralised internal examinations shall be conducted for all the programmes under the autonomous stream. Answer papers are evaluated by the course teachers and the valued scripts are distributed to the students to report if there is any grievance. The same are collected with the signature of the students and are kept in the office of CoE. One copy of the mark list is displayed on department notice board and another is handed over to CoE office. The marks awarded for other elements for internal assessment such as seminar, assignment and attendance are given by the course teacher and forwarded the same to the CoE.

External Examination: The end semester examination is to be conducted as per the Academic calendar. Different sets of question papers are invited from the teachers of other colleges/Universities. The question papers collected by the CoE shall be scrutinised by external experts. The examinations are conducted by questions chosen randomly from the three sets obtained.

To assure objectivity and fairness, answer scripts will be subjected to double valuation, by the course teacher and an external examiner where the difference in marks awarded exceeds 15% a third valuation is to be resorted to.

On completion of valuation, the pass board of respective subjects are held and the results are published within a month from the date of examination.

Automated Examination Module: College hired service of one of the best Software Vendors in South India to support the automation of Examination Process. The module helps us to prepare and publish score sheets online so that students and parents can view and download the score sheets anywhere anytime.

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

The University of Calicut cooperated whole-heartedly with the efforts of Kerala Government and UGC to grant autonomous status to our college. Pro Vice Chancellor of Calicut University was one of the members of Autonomy Grant Committee that assessed the eligibility of our college to be erected to the status of Autonomy. Vice Chancellor invited suggestions from the principals of Autonomous Colleges for making necessary amendments in the Statutes of the University and constituted a high power committee to facilitate the process. University nominated its representatives to different Board of Studies and Academic Council of the College. The University of Calicut ratified the syllabi of different programmes submitted by the Academic Council of the College within the stipulated time.

6.11 Activities and support from the Alumni Association

1. Alumni of different departments instituted student support scholarships to deserving students
2. Motivational and career guidance sessions were engaged by successful entrepreneurs and industrialists among alumni..
3. National level management fest, “Xplore.comm” by Dept of Commerce, Brahmanam, a science fest by Dept. of Physics etc. were conducted with the financial support and guidance of the alumni of respective departments.

6.12 Activities and support from the Parent – Teacher Association

1. PTA organised an orientation programme for the newly admitted UG students and their parents on 22nd July 2014. The programme was officially inaugurated by Rev. Fr. Joseph Paikada CMI (Manager, Devagiri Institutions). It was followed by a felicitation talk of Dr. Nirmal Joy (Winner, Civil Services Examination 2014).
2. Orientation programme for newly admitted PG students was conducted on 18th September 2014. In this programme the orientation talk was delivered by Dr. Hafiz Mohammad (Retired Professor – Farook College, Calicut).
3. Once in a month, the PTA Executive meet and discuss various issues of curricular and non curricular matters. Various projects for the well being of students are proposed.
4. Class-wise PTA meetings are conducted in all semesters for all degree classes.
5. PTA spent Rs. 2,59,416 for the development and maintenance of infrastructure facilities of the college.
6. PTA allocated an amount of Rs.5,74,250 to provide salary to the supporting staff.

7. Encouraged students by giving cash awards and proficiency prizes to rank holders and students with academic excellence.
8. Provided assistance to fine arts and sports activities.
9. Provided financial assistance to Women's Welfare Cell, Counselling Centre, Public Relations Wing, Internal Examinations, Onam and X'mas celebrations etc.
10. PTA paid an yearly premium of 30,000/- towards Golden Jubilee Insurance that covers the entire students of the College.

6.13 Development programmes for support staff

In order to familiarise the newly hired College automation software modules to the administrative and supporting staff, a training session was conducted to a selected group of support staff by experts from the Software Vendor.

The newly recruited support staffs were provided on-the-job training by senior staff from the College.

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

- College conducted Green Auditing under the initiative of IQAC for the first time during the academic year.
- 10 KV solar power units which caters to the electricity requirements of the newly constructed academic block.
- College NSS units surveyed the campus and dug pits and different places to elevate the water table in and around the campus.
- A portion of the botanical garden was earmarked for medicinal plants.
- Campus plants were labelled scientifically by *Bhhomithrasena*.
- Efforts were made to reduce carbon emission by maintaining campus clean and green. Entry of students' vehicles into the campus is restricted.
- Each class was assigned a specific area in the campus for the beautiful maintenance under *Swachh Campus Programme*.
- A biogas plant was started in the ladies hostel to reduce cooking expenditure and save energy.
- The kitchen of College ladies hostel is equipped with steam cooking facility which reduces the consumption of cooking gas substantially.

Criterion – VII

7. Innovations and Best Practices

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

- Introduction of College Automation Software: The newly installed office automation system of the College has different modules such as admission, attendance, examination, teachers' evaluation, students' portal and Principal's view. These modules extend support to the college administration in all its activities from receiving online application for admission to publication of results and issue of transfer certificate. This has enhanced the efficiency and transparency of the academic and administrative activities. Parents as well as students are better informed of the performance level of the students with the help of Students' Portal.
- Walk with scholar: Our college introduced Walk With a Scholar Programme which is an initiative of the Department of Collegiate Education in St. Josephs College, Devagiri. The students who joined this programme have shown clear signs of improvement in academic matters.
- Student support programme: Our college also introduced the student support programme which aims at improving the standard of the academically weaker students in the Campus.
- Lunch Time Concert: On every Wednesday during Lunch Break, College provides a platform for the talented artists to showcase their talents in front of a crowded audience. The programme has promoted the cultural talents of the students. Students in the campus wholeheartedly accepted this programme since this has helped them to reduce the stress and not to get diverted to unhealthy tendencies.
- *Swachh Campus Programme*: Each Class was assigned a specific area in the campus for maintenance and cleaning. This has created a sense of belonging in the hearts of students to the institution.
- YouTube sessions for Students: A few departments effectively make use of video sharing websites for giving students access to online lectures by eminent professors and scholars of leading institutions off the regular class hours. This has augmented the depth of knowledge of students in their subjects.
- Monthly publication of attendance: College publish the attendance details on a monthly basis on the notice board of each department. The incidence of attendance shortage has declined as a result of this practice.

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

- Admission to UG and PG programmes completed as per schedule
- Different Statutory Bodies were constituted and their meetings were held.
- Induction of freshers was organised to the appreciation of students and parents.
- P G curriculum designed for the first autonomous batch.
- College automation software was introduced
- Green Audit of the campus was conducted
- Three new UG and one PG programmes were started.
- Initiated the preparation of the Self Study Report for the Accreditation cycle-3

7.3 Give two Best Practices of the institution (Annexure ii)

- i. Lunch Time Concert
- ii. Blood Donors' Forum

7.4 Contribution to environmental awareness / protection

- NSS organised a Plastic Free Campus initiative as part of *Swach Bharath Abhiyan*
- A green audit of the campus was carried out.
- In association with the World Environment Day NCC cadets planted saplings, removed plastic and other garbage from the campus.
- In connection with the observation of the Ozone day, NCC organized a rally of cadets, holding sapling in their hands. They also exhibited posters on the theme of being Eco-friendly.

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

8. Plans of institution for next year

- Autonomous UG batch
- Completion of Building under construction
- Begin the construction of Indoor & Outdoor Stadium
- Revise the syllabus for PG

- Apply for third cycle of NAAC Accreditation
- Upgrade Physics Department as a Research Centre
- Launch a massive initiative for converting the college to a Green Campus.
- Full-fledged Campus Automation
- Publication of International Science Journal
- Extension of Hostel facilities for Boys

Dr. M.K. Baby

Coordinator, IQAC



Signature

Dr. Sibichen M Thomas

Principal, Chairperson, IQAC



Signature

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