Yearly Status Report - 2015-2016

Part A	
Data of the Institution	
1. Name of the Institution	**CO-OPERATIVE ARTS AND SCIENCE COLLEGE, MADAYI**
Name of the head of the Institution	**Dr. P. Musafer Ahammed**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04972870550**
Mobile no.	**9447780364**
Registered Email	**cascolg@gmail.com**
Alternate Email	**musafer364@gmail.com**
Address	**Co-operative Arts and Science College**
City/Town	**Madayi, Payangadi**
State/UT	**Kerala**
Pincode	**670358**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**V.N Mahamood**
Phone no/Alternate Phone no.	**04972870550**
Mobile no.	**9895209754**
Registered Email	**cascolg@gmail.com**
Alternate Email	**bismivnmahamood@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://cascollege.ac.in/iqac/ssr

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://cascollege.ac.in/academics/academic-calender

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.36**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**18-Jul-2012**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Feedback from various stakeholders collected	**24-Feb-2016** **1**	**235**

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2016 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	
10. Number of IQAC meetings held during the year :	**7**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Inauguration of New Block, Arranged class on Service matters for Teachers and Nonteaching staff, Honoring of Rank holders, Published CASC Bullatin

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Construction of New block	Inaugurated New Block
Decided to organise Service Class	Organised class on Service matters
Organising National Seminar	Organised National Seminar on Marunna Malayalam in association with Department of Malayalam
Management Fest	IQAC organised two day Management fest in association with Dept. of Commerce

	and Management Studies
Construction of Sports ground and outdoor Pavilion	Started the Construction of Sports ground and outdoor Pavilion

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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	21-Nov-2016

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Partial

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Co-operative Arts and Science College is working by strictly adhere to the rules and guidelines of Kannur University for the planning and implementation of our curriculum aspects. Our faculties were actively involved in the designing of curriculum. We were actively participated in the curriculum designing workshops conducted by the university. New syllabus was introduced for both UG and PG during the academic year 2014-15 by the university. We took all the initiatives to implement the new curriculum. Our faculties made earnest effort to imparting the knowledge They aid in the designing and detailing the programs and courses offered by the university and partake in syllabus reforms and restructuring. Our college ensures an effective imparting of the curriculum provided by the university. These teachers aid in the setting up of course and programme objectives, selecting suitable learning materials and effective techniques for its implementation, upholding the vision and mission of the university as well as the institutions. The institution attempts to equip our students in the newer realms of academic developments and the new thrust areas arising through its curriculum. Keeping in mind the need for continuous up dation in today's dynamic society, the college attempts to incorporate the technological advancements thereby equipping and enabling the students to cope and perform well in the current society. Our college ensures effective implementation and delivery of the syllabus and curriculum structured by the university At the very onset of an academic year a common orientation programme

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
nil	nil	05/06/2015	0	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	nil	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	nil	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	English	26
BA	Malayalam	25
BA	History	31
BSc	Mathematics	22
MCom	Finance	14
MA	History	13

BCom	Commerce	25

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Our institution is imparting curricular values and ideas, adhering to the university objectives and outcomes along with the institutions vision and mission by spreading the light of knowledge and diffusing the light of wisdom. Our institution is situating in a rural area with all the blessings of natural scenic beauty. The institution from its inception made remarkable strides and progress catering to the academic aspirations of the less privileged and marginalized people of this rural locality who were kept apart from receiving quality higher education opportunities mainly due to the remoteness of its geographical features. The academic community of the college along with the respective stake holders: parents, alumni's students, teachers and management are striving for the fulfilment of our motto Lead Kindly Light, of uplifting the socially, economically and educationally backward community of the area. To aid us in this process the institution conducts structured annual feedback from all its stakeholders (parents, alumni, students, teachers and management), which is then subjected to scrutiny and analysis by the head of the institution(Principal) and the management committee who then makes the necessary reforms in the mode of implementation of policies and redress the grievances brought forth(including infrastructural grievances), The institution has always been democratic and inclusive in receiving creative suggestions and constructive criticism. Every stake holder at our institution has a say in how the system functions: in pointing out its benefits and draw backs and for seeking out plausible solutions. These ideas are then discussed at the managemental level and necessary measures are made to enhance the benefits and redress the grievances. Each and all students of the institution are provided the opportunity to express their opinions to the teachers and their mode of teaching- learning interaction. Student feedback which is conducted annually by means of our structured student feedback form enquiring about various aspects of teaching learning and their suggestions on improving the academic environment without disclosing their identity. Parent-Teacher meeting is convening on regular basis and feedback were collected accordingly. The parents of our students always keep in touch about their children's academic and other performances. So their opinion and the ideas about the institution formulated from the feedback of their children holds much weight and their feedback has immense value in ensuring the bettering of the college, as they are an essential part an active stake holder in our system. Feedback forms are distributed and collected -here the parents can fill the details, raise issues which seek to be addressed.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Malayalam	34	240	34
BA	History	43	210	43
BA	English	34	350	34
BCom	Commerce	35	680	35
BSc	Mathematics	27	180	27
MA	History	15	110	15
MCom	Finance	15	310	15
BBA	BBA	40	450	40
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	178	57	19	0	15

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
34	0	5	3	3	0
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College is having an effective Mentoring System. Mentoring as a system helps and enables the students to bond and connect closely with their teacher and the institution. Mentors are assigned to monitor and guide students all periods throughout the graduation period. Every class of students has a Mentor, who is responsible in looking after the welfare of that batch. A mentor is delegated with the duties of interacting with the group so as to hear, analyze and solve the problems of the students relating to both personal and academic matters. Mentors of the College are responsive, accessible, openminded, student oriented and meant to the development of mentees. A teacher has been selected as a mentor for every class and he will look after the students under him for that year. Mentor Records provide valuable data on mentees' academic achievements, cocurricular and extracurricular activities in which the mentees participated, their parents' and siblings academic and financial background etc. Each Mentor monitors the academic as well as cocurricular performance of mentees. The Mentor maintains constant interaction with the parents of their mentees. Mentoring system enhances the students' confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels. A mentor is delegated with the duties of interacting with the group so as to hear, analyze and solve the problems of the students relating to both personal and academic matters. A Mentor should identify the innate talent of the students and prepare them for curricular and extracurricular activities as well. Tutorial system is introduced in the institution which supports the mentoring system as well. Tutor should keep the

records such as Bio-data, Progress reports of the students, achievements and awards won etc. This system motivates the students towards their study and other activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
235	34	1:7

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
34	29	5	0	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Dr. Pramida K	Assistant Professor	SBT award for Hindi Sahitya Academy
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Malayalam (MAL)6th	6th	07/04/2016	15/06/2016
BA	History (HIS)	6th	07/04/2016	15/06/2016
BA	English (ENG)	6th	07/04/2016	15/06/2016
BCom	Co-operation (COM)	6th	07/04/2016	15/06/2016
BSc	Mathematics (MAT)	6th	07/04/2016	14/06/2016
MCom	Finance (PCOM)	4th	18/05/2016	25/11/2016
MA	History(HIS)	4th	18/05/2016	25/11/2016
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution adopts a well-planned and efficient Continuous Internal Evaluation (CIE) System to assess each and every aspect of a student's development on a continuous basis throughout the year. College is effectively implemented continuous evaluation system strictly following the Kannur university guidelines. Internal examination, attendance, Seminar/ assignment to students becomes part of internal evaluation system. Every year for the new

students of first year degree and PG orientation programme is conducting and the students are made aware of the evaluation process in the college. Students with their parents are interacting with the Head of the institution and faculties of their respective departments. An internal examination system is followed in the college with regard to class tests and the test is conducted as per the academic calendar of the institution which is prepared according to the norms of the University. The examination system is monitoring by an Internal Examination Committee constituted in the college for this regard. The question papers for the Continuous Internal Evaluation (CIE) are set by the concerned subject faculty. Introduction of termly examination in every class was an innovative method taken up by the Institution to assess the performance of the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Before starting of every academic year, the university publishes the academic calendar detailing the schedule of its various activities such as date of admission, examinations, various holidays etc. through its website. Based on the academic calendar of the University, the College and the concerned departments plan and schedule various activities. The Internal Examination Committee with prior approval of the staff Council decides the date of conduct of the internal examination and presents the same in the Staff Meeting for final approval. The plan of internal examination is already entered in the college academic calendar, which are included in the college handbook, it enables the students to prepare for the exams well in advance and it also provides transparency. The date of submission of question papers for the internal exam is fixed by the departments concerned and prepared in advance. The examination monitoring committee of the College prepares the timetable, assigns invigilation duty and arranges class rooms with necessary stationary for the conduct of exams. Class wise PTAs (Parents Teachers Association) meetings are conducted within two weeks after the issuance of the answer scripts. Parents are requested to come well in advance on the scheduled day of PTSs, so as to interact with all the teachers. Based on the assessment of termly tests, a list of students for remedial teaching was prepared. This practice helps to the struggling learners to update their subject knowledge and helps them to catch up with their peers. activities. The Staff Council decides the date of conduct of the internal examination and presents the same in the Staff Meeting for final approval. The date of class test is already announced in the college academic calendar, which are included in the college handbook, it enables the students to prepare for the exams well in advance and it also provides transparency. The date of submission of question papers for the internal exam is fixed by the departments concerned and prepared in advance. The examination monitoring committee of the College prepares the timetable, assigns invigilation duty and arranges class rooms with necessary stationary for the conduct of exams.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://cascollege.ac.in/crm/public/uploads/iqar_report_image/RwRIuKfWr57yOeZUXixZ4f0B8Vf3uL.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

			examination		
HIS	BA	History	36	31	86.11
ENG	BA	English	24	22	91.67
MAL	BA	Malayalam	26	22	84.61
COM	BCom	Co-operation	31	26	83.87
MAT	BSc	Mathematics	22	19	86.36
PHIS	MA	History	12	11	91.66
PCOM	MCom	Finance	12	11	91.66

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[NA](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Marunna Malayalam-Charithram, Abhirichi and Samskaram	Malayalam	18/01/2015

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	Nill	nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	03/11/2015

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Malayalam	2	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Malayalam	4
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	NA	NA	2015	0	0	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nill	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nill	0	7	3	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Observance of World Environment day	NSS	2	54
Exhibition on	NSS	2	86

Contribution of Dr. APJ Abdul Kalam to Society			
Cancer Detection Training Camp	NSS in Collaboration with Madayi Grama Panchayath	2	76
Eye Camp	NSS in collaboration with Al Salama Eye Hospital	2	38
Youth Day Celebration	NSS and Red Ribbon Club	2	92
Blood Donation and detection camp	NSS and Kannur Govt. Hospital Blood bank	2	18
International Yoga Day	NSS	2	38
Medical Camp to detect Kidney Diseases	NSS	2	18
Run to fight Life diseases	NCC	1	105
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
0	0	0	0	0
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/	Duration From	Duration To	Participant

		industry /research lab with contact details			
0	0	0	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nill	0	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
11000000	11000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Campus Area	Newly Added
Seminar Halls	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
e-learning solutions	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	941	19672	0	0	941	19672
Reference Books	430	659	0	0	430	659
e-Books	0	0	0	0	0	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0

CD & Video	0	0	0	0	0	0
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	0	0	0	0	0	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	30	12	30	0	1	1	6	5	0
Added	0	0	0	0	0	0	0	0	0
Total	30	12	30	0	1	1	6	5	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

5 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
85	85	85	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

        The institution is run with sufficient physical facilities such as,
    Classrooms, Library, Computer lab etc. which are made available for the

students. The college is well equipped with high quality infrastructure, which include a central library, canteen, computer lab, and well-maintained class rooms. The staff council, IQAC and governing council discuss issues pertaining to infrastructure facilities and take necessary measures Aids from central and state. governments, the UGC, Management and Parent Teachers associations are utilised to acquire and maintain the facilities. The classrooms boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the nongovernmental organizations for conducting the exams like scholarships etc. if not in use for the said period. A decentralised process with the manager as the head and the principal as the nodal point is adopted. Colleges always strive to maintain the infrastructure and to add more to the existing. The annual maintenance is done to the computers and printers too. Every year college puts utmost importance to buy new equipment for labs and for physical education departments utilising different funds available. Laptops and projectors are utilised optimally for academic purpose and enrichment. The principal conducts checks on the facilities, ensuring that they function properly. Repairs are undertaken when necessary. The non-teaching staff assists in proper maintenance of the system.

https://cascollege.ac.in/crm/public/uploads/iqar_report_image/OvZZEo8ONIzlRf2oUwVEuOqKcEQL3u.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	6	2000
Financial Support from Other Sources			
a) National	e- grants and other Scholarships	245	970000
b)International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Spoken English Class	18/11/2015	48	Dept. of English
Student Support Programme	03/08/2015	30	Kerala State Higher Education Council
Walk With Scholar	08/09/2015	30	Kerala State Higher Education Council
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

| 2015 | Career guidance and Counselling | 0 | 0 | 0 | 0 |

competitive examination	career counseling activities	the comp. exam	

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
ICICI	25	4	NA	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2015	2	co-operative Arts and Science College, Madayi	Commerce	Sree Narayana cOllege, Kannur	Mcom
2015	4	co-operative Arts and Science College, Madayi	Commerce	co-operative Arts and Science College, Madayi	Mcom
2015	2	co-operative Arts and Science College, Madayi	Malayalam	PK Rajan Memmorial Campus, Nileswar	MA
2015	5	co-operative Arts and Science College, Madayi	Malayalam	Kannur University Neleswaram Campus	MA

2015	5	co-operative Arts and Science College, Madayi	English	Govt. Brennen College, Thalassery	MA
2015	4	co-operative Arts and Science College, Madayi	History	co-operative Arts and Science College, Madayi	MA
2015	3	co-operative Arts and Science College, Madayi	Mathematics	Payyanur College	MSc

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kho-Kho Men Championship	Intercollegiate	140
Kho-Kho Women Championship	Inter Collegiate	120
Soft ball men	Inter collegiate	224
Annual Athletic meet	College level	650
Football/ Men	College level	120
Cricket/Men	College level	90
Chess / boys girls	College level	35

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2015	Nill	Nill	Nill	Nill	Nill	Nill

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are highly involved in the day to day running of the college. Student leaders are elected in the democratic way giving priority to gender justice. College conducts students union election every year in the parliamentary mode. Election is conducted for selecting three types of Student functionaries. This three-tier structure helps decentralized administration. At the top level, Student council representatives are elected for major posts, responsible for the entire Institution. Then Representatives are elected for each of the programmes, and finally at grass root level, class representatives are elected. Student council included 8 major posts (Chairman, Vice chairman (reserved for girls), General secretary, Joint secretary, University Union Councillor, Fine Arts secretary, Student magazine editor and sports captain. A second elected group include Association secretaries for each subject. There are 6 such secretaries since college have courses in 6 subjects. Finally Class representatives for in all classes are elected. All the arts, cultural and sports activities are organized by student leaders with the assistance of concerned teachers. students contribute at the University level and state level competitions The college Union council under the chairman is responsible for organizing activities for that year. Regular Union meetings are organized for planning and execution of programmes under the supervision of a teacher representative known as Union Advisor. Finance for activities is provided from sources like fee collected such as college Union fee, magazine fee, sports fee etc. PTA is another major provider. Management also provide finance as and when situation demands. All accounts were audited at various levels – government audit and Institutional audit. Other than these elected representatives, students are nominated in the various academic and administrative bodies. In the administrative bodies such as College level Planning Board, IQAC, Library committee, Consultative Committee and Girls Welfare Committee students' representatives were included. Student Representatives are also involved in the remedial coaching classes provided to weaker students. In each class bright students were nominated and entrusted the duty of assisting academically weaker students in various subjects. In order to promote co-curricular activities, students were nominated as coordinators into the administrative body of NSS, and NCC. Student representatives are nominated into various clubs and forums of college like ED Club, Bhoomithra Sena , History Forum and Tourism club. Thus college provides sufficient exposure to students in the academic and administrative bodies function in the college. Union Adviser plays the key function of coordinating student activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

20000

5.4.4 – Meetings/activities organized by Alumni Association :

5

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500

words)

The institution follows a decentralised and participative management. The institution is managed by Payyanur Co-operative Education Society. The Governing Body is chaired by Sri. M.K Rajan, the president. He is very actively involved in setting the direction of the Institution. The governing body looks after and oversee the functioning of the college. At the institution level the staff council functions as the best example of participative management. The staff council includes representatives from all the departments and representatives of administrative staff. All the major decisions pertaining to the day-to-day functioning of the college are decided by the staff council. Any matter that requires a policy at the management level is forwarded to the Governing Body. Frequent meetings of staff also play a very significant role in the participative functioning. All the teachers participate in staff meetings and express the suggestions on various matters come up for the decisions. The presence of active committees is living examples of participative management. The staff who are members of committees have the freedom to make decisions related their functioning. The functioning of clubs is also managed by a team of staff along with student representatives. In deciding up on the various quality enhancement strategies, the IQAC has a very crucial role. The student's council is another example of participative management. The students council, under the guidance of a faculty in charge plan various activities for students. Various celebrations and competitions are designed by the student representatives and effectively carryout with the involvement of other students. Quality maintenance is achieved through participative management. The IQAC and Staff Council decide up on the various quality enhancement strategies. This is one of the best examples of decentralization and participative management. For the successive implementation of various programmes, different committees are formed for dissemination of responsibilities including faculty members and administrative staff. The Organizing Committee and the Principal entrusted responsibilities to the committees and from time to time reviews are conducted. The teaching and nonteaching staff was taken into consideration as per their interest, capacity, and experience at the time of decision making. Necessary changes were made in the strategy of deployment of activities by the Principal wherever necessary to make the activities more fruitful. Thus, through the formation of various committees and through the dissemination of responsibilities at all levels individual employee's contribution is ensured in the overall success of the functioning of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	All teachers prepare the semester plan before commencing each semester and they are meticulously carrying out. It is mandatory that each department must develop teaching plan for all subjects of curriculum. Time schedule for completion of curriculum is decided in the teaching plan.it also includes the schedule for internal examinations during the year, The orientation programme conducted for the first semester students, familiarizes them

	with the curriculum, Credit Semester System and facilities in the college. The Academic Monitoring Cell and department heads are entrusted with the duty of effective implementation of teaching plan.
Teaching and Learning	At the beginning of each academic year, the staff Council prepares an academic Calendar adhering to the calender prepared by the university for that year. Which contain the details of the teaching- learning activities proposed to conduct during the year.The dates of important programmes and events which are planned for academic year concerned are given in the hand book. The Calender committee look after the work relating to the preparation of academic calender. On the basis of academic year, every teacher prepares a teaching plan for the subjects he/she teaches. Teaching plan includes mode of teaching, time bound division of curriculum, provisions for class tests, assignments and seminars. The teaching plan is discussed in the departmental staff meetings and compatibility is ensured.
Examination and Evaluation	The institution prepared stipulated procedures in connection with continuous evaluation with two examinations, assignments, seminar presentations or viva and attendance in accordance with University guidelines. The terminal examination with three hours. As a part of examination, Kannur University has introduced various evaluation reforms to make the system more efficient and effective. One of the initiatives was introduction of grading system pattern in the yearly examination. On the basis of effectiveness, the University has introduced Choice Based Credit Semester System. The innovative practice made the evaluation more accurate.
Research and Development	A Research Committee headed by the Principal functions in the College. The Committee helps and encourages the faculty members to undertake research projects.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has recognized the importance of ICT based learning and has built classrooms which have computers, LCD projectors internet facilities. The teachers are encouraged

	to prepare Power Point Presentations, pictures and videos related to their subject and show them to their students using the facilities available in smart class rooms.
Human Resource Management	The governing body of our College selects efficient and competent teachers by advertising the vacant posts in four national dailies. The applications are submitted and qualified candidates are asked to apply for an interview before the Staff Selection board comprising Government nominees, subject expert nominated by Vice- Chancellor, Principal and the representatives from the management. All teaching and non-teaching faculties are selected according to the merit and performance basis. Qualified teachers of our institution attend refresher/ orientation courses, National/ International seminars, symposium/ refresher courses and are encouraged to present paper so as to equip them to meet the changing requirements of curriculum. The management organizes academic retreats, seminars by eminent resource persons and timely goal setting programmes to inspire the teachers to update their academic proficiency.
Industry Interaction / Collaboration	Interaction with industry is promoted among students through their project work. During the study tours, which is a compulsory part of the academic programme, industry visits are organized and students are getting opportunity to industry interaction

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	Administration through SPARK software
Student Admission and Support	The University has provided a single window system for admission to UG and PG courses. It is an online platform and students can apply for courses of their choice from the comfort of their home. Fees can also be paid online. They have to approach the college only when the seats are allotted
Planning and Development	Partial
Finance and Accounts	Partial

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee

of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2015	nil	nil	nil	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	Nil	NA	Nill	Nill	0	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	0	02/12/2015	22/12/2015	00
Refresher Course	3	02/12/2015	22/12/2015	22

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	8	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Maternity Leave, Paternity leave, canteen, Gymnasium	Maternity Leave, Paternity Leave, Canteen, Gymnasium	Student Store, Girls room, canteen

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

CAS college, Madayi conduct financial audits regularly. Various government agencies like Account General's office and Office of the Deputy Director of Collegiate Education Kozhikode periodically conduct audits of the funds received from various government sources such as UGC and state government. The financial details of PTA are regularly audited by the external auditors. The auditors appointed by the management regularly conduct audit of the funds sanctioned by the management. The accounts of clubs and committees are

subjected to internal auditing. All these regular audits result in a transparent utilisation of funds received by the institution from various sources.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NIL

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6.4.3 – Total corpus fund generated

200000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	Yes	DD Office	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Financial aid to needy students 2. Maintenance of gadgets and other instruments 3. Honoring of Rank holders with cash price

6.5.3 – Development programmes for support staff (at least three)

1. Arranged class on service matters 2. Training on file management 3. Rotation of jobs

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Improvement of Toilet facilities 2. Student Store 3. Extension of canteen

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	Academic Planning	25/06/2014	25/06/2015	25/06/2015	34
2016	Academic and administrative audit	22/03/2016	22/03/2016	22/03/2016	38
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)				
Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nill	Nill	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
60

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Scribes for examination	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	10/12/2015	365	Veettaka vayana	Nil	89
2016	1	1	05/01/2016	120	Survey on Small Scale industries	Nil	6
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Khadi Promotion activities	03/11/2015	03/11/2015	150
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Planting sapling, Observance of Environmental Day, Plastic Free Campus Installed Bottle both, Installed Insinator for disposing waste

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Use of Solar Energy as a renewable Energy Source Use of Solar Energy as a source of Renewable Energy. The institution is using Solar energy as an alternative for electric power. About 60 of the power requirement of the institution is met by this source. The main advantage of using it is its multiple usage value. Majority of the power required for office and other administrative work were met from this source. Low electricity bill and diverse application is the most attractive factor of Solar energy. Further, the climate and the domicile of the institution favours towards the most effective use of the system with lower maintenance cost 2. Eco Friendly campus The institution is situated in a place which is blessed with natural scenic beauty. The stake holders are taking utmost care in protecting the eco- friendliness of the campus. An insinuator is setup to dispose the bio- degradable waste. In addition, bottle booth is arranged in the campus for collecting the plastic bottles. We also advocate use of paper or cloth bags. "Bhoomithra sena" is functioning in the campus under the charge of Malayalam department and one faculty is in charge of the same. NSS volunteers and NCC cadets were regularly cleaning the campus and its surroundings

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://cascollege.ac.in/crm/public/uploads/igar_bestpractices_image/TF5JJAvnP7rSDHTM6WVo0mb25DTcGt.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution has been playing a very significant role in transforming the social fabric of the Madayi area. The Vision of the institution is 'Educate to Empower' and this is precisely what the college is doing to the many underprivileged. Madayi and its surrounding hamlets are inhabited by socially and economically back ward communities. Fisher men, unskilled labourers and small farmers represents the major population. Accessing to higher education opportunity is a blessing for such class of people. The college provides the opportunity for many to pursue higher education. Since its inception the college has given opportunities to the children. The college which is situated in a rural area is undoubtedly a boon to many poor students who wish to pursue higher education. Apart from this, the institution organised many programmes having society and industry linkages. During the year, NSS units of the college organised many programmes such as medical camp for awareness of cancer detection, eye camp and blood donation camp in collaboration with nearby hospitals. Further, NCC unit of the college is also arranged many social welfare activities for the surrounding community. Department of Malayalam started a Programme "VEETTAKA VAYANA "for inculcating and promoting reading habits among the inmates of the surrounding area. In addition, during rainy season students of the college provides awareness classes to the nearby colony inmates on infectious diseases

Provide the weblink of the institution
https://cascollege.ac.in/iqac/institutionaldistinctiveness

8.Future Plans of Actions for Next Academic Year

1.Provide more infrastructural facilities 2. Start more Add on and certificate courses 3. Furnishing of girl's room 4. Speed up the construction work of indoor stadium 5. Conduct more Academic-industry linkage activities 6. Conduct seminars and workshops 7. Publish department magazines 8. Promote more Research activities.9. Organise more collaborative activities