SELF STUDY REPORT FOR N A A C ACCREDITATION (CYCLE 1) 2015

SUBMITTED TO NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL BANGALORE

CO-OPERATIVE ARTS & SCIENCE COLLEGE, MADAYI, P. O. PAYANGADI R.S. KANNUR. 670358

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CO-OPERATIVE ARTS & SCIENCE COLLEGE, MADAYI
(Aided by the Govt. of Kerala and Affiliated to Kannur University)
P. O. PAYANGADI R.S. KANNUR. 670358☎0497-2870550, Fax: 0497–2876410
www.madayicollege.com; e-mail:cascolg@gmail.com

Dr. P Musafer Ahamed
Principal

Preface

Co-operative Arts & Science College, established in the year 1982 began with the noble objective of promoting higher education in the rural backward area of Madayi Panchayath, Kannur district.

The uniqueness of the College is that it is the only aided affiliated Arts & Science College under co-operative sector in Kerala. The UGC has recognized the College under 2(f) and 12(B) of the UGC Act 1956 on 01-06-1996. At present the College has 6 Under Graduate and 2 Post Graduate Programmes. It has student strength of 522 with 27 regular teachers, 8 guest faculty and 9 administrative staff.

With adequate infrastructure facilities, well qualified faculty members and efficient administration, the College provides excellent academic atmosphere to the stakeholders.

The Self Study Report is prepared for submission to the National Assessment and Accreditation Council for its first assessment and accreditation process. I have immense pleasure in presenting this Self Study Report of the College which will give a comprehensive portrayal of the various aspects of the institution.

Payangadi   Dr. P. Musafer Ahamed
28th Jan.2015   Principal

List of Acronyms used.

1. ASAP   Additional Skill Acquisition Program me.
2. B.A   Bachelor of Arts.
3. B.B.A.   Bachelor of Business Administration.
4. B.Com   Bachelor of Commerce.
5. B.Sc   Bachelor of Science.
6. BSNL   Bharat Sanchar Nigam Limited.
7. CASC   Cooperative Arts and Science College.
8. CBCSS   Choice Based Credit and Semester System.
9. C D   Compact Disc.
10. C V   Curriculum Vitae.
11. ICT   Information, Communication, Technology.
12. IQAC   Internal Quality Assurance Cell.
13. LCD   Liquid Crystal Display.
14. M.A.   Master of Arts.
15. M.Com.   Master in Commerce.
16. MSME   Micro Small Medium Entrepreeures
17. NCC   National Cadet Corps.
18. NSS   National Service Scheme.
19. OBC   Other Backward Castes.
20. OHP   Over Head Projector.
21. P.G.   Post Graduate.
22. SC   Scheduled Caste.
23. ST   Scheduled Tribe.
24. UGC   University Grants Commission.
25. U.G.   Under Graduate.

Executive Summary

Co-operative Arts and Science College, Madayi, Payangadi in the Northern district of Kannur was established in the year 1982-83 at Madayi hillock. It had its humble beginning as a parallel college. A few young enterprising men of Payyanur, a town near Payangadi decided to form an educational society and start a parallel college. The effort of these youngsters was well received by the community and the educational society took earnest steps to fulfill all formalities for getting Government aid and affiliation. The scenic hillock of Madayi was chosen and the society procured twenty five acres of land here. The present Member of Parliament of Calicut Shri. M K Raghavan was the founder President of the College. This is a Government-aided College managed by the Payyanur Co-operative Educational Society. It is the only regular aided Arts and Science College, in the whole of Kerala State that comes under the co-operative Sector. The Payyanur Educational Society consists of a Board of nine elected Directors and the President of the Society acts as the Manager of the College. It is a non-credit, non-profit venture that aims in promoting social welfare through education.

The College began as a Junior College with one Humanities Group and one Commerce Group batches for Pre-Degree. It was then affiliated to Calicut University. It was upgraded to a Degree College in the year 1991-92 with the commencement of B.A. Degree Course. In the Year 1996 the College came under the jurisdiction of the newly formed Kannur University. The College currently offers six Degree Courses and two P.G. Courses. It has a total strength of 522 students, 27 full time regular teachers, 10 guest lecturers and 9 office staff.

All the teachers, permanent and temporary have UGC stipulated qualifications and they all attend faculty development programmes to update their skills so that they become efficient in teaching techniques. All departments apart from lecture methods have student centric activities like paper presentations, group discussions, seminars etc. The teachers take efforts to identify the students' talents in academic and extracurricular activities and then mentor them to achieve best results. Transparency is ensured in the admission process and in the internal evaluation in order to ensure equity and justice. Quality and dedication in teaching is an important factor for the reputation of the college. Extension activities are carried out by various Departments through Clubs & Forums apart from NSS, NCC units with all enthusiasm. The college management takes care to provide the infrastructure facilities. As of now the college has 22 classrooms, a computer lab, and a central library. A women's hostel has been constructed by the UGC fund but there are no inmates in the hostel. Every department is provided with a computer and a printer to

administer the official work. Going by the statistics of the results of the last four years - 2011 to 2014, the College has been able to maintain a success percentage of 87%. Every year the college has had rank holders in M A History. In the year 2014, the students of this college have bagged the first and two second ranks in M A History of the Kannur University. In Sports, the college retains a high position among the affiliated colleges of Kannur University. The college also has the singular esteem of conducting a National Seminar on Indigenous Sports and Games. The public interest and attention it got was overwhelming.

The College is situated in a rural area and it serves the backward communities like Harijans, Fishermen etc. Over the last thirty years the College has played a substantial role in transforming the socio-economic milieu of this locality. The College maintains a very conducive atmosphere for academic, intellectual and physical pursuits.

The motto of the College, taken from the Upanishad which when literally translated means 'Let Earthly Virtues flood upon us", has been very rightly adopted. It encapsulates the prime aim of the institution namely that of nurturing responsible, resourceful and respectable citizens with self discipline, self confidence, love of learning and ability to think independently.

STRENGTH

- The sprawling campus measuring about 25 acres of land in the scenic Madayi Hills overlooking the Payangadi River provides a very conducive atmosphere for learning. Being a small college with the student teacher ratio at 1:20 the rapport between the student community and the teachers is commendable. The relationship between the management and the teachers is also very healthy and all issues are resolved through open dialogue.

- The teachers apart from teaching play a very remarkable role in moulding the character of the student community.

- Effective implementation of the Tutorial System provides a suitable platform to impart values and ethics to the students.

- Remedial Teaching is imparted to those in need.

- More than 85% of the college strength consists of girls and empowering these girls through education has contributed immensely to the betterment of the socio-economic milieu.

- NCC, NSS and various other Clubs and forums provide a platform for the holistic growth of the student.

- Excellent achievements in Sports & Games at University/ Dist./ State/ National levels.

- Various projects funded by the UGC have facilitated the procuring of several amenities for the students. These Include a Girls' Hostel, computers, automation of the office, coaching classes for the Competitive Exams held by the Kerala Public Service Commission, scholarships for SC/ST/OBC categories etc.

- The teachers are encouraged to do research programmes, and to take up Major/Minor Projects etc.

- Democracy becomes the watchword of this institution. At the management level and among teachers and students democracy is practiced with utmost care.

WEAKNESS:

- The college is situated in a socially and economically backward area. Most of the students come from low income group families

- The Management in its initial years of setting up the college had to face litigation. The legal dispute regarding the purchase of land lasted for eighteen years. The Honorable High Court of Kerala had ordered to demolish the building. However the college authorities managed to get a Stay Order from the High Court. The Stay Order had strictly prohibited further additions to the existing building. The legal battle went on and in the meantime various new courses were sanctioned. The college which initially had two Pre-Degree Batches came to house six Degree courses and two PG programmes. The result was an obvious shortage of classrooms with adequate space. The legal dispute was settled later. But it has nevertheless proved to be a major setback in the development of the college.

- The infrastructure of the college for the running of six degree courses and two P G Programmes is just the minimum. Lack of spacious classrooms, audiovisual rooms, recreation rooms, toilet facilities for students and teachers, and facilities for the promotion of sports & games has been identified as very important weaknesses by the stakeholders.

- The college which comes under a co-operative Society that is non profit and non credit oriented has little source of mobilizing funds for developmental projects. UGC and the Govt. of Kerala are the fund dispensing agents and these funds often prove to be very meager or insufficient.

- There is a shortage of administrative staff. Owing to the policies of the Kerala Government the strength allowed for this college is very small. Shortage of lab assistants, library assistants and maintenance staff is a serious issue to be addressed

- The overcrowded common course classrooms fail to provide individual attention.

- Lack of digitalized Library and modern versions of computer facilities.

- Lack of transport facilities for students especially physically challenged.

OPPORTUNITIES:

- Land is a vital resource and this being available; the college has the potential to start more courses apart from the regular courses, to make the students economically self reliant.

- The college is situated in a locale that is rich in history, culture and folk lore. Efforts to tap in these potential and preserve the ethnicity of the area may be given serious thought.

- The specific geographical terrain of Madayi with Payangadi River, Arbian sea and Ezhimala can be utilized for the setting up of study centers for Geography, Oceanography, Eco Tourism, heritage studies etc.

- The Ecology of Madayi has always attracted people from all over Kerala. The College can play a pivotal role in preserving the ecology of this place by devising various programmes.

- Self Employment schemes and focus on starting various cottage industries that preserve the environment of this area will prove useful.

CHALLENGES

- The college is governed by the govt. policies and all the changes have to be effected in tune with the govt. orders

- Coming up of several self financing colleges that offer new generation courses is another issue to be addressed

- The in - take of the students with high academic records is comparatively low.

1. Profile of the College

1. Name and Address of the College:

Name:	**Co-operative Arts and Science College Madayi,**	
Address:	**P.O. Payangadi (RS),Kannur**	
City: **Kannur**	**Pin:670 358**	**State: Kerala**
Website:	**www.madayicollege.com**	

2. For Communication:

Designation	Name	Telephone With STD code	Mobile	Fax	Email
Principal	**Dr. P Musafer Ahamed**	**O:0497-2870550 R:0497-2700346**	**9447780364**	**04972876410**	**musafer364 @gmail.com**
VicePrincipal	**Not Applicable**	O: R:	--	--	--
Steering Committee Co-ordinator	**Latha E S**	**O:04972870550 R:04672282554**	**9447090654**	**--**	**lathaes23 @gmail.com**

3. Status of the Institution: **Affiliated College**
Constituent College
Any other(specify)

✔

4. Type of Institution
   a.By Gender

   i.For Men
   ii.For Women
   iii.Co-education

✔

   b. By Shift

   i. Regular
   ii. Day
   iii. Evening

✔

5. Is it a recognized minority institution?

   Yes
   No

✔

If yes specify the minority status (Religious/ linguistic/ any other) and provide documentary evidence.

6. Sources of funding :

Government	
Grant-in-aid	✓
Self-financing	
Any other	

7.   a. Date of establishment of the college: **21-12-1982**

b. University to which the college is affiliated/ or which Governs the college (If it is a constituent college)

Kannur University

c. Details of UGC recognition:

Under Section	Date, Month & Year	Remarks (If any)
i.2(f)	**01-06-1996**	**Nil**
ii.12(B)	**01-06-1996**	**Nil**

   (Enclose the Certificate of recognition u/s 2 (f) and 12(B) of the UGC Act)

d. Details of recognition/approval by statutory/ regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) :   **NOT APPLICABLE**

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes [✓]   No [   ]

If yes, has the College applied for availing the autonomous status?
          Yes [   ]   No [✓]

9. Is the college recognized

    a. by UGC as a College with Potential for Excellence (CPE)?

    Yes   [ ]   No [✔]

    If yes, date of recognition:……**NA…….**

    b. for its performance by any other governmental agency?

[ ]   Yes   [ ]   No   [✔]

    If yes, Name of the agency……**NA**…………and

    Date of recognition:……**NA…………**

10. Location of the campus and area in sq.mts:

Location*	**Rural**
Campusareainsq.mts.	**100,000 sq mts.**
Builtupareainsq.mts.	**2000 sq. mts**.

(*Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or incase the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium / seminar complex with infrastructural facilities
- Sports facilities
- Play ground ✓
- Swimming pool
- Gymnasium
- Hostel
- Boys'hostel
  - i.   Number of hostels
  - ii.   Number of inmates
  - iii.   Facilities (mention available facilities)

- Girls' hostel✓

    i.   Number of hostels: **One**
    ii.   Number of inmates: **NIL**
    iii.   Facilities (mention available facilities)

- Working women's hostel

    i.   Number of inmates

    ii.   Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available—cadre wise)

- Cafeteria ✓

- Health centre–

- First aid, Inpatient, Outpatient, Emergency care facility, Ambulance…….Health centre staff–

    Qualified doctor   Fulltime ☐ Part-time

    Qualified Nurse   Fulltime ☐ Part-time

- Facilities like banking, post office ,book shops

- Transport facilities to cater to the needs of students and staff

- Animal house

- Biological waste disposal✓

- Generator or other facility for management/regulation of electricity and voltage✓

- Solar panel setup with a capacity of 5 kw

- Solid waste management facility

- Water harvesting✓

12. Details of programmes offered by the college (Give data for
current academic year)

Sl No:	Programme level	Name of the Programme	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ Approved strength	No: of Students admitted
1	U G	B.A.(History)	3Years	A Pass in Higher Secondary Examination or its equivalent	English	114	111
2.	UG	B.A.(English)	3Years	-do-	English	84	84
3.	UG	B.A.(Malayalam)	3Years	-do-	Malayalam	84	84
4.	UG	B.Sc Maths	3 Years	-do-	English	78	78
5.	U G	B.Com	3 Years	-do-	English	90	91
6.	UG	B.B.A	3 Years	-do-	English	40	40
7.	P G	M.A. (History)	2Years	A Degree from a recognized university	English	15	15
8.	P G	M.Com (Finance)	2 Years	A Degree in Commerce	English	24	21

13. Does the college offer self-financed Programmes?

Yes [ ]   No [✔]

If yes, how many? [   ]

14. New programmes introduced in the college during the last five
years if any?

Yes	✔	No		Number	**2**

15. List the departments: (respond if applicable only and do not list
facilities like   Library, Physical Education as departments,
unless they are also offering academic degree awarding

programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes Like English, regiona llanguages etc.)

Faculty	Departments	UG	PG	Research
Science	Maths	✓		
Arts	History	✓	✓	
	English	✓		
	Malayalam	✓		
Commerce	Commerce	✓	✓	
	Business Administration	✓		

16. Number of Programmes offered under (Programme means a degree course like BA, BSc ,MA, M.Com…)

   a. annual system

   b. semester system   **8**

   c. trimester system

17. Number of Programmes with

   a. Choice Based Credit System   **8**

   b. Inter / Multi disciplinary Approach

   c. Any other (specify and provide details)

18. Does the college offer UG and / or PG programmes in Teacher Education?

Yes ☐   No ☑

If yes,
a. Year of Introduction of the programme (s)   **NA**

and number of batches that completed the programme ☐

b. NCTE recognition details (if applicable)   **NA**
   Notification No.:……………………………………
   Date: ……………………………(dd/mm/yyyy)
   Validity:…………………………

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐   No

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐   No ☑

If yes,

a. Year of Introduction of the programme(s)…**NA**

and number of batches that completed the programme ☐

b. NCTE recognition details (if applicable)
   Notification No.:…………Date: …………
   Validity:……………………

c. Is the institution opting for assessment and accreditation of Physical Education Programme separately

☐   Yes ☐   No ☑

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government *Recruited*	--	--	**4**	**6**	**4**	**13**	**8**	**1**	---	---
Yet to recruit	--	--	--	--	--	--	--	--	--	--
Sanctioned by the Management/ society or other authorized bodies *Recruited*	--	--	--	--	--	--	--	--	--	--
Yet to recruit	--	--	--	--	--	--	--	--	--	--

*M-Male*F-Female

21. Qualifications of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	--	--	--	--	--	--	--
Ph.D.	--	--	**3**	**--**	**1**	**2**	**6**
M.Phil.	--	--	**--**	**5**	**3**	**--**	**8**
PG	--	--	**1**	**1**	**--**	**11**	**13**
Temporary teachers							
Ph.D.	--	--	--	--	--	--	--
M.Phil.	--	--	--	--	--	--	--
PG	--	--	--	--	--	--	--
Part-time teachers							
Ph.D.	--	--	--	--	--	--	--
M. Phil.	--	--	--	--	--	--	--
PG	--	--	--	--	--	--	--

22. Number of Visiting Faculty / Guest Faculty engaged with the College

8

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	10	17	09	21	06	26	18	23
ST	-	-	-	-	01	-	-	01
OBC	33	80	28	102	29	96	34	116
General	08	11	04	12	5	16	04	22
Others(PH)	03	-	01	02	04	01	0 2	0 2

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same State where the college is located	471	51	--	--	522
Students from other states of India	--	--	--	--	--
NRI students	--	--	--	--	--
Foreign students	--	--	--	--	--
Total	471	51	--	--	--

25. Drop out rate in UG and PG (average of the last two batches)

UG	7%

PG	2%

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component   Rs. 45988.00

(b) excluding the salary component   Rs.3779.00

27.Does the college offer any programmes in distance education mode (DEP)?

Yes ☐   No ☑

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes ☐   No ☑

b) Name of the University which has granted such registration.

N A

c) Number of programmes offered   **N A**

d) Programmes carry the recognition of the Distance Education Council.

Yes ☐   No ☑

28. Provide Teacher-student ratio for each of the programme / course offered

B.A. History	1:**14**
B.A English	**1:20**
B.A Malayalam	**1:20**
B Sc Maths	**1: 20**
B.Com	**1:20**
B.B.A	**1:20**
M A History	**1:4**
M Com	**1: 6**

29. Is the college applying for

Accreditation: Cycle 1 ☑   Cycle 2 ☐

Cycle 3 ☐   Cycle 4 ☐

Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refer store- accreditation)

30. Date of accreditation *(applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only) **NOT APPLICABLE**

Kindly enclose copy of accreditation certificate(s) and peer team report(s) a san annexure.

31. Number of working days during the last academic year.

210

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

165

33. Date of establishment of Internal Quality Assurance Cell (IQAC) **18-07-2012**.

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.   **NIL**

35. Any other relevant data (not covered above) the college would like to include.(Do not include explanatory / descriptive information)

CRITERION I

CURRICULAR ASPECTS

CRITERION I : CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

VISION	:	Educate to empower
MISSION	:	To enable students to rise up the social ladder.
		To create a healthy and creative outlook
		To encourage cordiality and creativity.
		To inculcate the spirit of social service.
		To empower economically

OBJECTIVES

- The chief concern and objective of the college is to work for the all round development of the students enabling them to realize newer energy resources within them

The vision, mission and objectives are clearly transmitted to the stakeholders by way of the College handbook, college web site and through meetings

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

Effective implementation of the curriculum designed by the Kannur University is carried out by strategic methods. The core departments have their periodic meetings where, the curriculum is discussed and the work load and the semester plan is drawn out.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and / or institution) for effectively translating the curriculum and improving teaching practices?

The Kannur University organizes workshops for orienting the teachers regarding the curricula. The college also encourages teachers to participate in such workshops and discussions.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The college has a total of twelve teachers serving on various Boards of Studies of the Kannur University. The members actively participate in the designing and revision of the curriculum

1.1.5 How does the institution network and inter act with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

The teachers serving on the various boards of studies see that the curriculum and its delivery is in tune with the current societal needs. Feedbacks from students, parents, peer group members are all collectively taken into consideration and conveyed to the University. Special care is also taken to see that the courses and its respective curriculum meet with the market needs and employability of the student community.

1.1.6 What are the contributions of the institution and /or its staff members to the development of the curriculum by the University? (number of staff members / departments represented on the Board of Studies, student feedback, teacher feedback, and stakeholder feedback provided, specific suggestions etc.

The teachers who serve on the various Boards of Studies actively participate in all Board of Studies meetings. Three faculty members of History department, three from English, three from Malayalam one from Commerce, one from Arabic and one from Hindi departments are Board of Studies Members. The Chairman of the Commerce Board of Studies is the Principal of the College. The Chairman of the Arabic Board of Studies is also from this College. The feedback from all the stakeholders is well taken into account and communicated to the University.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

No

1.1.8 How does institution analyze / ensure that the stated objectives of curriculum are achieved in the course of implementation?

In order to analyze and ensure that the stated objectives of curriculum are achieved, the institution as per the University stipulations, conducts internal tests & viva-voce. Regular assignments and seminar presentations form a part of the continues evaluation.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate /diploma/ skill development courses etc., offered by the institution.

Not applicable

1.2.2 Does the institution offer programmes that facilitate twinning / dual degree? If 'yes', give details.

Not applicable

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how I has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

AVAILABLE PROGRAMMES OF STUDY IN THE COLLEGE

Sl. No	Programme	Common Course	Core Course	Complementary/ ElectiveCourse
1	B.Sc Maths	English,Additional Language	Maths	Statistics, Computer Science
2	B.Com	Do	Commerce	Business statistics, Quantitative Techniques, Business Regulatory Frame Work, Corporate Law & Business Regulations, Basics Research Methodology
3	B A History	Do	History	Economics, Sociology
4	B A English	Do	Eng;lish	Social & Cultural History of Great Britain, Sociology
5	B A Malayalam	Do	Malayalam	Journalism, Kerala History
6	BBA	Do	Management Studies	Business statistics, Business Economics, Quantitative Techniques for Business Decision, Legal Aspects of Business, Business Research Methodology
7	M A History	------	History	History of South India up to 6th Century AD, Caste & Social Stratification in Medieval India, Diplomatic History of Modern India
8	M.Com	--------	Commerce	Finance

The students are given an opportunity to choose from the available Programmes. However the admission is on the basis of merit cum reservation norms. All the Degree and Post Graduate Programmes come under the semester pattern. The Core options and Elective options and Open courses render an academic flexibility to the students. The Provision of zero semesters provides the student with the option to go for a break. He/she can repeat the

semester at a later stage by doing the necessary course work like assignments, fulfilling attendance etc.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

No

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

No

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses / combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

No. However students are guided to enroll in the Distance Mode of Education, if at all they are compelled to quit or discontinue the regular course at the institution.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated

The course content is made attractive and useful by active discussions and debates. ICT is made use of in the classes for effective learning experience. Communication skills and Life skills are imparted to the students. Critical and free thinking is encouraged. All most all Programmes have career related modules and these are given special focus.

1.3.2What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

The institution gives special focus on imparting basic skills in the use of computers and thereby develops a positive approach among students to the new technologies found in the global scenario. The choice of the electives and

open courses are done to enhance the employment opportunities of the students.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

- Invited talks by various eminent personalities on contemporary issues is carried out.
- Forums like the Boomitra Sena, Nature Club and Women's Cell conduct talks and awareness programmes.
- The Dept. of English conducted a National Seminar on Transgender:Myth and Reality. The seminar focused on gender related issues.
- Legal Awareness classes, Campaign against Dowry, Drug Addictions Human Rights etc are conducted by the NSS and NCC units.
- Regular observances of Women's Day, World Environment day are made by the students.
- Importance of ICT and acquiring skills in handling smart class rooms has been well realized by the IQAC and accordingly a work shop was conducted

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- **Moral and ethical values :** moral & ethical values are inculcated through the active participation of students in the NSS and NCC programmes
- **Employable and life skills :** Various clubs and forums that function in the college arrange for programmes and activities that will help the student acquire life skill and employability. The contributions of the Entrepreneurial Development Club, Media Club and the English Club are worth mentioning
- **Better career options:** A Career and Placement Cell is functioning in the college which arranges for workshop for the final year students, where various options that are available to them after they complete their graduation is arranged. The cell also facilitates the campus recruitments. This academic year five of our students got placements as clerk-cum- cashier in several banks through campus selection
- **Community orientation:** The College has Two NSS units and NCC- Boys &Girls wings. These units orient the students for community services. It also regularly organizes different social

activities in order to sensitize the students about the challenges of the society

1.3.5 Citing a few examples enumerate on the extent of use of the feed back from stakeholders in enriching the curriculum?

The feedback from the stake holders are all taken into consideration in order to provide a desirable and meaningful delivery of the curriculum. Regular PTA meetings- both General PTA and Departmental PTA discuss and opine about the curriculum and its delivery. Students and teachers through their respective organizations give their feedback and the curriculum is accordingly designed and redesigned.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The enrichment programmes conducted by various forums, clubs and departments are all monitored and evaluated by the IQAC.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The teachers play a very decisive role in the design and development of the curriculum prepared by the University. As many as twelve teachers of this institution serve as members on various Boards of Studies and all of them actively participate in designing the curriculum. Apart from the teachers who serve on various Boards of Studies, all the other teachers also participate in various workshops that are organized from time to time.

1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes / new programmes?

The college collects the opinions from the students through feedback and live interactions at tutorial sessions. The departmental class wise PTAs which are held regularly discuss the Parents' views regarding the curricula. Invited speakers, organizational meetings of teachers and students, University Valuation Camps and workshops serve as feedback mechanisms. The feedback thus received is properly represented before the authorities in the University.

1.4.3 How many new programmes / courses were introduced by the institution during the last four years? What was the rationale for introducing new courses / programmes?)

One Post Graduate Programme M.Com (Finance) and one Under Graduate Programme (B.B.A) were introduced in 2013 and 2014 respectively. The new courses were introduced as a result of the Government policy to sanction one PG Programme and One UG Programme in all aided and Government colleges in Kerala.

CRITERION II

TEACHING – LEARNING

AND

EVALUATION

CRITERION II: TEACHING – LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The College ensures publicity in the admission process as under:

a) Prospectus: The College publishes the prospectus annually which contains detailed information about the courses, including process of admission and the facilities provided by the College. The academic, administrative and financial aspects regarding the admission process is clearly mentioned in the prospectus.

b) Institutional Website: The annual prospectus is uploaded in the college website www.madayicollege.com. Detailed information regarding the admission process (i.e., admission schedule and selected admission merit list) is also uploaded in the website.

c) Others (Institutional Notice Board): Detailed information regarding the admission process is displayed in the college notice board.

The College ensures transparency as follows:

- The College adheres to the scheduled dates for receipt of application and relevant information pertaining to admission as prescribed by the Kannur University.

- The selection of students to the college is done through the college admission committee. Admission sub-committees are formed with faculty members and concerned Heads of the Departments as members. The sub-committees scrutinize the applications received and prepare the selected admission merit lists on the basis of merit cum reservation policy of Government of Kerala and students are admitted according to the selection list. The selection list is duly approved by the Principal of the College.

- The selected admission merit lists are displayed in the notice board as well as in the website of the College before starting the admission.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit,entrancetestandinterview(iv)anyother)tovariousprogrammesoftheInstitution.

Candidates are selected on the basis of the marks they secure in the qualifying examination. Marks obtained at the Higher Secondary Level for UG and marks secured at the Degree level for PG are considered for selection. The list of selected candidates is prepared by the help of computers and is then put up on the notice board in the college and in the website. Admission cards are sent to the selected candidates. At the UG and PG level the number of chance cards sent will be four to five times of the available seats. The Principal of the College and the concerned heads of the departments conduct a personal interview with the selected candidates before the admission. All procedure of admission is executed under the supervision of the Admission Committee which is comprised of teachers in accordance with the University's statutory regulations. The process is executed and completed in the most transparent way within the stipulated time.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Sl No	Programme	YEAR							
		Marks in %							
		2011-12		2012-13		2013-14		2014-15	
		Max	Min	Max	Min	Max	Min	Max	Min
1	B A HIS.	84	61	81	61	84	58	83	54
2	B A ENG.	89	62	88	64	87	64	89	62
3	B A MAL.	81	61	83	64	82	59	83	62
4	BSc. MAT	90	58	89	66	90	67	90	58
5	B.Com	92	66	92	68	91	68	93	66
6	B B A	--	--	--	--	--	--	92	61
7	M A HIS	82	64	83	63	82	63	84	60
8	M Com	--	---	--	--	84	63	85	59

As it is a Government aided college affiliated to the Kannur University, it follows the criterion fixed by the Kannur University for admission at entry level of each of the programmes offered by the college. All under graduate programmes have its minimum percentage fixed at 40% in the qualifying

examination viz. the Higher secondary or its equivalent. For the Post graduate Programmes a minimum of 50% marks in the concerned discipline at the degree level has to be obtained. Admission is purely on the basis of merit cum reservation norms.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes. The admission committee reviews the profiles of the students selected for the admission. The academic records are maintained as well as monitored by the faculty members. Timely changes are introduced in enhancing the admission process. The outcome of such review is that all the seats are filled up and the enrollment of the students in various disciplines is completed within the stipulated time.

2.1.5 Reflecting on the strategies adopted to increase / improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate /reflect the National commitment to diversity and inclusion.

- SC/ST   20%
- OBC   Nil
- Women   Nil
- Differently abled   3%
- Economically weaker sections   Nil
- Minority community   Nil
- Any other- Sports quota   2 Seats in each
                                                Programme.

The college strictly adheres to the Government policy in the admission procedure. Apart from the reservation norms set up by the Government of Kerala, the institution being run by a management has 20% reservation as management quota. The filling up of these seats is purely left to the discretion of the management authorities. In each programme two seats are allocated under the Sports quota for U G and one seat for PG programmes respectively - a provision allowed by the University for candidates who have excellent Sports record.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase/decrease and actions initiated for improvement.

Programmes	Number of applications	Number of students admitted	Demand Ratio
UG			
1 2011-12	2703	145	1: 18
2 2012-13	2581	145	1: 17
3 2013-14	2707	145	1: 18
4 2014-15	3224	185	1: 17
PG			
1 2011-12	96	15	1: 6
2 2012-13	88	15	1 :5
3 2013-14	203	27	1: 8
4 2014-15	259	27	1: 9

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

Differently-abled students are enrolled into various programmes as per the government policies. Apart from this students are given special care by the teachers, students and the non-teaching staff.

2.2.2 Does the institution assess the students 'needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

The students' needs in terms of knowledge and skills are taken into consideration. An orientation is given to the students and the parents just before the commencement of the programme. The Tutorial system helps in

assessing the student soon after the commencement of the programme. The teachers identify the entry level competencies of the students and then advise them on the remedial classes they have to attend in order to keep pace with the college level standards.

2.2.3What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/ Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

Remedial teaching is imparted to those in need. Enrichment programmes like Seminars/Debates, Discussions and workshops are conducted by the various departments and clubs in the College. The Open Courses offer an opportunity for the student to have access to subjects of his choice in the final year of the Degree Programme. The Kerala State Higher Education Council has introduced the ASAP (Additional Skill Acquisition Program) where the final year students are selected through a test and an interview and are trained in communication skill, computer skills etc. They are later posted as ASAP Trainers for students in the Higher Secondary level.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

- Through discussions and debates during tutorial hours. The curricula of the common and core courses have contents based on these specific issues. Environment related topics have been made a part of the English Curriculum (Common course) in the new Syllabus introduced from 2014. Women's Issues form a part of the syllabi for English and Malayalam Literature.
- A National Seminar held on 4th and 5th August 2014 discussed gender, gender roles and gender identity crisis.
- An awareness programme was held in Sept. 2014where Mr. Balram MLA spoke on "the Role of Youth In Preserving the Ecology".
- 'Unnarthupaattu', a CD presentation on gender awareness programme designed by the Kerala Women's Development Corporation is shown to the students at frequent intervals.
- Various cultural events, drama, talks etc are held to sensitize the students on the above said issues.

2.2.5 How does the institution identify and respond to special educational / learning needs of advanced learners?

Each tutor is entrusted with the responsibility of identifying the learners' level of competence and sensibility. The advanced learners or those who are able to

learn fast are directed to form groups and engage in peer teaching and group learning mechanisms. They are also given special assignments and asked to do paper presentations. They are encouraged to use the internet by giving relevant website details.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of dropout (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. Who may discontinue their studies if some sort of support is not provided)?

All necessary support is given to the students from disadvantaged sections of society like the slow learners, physically challenged, economically weaker sections etc. The physically challenged and the slow learners are assessed both internally and externally in a liberal manner. Extra time, the facility to use a scribe is also provided during examinations according to the University norms. The economically weaker sections enjoy the benefit of scholarships and endowments – instituted by the Government of India, Kerala and by private agencies that come forward to help the needy. Hence the risk of dropout among these sections of student is very remote.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blueprint, etc.)

- Academic calendar is prepared according to the University's schedule.
- Teachers plan their classroom work in their semester plan and try to keep up the schedule. Each department makes its own plan to do all the internal assessment in time.
- A register to record the internal evaluation as per the University norms is maintained and the grades awarded are forwarded to the University at the end of each Semester. The University blueprint is followed in carrying out this internal assessment.

2.3.2 How does IQAC contribute to improve the teaching–learning process?

The IQAC acts as a facilitator for improving the teaching-learning process by necessary intervention. Workshops and invited talks are conducted under the aegis of the IQAC to the teachers and student community.

2**.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students**

In the new curricula all disciplines are student-centric. The regular classroom teaching is supplemented by seminars, assignments, interactive sessions, co-curricular club activities and projects. Every department has its own club and association and various activities are conducted with guidance from teachers. Students make use of all these opportunities to update their knowledge and further their life skills. The tutorial sessions are another platform where the students are given ample motivation and inspiration for knowledge acquisition.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

- Logical thinking, the ability to think critically, creativity and scientific temper are given due importance and modules that have been specially constructed has been introduced into various courses.

- Engagement in various cultural programmes, participation and organizing of Programmes like Fresher's Day, College Day, Fine Arts Day, University Fest and other like events enhance the students' ability to lead, create and analyze.

- The system of Parliamentary mode of Contest for electing student leaders to various posts is also a very important exercise that inculcates leadership qualities.

- The College Magazine which is published annually showcases the artistic and creative expressions of the students and teachers.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning-resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The use of smart boards, LCD Projector, OHP etc is carried out. The college has a Computer Lab with internet facility. The students make use of the net facility available in the Computer Lab and the Library. Teachers also make extensive use of the net facilities available in the Department in order to

deliver effective teaching. A basic computer skill is incorporated into the curricula of all progammes.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

- Internet facility is available for all students and teachers.
- Invited talks, seminars, workshops etc. are organized with a thrust on providing exposure to students and faculty in contemporary state of art knowledge. All the faculty members attend Refresher Courses and Orientation Courses which helps them to keep pace with the latest developments in their respective fields.
- The teachers also chair, participate, and present papers at International/National/State seminars, thereby acquainting themselves to newer areas of study.

2.3.7 Detail (process and the number of students \ benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling /mentoring / academic advise) provided to students?

- The tutorial system has proven to be an effective means by which all students benefit academically and psychologically. The teacher student ratio which is approximately 1:20 makes it possible for the teachers to identify students with specific problems. Special care is given to such students.
- A Career and Guidance Cell is functioning in the college which renders academic advice and counseling to the students. It also arranges for talks, campus interviews and other awareness programmes.
- The College has initiated 'Walk With a Scholar' programme introduced by the Kerala Higher Education Council where each department has a mentor to guide the students.
- Expertise from 'Shastra Counseling Centre' is made use of by the College to give counseling to the students.

2.3.8 Provide details of innovative teaching approaches / methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

The most commonly used method is the lecture method. However with Informatics being introduced as a part of the curricula computer assisted learning and teaching has become important. The students are asked to make presentations for which they are internally assessed. Preparation of a Project work under the guidance of a teacher is a part of all UG and PG Programmes. This helps the student to comprehend the methodology involved in research work. As a part of learning from experience students are taken to different places according to various Programme. The Malayalam Department regularly arranges for a visit to various News Media Centers so that the students who undergo the BA Malayalam Programme get a first-hand experience of the functioning of Media Centers. The students are also given ample exposure to the folk arts and martial arts by arranging for onsite visits or bringing in performing artists. The   students of the Commerce stream are taken to industrial centers. The students of History – both UG and PG- are taken for study tours to places of historical interest, every year.

2.3.9 How are library resources used to augment the teaching- learning process?

The members of the faculty and students make use of the Library. As Project work, seminars and assignments are a part of the curricula, the students make extensive use of the resources of the Library.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these?

Yes. The introduction of the Semester system stipulates that there be ninety working days per semester. The curriculum is designed accordingly. But due to student agitations, other strikes, hartals, there is a considerable loss of actual teaching days and very often the teachers have to rush through by engaging special classes.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The IQAC plays a decisive role in monitoring and evaluating the teaching learning process. During the Department meeting, the results of each semester

is analyzed and necessary steps are taken. The Student feedback, feedback from parents during Departmental PTA meetings, are also considered to evaluate the quality of teaching learning

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc/D.Lit	--	--	--	--	--	--	--
Ph.D	--	--	3	--	1	2	6
M.Phil	--	--	--	5	3	--	8
P.G	--	--	1	1	--	11	13
Temporary Teachers							
D.Sc/D.Lit	--	--	--	--	--	--	--
Ph.D	--	--	--	--	--	--	--
M.Phil	--	--	--	--	--	--	--
P.G	--	--	--	--	--	--	--
Part Time Teachers							
D.Sc/D.Lit	--	--	--	--	--	--	--
Ph.D	--	--	--	--	--	--	--
M.Phil	--	--	--	--	--	--	--
P.G	--	--	--	--	--	--	--

The recruitment of the teachers is done by the manger as per the UGC/ Govt. norms

2.4.2How does the institution cope with the growing demand / scarcity of qualified senior faculty to teach new programmes / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The College encourages teachers to participate in Workshops / Refresher Courses /Orientation Courses that focus on Information Technology and New Generation Courses. Classes by experts on I T were conducted.

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) **Nomination to staff development programmes**

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	5
HRD programmes	--
Orientation programmes	6
Staff training conducted by the university	9
Staff training conducted by other institutions	--
Summer / winter schools,workshops,etc.	12

b) **Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.**

1. The college organized a Two day State Level Seminar on "Curriculum Restructuring "in connection with the Choice Based Credit Semester System on October 17th and 18th 2012.

2. One Day Workshop on "Quality Improvement Strategies and techniques of Sustainable Development6" on 2nd August 2014, organized by the IQAC

3. One Day Workshop on "Computer Assisted Teaching" on 3rd December 2014, organized by the IQAC.

c) **Percentage of faculty**

- **Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies**

  Five percent of the faculty has been invited as resource persons.

- **Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies**

  Twenty five percent of the teachers have attended workshops/seminars/conferences organized by professional bodies

- **Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies**

  Twenty percentage of the total faculty has presented papers in various Seminars/workshops and conferences conducted by recognized professional agencies.

2.4.4 What policies / systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

The management encourages teachers to avail facilities that are provided by UGC like the FDP Programme. Under this Programme teachers can go on leave with pay for a maximum of two years inorder to do research. One of the faculty members of the Malayalam Department has availed of this facility currently and is doing research work. Apart from this teachers are also encouraged to participate in other specialized programmes which may enhance their knowledge acquisition

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance / achievement of the faculty.

Not Applicable

2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Evaluation of teachers by students through feedbacks is collected and analyzed and the inferential data is discussed and necessary steps are taken for quality improvement. Evaluation of teachers by external peers is done by way of a selection / screening committee constituted by the University at the time of promotion / placement.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stake holders of the institution especially students and faculty are aware of the evaluation processes?

Students are well informed about the pattern of evaluation – both internal and external by their respective tutors. The parents are also informed at Department PTA Meetings. Apart from this the University annually updates teachers on the evaluation methods by sending official circulars to the various departments. The Course Co-ordinator of the college also plays a vital role in keeping the teachers of the various departments informed about University's evaluation rules and regulations.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are their forms initiated by the institution on its own?

The CCSS which was introduced in the year 2009 had indirect grading with Letter Grades instead of marks. This year (2014 onwards) the Kannur University has introduced the CBCSS with seven point scale of Direct Grading, where a candidate will get marks as well as Letter Grades. The internal assessment is done for 20% marks per course with 80% marks for the external examination. Accordingly the criterion for carrying out internal assessment has undergone a sea change. The institution has introduced changes in carrying out internal assessment.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The effective implementation of the evaluation reforms and norms are carefully monitored by the course coordinators, College level coordinator and monitoring committee at departmental and college level. The Heads of the Departments also see that the evaluation is done as per the norms laid down.

2.5.4 Provide details on the formative and summative assessment approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.

Student achievement is assessed as per the norms prescribed by the Kannur University. The assessment at the college level (internal assessment) is always done on a flexible basis within the norms prescribed. In addition to this the formative approach include attendance records, class room interaction,

assignment, project work, field visit, practical session, unit test etc. The summative approach is mainly done through the viva/model exams held before the end semester university examinations. All these approaches of evaluation have positively impacted the system.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

Since the introduction of the internal assessment mode in2009 under the CCSS scheme, transparency in the system has been ensured. The students are well oriented as regards the norms of internal assessment. However weightage or due consideration is given to deserving students. Students who have missed internal tests, or those who have attendance shortage as a result of participating in other extracurricular activates like Sports, Fine arts, NSS and NCC are given special consideration. Sometimes a retest is conducted. In other cases, the student is given grace time for submission of assignments. This approach has always had a positive impact on the student community.

2.5.6 What are the graduate attributes specified by the college / affiliating university? How does the college ensure the attainment of these by the students?

The graduate attributes specified by the University includes knowledge in the concerned discipline, employability, social responsibility, civic sense, high moral standards etc. The college ensures the attainment of these by arranging specific programmes, seminars, invited talks, workshops etc. The NCC and the NSS units and various clubs and forums also play a significant role in helping the student to achieve these attributes.

2.5.7What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The internal marks awarded are communicated to the students along with the distribution. The Department copy is circulated and students' affix their signatures. This list is also displayed on the Department notice board. In the event of a grievance, the student has the right to represent the matter in writing to the Department level/ College level grievance cell, where the case is considered and necessary rectifications made in deserving cases. The students can approach the University level grievance cell for redressal and apply for revaluation or recounting.

2.6. Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Yes. The learning outcomes are communicated to the staff and students through various means. These are on par with the norms prescribed by the Kannur University. Workshops and seminars at the University level, and college level are held periodically. The organizational meetings of teachers and students also discuss and analyze the learning outcomes. In addition to this co-curricular extra-curricular and extension activities provide the students with the needed awareness.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course / programme? Provide an analysis of the students results /achievements (Programme / course wise for last four years) and explain the differences if any and patterns of achievement across the programmes / courses offered

A close monitoring of the students' performance is done during the entire programme / course. Parents are kept well informed about the performance of their wards during Class PTA meetings. The patterns of achievement over the last four years show that there has been a steady upward trend in all disciplines.

Marks in Percentage of the various Programmes for the Last Four Years are given in the next page
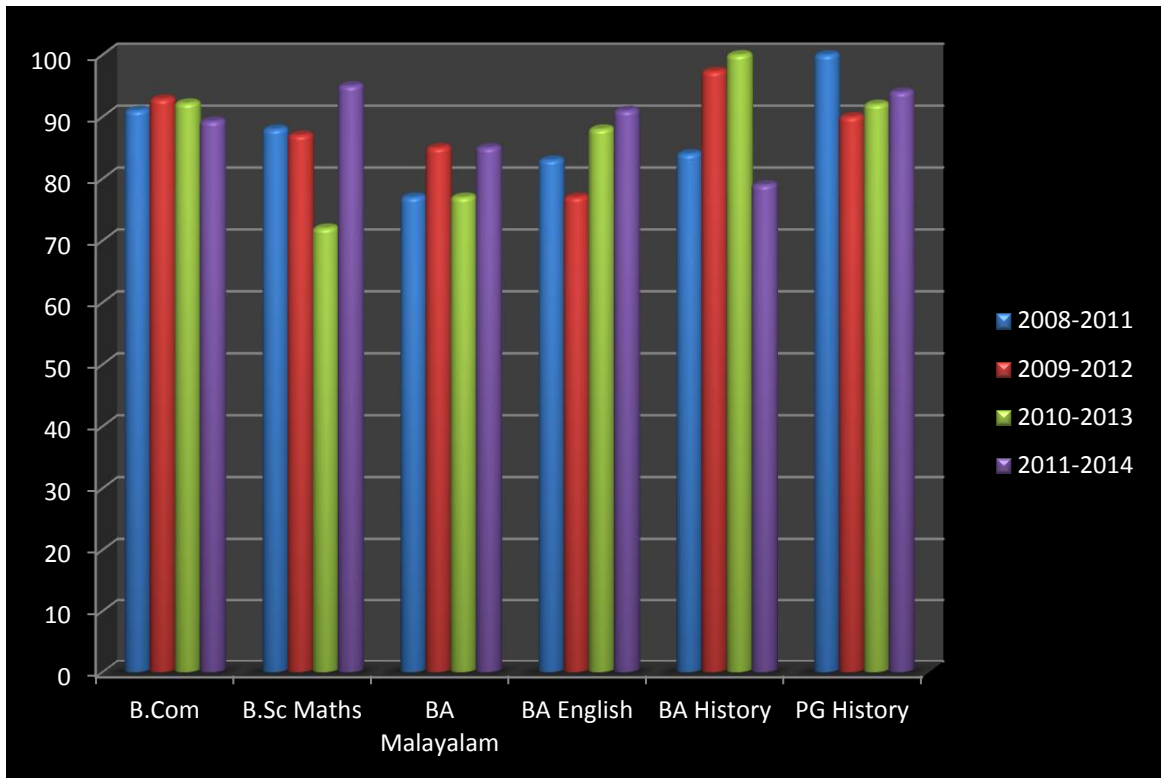
Marks in Percentage of the Various Programmes for the Last Four Years

2.6.3How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The college abides by the University rules and regulations and strategies are accordingly adopted. An academic calendar is drawn and followed by the institution to facilitate the achievement of the intended learning outcomes. Peer teaching, remedial teaching, extra classes, field visits, outreach programmes etc. are provided to facilitate learning. Cash prizes, endowments etc. are awarded to students with outstanding performances.

2.6.4What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

All the programmes have been structured so as to enhance the social relevance and economic independence. As a part of fostering research aptitude, Project Work has been made a part of all the Programmes at the UG level. The institution facilitates student placements and entrepreneurship through various platforms. Innovative trends are always encouraged and all measures are taken to ensure the competency of the students.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The students' performance and the learning outcomes are thoroughly analyzed and the feedback from the stake holders viz., the parents, students and teachers is taken into consideration for future planning and for taking corrective measures.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The learning outcomes are attained through the curricular, co-curricular and extra-curricular activities, extension and outreach programmes and these are closely monitored by the college.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes. The progress of a student is closely monitored and if it is found that the progress made by the student is not satisfactory, necessary corrective measures are taken in the interests of the student. Counseling, passing on information to parents/tutors are some of the processes adopted. To ensure the achievement of the stated learning outcomes, the head of the department in consultation with other faculty members plans and executes various curricular and co-curricular activities. The students' progress and participation is closely monitored and interventions are made wherever necessary.

CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center of the affiliating University or any other agency/organization?

No. At present there is no recognized research center. However there is a Research Forum in the College which functions with the main objective of promoting research activities.

3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Does not arise.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- **Autonomy to the principal investigator:** Faculty Members who are engaged with research work like MRPs and PhD are given full freedom in deciding the research area, choice of books, and the methodology and so on.

- **Timely availability or release of funds:** The college authority always releases the funds to the Principal investigator as per the norms of the funding agency.

- **Adequate infrastructure and human resources:** Faculty members make use of the available infrastructure facilities like library, computers and the internet. They also purchase books and other gadgets from the project fund as and when required. Expertise from eminent personalities and scholars is made use of in carrying out research activities.

- **Time-off, reduced teaching load, special leave etc. to teachers:** Duty leave is given to the teachers who go to make paper presentations atState/National/International Seminars and workshops. Teachers also avail leave to pursue research activities under the FIP instituted by the UGC.

- **Support in terms of technology and information needs:** The well stacked library and the Wi-Fi internet connection enables the faculty to pursue their research work smoothly.

- **Facilitate timely auditing and submission of utilization certificate to the funding authorities:** All support is given to the faculty for the audit of the funds sanctioned for MRPs and for organizing National Seminars. This helps in the timely submission of the utilization certificate to the funding agencies.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

Students are encouraged to attend seminars, and invited lectures organized by the other colleges and agencies. This in turn motivates the students for research activities. As a part of the UG Programme, a Project Work has to be submitted during the Final Year. This Project work, is intended to orient the student towards research and develop an aptitude for research in them. The Project Work is undertaken with the guidance of teachers. Right from the choice of the topic to the final submission and the Viva-voce, the research methodology as per the MLA Handbook is followed.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual / collaborative research activity, etc.

Three teachers are involved in guiding research scholars

Name of the Guide and Faculty	Ongoing	Completed	Total
Dr.V.N. Mahamood Dept. of Arabic	7	1	8
Dr. N.P. Padmanabhan Dept. of History	4	--	4
Dr. G Premkumar	8	--	8

Six teachers of this College are engaged in individual research activities.

3.1.6 Give details of workshops/ training programmes / sensitization programmes conducted / organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The various departments of the college have organized seminars/workshops and sensitization programmes in order to build research culture among the staff and students. The details of the events for the last four years are as follows:

1. The College had the unique opportunity of hosting the South Indian History Congress in February 2010. The event drew eminent historians from all over India.
2. National Seminar on Indigenous Sports "Kali Arangu' in February 2011.
3. National Seminar on Locality Specific Curricula on 21st and 22nd October 2011.
4. National Seminar on Corporate Social Responsibility by the Department of Commerce in March 2012.
5. State Level seminar on Curriculum Restructuring, organized by the College in October 2012.
6. Two day State level Seminar sponsored by the Kerala State Higher Education Council on Teaching and Learning of English as Second Language: New Perspective in Feb.2013.
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8. Two Day National Seminar sponsored by UGC and organized by Department of English on Transgender: Myth and Reality in August 2014.
9. Two day National Seminar sponsored by UGC and organized by Department of Mathematics on Discreet Mathematics and its Application in August 2014.
10. A State Level Seminar on Archival Awareness along with an exhibition was organized by The Post Graduate Department of History in association with the Archival dept. Of Kerala, Kozhikode region in August 2014.
11. Two day National Seminar on Interpretations of Culture and History as revealed in Literature organized by the Dept. of Malayalam in September 2014.
12. Two day National Seminar on Planning, Decentralization and Local History, assisted by Kerala Institute of Local Administration in October 2014organised by the PG Dept. of History.

13. A State Level Seminar on Folklore by the Dept. of Malayalam in October 2014
14. A Seminar on History & Contemporary Kerala Society organized by the P G Department of History

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

At present the college does not have any institutional prioritized research area. The faculty members of the college are involved in individual research projects, research student guidance and individual research work. Six teachers have Ph.D from different Indian Universities.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The college has been organizing national level seminars/ invited talks in which researchers of eminence are invited to deliver lectures. During the last four years several such programmes have been held. This year itself three National Seminars sponsored by UGC and one by Kerala Institute of Local Administration were held. Apart from this an Exhibition on Archival Records was held. Many eminent professors and scholars of repute visited the college. This has paved the way for the students and teachers to have interaction with these personalities.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

The Government of Kerala has not included the provision of Sabbatical Leave for college teachers.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness /advocating /transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

The college has limited opportunity in transferring the findings of research of the college among students and community. However, awareness about research findings done by the faculty members, is created among the staff and students and the community at large through seminars/talks /publication of seminar proceedings and publications of articles in journals of repute.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

As the college does not have a separate research centre, no separate financial allocation is earmarked for research. However the college has received research grants by way of MRPs from UGC and also grants for organizing national seminars which indirectly facilitate research.

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that as availed the facility in the last four years?

Not Applicable

3.2.3 What are the financial provisions made available to support student research projects by students?

There are no such provisions available so far.

3.2.4 How does the various departments / units/ staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing inter disciplinary research

The college has organized seminars on interdisciplinary topics. The national seminar organized by the Malayalam Department on Interpretations of Culture and Language and Local History was of equal interest to history as well as Malayalam students and teachers. The department of History, with the financial assistance from Kerala Institute of Local Administration conducted a Seminar on Planning, Decentralization and History. The Department of English organized a National Seminar on Transgender : Myth and Reality which again was interdisciplinary in nature. It evoked a lot of interest in students and teachers of all departments.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The equipments are well maintained and optimum use of these equipments are made by teachers and students as and when they are needed in day-to-day teaching, for research projects and in organizing seminars and workshops.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.

Nature of the Project	Duration Year From To	Title of the Project	Name of the funding agency	Total Grant		Total grant received till date
				Sanctioned	Received	
Minor projects 1.	2011 -13	Preservation of the Environment in the Light of Divine Scriptures	UGC	80,000	80,000	
2.	2011-13	Women Empowerment: A dacade on Kudumbha sree experiment in Kerala with particular reference to Kannur Dist.	UGC	55,000	37,000	
3	2011-13	Devekooth in North Malabar: A Study	UGC	65,000	45,000	

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

The college does not offer a research-oriented programme. As such the facilities available are very minimal. Some of them are as follows:
- The P.G. Department of History has a good collection of books on ancient history, world history, Kerala History, Historiography, Archival Studies, Archeology.
- Wi- fi internet connection.
- Automated Library with reading room facilities.
- Smart classrooms

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The college strives for upgrading and creating infrastructural facilities to meet the needs of the researchers by making appropriate use of the UGC funds.

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes', what are the instruments / facilities created during the last four years.

No such grants have been so far received.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?

Research scholars outside the campus are allowed to make use of the College Library/ Internet facilities and expertise of the guiding teachers.

3.3.5 Provide details on the library/information resource center or any other facilities available specifically for the researchers?

The Library acts as a potential source for researchers. It has books on Research methodology, internet connection, reprographic facility and copies of various Seminar Proceedings.

3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.

Not Applicable

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in terms of

- **Patentsobtainedandfiled(processandproduct)**
  Not applicable.

- **Original research contributing to product improvement**
  Not applicable.

- **Research studies or surveys benefiting the community or improving the services:** The MRP's and research studies pursued by the faculty members directly and indirectly benefit the community.

- **Research inputs contributing to new initiatives and social development:** The research conducted on the local history of Madayi and the heritage of the Madayi hillock together with the folk arts that are being practiced here have immensely helped in initiating a social and cultural awareness. 'Natan Kali Arengu' – an indigenous Sports & Games venture organized by the Physical Education Dept. in Association with the Folklore academy served to revive the age old games prevalent in the country side.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international data base?

No

3.4.3 Give details of publications by the faculty and students:

Sl. No.	Name of the Faculty	Publication Per faculty	Number of papers published in peer reviewed journals	SDE Study Meterials
1	Dr. P. Musafer Ahamed	3	3	3
2.	Sri. P V George	--	--	2
3.	Dr.V. N. Mahamood.	1	4	--
4.	Dr.Balachandran Keezhoth	1	10	--
5.	Smt. Pushpalatha P C	--	--	1
6.	Smt. Annamma K S	--	1	--
7.	Dr.N.Padmanabhan	1	5	4
8.	Dr.G.Premkumar	1	3	1
9.	Dr.K Pramida	2	7	--
10.	Dr.P.Sujatha	2	3	--
11.	Smt Swapna Antony	--	2	--
12.	Smt. Sindhu K V	1(ISBN)	15	--

- **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database- International Social Sciences Directory, EBSCO host, etc.)** NIL
- **Monographs** NIL
- **Chapter in Books** 1
- **Books Edited** NIL

- **Books with ISBN/ISSN numbers with details of publishers:** 1. "Kaappithottathile Sookshippukari" Published by Kairali Books, ISBN 93-81649-71-5
- **Citation Index**   NIL
- **SNIP**   NIL
- **SJR**   NIL
- **Impact factor**   NIL
- **h-index**   NIL

3.4.4   Provide details (if any)
- **Of research awards received by the faculty:** NIL
- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally :** NIL
- **Incentives given to faculty for receiving state, national and international recognitions for research contributions:** NIL

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

Not Applicable

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

- Teachers of the Commerce Department give consultancy services for tax planning and filing of income tax returns.
- The Arabic Department faculty, lends consultancy services in translating from Arabic to English to the Public and other agencies.
- The Department of English lends consultancy services to the school teachers of the Madayi region
- Dr. P Chathukutty, Director, Physical Education Department, officiated the Common wealth Games held in New Delhi in 2012
- The Physical Education department plays a key role in conducting Sports Meet at the National /Regional / State / University levels etc..
- The available expertise is mainly advocated orally.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The institution encourages the staff to make use of their expertise by giving all support and freedom to use the resources available in the college.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

All consultancy services are rendered free of cost.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Not Applicable

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

The college always organizes different extension activities inside and outside the campus throughout the year to engage the students in different community oriented services. These activities serve to develop a sense of social responsibility in the students which in turn will facilitate a holistic development. The college has two NSS and NCC units, which actively encourages in facilitating institution neighborhood- community network.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements/activities which promote citizenship roles?

The College encourages the students to actively involved in various social movements/activities through participation in the activities and events organized by the NSS and the NCC. At the time of admission itself students are asked to enroll in NSS or NCC. As a part of promoting citizenship role, the college:
- Organizes number of talks/discussions on varied contemporary issues.
- Observes and celebrates days of national and international importance.
- Motivates students to attend camps and programmes so as to generate awareness on current societal problems and their own social responsibility.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The college solicits stakeholder perception on its overall performance and quality. It gets feedback on its curricular, co-curricular and extracurricular

activities from all concerned. Regular meetings of the different committees and the council are conducted in which the changes and development of the college is discussed.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

As a part of maintaining an excellent relationship with the society the institution plans and organizes its extension and outreach programmes in accordance with the needs. The college has two NSS and one NCC Boys and Girls Units. These units have been engaged in various programmes.

Major extension and Outreach Programmes:
- Activities of the NSS Units
            NSS Unit Nos: 13 & 71
            No: of Students 110

The NSS units conduct annual residential camps for its volunteers. During these camps the students actively participate in the social activities. Experts from various fields are invited to give their expertise and interact with the students. Details of the programmes are as follows:

2011-2012   Residential Camp at S.N. English School,Edat 23rd December to 29th December 2011.

2012-2013   Residential Camp at HOPE Rehabilitation Centre, Pilathara December 20th to December 26th 2012.

2013-2014   Residential Camp at VHSS, Morazha   December 21st to 27th 2013.

2014-2015   Residential Camp at GHSS, Kunghimangalam, December 2014.

Other activities are as follows:
Yoga Classes, On Women's Issues, On Right to Information Act, Role of Police in guarding the Public, a class on vegetable gardening, awareness class on the bad effects of plastic, a class on Medicinal Plants and Public Health, Cleaning Programme – Cultural Programmes. Eye Donation Awareness Campaign, the need for empowering the youth, simple living, Cyber crimes and Law, Social Sensibility, Group Dynamics, Road Safety, Waste Management, On Pollution Control, On Disaster Management, Blood Group Detection and Blood Donation Camps, Visit to Old Age Homes, Red Ribbon

Club AIDS Awareness Programme, CD Shows on afforestation programme, Observance of special days like Independence Days, Gandhi Jayanthi, World Aids Day, International Day for the Old.

Apart from the routine NSS Programmes, students from the college have also participated in National Integration Camps, State Level Camps and University Camps.

The budgetary allowance for the NSS units is provided by the University. Currently the University has allocated Rs. 22500/- for Special Residential Camps and Rs.22500/- for the activities of the units all through the year. The amounts spent each year are duly audited and reports submitted to the University every year.

- Activities of the NCC UNIT

The college N C C Unit functions under the 32 KB Payyannur
Total Cadets   60
Jiji K of B.A. History participated in Republic Day Parade at New Delhi. In the tear 2010

Camps :
Annual Training Camp in December 2011 at Mavoor, Kozhikode.
Annual Training Camp in December 2012 at Brennen College,Thalassery
Annual Training Camp in December 2013 at Mavoor,Kozhikode
Annual Training Camp in December 2014 at Mavoor,Kozhikode.

Participation in Special Camps : Every year our cadets participate in National integeration camps at various places.

Other Activities of the NCC: Conducts weekly parade, Celebration of Independence Day and Republic Day, Observance of Army Day and NCC Day, Visit to Naval Academy, Ezhimala, Visit to HOPE, Pilathara and donation of wheel chair to one of the inmates.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

The college has NSS and NCC units – the activities of which are coordinated by a Programme Officer/NCC Officer. The Programme Officer/NCC Officer takes on an active role in notifying and scheduling of various programmes. Timely notices are circulated in classrooms and also put up on notice boards. Students are motivated to participate in activities like blood donation camps, tree plantation, awareness campaigns, seminars /discussions. As a measure of

attracting students to these activities, the Kannur University allows for grace marks for NSS Volunteers and NCC cadets with outstanding performance.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The faculties of Economics and Sociology have done a survey on the socio economic status of the students of the college with a view to identify the students from the vulnerable sections of the society

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The various extension activities conducted by the college enhance the all-round development of the student. Apart from the academic knowledge and skills, the students are able to gain a thorough awareness of the social issues, how it can be minimized / tackled. It also serves to promote a sense of social responsibility in them, thereby making them good citizens. It inculcates patriotism, tolerance and a high sense of morality.

3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

The College and local community share a very good rapport and are in constant touch with each other. Besides public representatives, expert doctors and health workers, NGOs help the college in the conduct of various extension and outreach programmes of the college.

Some of the major initiatives undertaken by the college involving the community are as follows:

- The NSS / NCC / Red Ribbon Club and Students Union of the college organizes Blood Group Detection and Blood Donation Camps regularly in coordination with the Pariyaram Medical College. Lectures on the importance of Blood Donation by expert doctors and health workers are also arranged.

- The NSS / Red Ribbon Club units have organized various talks by experts for generating awareness about drug abuse/HIV-AIDS

- The Students of the College actively participate in rallies and other community activities organized by other organizations and clubs.

- Professionals like doctors, lawyers, health workers, social activists and NGOs share their experience and knowledge about community service through invited lectures and workshops to our students.

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Various outreach and extension activities are undertaken with the support and guidance from agencies like the Panchayaths, Public Health Centers, Pain and Palliative Care Society, Pariyaram Medical College, HOPE – a Voluntary Nongovernment Organization for the Differentially- abled People.

3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

The institution has not received any awards or recognition for its extension and outreach programmes. However the NCC cadets and the NSS Volunteers have participated in various state level and National level camps and have received recognition for their active participation.

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives-collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

Not Applicable

3.7.2 Provide details on the MoU s / collaborative arrangements (if any) with institutions of national importance/other universities /industries/ Corporate (Corporate entities) etc. and how they have contributed to the development of the institution

Not Applicable

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment/ creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories /library /new technology /placement services etc.

Not applicable.

3.7.4 Highlighting the names of eminent scientists / participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

The various departments of the college have organized seminars/workshops and sensitization programmes in order to build research culture among the staff and students. The details of the events for the last four years are as follows**:**

1. The College had the unique opportunity of hosting the South Indian History Congress in February 2010. The event drew eminent historians from all over India.
2. National Seminar on Indigenous Sports "Kali Arangu' in February 2011.
3. National Seminar on Locality Specific Curricula on 21st and 22nd October 2011.
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13. A State Level Seminar on Folklore by the Dept. of Malayalam in October 2014
14. A Seminar on History & Contemporary Kerala Society organized by the P G Department of History

LIST OF EMINENT PARTICIPANTS

1. Dr. M G S Narayanan, Former Chairman ICHR, Eminent Historian
2. Dr. K K N Kurup, Former Vice Chancellor, Calicut University
3. Dr. P Sadashivam, Madurai Kamaraj University
4. Dr. M R Raghava Varier, Noted Historian
5. Dr. Shakil Ahammed, IAS, Addl. Director, KRISHI, NewDelhi
6. Dr. P P Balan. Director, KILA
7. Prof. B Mahmood Ahamed, Chairman Folklore Academy, Kerala
8. Dr. P K Rajan, Former Vice Chancellor, Kannur University
9. Dr. ChandraMohan, Former Vice Chancellor, Kannur University
10. Dr. P K Michael Tharakan, Former Vice Chancellor, Kannur University
11. Dr. Khader Mangad, Vice Chancellor, Kannur University
12. Dr. Kunhikrishan, Pro- Vice Chancellor, Kannur University
13. Dr. Kuttykrishnan, Pro- Vice Chancellor, Kannur University
14. Dr. A Alagappan, Madurai Kamaraj University
15. Dr. A Sathyanarayanan, Hyderabad University
16. Dr. Raghavan Payyanat, Historian
17. Dr. K S Mathew, IRISH, Pondichery
18. Dr. Mahesh Mangalat, Social Activist, & Academician
19. Dr. M A Rahman, Freeland Journalist & Activist
20. N Prabhakaran, Novelist
21. Smt. S Sithara, Story Writer
22. Dr. Thrivikraman, Renowned Mathematician, CUSAT
23. Dr. N Chandrashkharan, BIMS Trichi
24. Dr. Sunny Kuriakose, Dean FISAT, Angamali
25. Dr. Aparna Lakshman, St. Xavier College
26. Ms. KalkiSubramaniam, Transgender Activist
27. Dr. P N Girish, Linguist, Madras University
28. Sr. K Balakrishnan, Journalist
29. Dr. Rajeshekharan, Critic & Writer
30. Prof. K P Jayarajan Former Controller of Examinations, Kannur University

3.7.5 How many of the linkages / collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/ or facilitated–

No formal MoU or agreements have been formed. Linkages with the affiliating University, UGC and the Kerala State Higher Education Council, Kerala Folklore Academy, Kerala Institute of Local Administration, Department of Archeology, Department of Archives, Kerala Mathematical Association, Chamber of Commerce, and Chartered Accounts Association have facilitated

a) Curriculum development/enrichment
b) Faculty exchange and professional development
c) Research
d) Introduction of new courses

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/ collaborations.

The Institution plans, implements the initiatives of the linkages in accordance with the norms of the UGC, affiliating university and the policies of the Kerala Government.

CRITERION IV

INFRASTRUCTURE
AND
LEARNING RESOURCES

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1Physical Facilities

4.1.1What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

For the creation and enhancement of infrastructure, the college has a very liberal policy. The college management which provides with the necessary infrastructure is assisted by a College Planning and Development Committee. Proposals to the UGC are also made and funds procured in order to enhance the infrastructural facilities.

4.1.2. Detail the facilities available for
a) Curricular and co-curricular activities–classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

The facilities available for curricular and co-curricular activities are as follows:

S.No	Facilities	Number
1.	Classrooms	22
2.	Department rooms	5
3.	Meeting Room	1
4.	Principal's Room	1
5.	Office	1
6.	Library	1
7.	Reading Room	1
8.	Computer Lab	1
9.	Girls' Room	1
10.	Heritage Museum	1
11.	IQAC Room	1
12	Physical Education Room	1
13	NCC Room	1
14	NSS Room	1
15	Canteen	1

16	Seminar Hall	1
17	Class rooms with smart boards	5
18	Stores	1
19	Afforestation Area	1
20	Reading Room	1

- Tutorial classes are held in the classrooms that are vacant.
- No botanical garden
- No animal House.

b) Extra–curricular activities–sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The College also provides the following facilities
1. A kho-kho ground
2. Volleyball court.
3. A permanent stage for the students to showcase their talents.
4. NCC Room
5. N S S Room
6. Play Ground with 90x50 SQ. M
7. Sanitary Napkin Vendor machine
8. Public Address System
9. Incinerator
10. Music System
11. First Aid Kit
12. Generator
13. Refrigerator
14. Water Purifier
15. Microwave Oven
16. LPG Cooking Range
17. Induction Cooker

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/ augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any)

The college makes use of its infrastructure optimally. The College has also augmented its infrastructure to keep pace with the academic development in various ways by providing:

- A new building with classrooms and Seminar Hall (nearing completion)
- Heritage museum
- Purchase of office and classroom furniture.
- Purchase of Books.
- Purchase of Computers.
- Purchase of audio-visual aids.
- Wi-fi internet connectivity.
- Solar Panel ensuring undisrupted power supply in the administrative block.
- Installation of smart boards.
- Ensuring water supply by way of a bore well.
- A photocopier.

4.1.4. How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The requirements of the physically disabled students are specially taken care of by the faculty and NSS volunteers. The college has constructed a ramp at the entrance for the sake of the physically challenged students. Classrooms are arranged in the ground floor for such students.

4.1.5. Give details on the residential facility and various provisions available within them:

- **Hostel Facility–Accommodation available**: No inmates.
- **Recreational facilities, gymnasium, yoga center:** Does not arise
- **Computer facility including access to internet in hostel :** Not available.
- **Facilities for medical emergencies** : Does not arise
- **Library facility in the hostels :** Does not arise
- **Internet and Wi-Fi facility:** Does not arise.
- **Recreational facility-common room with audio-visual equipments:** Does not arise.

- **Available residential facility for the staff and occupancy:**
  Not available
- **Constant supply of safe drinking water:** Does not arise
- **Security :** Does not arise

4.1.6. What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

No specific health care is provided inside the campus. In case of emergencies staff and students are taken to the nearby Public Health Centre. First Aid is available in the campus

4.1.7. Give details of the Common Facilities available on the campus– spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

- A separate space has been arranged for the functioning of the IQAC.
- The college does not have a separate Grievance Redressal unit.
- Canteen facility available for staff and students where food and beverages are given at subsidized rates.
- No separate room for Career and Counseling Unit.
- No recreational facility available for staff and students separately.
- Constant supply of safe drinking water is available for staff and students.
- The college has no auditorium. It has a large permanent stage that has been built by the PTA where cultural events are held.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes. The Library has an Advisory Committee. It is composed of:
1. The Principal
2. Teacher Co-ordinator
3. IQAC Co-coordinator
4. Co-ordinator Planning Board
5. HOD's of Various Departments

6. Librarian
7. Chairman of the College Union
8. A Student representative from UG
9. A Student representative from PG

The Committee meets at frequent intervals. The following initiatives have been implemented by the Committee to make it student friendly.

- Monitors the upkeep of the library and its timing.
- Ensures better utilization of the available facilities.
- Makes suggestions on the books to be purchased.
- Plans changes in layout and space management.
- Installation of library automation.
- Library Day Observance

4.2.2. Provide details of the following:

- **Total area of the library (in Sq.Mts.) :** 100 square metres.
- **Total seating capacity**: 40 students and 10 teachers.
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation) :** 9.30 a.m. to 4.30 p.m. on all working days including examination days and vacation. Library access is open for all on all working days. In order to facilitate smooth functioning, specific timings for the issue of books to classes/Programmes, is maintained.
- **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources):** Tables and chairs are provided BSNL Broad Band internet connection with on-line backup facility is available for teachers and students. Reprographic facility is also available.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Library books are purchased from leading book stores and book fairs. The Heads of Departments in consultation with the other faculty members and the librarian makes the list of books to be purchased.

Library holdings	2011		2012		2013		2014	
	Number	Total Cost in Rs.	Number	Total Cost in Rs.	Number	Total Cost in Rs.	Number	Total Cost in Rs.
Textbooks	95	4814	--	--	300	45680	941	196725
Reference Books	45	8540	--	--	179	38814	430	65933
Journals/ Periodicals	08	1125	8	1125	13	15966	23	27233
e-resources	--	--	--	--	--	--	--	--
Anyother (specify)	--	--	--	--	--	--	--	--

4.2.3. Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC :** NIL
- **Electronic Resource Management package for e-journals:** NIL
- **Federated searching tools to search articles in multiple data bases :** NIL
- **Library Website :** NIL
- **In-house/remote access to e-publications:** NIL
- **Library automation :** Done.
- **Total number of computers for public access :** TWO
- **Total numbers of printers for public access:** NIL
- **Internet band width/speed :** 5GB
- **Institutional Repository :** Not available
- **Content management system for e-learning:** Not available
- **Participation in Resource sharing networks/consortia(like inflibnet) :** Proceedings of the national seminars, abstracts of theses, minor projects are uploaded to the inflibnet

4.2.5 Provide details on the following items:

- **Average number of walk-ins:**50
- **Average number of books issued/returned:**30
- **Ratio of library books to students enrolled:**20:1

- **Average number of books added during last three years:**2000
- **Average number of login to opac (OPAC):**NIL
- **Average number of login to e-resources:**10 per day
- **Average number of e-resources downloaded/printed:**10
- **Number of information literacy trainings organized:**1
- **Details of "weeding out" of books and other materials:** As and when necessary the damaged books are weeded out.
- Special care is taken to preserve rarest copies

4.2.6 Give details of the specialized services provided by the library

- **Manuscripts:** YES
- **Reference:** YES
- **Reprography:** YES
- **ILL(Inter Library Loan Service):** Not available
- **Deployment and Notification):** YES
- **Download :**YES
- **Printing :**YES
- **Reading list/ Bibliography compilation:** Available
- **In-house/remote access to e-resources :**Not available
- **User Orientation and awareness :** Done periodically**.**
- **Assistance in searching Databases:** Available
- **INFLIBNET/IUC facilities :**Available

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

- Library access to all on all working days including vacation
- Library provides open access system to all the teachers and students.
- Books are arranged according to the subjects.
- Library clearance is checked out by the administration before the issue of Transfer Certificate.
- Newspapers, magazines and its relative back issues are properly maintained.
- Reprographic facility is available for the rarest copies.
- BSNL Wi-fi Internet is available
- University question papers of previous examinations are maintained for references

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

No special facilities provided for visually/physically challenged persons.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analyzed and used for further improvement of the library services?)

The library takes regular feedback verbally from its users. The issue is discussed in Library Advisory Committee Meetings and accordingly new strategies are adopted for improvement.

4.3 I T Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- **Number of computers with Configuration (provide actual number with exact configuration of each available system) :** 37 computers are available in the college . Out of these 25 computers are in the Computer Lab
- **Computer-student ratio :**1:15
- **Stand alone facility :** Not available
- **LAN facility:** Available
- **Wi-fi facility:** Available.
- **Licensed software :** TWO.
- **Number of nodes/computers with Internet facility :** 13 .

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

All the departmental rooms are connected with BSNL Broad Band facility. Faculty members can avail internet facility in their departmental rooms, library and the computer lab. Students have access to internet both in the library and at the departments.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The College upgrades its computers with the latest configuration on a prioritized basis with the assistance from the UGC.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

An annual budget for procurement, up gradation, deployment and maintenance of computers and their accessories is drawn up. The grant received from UGC is utilized for the procurement of computers and accessories. Deployment of computers is done on need basis. Funds available in the college is used for maintenance of computers and other related accessories.

Table showing Amount spent during the last four years.

Year	Amount spent on			
	Procurement	**Up gradation**	**Deployment**	**Maintenance**
2011	4,50,000	NIL	4,50,000	8,000
2012	2,75,000	NIL	2,75,000	5,000
2013	NIL	NIL	NIL	7,500
2014	50,000	NIL	50,000	NIL

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer – aided teaching/ learning materials by its staff and students?

All major departments have computer facility. Teachers make use of the Internet for preparation of teaching materials. Smart boards, multimedia projectors etc are also available in the college.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

The use of ICT has made the teaching/learning process students-centric. The smart boards, Projector and other audio-visual aids have complemented the traditional lecture method and have resulted in making teaching-learning interactive. The students make extensive use of internet recourses for assignments, seminars and project works

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

The College does not avail the National Knowledge Network connectivity directly or through the affiliating University.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)

The College is a Government aided College. The maintenance and repair of the buildings is done by the management. The UGC funds allotted for infrastructural maintenance are also utilized.

Year	Amount spent on			
	Building	Furniture	Equipments	Computer
2011	86580	--	--	--
2012	845000	21510	--	--
2013	15001000	--	--	--
2014	111900	26620	50000	14500

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The College does not have a separate staff for maintenance and upkeep of infrastructure, facilities and equipment of the college. The Heads of departments take care of the departmental equipments like computers furniture etc. When major maintenance and repair is to be effected contract workers are engaged with personal supervision and interventional expertise with the Management's concurrence.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

The college does not have a fixed schedule for the calibration of its equipments and instruments. Electric equipments, computers etc. are repaired as and when necessary.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)

- Solar Panel has been established, which ensures uninterrupted power supply in the administration block.
- Computers backed up with UPS to protect from power fluctuations.
- Hot and cold safe drinking water made available by means of a water purifier.
- Generator facility available.\
- All electronic equipments are backed up by stabilizers

CRITERION V

STUDENT SUPPORT
AND
PROGRESSION

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1. Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes. The College publishes its prospectus and handbook annually. The prospectus provides information on matters related to various programmes/courses and other details regarding admission procedure. The College Calendar or the handbook gives all details of Management, Staff, Faculty, Teaching Departments, Programmme outline Courses offered, Rules and Regulations, Admission procedure, Fee structure, Facilities in the college, Details of various Scholarships and Endowments, various clubs and forums, Relevant University rules and the Academic calendar.

5.1.2 Specify the type, number and amount of institutional scholarships/free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Scholarships from Government Agencies

Sl. No	Type	Number	Amount	Year	Timely Disbursement
1	Central Sector Scholarship	12	Rs 10000	2014	Yes
2	C H M Koya Scholarship for Women	23	Rs. 5000	2014	Yes
3	Scholarship for foreword Community.	10		2014	Yes
4	Hindi Scholarship to students from non-Hindi speaking states	20		2014	Yes
5	Scholarship to differentially abled students.	1		2014	Yes
6	State Merit Scholarship	1	Rs. 4000	2014	Yes
7	Scholarship to the children of Fishermen.	3		2014	Yes
8	Higher Education Scholarship	32	Rs. 10000	2014	Yes
9	Suvarna Jubilee Merit Scholarship	6	Rs. 10000	2014	Yes
10	Post metric scholarships	10	Rs. 4000	2014	Yes
11	Scholarship to Children of Beedi Workers			2014	Under Process

Apart from this the Government provides with full fee concession for students coning from economically weaker sections

5.1.3. What percentage of students receive financial assistance from state government, central government and other national agencies?

About 85 percent of the students enjoy the benefit of financial assistance from the Centre / State government and other agencies.

5.1.4 What are the specific support services/facilities available for

- **Students from SC/ST, OBC and economically weaker sections:**

The Social Welfare Department of the Kerala Government gives financial assistance by way of the fee concession and monthly stipend

- **Students with physical disabilities:**

Students with physical disabilities are given all due consideration by the staff of the college. Classrooms are arranged in the ground floor .Extra time is given at the time of examination. Valuation of test papers and internal assessment of such students is done in liberal manner. The tutors give all moral support and care to such students.

- **Overseas students:**

There are no overseas students in the college

- **Students to participate in various competitions/National and International**

The college encourages students to participate in national and international level competitions. All support is rendered as and when necessary

- **Medical assistance to students: health centre, health insurance etc.**

In case of emergencies the students are taken to the nearby Public Health Center/private health centers. An annual medical checkup is conducted and parents informed in cases which require special care.

- **Organizing coaching classes for competitive exams**

Under the XI Plan Period of UGC the college was a center for providing coaching for
1. Entry into Services
2. Minority Coaching
3. Equal Opportunity Centre

Students from this College as well as outside are benefitted. Experts were invited to handle the classes

- **Skill development (spoken English, computer literacy,etc.,)**

The Department of English handles classes on Communicative Skills. The inclusion of Informatics in all subjects at the UG level has ensured computer literacy. A three day residential workshop on Personality development and Communicative Skills was organized in 2012. 50 students participated and benefited.

- **Support for "slow learners"**

The 'slow learners are identified and all necessary support is given in the form of remedial teaching, moral support and counseling.SSP (Student Support Programme) – a venture of the Kerala State Higher Education Council has been introduced in the College

- **Exposures of students to other institution of higher learning/corporate/business house etc.**

The institution Promotes the participation of students in Quiz Programmes, Debates, Field visits and other such activities organized by agencies of repute, corporate houses etc.

- **Publication of student magazines**

Every year the college publishes a college magazine that showcases the creativity of the students. Apart from this the departments and clubs also bring out publications during special occasions.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The Entrepreneurial Development Club has been formed with the prime purpose of instilling in the students entrepreneurial skills and making them aware of the vast opportunities available to them. The College level Entrepreneurial Development club comes under the supervision of the Commerce Department. Invited talks by successful entrepreneurs, workshops debates and discussions are regularly held. Members are also taken to successful business units where they have a direct interaction with the entrepreneurs. A workshop on Jewellery making was held and an exhibition in which jewellery made by the students were exhibited and sold. The ED Club members are encouraged to pu ton food stall on days like the Fine Arts Day, College Day, Sports Day etc.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

The college promotes and encourages the participation of students in extracurricular and co-curricular activities like games, sports, quiz competitions, essay competitions, debates, cultural programmes etc. which are arranged by the College throughout the year. Various committees are formed to train and encourage the students. Students participate in regional/state/national level programmes and competitions. Financial assistance is provided wherever necessary. Athletes and sports students are given sports uniform and travelling allowance for competing in various events.

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET,UGC-NET,SLET, ATE /CAT /GRE /TOFEL /GMAT / Central /State services, Defense, Civil Services, etc.

Under the UGC XI th Plan the College conducted free coaching classes for entry in state and central government service for SC/ST/OBC/Minorities, physically handicapped and financially backward students studying in the College as well as for those outside the college. As many as 500 participants benefitted from the Programme. Apart from this the college library provides with books for preparing for these exams.

The PG students are advised to prepare and appear for UGC –NET exam during their final semester.Jithin Pola (MA History) cleared the exam in his first attempt before completing his PG programme. He was also ranked first in the Kannur University PG examination.

A good number of the students have got into Defense Services and the Central and State Government Services. Aspirants are advised to utilize the resources offered by the college library and update their knowledge

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-socialetc.)

The students are well counseled by the tutors and teachers in all matters. A Career Counseling and Placement Cell arranges for programmes that inform the students about the available opportunities. Expertise from 'Shastra Counseling Centre' is solicited by the College whenever necessary

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Yes. A Career and Placement Cell has been constituted under the UGC XI th Year Plan. The Cell organizes workshops, and invited talks on How to face an Interview, Personality Improvement Techniques, How to prepare a CV, The importance of Dress Code, Communicative skills, Soft Skills. It also arranges for campus interviews. This year 5 of our students got selected as Clerk-cum-Cashier in Catholic Syrian Bank through Campus recruitment.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years

Yes. The Grievance Redressal Cell takes note of academic as well as personal grievances of the students and all grievances are expeditiously redressed.

5.1.11What are the institutional provisions for resolving issues pertaining to sexual harassment?

With the view of resolving issues pertaining to sexual harassment the College has a Women's Cell. It has been constituted to keep vigil against harassment of women employees and students.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Yes. The College has an Anti-Ragging Committee and an Anti Ragging Squad which has been constituted as per the Kerala Government's Ragging Prohibition Act of 1998. No instance has been reported till date.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The College has the following welfare schemes for the students:
- **Scholarships from Government Agencies**
  1. National Merit Scholarship
  2. National Loan Scholarship

3. National Merit Scholarship to the children of school teachers.

4.Hindi Scholarship to students from non-Hindi speaking states.

5.Scholarship to differentially-abled students.

6.Travancore Temple Entry proclamation Scholarship to SC/ST Students.

7.Scholarship to the children of Fishermen.

8.Scholarship to Muslim/Nadar girl students

9.Suvarna Jubilee Merit Scholarship

10.Postmetric scholarships

11.C H Mohammed Koya Scholarship for Women (Latin, Muslims, Converted Christians)

12. Scholarship for the foreword Community

13.Indian Jeeva Karunya Wefare Trust for weaker section

- **Endowments:**
    1. Valsan K Varghese Memorial Endowment awarded to the student scoring highest aggregate mark in MA History examination
    2. S.K. Nambiar Memorial Endowment awarded to the student scoring the highest mark in B A English Language and Literature.
    3. Madar Memorial Endowment awarded to the highest scorer in BA Malayalam Language and Literature.
    4. Shiju.K. Nair Memorial Endowment awarded to the highest scorer in the final year B.Sc. Mathematics

- **Cash Prizes**

Departments and PTA award cash prizes and mementos to the topers and rank holders every year

Students Aid Fund raised by way of voluntary contributions from the students, staff and other institutions are disbursed to the eligible / needy students.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

No. Efforts are on to register the Alumni Association. Departmental Alumni meetings are held regularly and the students interact with the teachers and evince interest in the growth and development of the institution.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) high light the trends observed.

Student progression	%
UG to PG	25%
PG to M.Phil.	5%
PG to Ph.D.	2%
Employed • Campus selection • Other than campus recruitment	 1% 60%

A good number of the students go in for B.Ed (Teacher Training) and get appointed as teachers in schools- both Govt, and Private.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/ batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Programme	Pass Percentage 2011	Pass Percentage 2012	Pass Percentage 2013	Pass Percentage 2014
	Col.	Col.	Col.	Col.
BA History	84%	97.33%	100%	79%
BA English	83%	77%	88%	91%
BA Malayalam	77%	85%	77%	85%
B.Com	91%	92.85%	92.20%	89.29%
B.Sc. Maths	88%	87%	72%	95%
M A History	100%	90%	92%	94%

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

The college offers PG Programmes for History and Commerce. Awareness programmes on career options and new courses for the final year undergraduate students is arranged by the Career Guidance Cell. The Cell also

offers counseling services to the students. Invited agencies organize programmes to bring awareness about career opportunities for the final year students.

5.2.4 Enumerate the special support provided to students who are at risk of failure and dropout?

The tutors give all moral support to the students who are at the risk of failure and drop out. Apart from remedial teaching, counseling is done. The teachers also meet the parents and persuade them to help the students to continue their courses.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

The college provides opportunities for sports, games cultural and other extracurricular activities. Students are regularly motivated to participate at college level, University level and inter university levels. All necessary support is given to such participants. The programme calendar is drawn in accordance with the University Programme calendar. Sports Day, College Day, Fine Arts Day are held annually, in which students participate with all enthusiasm

5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/State/Zonal/National/International, etc. for the previous four years.

Students representing the college at the University arts Fest have secured A Grade for Folk song, Patriotic song and Poorakkali in 2012. In 2014, Sri. Ajayan K bagged the second prize at the University level essay writing competition.

The college has been able to maintain an excellent record in sports & games. The details are as follows:

- **University Inter Collegiate championship**

(2010-11)

Event -	Kho- Kho (Men)	Second Position
	Kho-Kho (Women)	Second Place
	Kabaddi (Men)	Third Place
	Soft ball (Men)	Second Place

	Handball (Men)	Third Place.
	Handball(Women)	Third Place
	Athletics	Two first Place and Two second places.
	Cross country (Men)	Fourth place

(2011-12)

Event -	Soft ball(Men)	Second Place
	Kho-Kho (Women)	Second Place
	Kho-Kho (Men)	Third Place
	Hand Ball (Men)	Third Place
	Handball(Women)	Third Place
	Kabaddi (Men)	Fourth Place
	Athletics	Three first Place and Four Second place And two Third place
	Soft ball (Men)	Third Place
	Cross country (Men)	Third place

(2012-13)

Event -	Kho-Kho (Men)	First Place
	Kho-Kho (Women)	Third Place
	Soft ball (Men)	Third Place
	Cross country (Men)	Fourth place
	Cross country (Women)	Third place
	Athletics	Three first Place, one second place and Five Thirdplaces
	Hand ball(Men)	Fourth Place
	Kabaddi (Men)	Fourth Place

(2013-14)

Event-	Kho-Kho (Men)	First Place
	Kho-Kho (Women)	Third Place
	Cross country (Women)	Third place
	Athletics	Two first Place and Four Fourth place

Softball (Men)	Third Place
Kabaddi (Men)	Fourth Place Hand Ball
Handball (Women)	Fourth Place
Cross country (Men)	Fourth place

- **Representation in University Team:**

Event	2010-11	2011-12	2012-13	2013-14
Softball (Men)	3	2	3	3
Kho-Kho (Men)	3	2	5	6
Kho-Kho (Women)	2	--	2	2
Hand Ball (Men)	4	3	3	1
Badminton (Men)	1	1	--	--
Cross Country (Men)	1	1	--	2
Cross Country (Women)	1	--	2	1
Basketball(Women)	-	-	1	1
Kabbadi(Men)	4	3	2	1
Kabbadi (Women)	2	1	1	2
Athletics	5	3	4	3

- **Participation in Dist./State Championship:**

In 2011-12, the college team came first in the Kannur Kho-Kho championship and 10 players of our college represented the District in the State Championship. In 2012-13, 6 of our players represented District in the State Championship. In the Dist. Championship, our college got first place. In 2013-14, six of our students represented the Kannur Dist. in the State Kho-Kho Championship.

- **Participation at National Level**

Kum. Shajina N. K represented the Kannur University in the All India Inter University Volleyball Championship and won the gold medal. She also represented the Kerala State in the National Junior Championship in 2012.

Vinodkumar S. - Individual champion in State Cycling Championship held at Palaghat in 2014.He is also selected to the Kerala team.

Kum. Aswathi K represented the State in the National Basketball Championship in 2013 and 2014

5.3.3 How does the college seek and used at and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

No systematic format is used for seeking such feed-back. However it is obtained through alumini meetings where valuable suggestions and feed-back from graduates and employers are collected. These are analyzed and discussed in various committee meetings and measures taken to improve the quality of the institutional provisions.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/materials brought out by the students during the previous four academic sessions.

The College brings out a magazine annually which showcases the creativity of the students and also the events of the college. Every year the magazine is published by the students Union with the Principal as the Chief Editor. The editorial Board has a Staff Editor and a Student Editor and union members and teachers. Every care is taken to see that the topics included in the magazine are original. The magazine includes topics of current interest, interviews and the like. Each Year the Magazine takes on a name which is duly approved by the Magazine Committee.

> 2011. "Karimashi"
> 2012. "Tag"
> 2013."Madhurichittu Thuppanum Kaichittu Erakkanum"
> 2014.   "All is not well".

Apart from this students bring out magazines on special occasions. "Aksharam" a magazine by the Malayalam Department was released in 2014.

The Department of Malayalam has also launched an online magazine in 2011 in connection with the IT Mission which has been named "Kalalayam"

There were other publications from the college like "Kaliyarngu", "Jaivamudhra", "Nammalkkidayil Pareyandiyirunhath" and so on.

The student organizations are allotted spaces where they may exhibit their creativity and opinions on current issues pertaining to the student community

5.3.5   Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

As per the University norms, a general election to College Union is held annually. The election is done on a parliamentary basis. The College Union comprises of the following offices:

1. The President of the Union (Principal of the college ex-officio)
2. The Chairman.
3. The Vice-Chairman.
4. The General Secretary.
5. The Joint Secretary
6. University Union Councilor
7. The Secretary
8. Fine Arts Secretary
9. Student Editor.
10. General Captain (Games and Sports)
11. The Secretary of various associations (Major Departments)
12. Class/Year Representatives

The activities of the Union are coordinated by the Staff Advisor and the Fine Arts Advisor. Being a co-educational college the Vice-Chairmanship and the Post of Joint Secretary are reserved for women candidates. If there are no contestants, these posts are kept vacant.

All the major annual events are hosted and organized by the College Union. The events include: Union Inauguration, Fine arts Day, University Union Arts Fest, and College Day. Besides this a number of other events and activities are conducted under the leadership of the College union.

5.3.6 Give details of various academic and administrative bodies that have student representatives on them.

As a part of inclusiveness in the decision making process students are put into various committees. Some of the Committees that have student representatives are:

1. Library Committee
2. Students Consultative Committee
3. Grievance Redressal Committee
4. Anti Ragging Committee
5. Canteen Committee
6. Class Monitoring Committee

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.

The faculty members maintain a very good relationship with the former faculty of the college. They are invited for all the major programmes. Their skill and expertise is sought after for the smooth functioning of the college. The Alumni actively involves in the developmental activities of the college.

CRITERION VI

GOVERNANCE, LEADERSHIP
AND
MANAGEMENT

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.

The noble aim of the founders in starting an institution in the Madayi region was to cater to the needs of the economically and socially backward classes of this area. It has as its vision statement: EDUCATE TO EMPOWER. Empowering the people of this area by imparting education and thus transforming the socio-economic conditions has been the prime concern. The mission is

- To enable students to rise up the social ladder
- To create healthy and democratic outlook.
- To encourage cordiality and creativity.
- To empower economically.

The vision and the mission statements clearly show how the institution works towards promoting equity, excellence and access to all sections of the society.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The college comes under the management of the Payyanur Educational Society. The President of the Society acts as the Manager of the College. He is assisted by a team of directors. The recruitment of teachers and office staff and provision of infrastructural facilities is done by the Manager. The Principal of the College is the administrative Head of the institution. All important decisions are taken by the Principal after due consultation with the College Council. The College Council consists of all the Heads of the Departments and two elected representatives. The Heads of the Departments synchronize the regular administration of the Departments. Specific Committees are formed to discuss and take decisions regarding various administrative activities.

6.1.3What is the involvement of the leadership in ensuring:

- **The policy statements and action plans for fulfillment of the stated mission:** The Principal being the Head of the Institution plays a key role in the smooth functioning of the college. He is

assisted by the College Council and other Committees. The policy statements and action plans for the fulfillment of the stated mission are drawn out after consultation with the members of the College Council.

- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:** All action plans are drawn out after the consultation with the College Council and faculty members. Feedback from all stakeholders is collected, analyzed before drawing out the action plan

- **interaction with stakeholders:** The Principal interacts personally with the stakeholders-faculty members, students, alumni and the parents

- **proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:** Regular meetings with the stake holders help in analyzing the needs and issues pertaining to the college and these are addressed on a priority basis.

- **Reinforcing the culture of excellence:** The Principle and the faculty members work towards promoting excellence in the institution by bringing about necessary changes in the administrative and functional levels of the institution.

- **Champion organizational change:** As the College comes under the purview of Govt. and the University major organizational changes are not permitted

. **6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

The Principal in coordination with the College Council, IQAC, Heads of the Departments, Students' Union, NCC, NSS Programme Officers etc. monitors all the institutional activities. The Principal in consultation with the College Council, IQAC, UGC Fund Planning & Utilization Committee and all Heads of the Departments, evaluates and plans the policies of the college for effective implementation and improvement from time to time.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The academic leadership is provided to the faculty through formulation of different committees and units of the college with specific activities.

1. College Council
2. IQAC
3. NAAC Committee
4. Admission Committee
5. Library Advisory Committee
6. Sports and Games Committee
7. NSS & NCC Advisory Committee

Teachers who serve on various committees imbibe leadership qualities and carry out specific activities.

6.1.6 How does the college groom leadership at various levels?

Leadership is groomed at various levels by entrusting duties to the teachers and students. The Students' Union also plays a vital role in grooming leadership qualities among students at various levels.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments/units of the institution and work towards decentralized governance system?

The college provides operational autonomy to the various departments and committees. Decentralized governance is carried out as under:

- The Principal forms the pivot of the institution. He is vested with all authority pertaining to administration, academic, financial etc.
- The Heads of the Departments look after the day-to-day administration of the Departments and interact with the Principal.
- The various committees in consultation with the Principal take their own decisions regarding co-curricular, extra-curricular and extension activities.
- Office Administration comes under the purview of the Head Accountant.
- The elected Students" Union plays an important role in all the affairs of the students in the campus and makes representations to the authorities whenever necessary.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management

Yes. The College promotes participatory management culture in all its activities.

Levels of Participatory Management

Manager
↓

Principal
▼

College Council	Heads of Departments	Office Head

Students
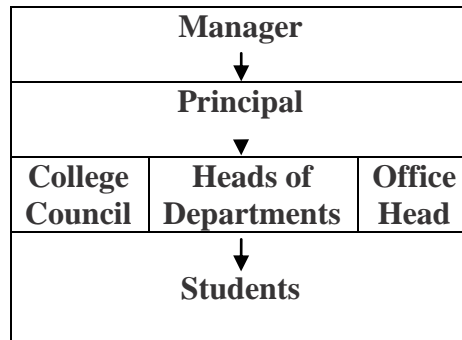
6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes. The College has a formally stated quality policy as mentioned in the vision and mission statements. The College Council in coordination with the Principal develops the action plan to fulfill the policies. All important decisions are taken after due consultation with the concerned. It is properly communicated to all through circulars and notices. The execution of these activities is reviewed periodically.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

Yes. The College has a perspective plan for academic and infrastructural development. It is prepared on a priority basis. The interests of the stakeholders and the society at large are taken into consideration.

Academic expansion through induction of new courses as and when the Government of Kerala permits is carried out.

6.2.3 Describe the internal organizational structure and decision making processes.
The Principal is the administrative Head of the Institution. The College has a statutory body called the College Council which assists the Principal in decision making. The Heads of the various Departments are responsible for

the day-to-day administration of the Departments. The conveners of specific committees coordinate the activities. The Student representatives also play an important role in the various institutional activities.

This is a Government aided college. All major decisions pertaining to staff recruitment, student support welfare schemes etc. are taken in accordance with the State Government's policy. Infrastructure is provided and maintained by the management. Assistance from UGC is also sought and funds used as per the UGC norms and specifications. Internal decision making is participatory in nature. All data and information obtained through the feedback from students, Heads of the Departments, faculty members, office staff is taken into consideration while taking decisions. Meetings at regular intervals are held to take major decisions and these are circulated to all concerned.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

Teaching & Learning

- Provides remedial coaching classes to the students who are in need, so that they can cope up with the programme of their choice.
- Follows academic calendar.
- Provides learning facilities like a well stacked library with internet connectivity to make learning effective
- Up gradation of the main library with latest books and journals
- Smart boards and ICT devices like OHP, projector, Laptop etc to enhance the teaching learning experience.

Research & Development

- Promotes the research activities of the teachers and students,
- Encourages teachers to organize state/national level seminars and workshops.
- Provision of computers with internet facility at various levels.
- Invitation to eminent scholars/speakers for delivering talks and presiding over the technical sessions of seminar/workshops.

Community engagement

The college has two NSS and an NCC Units, These units have a planned calendar in which different extension activities are organized in and out of the college throughout the year. The cadets/volunteers participate in various awareness campaigns and rallies in collaboration with other social organizations..The NCC wing participates in various state level and regional level parades and special camps through which the students develop an ability to meet emergencies and national disasters.

Students are also encouraged and motivated to participate in various seminars and discussions to give them exposure to current societal problems and generate awareness regarding their roles and responsibilities in the society.

Human resource management

The following strategies have been taken up by the college to improve the quality in human resource management.

- Encouragement to faculty members to attend various staff development programmes
- Annual increments and promotions to the faculty as per the Government/UGC norms
- Provision of Self-Appraisal Report System for teachers at the time of promotion from one post to another.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

The Principal being the Head of the Institution, in coordination with different committees ensure that adequate information is conveyed to the top management and the stakeholders through meetings, circulars, notices etc.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The management encourages and supports involvement of the staff in all institutional processes by soliciting suggestions from the Principal, the Heads of Departments, faculty members and conveners of various committees to plan and implement various activities in different spheres of the institution.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The Management Council (Board of Directors) meets periodically to discuss various matters regarding the college.
- Resolved to construct the first and the second floor college new block
- Resolved to go in for the NAAC accreditation at the earliest
- Appoint teachers in the various departments where there were existing vacancies

- To provide space and furniture for the M Com and BBA Courses
- To Pay the affiliation fee for the newly started courses

All the resolution pertaining to the college were implemented with immediate effect

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

Yes. However the institution has not made any efforts in this direction.

6.2.9 How does the Institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stake holder relationship?

The grievances/complaints from all stakeholders is promptly attended and settled. An Employees Grievance cell is functioning in the college. The students also have a Grievance redressal cell where the issues are discussed and settled. The suggestion box kept at each department is another mechanism to look into the grievances of the students. The Principal collects, analyses and takes decisions after due consultations with the concerned.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?
No.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes. Data collected from the students by way of student feedback is analysed and used for improvement of the institutional development.

6.3 Faculty Empowerment Strategies
6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

Efforts made by the College to enhance the professional development of its staff are as follows:
The faculty members are encouraged to attend staff development programmes such as workshops, refresher courses, seminars, orientation programmes etc.

They are also encouraged to organize staff development programmes.

The faculty is motivated to submit research projects to various funding agencies like the UGC and to take up individual research programmes like M.Phil or Ph.D.

Non-teaching staff is also encouraged to attend staff development programmes conducted by various agencies.

Computer skill development programmes are given special focus and the staff is encouraged to participate in such programmes.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

In order to motivate the teachers to discharge their responsibilities, the following strategies are adopted:

Encouraged to attend Orientation / Refresher Programmes, Seminars, Workshops, Conferences and other training programmes. Duty leave is sanctioned. Information regarding such programmes is circulated among the teachers.

The teachers are encouraged to receive grants from UGC and other funding agencies. The faculty is also permitted to make use of the infrastructural facilities in carrying out their research work.

Computer training and other programmes are arranged for the non-teaching staff.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better Appraisal.

The self-appraisal system in the prescribed format to evaluate the performance of the faculty ensures that information on multiple activities of the faculty is captured. This report is to be submitted periodically for promotion from one post to another post and one grade pay to another grade pay. The reports are evaluated by a screening committee formed as per the University regulation

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Promotion and higher grade pay is allowed as per the self appraisal report that is duly approved by the University and the Deputy Director of Collegiate Education. The management also keeps a close vigil over the performances of the faculty. Major decisions taken are communicated through notices and letters.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The following welfare schemes as per the State Govt. norms are available to the staff of the college:

- Family Benefit Scheme.
- Group Personal Accident Insurance Scheme
- Group insurance Scheme.
- State Life Insurance
- Provident Fund
- Death Cum Retirement Gratuity
- Medical Reimbursement
- Maternity & Paternity Leave benefits

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

The college which is a Government aided college makes all appointments and retainment of faculty members as per the rules of the State Government. The rapport between the management and the staff plays a very significant role in retaining the faculty. M.Phil and Ph,D holders get timely additional increments.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The institutional mechanism to monitor available financial resources are

- Daily cash book maintained.
- Funds allocated for specific purposes are utilized under the supervision of the respective Co-ordinators / Convenors of Various Committees & Clubs

- Principal acts as the sole charge of all financial dealings.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

Yes. The external audit is done by the Deputy Directorate of Collegeate Education. The last audit was done in the year 2013. Besides this, internal audits of funds received from various agencies for different projects are done by chartered accountants. No serious objections or misappropriations have been reported. The service books of all the staff is verified and authenticated periodically. Apart from this the attendance registers, pay rolls and service books of all staff are verified before sanctioning pensionary claims. Discrepancies if any are corrected and excess payment if any is refunded.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any

- Salary for the staff disbursed monthly by the Direct Payment Scheme of the State Govt.
- UGC funds for purchase of books, equipment, infrastructure, conduct of seminars/workshops etc.
- Student scholarships under various schemes of the state and central Governement's come under the Direct Benefit Transfer Scheme.
- Funds for the activities of the NSS / NCC /and other clubs.
- PTA fund.

Funds for the day-to-day activities and contingent expenses are provided by the Management.

Being a grant in aid college, financial receipts are maintained as per the State Government Regulations Account

No major deficit has occurred.

The management takes care of the institutional day today needs. Being a co-operative Society all income and expenditure statement are audited by a competent authority. Detail of institutional receipts and payments are given below

Statement of Receipts & Payments

Sl. No	Item	2011	2012	2013	2014
		Receipts			
		year			
1	Shares	4450	4600	5000	5300
2	Admission fees	178	184	200	212
3	Rent by canteen	5600	900	900	900
4	Donation	227000	416000	902000	3385500
5	Miscellaneous	--	5800	57300	16050
6	Interest on deposit	26126	56587	33178	64399
7	Suspense Account	--	--	--	628143
	TOTAL	263354	484071	998578	4100504
		Expenditure			
1	T A	12770	19850	3800	3800
2	Guest Lecturer Expenses	72400	62350	51950	69900
3	Electricity	27217	33856	42474	43923
4	Telephone Cgarges	9341	10756	9145	12051
5	Affiliation fees	25000	25000	25000	80000
6	Land Tax	4108	1027	---	4008
7	Printing & Stationary	6465	4884	5415	14489
8	Advertisement	9200	151765	199420	128500
9	Legal Charges	5000	--	--	--
10	Cleaning&Maintenance Charges	24000	24000	25500	30000
11	furniture	--	21510	--	26620
12	Application fees for New Courses	--	41000	--	--
13	Miscellaneous	--	46300	62045	81908
14	Postage	--	--	4191	5305
15	Building Construction	--	--	--	3600000
16	Interview Expenses	---	---	---	15944
17	Suspense Account	67853	41773	569638	---
	TOTAL	263354	484071	998578	4100504

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

Additional funding from UGC and other agencies sought and accounts maintained. UGC Planning & Utilization Committee meets at periodic intervals for planning and procuring funds under various schemes. Funds from the Kerala State Higher Education Council, Kerala Institute of Local Administration, Archeological Department are solicited, procured and utilized as per the regulations.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)
Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes. The institution as per the guidelines recently has constituted an Internal Quality Assurance Cell. It functions as a monitor system of all activities of the college. Ever since the establishment of the IQAC quality consciousness has raisen to a very high level and all stakeholders contribute to the enhancement of the quality of the institution.

2. How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?

The decisions taken by the IQAC are always with the concurrence of the management/authorities. As for the implementation of these, decisions so far taken have all been implemented.

3. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.
No.

4.How do students and alumni contribute to the effective functioning of the IQAC?

The IQAC has been recently constituted. The students are well informed about the activities and the purpose of the IQAC. Students are invited to participate in the various programmes organized by the IQAC. As a part of enhancing quality the Departmental alumni of Maths has instituted an endowment to be awarded to the toper of the B.Sc Maths, every year

5.How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC has an inclusive policy. All the staff of the college are kept informed about the programmes conducted by the IQAC through circulars. The IQAC also makes use of the expertise of teachers and non-teaching staff in all its exercises.

6.5.2Does the institution have an integrated frame work for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalization.

The College ensures quality of its academic and administrative activities through the IQAC. The Principal and the College Council and convenors of various Clubs/Committees/Forums/Cells and the Students' Union play a very significant role in quality assurance.

6.5.3Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Yes. The IQAC conducted a one day workshop on Quality Sustenance. It also arranged a One Day workshop on ICT in Teaching. The IQAC has also succeeded in bringing out a News Letter titled CASC Bulletin – an excellent record of the activities and achievements of the college.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

As an affiliated college of the Kannur University, it abides by the rules prescribed by the University. Whenever a new course is introduced the University sends a team of experts to visit the college. The team visits and then makes the feasibility report. The Directorate of Collegiate Education and the Management also conduct periodical inspection. These reviews always have positively impacted the activities of the institution.

6.5.5How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/ regulatory authorities?
All internal quality assurance mechanisms are in tune with the requirements of the University and the Directorate of Collegiate Education, Kerala.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and out come?

The following is the structure of institutional mechanism to review the teaching-learning processes.

- Interaction of the Principal with the Heads of the Departments.
- Principal interacts with the examination committee.
- Timely interactions with the student representatives by the Heads of the Departments and the Principal.
- The active functioning of the Academic Advisory Committee.

The methodologies of operation are:

- Academic Committee monitors teaching-learning activities.
- Heads of the Departments monitor the results and academic performance of the students in tests, university examinations.
- Class representatives bring to the notice of the Principal/Head of the Department if there is any serious problem in teaching-learning.
- Library advisory Committee looks after the improvement of library services.

The outcomes of such a mechanism is as follows:

- Improved teaching-learning methods.
- The Number of books in the library has considerably increased.
- Smart boards and other new teaching methods adopted.
- Steady rise in the academic performance of the students in the University examinations.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The College communicates through notices, circulars, website and meetings. The external stakeholders have access to the college website.

CRITERION VII

INNOVATIONS
AND
BEST PRACTICES

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1. Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

No. However the NSS and NCC units with Bhoomithra sena and Nature Club work towards promoting environmental consciousness in the campus. Plants and tree saplings are planted by the students and the above mentioned forums give all care for its maintenance.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The following initiatives are taken by the college to make it eco friendly.

Energy conservation
- The classrooms are well ventilated and this permits natural light. Electricity is thus conserved.
- In association with the Kerala State Electricity Board, a programme called 'Save Energy, save Earth' is conducted every year.
- As a part of promoting awareness of the need to conserve energy Quiz Programmes are conducted every year
- Use of LCD computer monitors in the Departments and office saves electricity.
- A Pamphlet containing important and relevant points pertaining to preservation of the energy was distributed among the students

Use of renewable energy
Installation of a solar panel has assured of uninterrupted power supply in the administrative block. Efforts are on to expand the same. The consumption of electricity has been minimized through the installation of solar panel

Water harvesting
Recognizing the need of harvesting rain water through all possible means, the college maintains and preserves the ponds in and near the college campus. The natural rock cut pond within the college campus and the Jewish Pond in the Madayi hillock act as natural reservoirs and the college takes up the responsibility of maintaining these natural reservoirs.

Check dam construction
There is no check dam construction.

Efforts for Carbon neutrality
The Madayi region is in itself carbon neutral. The college plays a very important role in maintaining the ecology of this place by minimizing wastages and managing them judiciously.

Plantation
- Planting trees is a regular exercise of the NSS and the Bhoomithra sena. The rocky terrain of Madayi often poses serious obstacles but the college tackles all these and does not give up its efforts in making the place cool and shady.
- As a part of promoting indigenous farming Bhoomithra sena supplied vegetable seeds and saplings to the students

Hazardous waste management
The college has always recognized the importance of waste management. The following are some of the measures adopted.
- Every year students participate in an oath taking where students are reminded of their responsibility and declare that they shall keep their surroundings unpolluted and healthy
- Girls provided with sanitary vending machine and napkin disposal machine.
- An incinerator has been established in the campus by the Bhoomithra sena where the waste is burnt without causing much harm to the environment.
- Volunteers of Bhoomithra sena and the NSS conduct massive cleaning campaigns periodically. The 'Swach Bharat' campaign has also been taken up with all enthusiasm.
- The College has been declared as plastic free zone

e-waste management
All e-waste is collected and safely disposed periodically.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The college has taken many innovative steps in the last four years. And these have had a very positive impact on the functioning of the college.

- **Innovation in Admission procedure**.

Manual admission procedure replaced by the computerized system.

- **Curriculum designing & Implementation**

College has adapted itself to the newly Introduced 7 point scaledirect grading System under CBCSS

The introduction of Open Courses as a part of interdisciplinary programmes

- **Teaching Learning**

  Smart boards have been installed in the classrooms

  Student interaction is promoted through seminars and workshops

  Remedial teaching has been introduced for various subjects

  Reforms in examinations are implemented by the introduction of continuous evaluation of the students for internal assessments by means of seminars assignments and test papers

- **Innovative strategies in Research, consultancy**

  Organising/participating in in-campus and off campus extension and outreach programmes.

  Minor research Projects are undertaken by the faculty members

  Healthy relationship maintained with local community through NSS, NCC and Consultancy services

- **Infrastructural facilities**

  Construction of a new block

  Purchase of new version computers.

  Setting up of a Heritage Museum.

  Wi-fi access to one and all.

  Installation of solar panel.

  Fixation of smart boards.

  Automation of the library.

  Installation of Public Address System

  Seminar Hall

  Water Purifier and Cooler System

> Xerox Machine
> Computer with internet connectivity available in all departments
> Computer lab with backup facilities

- **Student Support**
  > Class PTAs held at regular intervals
  > Publication of Attendance Progress Statement
- **Innovations in Governance and Leadership**
  > Introduction of office automation with licensed software to carry out various administrative works
  > Office staff is given training in the use of ICT to keep pace with the changing demands
  > Principal attends the training programmes to update and refresh skills in governance

7.3 Best Practices

7.3.1 Elaborate on any two best practices which have contributed to the achievement of the Institutional Objectives and/ or contributed to the Quality improvement of the core activities of the college.

The two best practices which have contributed to the achievement of institutional objectives and enhancement of quality is given below

Title of the Practice 1. : Widening Access in Higher Education.

Goal :
- The management and the faculty members earnestly work towards providing a conducive atmosphere for the students to get educated.
- To widen access to higher education.
- To create equity and access to the students from the disadvantaged communities,   muslim minority, women and economically weaker sections of the society.
- To implement and make available all welfare schemes introduced by the State and Central Governments.

Context.:

The College which   is situated in a rural area caters to the demands of providing higher education to the people of this area. The founders of the college too had this noble aim of imparting higher education to the socially and economically backward classes of the Madayi region. The college has thus proved to be a boon to the educationally backward people here. Most of the students studying in this college come from families which are

under the Below Poverty Line. It often becomes a very serious challenge for the students coming from such families to complete their education, if no financial support is given. Recognizing the needs of such students and to provide access to higher education to these backward classes the Central and the State Governments have introduced various schemes and scholarships. All these schemes are made available to the students

Practice.

- The faculty members take earnest initiatives to see that the students get financial support from various sources. The Principal and the nodal officer play a key role in obtaining these scholarships.

- A thorough study of all available scholarships under various agencies is made by the nodal officer and timely circulars are sent. Guidance is rendered for online submission of applications for various schemes and timely disbursement of these scholarships is carried out. The scholarships are mostly disbursed through the DBTS. The DBTS or the Direct Benefit Transfer Scheme is where the amount of scholarship is directly credited to the bank account of the students and they can withdraw the same as and when necessary. The criterion for giving these scholarships is mostly economic, social backwardness and merit. The efforts taken by the staff of the college has resulted in obtaining scholarships to most of the students. About 85% of the students enjoy the merits from following Schemes:

  1. Full fee concession to Students from economically and socially backward classes
  2. National Merit Scholarship
  3. National Loan Scholarship
  4. National Merit Scholarship to the children of school teachers.
  5. Hindi Scholarship to students from non-Hindi speaking states.
  6. Scholarship to differentially-abled students.
  7. Travancore Temple Entry proclamation Scholarship to SC/ST Students.
  8. Scholarship to the children of Fishermen.
  9. Scholarship to Muslim/Nadar girl students
  10. Suvarna Jubilee Merit Scholarship
  11. Postmetric scholarships
  12. C H Mohammed Koya Scholarship for Women (Latin, Muslims, Converted Christians)
  13. Scholarship for the foreword Community
  14. Indian Jeeva Karunya Wefare Trust for weaker section
  15. Valsan K Varghese Memorial Endowment awarded to

the student scoring highest aggregate mark in MA History examination

16.S.K.Nambiar Memorial Endowment awarded to the student scoring highest mark in B A English Language and Literature.

17.Madar Memorial Endowment awarded to the highest scorer in BA Malayalam Language and Literature.

18.Shiju.K.Nair Memorial Endowment awarded to the highest scorer in the final year B.Sc. Mathematics

Evidence of Success.

The evidence of success   of this practice can be seen by analyzing the number of students who complete their graduation. A good number also go in for their Post graduation. Students pursuing Post graduation are also eligible to avail scholarships instituted by State and Central Governments. The State and Central Government's policy of providing opportunities for students of economically weaker sections of the society to gain access to higher education is closely followed and implemented. All students who enroll for their graduation complete it successfully. The dropout rate for want of financial support is negligible. Dropout rate which is presently at 3% is due to various other reasons and not financial constraints. On completion of graduation the students become competent enough   to serve the society in various capacities.

Problems encountered.

The students sometimes fail to respond to the circulars that are sent to the classes and thus miss the opportunities. Timely online submission of applications, sometimes pose a problem for the students. However the nodal officer takes special care to see that all deserving and needy students are benefitted from the various Central and State Schemes. The concerned tutors also give necessary directions to the students for availing these scholarships. Very often the nodal officer and the office staff come under tremendous pressure in processing the papers for these welfare schemes.

Best Practice 2.

Title of the Practice: Publication of the Annual Newsletter named CASC Bulletin.

Goal:

The College which has been marching steadily on the path of glory and success felt a strong need to tell the stakeholders and the society at large of its success story. The chief aim of bringing out an annual newsletter was to capture and communicate to the society, the achievements made by the college in various spheres.

Context:

Higher education on the whole is undergoing a very positive change. Quality improvement and quality sustenance are the watch words of higher education. The college, in keeping pace with these changes in the higher education sector has contributed a lot in the curricular, co-curricular and extracurricular spheres. With accreditation process in full swing the college has been buzzing with a lot of activities. The bulletin becomes a platform that serves the purpose of capturing all significant activities of the college.

Practice:

The IQAC with the support of the Principal and all faculty members has listed out all major events and achievements of the college. After a series of meetings it was decided that the College should bring out an Annual Newsletter that would contain information about the various achievements of the college.

The following decisions were taken with regard to the publication of the annual newsletter.

1. Newsletter meant for private circulation only.
2. The newsletter would be in 8-10 pages multi colour offset printing.
3. All activities of the college to be properly presented.
4. The IQAC to bring out the CASC Bulletin.

Photographs, message from the Manager, Principal and write-ups of various departments, history of the college etc., are some of the items featured in the bulletin. The first volume of the CASC Bulletin is to be published by the IQAC and released in connection with the inauguration of the new block. The Bulletin serves as a valuable document that tells of the college, its history and its achievements. Copies of the Bulletin are distributed among the parents, directors, teachers, to other colleges. Copies are displayed on the notice board and also kept in the library. Decision to bring out newsletters annually has been approved by the Management and faculty.

Evidence of success:

The newsletter has been well received by all the stakeholders. All teachers and students have enthusiastically contributed to the making of this bulletin. Positive remarks from all sides have poured in ever since the publication of the CASC Bulletin. The Bulletin has undoubtedly proved to be a true and effective means of declaring to the society that the college has not made compromises with quality enhancement and quality sustenance.

Problems encountered:

The decision to bring out an annual newsletter was very widely welcomed. But when it came to the actual work of collecting all data and putting it in an aesthetic manner, the challenge was indeed a great one. The IQAC coordinator had to work hard in order to bring out the newsletter.   Another major problem encountered in the bringing out of this newsletter has been the financial constraint. As no ready funds for such an exercise was available, funds had to be raised from various agencies for bringing out the CASC Bulletin.

Contact Details:

Name of the Principal: Dr. P Musafer Ahamed
Name of the Institution: Co-operative Arts & Science College, Madayi
City: Kannur
Pin Code: 670 358
Accredited Status: To be Accredited
Work Phone   0497 287550   **Fax:** 0497 2876410
Web Site: www.madayicollege.com   **EMail:** cascolg@gmail.com
Mobile: 09447780364

Evaluative Report of the Post Graduate Department of Commerce

1. **Name of the department** : Post Graduate Department of Commerce

2. **Year of Establishment** : 1998

3. **Names of Programmes / courses offered** :
   UG : B.Com with Co-operation
   PG : Mcom with Finance

4. **Names of Interdisciplinary courses and the departments/ units involved** :
   Common Course, and Open course

5. **Annual /Semester /Choice based credit system (programme wise)**
   B Com : Choice Based Credit and Semester system
   M Com : Semester system

6. **Participation of the department in the courses offered by other departments** :

   Students of the department of commerce participate in Common Courses and open courses offered by other departments like English, Mathematics, History, Malayalam, Computer Science, Sociology, Economics and Physical Education. Department of Commerce also offers open course to the students of other departments.

7. **Courses in collaboration with other universities,industries,foreign institutions, etc** : NIL

8. **Details of Courses / Programmes discontinued (if any) with reasons**: NIL

9. **Number of Teaching Posts**

	Sanctioned	**Filled**
Professors	--	--
Associate Professors	1	1
Assistant Professors	3	3
Guest Lecturers	4	4

10. Faculty profile with name, qualification, designation, specialization,

Name	Qualification	Designation	Specialisation	No. of Years of Experience	No. of PhD Students guided for the last 4 years
Dr. P Musafer Ahamed	Mcom, M.Phil, Ph..D	Principal &Associate Professor	Finance	32	NIL
Rajasree.K	M Com, B.Ed, SET,NET	Assistant Professor	Finance	3	NIL
Ramya.K.P	M Com,B. Ed, SET,NET	Assistant Professor	Finance	2	NIL
Rajitha.N.K	M Com,NET	Assistant Professor	Finance	2	NIL
Deepa.T.v	M Com,B.Ed, NET	Guest Lecturer	Finance	2	NIL
Sreeju.V.V	M Com, NET	Guest Lecturer	Finance	2	NIL
Rajith Kumar.T.V	M Com, NET	Guest Lecturer	Finance	2	NIL
Dhanya.V.M	M Com, B.Ed, NET	Guest Lecturer	Finance	18 Months	NIL

11. List of senior visiting faculty: NIL

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

    B Com : 84.06%
    M Com : Nil

13. Student –Teacher Ratio (programme wise):
    B Com : 22:1
    M Com : 6:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: NIL

15. Qualifications of teaching faculty with Dsc/D.Litt/Ph.D/M. Phil/PG

No	Name	Qualification
1	Dr.P.Musafer Ahamed	M Com,M.Phil,Ph..D
2	Rajasree.k	M Com, B.Ed, Doing Ph.D Course work
3	Ramya.K.P	M Com, B.Ed, Ph.D Registered
4	Rajitha.N.K	M Com
5	Deepa.T.V	M Com, B.Ed
6	Sreeju.V.V	M Com
7	Rajith Kumar.T	M Com
8	Dhanya.V.M	M Com, B.Ed

16. Number of faculty with ongoing projects from

> **a) National** : NIL
> **b) International funding agencies and grants received** : NIL

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : NIL

18. Research centre/ facility recognized by the University: NIL

19. Publications:

- **Publication per faculty**

  Publication by **Dr. P. Musafer Ahamed**
  i. "Sweet & Sour of Offshore Business Process outsourcing", Southern Economist(ISSN 0038-4046) in.2010
  ii. "Socio-Economic study on Construction Workers in Kerala" -Management Researcher, (ISSN : 2230-8431) Dec-2010
  iii. Advanced accounting for BBA, Harmony Publications, Kannur,2012
  iv. Advanced Accounting for B Com, Harmony Publications,Kannur,2012
  v. Information Technology for BBA & B Com, Harmony Publications,Kannur,2012

- **Number of papers published in peer reviewed journals (national/ international) by faculty and students**.NIL
- **Number of publications listed in International Database** : NIL

- **Monographs** : NIL
- **Chapter in Books**: NIL
- **Books Edited** : NIL
- **Books with ISBN/ISSN numbers with details of publishers:**NIL
- **Citation Index** : NIL
- **SNIP:**NIL
- **SJR** : NIL
- **Impact factor** : NIL
- **Index** : NIL

20. Areas of consultancy and income generated: Faculties of the Department of commerce offers various consultancy services like, Tax Consultancy Services and Accounting Grievances Services but no income has been generated out of these services

21. Faculty as members in
      a) National committees: NIL
      b) International Committees:NIL
      c) Editorial Boards: NIL

22. Student projects

a) Percentage of students who have done in-house projects including interdepartmental / programme : 100%

b) Percentage of students placed for projects in organizations outside the institution i.e. Research Laboratories /industry/other agencies: 100%

23. Awards/ Recognitions received by faculty and students Achievements / Recognition of faculties

Sl No	Name	Designaton	Award/Recognition
1	Dr. P.Musafer Ahmmed	Associate Professor	Chairman, UG Board of Studies, Faculty MemberKannurUniversity

The following students secured Rank in University Examinations

Sl No	Name	Year	Marks	Position
1	Megha . P	2002-2005	1001/1200	III
2	Krishnathara	2003-2006	1042/1200	III

24. List of eminent academicians and scientists /visitors to the department:

      1.Dr. P T Raveendran Director, Dept. of Management Studies, Kannur University

      2. Prof. M Saleem, Director, School of Distance EDUCATION, Kannur University

      3. Sri. Jayachandran,M Handloom Exporter, Kannur

      4. Mehash Chandra Baliga, Chambrer of Commerce, Kannutr

      5. Sri P Rajan, Managing Director, Dinesh Group of Industries

      6. Sri. Suresh, Director, VAT Centre, Kannur

      7. C A Mohan U, Chartered Accountant, Kannur

25. Seminars/conferences /workshops organised & the source of funding

      a) National: 1 National seminar on "Corporate Social Responsibility" , UGC funded (2011)

      b) International: NIl

26.Student profile programe /course wise:

Name of the Course /Programme		Applications received	Selected	Enrolled		Pass percentage
				Male	**Female**	
B Com	2011-14	1287	24	11	13	89.29
	2012-15	1314	24	6	18	
	2013-16	1428	24	13	11	
	2014-17	1562	24	8	16	
M Com	2013-15	105	10	--	10	
	2014-16	184	12	3	9	

27. **Diversity of students**

Name of the course	% of students from the same state	% of students from other states	% of students from abroad
B Com	100	0	0
M Com	100	0	0

28. How many students have cleared national and state competitive examinations such NET, SLET, GATE, Civil services, Defense services, etc?

      NET/SLET: NIL

      GATE/Civil Service: NIL

      Defense Services: NIL

29. Student progression

Student Progression	Against % enrolled
UG to PG	70%
PG to M.Phil	NIL
PG to Ph.D	NIL
Ph.D to Post –Doctoral	NIL
Employed Campus selection Other than campus recruitment	0.03% 80 %
Entrepreneurship / Self - employment	3%

30.Details of Infrastructural facilities

a) Library : The department library with 120 books. In addition Book Bank Scheme is operating in the department with 500 books

b) Internet facilities for staff & students: One Computer with Wi Fi connectivity

c) Class rooms with ICT facility: Two Classrooms with LCD Projector and Smart Board (one UG and One PG)

d) Laboratories: Common Computer Lab with 12 Computers

31.Number of students receiving financial assistance from college, university, government or other agencies

UG : 54

P G : 2

32.Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

- Implemented the schemes of Walk with Scholar (WWS) and Students Support Scheme (SSP)
- A work shop on research methodology was conducted to the students to increase their research aptitude and help them to prepare good project report
- A Motivation Class was provided to the students about entrepreneurship by a faculty of Rudset institute, Kanhirangad
- Programmes to develop the Soft skills of the students were conducted with the resource persons from other institutions.

33. **Teaching methods adopted to improve student learning**
 - LCD Power point Presentation
 - Use of Smart board
 - Students present seminars using LCD projectors
 - Assignments and Group Learning.
 - Industrial Visit/Field visit
 - Group Discussions

34.Participation in Institutional Social Responsibility (ISR) and Extension activities:

 - Blood Donation: The students donated blood during the blood donation campaign arranged at the college in association with National Service Scheme
 - Social/Economic Survey: A survey is being conducted by dept. of commerce on "The Issues and Challenges faced by MSME units in Madayi Village". The study was undertaken to highlight the issues and challenges faced by MSME units in Madayi village

35. SWOC analysis of the department and Future plans

STRENGTH	WEAKNESSES
1.Highly qualified, young ,experienced, and dedicated cadre of adjunct faculties 2. Low student strength enables perfect academic discipline 3. Multiple students scholarships and awards are available to support undergraduate and post graduate students. 4. Student interest in department programs is very strong 5. The department is strongly student centered and focused 6. Progressive Academic result of the past years 7.ICT enabled class rooms and teaching 8. Co-operation from all other Departments.	1. Lack of Research and other faculty mprovement programmes 2. Socio-economic back ground of the students. 3. Lack of off-campus and alternative programming (e.g., on line courses, off campus courses) 4 .Lack of sufficient number of support staff 5. Scarcity of fund for smooth conduct of Co- academic activities. 6. Majority of the teachers are guest faculties 7. Communication skill of the students is average

PORTUNITIES	CHALLENGES
1. We have the ability to connect and develop partnerships with the community 2.The growing recognition of the importance of commerce and university initiatives in Industry related areas provides opportunities to develop research centers focused on industry related activity within and beyond the department 3. Geographic location affords opportunities to develop consultancy work 4. The high level of interest in department programs provides an opportunity to translate high student demand into more selective admission	1. Poor Socio-economic and Educational Background of the Students 2. Fast Changing Technology poses challenges in learning occurs faster than capacity to respond

Future plans

1. To serve educationally disadvantaged sections of the community
2. Industry Department Interface.
3. 100% research oriented Department
4. Conduct more seminars and workshops
5. We are planning to form a "Voluntary Blood Donors Team" in the near future
6. To carry out more minor and major projects.
7. Enhance alumni association activities
8. Form an active placement cell under the department
9. To form a Financial Literacy Team

Evaluative Report of the Department of English

1. Name of the department : English

2.Year of Establishment : 1993

3.Names of Programmes/Courses : B.A. Degree in English Language and Literature (Main) and Common Course English

4. Names of Interdisciplinary courses and the departments/units involved:

Common Course offered to students of all degree programmes in the first two years and Open Courses offered to students of other departments in the final year

5.Annual /semester/ choice based credit system (programme wise): Semester system under CBCSS – B A English Language and Literature.

6.Participation of the department in the courses offered by other departments: Students of the department opt for Common Courses in the first four semesters and Open courses in the last two semesters.

7.Courses in collaboration with other universities, industries, foreign institutions, etc. NIL

8.Details of courses/programmes discontinued (if any) with reasons: NIL

9. Number of Teaching posts

	Sanctioned	**Filled**
Professors	--	--
Associate Professors	4	4
Asst. Professors	--	--

10.Faculty profile with name, qualification, designation, specialization, DSc. /D.Litt. / Ph.D./ M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4years
Smt.Ranjani Krishnan	M.A., M.Phil	Associate Professor and Head	Language and literature	31	--
Smt. Latha E.S.	M.A., M.Phil	Asso. Professor	Drama and Translation studies.	19	--
Smt. Pushpalatha P.C.	M.A. M.Phil	Asso. Professor	Poetry and Linguistics	18	--
Smt. K. Ajitha	M.A. ,M.Phil	Asso. Professor	Fiction and Women's	18	--

11.**List of senior visiting faculty**: NIL

12.**Percentage of lectures delivered and practical classes handled (programmewise) by temporary faculty:** NIL

13.**Student-Teacher Ratio (programmewise) :** 20:1

14.**Number of academic support staff (technical) and administrative staff; sanctioned and filled:** NIL

15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.

Sl. No	Name	Qualification
1	Smt.Ranjani Krishnan	M.A.,M.Phil
2	Smt. Latha E.S.	M.A.,M.Phil
3	Smt. P.C.Pushpalatha	M.A.M.Phil
4	Smt. K. Ajitha	M.A.,M.Phil

16. **Number of faculty with ongoing projects from a)National b)International funding agencies and grants received** NIL

17.**Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received**   NIL

18.**Research Centre/facility recognized by the University** NIL

19.**Publications:**

- **Publication per faculty** Nil

- **Number of papers published in peer reviewed journals (national/ (international) by faculty and students** : NIL

- Proceedings of the National Seminar on "Transgender Myth & Reality"

20. **Areas of consultancy and income generated** : Consultancy services rendered to school teachers of the Madayi region. No income generated.

21. **Faculty as members in**

a)	**National Committees**	NIL
b)	**International Committees**	NIL
c)	**Editorial Boards**	NIL

22. **Student projects**

a)   **Percentage of students who have done in-house projects including inter departmental/programme**: All students do a project work as a part of the Programme in the Final Year.

b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies** NIL

23. **Awards/Recognitions received by faculty and students** NIL

24. **List of eminent academicians / visitors to the department**
1. Dr. C.Kannan , Director of The Centre for Education, Kasargod.
2. Dr. K.C.Muraleedharan Associate Professor and Head of the Department of English, Payyanur.
3.Dr. Jyotsana Ben, Associate Professor and Head of the department of English, K.M.W.M.Women's College, Kannur.
4.Dr. P.M.Girish, Head of the Department of Malayalam . Madras University.
5.Ms. Kalki Subramaniam, Transgender Activist, actress and script writer

25. **Seminars/Conferences/Workshops organized & the source of funding**
   a) National : Seminar on Transgender :Myth and Reality funded by the UGC
   b)International Nil

26.**Student profile programme/course wise:**

Name of the Course/programme (refer question no. 4)	Year	Applications Received	Selected	Enrolled		Pass percentage
				*M	*F	
B.A. English	2011-12	396	24	4	20	83
	2012-13	389	24	8	16	
	2013-14	388	24	2	22	
	2014-15	402	24	2	22	

*M=Male *F=Female

27.**Diversity of Students**

Name of the Course	%of students from the same state	% of students from other States	%of students from abroad
B.A. Degree	100%	Nil	Nil

28. How many students have cleared National and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? : NIL

29. **Student progression**

Student progression	Against % enrolled
UG to PG	30
PG to M. Phil.	--
PG to Ph.D.	--
Ph.D. to Post-Doctoral	--

Employed •Campus selection •Other than campus recruitment	---- 45%
Entrepreneurship/Self-employment	20%

30. D**etails of Infrastructural facilities**

        a) Library NIL

        b)   Internet facilities for Staff & Students : Available

        c) Class rooms with ICT facility 1

        d) Laboratories NIL

31.Number of students receiving financial assistance from college, university, Government or other agencies: 62

32.Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts

Student enrichment programmes are conducted every year . The English Association and the English Club jointly conduct various programmes . Invited talks, quiz programmes, seminars are held regularly. In 2013, the Department organized a Two Day Seminar on Teaching and Learning of English as Second Language with the sponsorship of the Kerala State Higher Education Council. In 2104, the Department with UGC aid organized a Two Day National Seminar on Transgender: Myth and Reality.

33.Teaching methods adopted to improve student learning :

- Remedial teaching, Peer teaching are adopted
- Use of audio visual equipments in teaching English language and literature

34.Participation in Institutional Social Responsibility (ISR) and Extension activities:

- The students of the English Department actively participate in all extension activities. They have attended special camps conducted by the NCC and NSS .
- Students actively participating blood donation camps
- Active participation in rallies and campaigns against social issues like drug addiction, alcoholism, clean India etc.

35. SWOC analysis of the department and Future plans

Strengths:
- The English Department comprises of regular teachers.
- Since Common course becomes a part of all the Programmes of study, the teachers of the Department have a rapport with all the students of the college.
- The academic results of the past years have shown a progressive trend
- Student teacher ratio enables the teachers to have thorough knowledge of the background of the students and help whenever necessary

Weakness:
- Language skills in the students are minimum
- Opting for language and literature is not on aptitude basis
- Lack of a Language lab
- Socio-economic back ground of the students.

Opportunities:
- With the growing importance of communication and soft skill, the department has a significant role to play in the moulding of the students and imparting of these skills.
- A postgraduate programme of English language and Literature in the college would be of help to those who want to do their post graduation

Challenges:
- To impart language skills to the students whose economic and educational back ground is very poor
- The absence of language lab makes it difficult to train the students in gaining listening and speaking skills

Future Plans
- To conduct more seminars and invited talks
- To represent the need for the beginning of a post graduate programme in English Language and literature
- To activate the services of an English Clinic
- o form an active alumni association and enhance its activities

Evaluative Report of the Department of Malayalam

1. **Name of the department** : **Malayalam**

2. **Year of Establishment** : 1999

3. **Names of Programmes /Courses :** B.A. Degree in Malayalam Language and Literature (Main) and Common Course Malayalm

4. **Names of Interdisciplinary courses and the departments/units involved:** Common Course offered to students of all degree programmes in the first two years and Open Courses offered to students of other departments in the final year

5. **Annual /semester/ choice based credit system (programme wise):** Semester system under CBCSS – B A Malayalm Language and Literature.

6. **Participation of the department in the courses offered by other departments:** Students of the department opt for Common Courses in the first four semesters and Open courses in the last two semesters.

7. **Courses in collaboration with other universities, industries, foreign institutions, etc**. NIL

8. **Details of courses/ programmes discontinued (if any) with reasons:** NIL

9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	--	--
Associate Professors	--	--
Asst. Professors	4	4

10. **Faculty profile with name, qualification, designation, specialization, D.Sc. /D.Litt. / Ph.D./ M.Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Dr. P Sujatha	M.A.M A. M.Phil, P. hD	Assistant Professor and Head	Linguistics	8	--
Smt. Swapna Antony	M.A.,NET	Assistant Professor	Folklore	8	--
Smt. Sindhu K V (on FIP Leave)	M.A.NET	Assistant. Professor	Cultural Studies	7	--
Smt. Jainymol	M.A.,NET	Assistant. Professor	Literature	4 Months	--
Sri Pradeepkumar	M A M. Ed, NET	Temporary faculty under FIP	Literature	4 Months	
Sr. Shyam Sunder K	M A B. Ed Diploma in Journalism	Temporary Faculty	Journalism	5	

11. **List of senior visiting faculty**:
   1. Dr. T K Narayanan Namboodiri, Chairman Kshethrakala Academy Kerala

12.Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 4.17%

13. Student-Teacher Ratio (programme wise) : 20:1

14.Number of academic support staff (technical) and administrative staff; sanctioned and filled NIL

15.Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/ PG.

Sl.No	Name	Qualification
1	Dr. P Sujatha	M.A. M A., M.Phil, Ph.D
2	Smt. Swapna Antony	M.A.,NET
3	Smt. Sindhu K V (on FIP Leave)	M.A.NET
4	Smt. Jainymol	M.A.,NET
5	Sri Pradeepkumar	M A M.Ed, NET

16.Number of faculty with ongoing projects from a)National b)International funding agencies and grants received NIL

17.Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received NIL

18.Research Centre / facility recognized by the University NIL

19.Publications:
- **Publication per faculty**

Dr. P Sujatha	5
Smt.Swapna Antony	NIL
Smt. Sindhu K V(on FIP Leave)	23
Smt. Jainymol	NIL
Sri Pradeepkumar	NIL

- **Number of papers published in peer reviewed journals (national / (international) by faculty and students**

Dr. P Sujatha	3
SmtSwapna Antony	2
Smt. Sindhu K V(on FIP Leave)	2
Smt. Jainymol	NIL
Sri Pradeepkumar	NIL

- **Chapter in Books:** 1. Dr. P Sujatha, "Nammude Natterivukalum Shylikalum Pazhanchollukalum"

- **Books Edited :** Dr. P Sujatha, "Nammude Natterivukalum Shylikalum Pazhanchollukalum", DC Books

- **Books with ISBN**: 1. " Kappithottangalude Sookshippukari"-Collection of Poems by Smt. Sindhu K V, Published by Kairali Books
2. Dr. P Sujatha, "Nammude Natterivukalum Shylikalum Pazhanchollukalum", D C Books

20. Areas of consultancy and income generated : NIL

21.Faculty as members in

        a)National committees;   NIL
        b)International Committees: NIL
        c)Editorial Boards   **:** D C Books

22. Student projects

a)Percentage of students who have done in-house projects including inter departmental/ programme : All students do a project work as a part of the Programme in the Final Year.

b)Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry/ other agencies NIL

23. Awards/ Recognitions received by faculty and students

Dr. P Sujatha	Member, Board of Studies & Faculty member, Kannur University
Smt. Swapna Antony	Member, Board of Studies Kannur University
Smt. Sindhu K V(on FIP Leave)	2.Member, Board of Studies Kannur University 2.Kerala Water Authority Award for the Best Poetry of the year 2012

Award to students

Amritha K V	III Rank
Savina K	Top Scorer Kerala State in the U G Examinations

24.List of eminent academicians / visitors to the department

    a) Dr. Jaweharlal Handoo, Folklorist
    b) Dr. Sukumar Azheekode, Critic
    c) Dr. M G S Narayanan, Historian
    d) Dr. Raghavan Payyanat.Folklore Fellow
    e) Dr M R Raghava Varier, Historian
    f) Dr. Ramachandra Gouda, Folklorist Karnataka
    g) Sri. Benny Francis, Webbunaya Chennai
    h) Sri. P P Ramachandran Poet
    i) Prof. kadammanitta Vasudevan Pillai, Promotor, Patayani
    j) Dr. M V Vishnu Namboodiri, Folklorist
    k) Sri M P Prasanth Bureau Chief, New Indian Express
    l) Sri. Naseer, Bureau Chief, Hindu
    m) Sri K K Balraman, Mathrubhoomi
    n) Dr. P K Rajashekharan, Critic
    o) Sri K Balakrishnan, Mathrubhoomi
    p) N Prabhakaran, Novelist
    q) Dr. Joseph Scaria, Critic
    r) C J George, Lingusit

s) Prof. Mahmood Ahamed, Chairman, Folklore academy
t) Smt. Sithara S , Story writer
u) Sri. Azad, Script Writer
v) Dr. P K Bhagyalakshmi, Best Teacher Award Winner,
w) Susmitha Banerji, Kahtak Performer
x) Mani Vasudeva Chaakyar, Kooth Artist

25. Seminars/Conferences/Workshops organized & the source of funding
    a) National : Seminar on "Charithram, Samskaram, Desamudrakal sahithyathil" funded by the UGC, 2014
    b) International Nil

26. Student profile programme/ course wise:

Name of the Course/ programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.A. Malayalam	2011-12	293	24	4	20	85.18
	2012-13	280	24	4	20	
	2013-14	281	24	2	22	
	2014-15	267	24	4	20	

*M=Male *F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	%of students from abroad
B.A. Degree	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? :
        NET :4

29. Student progression

Student progression	Against % enrolled
UG to PG	75
PG to M. Phil.	--
PG to Ph.D.	12
Ph.D to Post-Doctoral	--
Employed •Campus selection •Other than campus recruitment	-- 47%
Entrepreneurship /Self-employment	50%

30. Details of Infrastructural facilities

a) **Library:** NIL

b) **Internet facilities for Staff & Students :** Available

c) **Class rooms with ICT facility** 1

d) **Laboratories** NIL

31. Number of students receiving financial assistance from college, university, Government or otheragencies:72

32.Details on student enrichment programmes (special lectures /workshops /seminar) with external experts

- Conducts seminars/ workshops in various areas of subjects
- Conducted Karkataka Peruma
- Seminar on Web Media
- Workshop on Media Study
- Seminar on Folklore promotion
- Classes on Linguistic/Novel/Poetry/Short story/Criticism/Kerala Culture

33. Teaching methods adopted to improve student learning :

- Use of audio visual equipments in teaching Malayalam language and literature
- Demonstration of performing arts and Folk arts
- Malayalam Computing

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- The students actively participate in all extension activities. They have attended special camps conducted by the NCC and NSS.
- Students actively participate in blood donation camps
- Active participation in rallies and campaigns against social issues like drug addiction, alcoholism, clean India etc.
- Students and teachers of the department undertake specific surveys on different communities living in and around Madayi area. They also bring out articles regarding the life customs and beliefs and the same are published in the departmental literacy magazine "Aksharam"
- Survey on relationship between indigenous skills- Its Historical and Cultural significance in a specific locality

35. SWOC analysis of the department and Future plans

Strengths:

- The Malayalam Department comprises of regular teachers.
- Inclusion of Journalism as a complementary subject improves the job opportunities in media
- Since Common course becomes a part of all the Programmes of study, the teachers of the Department have a rapport with all the students of the college.
- The academic results of the past years have shown a progressive trend
- Student teacher ratio enable the teachers to have through knowledge of the background of the students and help whenever necessary\
- The cultural/historical/sociological and the literary aspects of the course become very significant in Madayi region which in itself is rich in culture & history
- Good interaction with the alumni

Weakness:

- The poor socio-economic background of the students.
- Lack of equipments and departmental funds to conduct various programmes and academic activities.

Opportunities:

- The study of folklore and indigenous practices in and around Madayi can be given special focus.
- Awareness to the students about the ethnic cultural practices will help in retaining these practices.

Challenges:
- To attract students to the course.
- To mobilize enough funds for the conduct of various activities.

Future Plans:
- To organize more workshops and seminars.
- To give special focus on performing arts.
- To encourage the literary talents of the students through the activities of the ' Sahityavedi'.
- To continue with the publishing of the magazine 'Aksharam'.
- To contine with the "Kalalayam" – an online magazine started by the Department in 2011 with the support of IT Mission,Kerala.
- To constitute a club in order to promote value based education among students.

Evaluative Report of the Department of History

1.Name of the department : History

2.Year of Establishment : 1991

3.Names of Programmes/Courses : B.A. Degree in History and M A Degree in History

4.Names of Interdisciplinary courses and the departments / units involved:
Complementary Courses offered to the Department of English and Open Course for students of all departments

5.Annual / semester/choice based credit system (programmewise): Semester system under CBCSS – B A History & M A History

6.Participation of the department in the courses offered by other departments:
Students of the department opt for Common Courses in the first four semesters and Open courses in the last two semesters.

7.Courses in collaboration with other universities, industries, foreign institutions, etc. NIL

8.Details of courses / programmes discontinued (if any) with reasons: NIL

9.Number of Teaching posts

	Sanctioned	**Filled**
Professors	--	--
Associate Professors	3	3
Asst. Professors	5	3

10.Faculty profile with name, qualification, designation, specialization, (D.Sc. / D.Litt. /Ph.D./M.Phil etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the last4years
Dr. N Padmanabhan	M.A B.Ed, Ph.D	Associate Professor &Head	Modern Period	19	4
M V Johny	M.A.,B Ed NET	Associate Professor	Ancient Period	19	--
Smt Annamma K S	M.A.B Ed M,Phil	Associate Professor	Modern Period	19	--
Dr. G Premkumar (on deputation)	M.A., B Ed, M.Phil, Ph D NET	Assistant. Professor	Modern Period	9	8
Sri Shailendran T K	M A B.Ed, M Phil,NET	Assistant Professor	Modern Period	3	--
Bijina M	M A B.Ed, NET	Assistant Professor	Modern Petriod	2	--
Noufal M	M A B.Ed, M Phil,NET	Assistant Professor	Modern Petriod	2	--
Shyamala T V	M A B.Ed SET	Guest Lecturer	Modern Period	4	--
Sandhya P	M A B. Ed	Guest Lecturer	Modern Period	1	--

11. **List of senior visiting faculty:** NIL

12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :** 39.34%

13. **Student-Teacher Ratio (programme wise) :**18:1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled :** NIL

15. **Qualifications of teaching faculty with DSc / D.Litt / Ph.D/ M.Phil/ PG.**

SL No	Name	Qualification
1	Dr. N Padmanabhan	M.A B.Ed, Ph.D
2	M V Johny	M.A.,B. Ed NET
3	Smt Annamma K S	M.A.B Ed M.Phil
4	Dr. G Premkumar (on deputation)	M.A., B. Ed, M.Phil, Ph.D NET
5	Sri Shailendran T K	M A B.Ed, M.Phil,NET
6	Bijina M	M A B. Ed, NET
7	Noufal M	M A B.Ed, M Phil, NET
8	Shyamala T V	M A B. Ed SET
9	Sandhya P	M A B. Ed

16**. Number of facultywith ongoing projects from**
   a) National: 2 ongoing projects with UGC Aid

   b)International funding agencies and grants received NIL

17 **Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received** NIL

18.**Research Centre/ facility recognized by the University** NIL

19.**Publications:**

- **Publicationperfaculty**

Dr. A Parameshwaran	Proceedings of the National Seminar on medicine and Social Legitimacy healing Practices in Colonial Kerala, 2014
Sri M V Johny	Ajantha & Ellora an Enquiry into the cultural identity of Inda, 2008

- **Number of papers published in peer reviewed journals (national / (international) by faculty and students :**
  Dr. N Padmanabhan, Kulshekhara Alwar (800-820) and Vayshnava Movenment in South India, Sprouting Jharkand Research Book An

Indian Book Research in Humanities and Social Sciences, 2014, (30-34) ISBN-978-93-80996-09-7

20. Areas of consultancy and income generated : NIL

21. Faculty as members in

> **a) National committees**   NIL
> **b) International Committees**   NIL
> c) **Editorial Board**: Dr. N Padmanabhan, Sprouting, Jharkant Research Book : An Indian Book of Resaearh in Humanities & Social Sciences

22. Student projects

> a) **Percentage of students who have done in-house projects including inter departmental / programme** : All students do a project work as a part of the Programme in the Final Year.
>
> b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/ Industry/ other agencies** NIL

23. Awards /Recognitions received by faculty and students

Dr. A Parameshwaran	Chairman, UG Board of History, Kannur University Dean, Faculty of Social Sciences, Kannur University
Dr. N Padmanabhan	Member, U G Board of Studies in History, Kannur University Member Faculty of Social Science
M V Johny	Member, P G Board of Studies in History, Kannur University Member, Faculty of Social Science
Smt Annamma K S	Member, P G Board of Studies in History, Kannur University
Dr. G Premkumar (on deputation)	Joint Secretary, South Indian History Congress Director, Department of Archeology , Kerala

List of Students secured Ranks in University Examinations

Sl. No	Name	Programme	Year	Position
1	Shijina C K	M A	2010	III Rank
2	Sandhya P P	M A	2011	II Rank
3	Jithin Pola	M A	2012	I Rank
4	Maimoonath Madathil	M A	2012	II Rank
5	Dhanasree Nandana	M A	2014	I Rank
6	Nisari Reghuthaman	M A	2014	II Rank
7	Sujitha K	M A	2014	II Rank

24. List of eminent academicians/visitors to the department

1. Prof (Dr)M G S Narayanan, Renowned Historian
2. Dr. M R Raghava Varier, Historian
3. Prof.(Dr) K S Mathew, Director, IRISH
4. Dr KKN Kurup, Former Vice Chancellor, Calicut University
5. Dr. M P Paremashweran, Fellow Integrated Rural technology Centre
6. Prof (Dr) Michael Tharakan, Former Vice Chancellor, Kannur University
7. Prof. K Sadasivan,M S University Thirunalvely
8. Prof. B S W Chandra Babu, Madurai Kamaraj University
9. Dr. P P Balan Director, KILA

25. Seminars/ Conferences/ Workshops organized & the sourceof funding

    a) National : a) XXX th South Indian History Congress, 2010

        b) Seminar on Heritage Preservation

        c) Seminar on Decentralizations and Local History

        d) Seminar on Archival Awareness

        e) Seminar on Contemporary Kerala Society

        f) Seminar on exploration of Historical Background and Relics of Madayi

    b)International Nil

26. Student profile programme/ course wise:

Name of the Course/programme	Year	Applications received	Selected	Enrolled		Pass percentage
				*M	*F	
B.A. History	2011-12	323	35	8	27	85.18
	2012-13	310	35	7	28	
	2013-14	303	35	8	27	
	2014-15	308	35	7	28	
M A	2011-12	96	15	1	14	
	2012-13	88	15	1	14	
	2013-14	98	15	5	10	
	2014-15	75	15	--	15	

*M=Male *F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	%of students from abroad
B.A. Degree	100%	NIL	NIL
M A Degree	100%	NIL	NIL

28.How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? :

NET : 10

29. Student progression

Student progression	Against % enrolled
UG to PG	40
PG to M. Phil.	2
PG to Ph.D.	3
Ph.D.to Post-Doctoral	--
Employed •Campus selection •Other than campus recruitment	-- 60
Entrepreneurship/Self-employment	30

30. Details of Infrastructural facilities

        a) Library: Yes. Departmental Library with good collection of books

        b) Internet facilities for Staff & Students : Available

        c) Class rooms with ICT facility 1

        d) Laboratories NIL

31.Number of students receiving financial assistance from college, university, Government or other agencies: 90

32.Details on student enrichment programmes(special lectures / workshops / seminar) with external experts: Conducted more than 20 special lectures with external experts

33.Teaching methods adopted to improve student learning :
- Use of audio visual equipments and lecture method in teaching
- Assignments and group learning
- Visit to historically important places
- Group discussions

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- The students actively participate in all extension activities. They have attended special camps conducted by the NCC and NSS .
- Students actively participate in blood donation camps
- Active participation in rallies and campaigns against social issues like drug addiction, alcoholism, clean India etc.
- Formed a club Called Blossom to help economically poor and physically challenged school children

35. SWOC analysis of the department and Future plans

Strengths:
- Diversity of learning and great academic supportive programme
- Special Library for students & Faculty
- Excellent student support services
- Strong bond between the faculty and students
- Representation in academic bodies by the faculty members
- Excellent university result and procurement of Ranks at the PG level

Weakness:
- Deteriorating infrastructure
- Lack of funding

Opportunities
- To begin a research centre
- To protect and preserve Historical Monuments in & around Madayi

Challenges:
- Social and Economic backwardness
- Lack of communication skill for the student

Future Plans
- Implement a programme to preserve Madayippara
- To bring out pamphlets titled "Voice of Madayi"
- Renovation of Jewish Pond and other monuments in Madayi
- An intensive study cum survey programme on the Payangadi River- "Puzhayariyan"

Evaluative Report of the Department of Mathematics

1. Name of the department: Mathematics

2. **Year of Establishment** : 2001

3. **Names of Programmes /Courses** : UG (B.Sc Mathematics with Statistics and Computer Science as complimentary)

4. **Names of Interdisciplinary courses and the departments/ units involved:** Offers Open Course to all the other departments

5. **Annual/ semester/ choice based credit system (programme wise):** CBCSS (Choice   Based Credit Semester System)

6. **Participation of the department in the courses offered by other department** : Students of this Department have common courses in the first four semesters and Open Course in the last two semesters

7. **Courses in collaboration with other universities, industries, foreign institutions, etc**.: NIL

8. **Details of courses/ programmes discontinued (if any) with reasons**: NIL

9. **Number of Teaching posts**

	Sanctioned	**Filled**
Professors	--	--
Associate Professors	1	1
Asst. Professors	3	2

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D./ M.Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students Guided for the Last 4 years
Rema K G	M.Sc.	Asso. Professor & Head	Real Analysis	32	
Rejina P V	M.Sc.	Asst. Professor in Computer Science	Computer Science	7.5 Years	
Sunitha M	M.Sc., NET	Asst. Professor in Mathematics	Functional Analysis	2.5	
Lisha K	M.Sc, B.Ed, SET	Guest Lecturer in Statistics		1.5	

11. **List of senior visiting faculty**: Nil

12. **Percentage of lectures delivered and practical classes handled (programmewise) By temporary faculty**: 12%

13. **Student-Teacher Ratio(programmewise)** : 18:1

14. **Number of academic support staff (technical) and administrative staff; sanctioned and filled :** NIL

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ M.Phil/PG.

Name	Qualification
Rema K G	M.Sc
Rejina P V	M.Sc
Sunitha M	MSc, NET
Lisha K	MSc,BEd, SET

16. **Number of faculty with ongoing projects from**
   a)National b) International funding agencies and grants received:NIL

17. **Departmental projects funded by DST-FIST;UGC, DBT, ICSSR, etc. and total grants received** :   NIL

18. **Research Centre/facility recognized by the University :**NIL

19. **Publications:** Proceedings of the National Seminar on Discrete Mathematics and Its Applications held in 2014 by the Department

20. **Areas of consultancy and incomegenerated :**NIL

21. **Faculty as members in**

a) **National committees**	NIL
b) **International Committees**	NIL
c) **Editorial Boards**….:	NIL.

22. Student projects

a) **Percentage of students who have done in-house projects including interdepartmental/ Programmes:** 100%

b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry/ other agencies:** NIL

23. Awards / Recognitions received by faculty and students :

1. Sreejith A—II rank in 2005—992/1000
2. Anoop K K—IV rank in 2005—988/1000

24**. List of eminent academicians / visitors to the department**

    1. Dr.T Thrivikraman, Professor Emeritus, Formerly of CUSAT

    2. Dr. Sunny Kuriakose, Dean FISAT

    3. Dr. N.Chandrasekaran, BIMS Trichi

    4. Dr. Aparna Lakshmanan, St Xavier's College for Women

    5. Dr. Bijumon Ramalayathil,M G College Iritty

    6. Dr. P C Sreenivas, Payyannur College

25. Seminars /Conferences/Workshops organized & the source of funding

    a) National: Seminar on Discrete Mathematics and Its Application in 2014, UGC Sponsored

    b) International : NIL

26. Student profile programme / course wise:

Name of the Course / programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BSc Mathematics					
2011-12	308	24	2	22	95
2012-13	288	24	7	17	
2013-14	307	24	4	20	
2014-15	292	24	2	22	

*M=Male *F=Female

27. Diversity of Students

Name of the Course	%of students from the same state	% of students from other States	% of students from abroad
B.Sc. Degree	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense Services?
GATE: 1

29. Student progression

Student progression	Against % enrolled
UG to PG	50%
PG to M.Phil.	--
PG to Ph.D.	--
Ph.D.to Post-Doctoral	--
Employed • Campus selection • Other than campus recruitment	 -- 80%
Entrepreneurship/Self-employment	--

30. Details of Infrastructural facilities

      a) Library: No department library, centralized library with about 600 books in Mathematics.

      b) Internet facilities for Staff & Students: One computer with internet facility in the department& Wi-Fi.

      c) Classrooms with ICT facility: One classroom with ICT facility.

      d) Laboratories: Common computer lab.

31.Number of students receiving financial assistance from college, university, Government or other agencies: 80% of the students are getting fee concession and 5% get other financial assistance.

32.Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

Sl no:	Programme	Title	Date	Resource person
1	Seminar	The Art of Mathematics	14-10-11	Mr.Nishanth, Asst. Professor, Dept of Statistics, Payyannur College
2	Enrichment programme	How to improve your communication skill	13-1-12	Mr.Sunil Kunnaru
3	Seminar	Vedic Mathematics	7-2-13	Dr.P C Sreenivas, Asso.Professor, Dept of Mathematics, Payyannur College
4	Seminar	Informatics	16-8-13	Mr.Rakesh, IT expert, Gurukulam computers, Kannur
5	Selection test	For placement in MNC	6-1-14	INFACT Kannur, Recruiting agency
6	Quiz	Inter collegiate Quiz (Maths) competition	10-2-14	7 teams from different colleges participated
7	National seminar	Discrete Mathematics and its Applications	11,12-8-14	Experts from different universities
8	Seminar	Social Informatics	6-1-15	Mr.Rakesh, IT expert, Gurukulam computers, Kannur

33.Teaching methods adopted to improve student learning :
- Remedial teaching, Peer teaching.
- The most effective method to teach mathematics is the conventional blackboard and chalk method.
- Use of ICT. Lectures and students seminars are presented using ICT.
- Follow discussion methods- group discussion, reverse questioning, quiz programmes etc.
- Unit tests enhances student learning
- Assignments, Viva and model exams are conducted in each paper.
- Departmental PTA meeting are convened and progress cards of the students are issued to the parents
- A cash award of rupees 1001 is given to the topper in university exam every year, which help the students to develop a healthy competition within them.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

.

I. Educational Survey:During 2011, students conducted a survey on the educational background of the people in the nearby Laksham veedu colony for the following purpose-

- To know the educational background of the people living in the colony.
- To create an awareness among them on Computer Literacy

II. Free Computer Training Programme. The department has succeeded in creating a computer awareness among the people of the Madayi area by providing "free computer training programme".

III. Blood Donation. Many of our students have donated blood in blood donation camp conducted in the college.

IV Participation in Extension Activities of the College: Majority of our student chooses an option to be an NSS volunteer/ NCC Cadet/ Members of various other Clubs.

35. SWOC analysis of the department and Future plans

Strengths:
1. Unity and hard work are the strengths of Maths department. Both teachers and students move as a unit in every activities of the department.
2. Punctuality and discipline among the teachers and the students.
3. Support from the principal, NTS and the Management
4. A strong alumni and supporting parents.
5. Teaching faculty with knowledge, ability, and self confidence emphasizing consistency and good academic performance.
6. Active Maths Association and Maths club

Weakness
1. Lack of opportunities for higher education like PG
2. No separate library.
3. No separate computer lab

Opportunities
1. Post graduate courses in allied subjects can be started
2. Add on Job oriented courses could enhance employability of the students
3. Department can ally with various other organization and work for promoting mathematical skill

Challenges
1. Meritorious students go in for Professional courses and new generation courses
2. Most of our students are from economically backword families. They have to go out for work on holidays to meet their expenses.

Future plans
1. Expand and make the department as a center of excellence.
2. Bring all possible eminent Mathematicians to the college through various seminars.
3. To institute a fund to support economically backward students.

CO-OPERATIVE ARTS & SCIENCE COLLEGE, MADAYI
(Aided by the Govt. of Kerala and Affiliated to Kannur University)
P. O. PAYANGADI R.S. KANNUR. 670358☎0497-2870550, Fax: 0497–2876410
www.madayicollege.com; e-mail:cascolg@gmail.com

Dr. P Musafer Ahamed
Principal

Declaration

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Payangadi   Dr. P Musafer Ahamed
28th Jan. 2015   Principal

APPENDIX