ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2013-2014

PAZHASSI RAJA NSS COLLEGE

MATTANUR

Submitted to

National Assessment and Accreditation Council

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*

| 2013-2014 |

1. Details of the Institution

1.1 Name of the Institution

| PAZHASSI RAJA NSS COLLEGE |

1.2 Address Line 1

| MATTANUR COLLEGE PO |

Address Line 2

| KANNUR DISTRICT |

City/Town

| MATTANUR |

State

| KERALA |

Pin Code

| 670702 |

Institution e-mail address

| prnsscollege@yahoo.com |

Contact Nos.

| 0490-2471747
0490-2471253 |

Name of the Head of the Institution:

| Dr K PRADEEP KUMAR |

Tel. No. with STD Code:

| 0490-2471253 |

Mobile:

| 9496359390 |

Name of the IQAC Co-ordinator:

Dr.K.B.VIDHYA

Mobile:

9495148848

IQAC e-mail address:

prnssiqac@gmail.com

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

NA

OR

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

EC/53 A&A/03 dated 04/09/2010

1.5 Website address:

www.prnsscollege.org

Web-link of the AQAR:

www.prnsscollege.org

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.62	2010	2010-2015
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

11/06/2009

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

    i. AQAR 2010-11 submitted to NAAC on 01/08/2011
   ii. AQAR 2011-12 submitted to NAAC on 22/08/2012
  iii. AQAR 2012-13 submitted to NAAC on 26/11/2013

1.9 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [√]

Autonomous college of UGC   Yes [ ] No [√]

Regulatory Agency approved Institution   Yes [ ] No [√]

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

Type of Institution   Co-education [√] Men [ ] Women [ ]

                Urban [√] Rural [ ] Tribal [ ]

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

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

1.10 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) [nil]

1.11 Name of the Affiliating University *(for the Colleges)* [KANNUR UNIVERSITY]

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

ASAP 4 Star status

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6   No. of any other stakeholder and

community representatives

2

2.7 No. of Employers/ Industrialists

-

2.8   No. of other External Experts

-

2.9 Total No. of members

15

2.10 No. of IQAC meetings held   09

2.11 No. of meetings with various stakeholders: No.   09   Faculty   01

Non-Teaching Staff Students   01   Alumni   --   Others   --

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

If yes, mention the amount   Rs.300000   seed money for IQAC

Received on 13/06/2014

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [3]   International [ ]   National [ ]   State [ ]   Institution Level [3]

(ii) Themes
- ICT training to faculty members
- Student enrichment programme
- Talk on Positive Parenting

2.14 Significant Activities and contributions made by IQAC
- Collection & compilation of annual self appraisal reports of teaching faculty
- Preparation and submission of AQAR
- Preparation of Institutional academic calendar
- Verification & approval of promotional proposals submitted by the teaching faculty
- Feedback on curriculum, department and teachers from students

2.15 Plan of Action by IQAC/Outcome
The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Preparation of AQAR for the year 2012-2013	1.Submitted AQAR on 26/11/2013
2. To conduct an orientation Programme for first year students	2.The Students were made aware of the various facilities available in the college
3. To organise a programme for the benefit of the students	3.A Student Enrichment Programme was conducted
4. To incorporate 'options for Higher studies' of different programmes in the college calendar	4. The incorporation was beneficial to the students.
5. To encourage teachers to submit Major/Minor research proposal to the UGC.	5.Three teachers were awarded with Minor Research Projects.
6. To conduct programmes for the quality improvement of the teaching staff	6. A workshop on ICT was conducted and a talk on 'positive parenting' was organised for the benefit of teaching & non –teaching staff of the college.
7. To organise a career guidance programme	7. A talk on 'Career Development and Future Options' relating to banking profession was organised for final year students
8. To conduct feedback of students at the end of the academic year	8. The feedback was conducted and follow up action taken

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [College Council]

Provide the details of the action taken

The Coordinator of IQAC prepared the AQAR in consultation with the members. The AQAR was then placed before the College Council and Management for verification and approval.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Research centre Chemistry	nil	nil	nil
PG	1	1	nil	nil
UG	9	1	nil	nil
PG Diploma	nil	nil	nil	nil
Advanced Diploma	nil	nil	nil	nil
Diploma	nil	nil	nil	nil
Certificate	UGC sponsored Foundation course in Human Rights Education	nil	nil	UGC sponsored Foundation course in Human Rights Education
Others	nil	nil	nil	nil
Total	12	2	nil	01

Interdisciplinary	nil	nil	nil	nil
Innovative	nil	nil	nil	nil

1.2   (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
       (ii) Pattern of programmes: CCSS (Course Credit Semester System)

Semester   Trimester 2   nil   Number o

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [ ]   Employers [ ]   Students [√]
    (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

> Nil

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

- UG Department in Plant Science
- PG Programme in Mathematics

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	31	11	Nil	1 (Part Time Law Lecturer)

2.2 No. of permanent faculty with Ph.D.

> 20

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
6	8	-	-	-	-	-	-	6	8

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	FDP Substitute	Total
8	2	10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	17	2
Presented papers	11	7	---
Resource Persons	--	1	1

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

- Departmental Time-Table and Academic Calendar prepared before the commencement of each semester.
- Student centred teaching learning process
- IT enabled Seminar presentations by students
- Participatory learning through discussions/talks/seminars/work shops/study Tours/Contests
- Remedial teaching and peer teaching
- Mental imagery for new participants in all games

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

| 186 |

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

| nil |

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

| BOS Members 10 | Faculty 02 | Members attended Curriculum Development work shop 07 |

| Total 18 |

2.10 Average percentage of attendance of students

| 90% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grades obtained						
		A+	A	B+	B	C+	C	Pass %
English	29	-	-	01	08	13	06	96.55%
Economics	51	-	-	03	12	15	07	72.55%
History	49	-	-	-	15	18	02	71.43%
Hindi	26	-	02	07	08	04	-	85%
Commerce	57	-	01	16	22	13	04	98.25%
Physics	29	-	-	07	06	05	-	62%
Chemistry	33	-	-	13	16	03	-	96.97%
Maths	40	-	02	09	19	05	-	87.5%
Zoology	23	-	-	11	09	03	-	100%
M.Com	15	University Rank – 1(Third Rank) First Class-12						80%

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

- Organisation of programmes to improve the quality of teaching-learning process.
- The institutional Academic calendar is prepared by the IQAC at the commencement of the academic year specifying the major curricular and co-curricular activities to be undertaken.
- The Heads of the Department are asked to prepare the departmental Academic Calendar in accordance with the institutional Academic calendar.
- IQAC members are heads of the department and they monitor the teaching –learning activities in the departments
- Interaction with teaching faculty and students
- Teacher Evaluation, Department Evaluation and Curriculum Evaluation by students are undertaken at the end of every academic year.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	04
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	01
Staff training conducted by the university	-
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	09
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	04	-	03
Technical Staff	10	03	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages faculty to submit research proposals to funding agencies for financial assistance for undertaking Major/ Minor Research Projects
- Encourage departments to submit proposals to UGC to organise National Seminars/ Work shops/ Conferences
- Encourages faculty to attend seminars, to present and publish research papers

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	01	01
Outlay in Rs. Lakhs	12.82 L	-	12.82 L	12.82 L

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	05	04	Nil
Outlay in Rs. Lakhs		5,25,000/-	5,20,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	-	-
Non-Peer Review Journals	-	02	-
e-Journals	03	01	-
Conference proceedings	09	08	-

3.5 Details on Impact factor of publications:

Range 1.5-3.5   Average 2.5   h-index -   Nos. in SCOPUS 04

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2 Years	UGC	10,45,000/-	8,30,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   01   Chapters in Edited Books   nil

　　　　　　　　　ii) Without ISBN No.   nil

3.8 No. of University Departments receiving funds from   NA

UGC-SAP ☐   CAS ☐   DST-FIST ☐

DPE ☐   DBT Scheme/funds ☐

3.9 For colleges   Autonomy   nil   CPE   nil   DBT Star Scheme   nil

INSPIRE   nil   CE   nil

Any Other (specify)   Rs. 4 lakhs received from Kerala State Higher Education Council, Government of Kerala under ASAP 'Training Partner Scheme'

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number	-	02 Seminars	-	01	04
Sponsoring agencies	-	UGC	-	College PTA	KSCSTE

3.12 No. of faculty served as experts, chairpersons or resource persons   10

3.13 No. of collaborations   International ☐   National   02   Any other   03

3.14 No. of linkages created during this year   Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency   Rs.10,45,000/-   From Management of University/College   Nil

Total   Rs.10,45,000/-

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
NIL	-	-	-	-	-	-

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

Programme	No. of faculty	No. of students
Chemistry	01	04
Physics	01	05
Commerce	01	08

3.19 No. of Ph.D. awarded by faculty from the Institution   03

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

JRF   -   SRF   -   Project Fellows   01   Any other   University fellowship-01

3.21 No. of students Participated in NSS events:

University level   02   State level   -

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level	65	State level	02
National level	14	International level	-

3.23 No. of Awards won in NSS:

University level	02	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	55	State level	-
National level	02	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	04		
NCC	05	NSS	04	Any other	-

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

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- Workshop on research methodology for the teachers and research scholars of Kannur University (Department of Commerce).
- Workshop on Laboratory Physics, for higher secondary students in the Municipality (Department of Physics)
- Blood Donation camp (Department of Zoology & NSS)
- Free tailoring classes given to women in the adopted SC/ST colony by NSS and Vanithavedi
- Construction of a house under the scheme 'A Home for a Classmate' by NSS.
- Donation of dress materials to an Orphanage by NSS &NCC cadets
- Cleaning activities and tree plantation by NSS & NCC cadets
- Donation of blankets and sweets to an orphanage by Vanithavedi (an association of women faculty members) of the institution.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in acres)	16.5	Nil	Management	16.5
No. of Class rooms	26	1	Management	27
No. of Laboratories	08	Nil	Management	08
No. of Seminar Halls	01	01	Management	02
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		37	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)		9,99,154/-		
Others				

4.2 Computerization of administration and library

> The administrative office is completely automated. There is local network connection and internet connectivity among various sections. A College automation software 'e-college solutions' with modules on student, staff, enquiry, students diary, staff diary, certificates and system administration was installed in the college office. The library is partially automated.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	28595	78,50,000	2358	5,09,358	30953	83,59,358
Reference Books	1750	14,50,000	40	50,000	1790	15,00,000
e-Books						
Journals	40	75,000	03	15,000	43	90,000
e-Journals						
Digital Database						
CD & Video	90	9,000	NIL	NIL	90	9,000
Others (specify)						
Newspapers	07				07	
Magazines	08				08	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Printers	LCD proje ctor
Existing	66	09	13	Nil	24	10	23	15	10
Added	06	04	-	-	01	nil	01	-	-
Total	72	13	13	-	25	10	24	15	10

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

- Internet access in all departments, administrative office and Computer room
- Institution a Training Partner of ASAP of KSHEC, Government of Kerala
- High speed internet connectivity made available in the computer room for ASAP trainees
- ICT training given to all faculty members under the auspices of IQAC.
- Students given training in making PowerPoint presentations

4.6 Amount spent on maintenance in lakhs :

i) ICT   Rs.13800/-

ii) Campus Infrastructure and facilities   Rs.1,08,93,854/-

iii) Equipments   Rs.48000/-

iv) Others   -

                   Total :   Rs.1,09,55,654/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC organises orientation programme for the first year degree students to familiarise them with the student support services available in the institution.

- In the weekly tutorial sessions the class tutors inform the students on the various services provided by the institution.

- The various scholarships available to the students are published in the college calendar.

- The IQAC assures that the last date for submitting applications, the procedures for applying etc are intimated to the students through notices, announcements and are published on the college notice board.

5.2 Efforts made by the institution for tracking the progression

- Mid- semester and model examinations conducted as per Academic calendar.
- Evaluation of Departmental results to track student progression.
- Tutor-ward system
- Interaction with parents in the class PTA meetings convened once in every semester
- Constant contact with alumni.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1140	45	04	-

(b) No. of students outside the state

01

(c) No. of international students

-

Men	No	%
	325	27.43

Women	No	%
	860	72.57

	Last Year (2013-14)						This Year (2014-15)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	552	68	30	490	39	06	1185	597	73	34	490	32	05	1231

Demand ratio: 10.2   Dropout %: 2.2%

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

UGC Financial assistance for 'Entry in Services' Coaching

Bank coaching for students (no. of classes)—30

No. of student   beneficiaries   94

5.5 No. of students qualified in these examinations

NET	01	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

- Organised a seminar on 'Practical accounting and taxation'.

- Conducted a motivation programme for the students.

No. of students benefitted   200

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- Women's cell and Vanitha Vedi organised a talk on 'The Youth and Modern World'
- International women's day celebrated by college union in collaboration with women's cell
- Books on 'Women Rights' distributed to students undergoing the 'Foundation Course in Human Rights Education' on World Women's Day
- Student counselling done by women's cell.

5.9 Students Activities

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

State/ University level | 2 | National level | - | International level | - |

No. of students participated in cultural events

State/ University level | 72 | National level | - | International level | - |

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

Sports : State/ University level | 3 | National level | - | International level | - |

Cultural: State/ University level | 12 | National level | - | International level | - |

5.10 Scholarships and Financial Support   2013-2014

	Number of students	Amount
Financial support from institution	14	6300/-
Financial support from government	31	3,65,250/-
Fee concession	862	
Financial support from other sources	-	
Number of students who received International/ National recognitions	Nil	

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 03 |

5.13 Major grievances of students (if any) redressed:

- Improvement in infrastructural facilities
- Improvement in canteen facilities

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION
- To Excel in Quality and to Ensure Equity in the Field of Higher Education

MISSION
- To cater to the needs and aspiration of higher education in a just and equitable manner
- To produce and disseminate critical knowledge and scientific wisdom
- To fulfil the pedagogic needs of the region.
- To recognise and promote latent talents and special skills of students.
- To consistently aim for quality and uncompromised enquiry.
- To uphold democratic and multicultural values as the basis of higher education
- To serve the national vision and aspirations from a regional platform

6.2 Does the Institution has a management Information System

Yes, partially

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

      6.3.1 Curriculum Development

- Curriculum development is done by the university as the college is an affiliated college. Ten teachers are members of University Board of Studies. Apart from them, 7 teachers attended the curriculum development workshop organized by the university. Institution undertakes regular feed-back on curriculum from final year students and the analysis of student feed-back is put under discussion in BOS meeting.

- Each department has a departmental club which conducts both curricular and co-curricular activities to enrich the syllabus content.

- The institution has successfully completed 3 Foundation Courses in 'Human Rights Education' (funded by UGC) and the fourth course is ongoing.

      6.3.2 Teaching and Learning

ICT enabled teaching is undertaken mainly in two departments. Students are encouraged to make power-point presentation of seminar topics. All efforts are taken to make teaching learner centric. Tutorial meetings are conducted every week. Peer teaching and remedial teaching are employed to make teaching-learning more effective. Annual student feed back help the teachers to improve their teaching methods in accordance with the student's expectations.

6.3.3 Examination and Evaluation

The end semester examination is conducted by the university. The institution conducts mid-semester and model exams regularly. Besides, class tests, quizzes, home assignments, question-answer and problem solving sessions are also used for evaluation. The internal assessment of the students is done strictly based on the criteria stipulated by the university. The Grievance Redressal Cell of the institution provides the students an opportunity to redress their grievances, if any. This provides transparency and accountability to the evaluation processes.

6.3.4 Research and Development

All efforts are taken to inculcate a research culture in the institution. Nearly half of the teaching faculty are Ph.D holders, 3 out of them are approved guides of the universities & 4 teachers have benefited under FDP in the assessment year. Teachers are encouraged to take up minor or major research projects from funding agencies. Faculty members of physics and chemistry guide student projects from outside institutions. The Chemistry department is an approved Research Centre of the University and the Physics department has a Research Laboratory.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library: The central library which is partially automated has a good collection of books. Besides each department is having a department library and reading room.

ICT: There is one computer room which also act as a browsing centre. The administrative section is partially automated. All departments are equipped with computers, printers, internet connectivity and LCD projector.

Physical infrastructure: In the assessment year the management has made an investment of more than Rs. 1 crore for improving the physical infrastructure of the institution. One class room and one seminar hall were newly constructed. The construction work of 9 additional class rooms was completed in the academic year 2014-15. The old buildings are being completely renovated.

6.3.6 Human Resource Management

The newly recruited teachers are given an orientation in teaching, mentoring and evaluation methods by the IQAC. Teaching and non-teaching faculty are encouraged to attend in-service training programmes, orientation and refresher programmes. Faculty members are entrusted with duties in which they are interested so that they get an opportunity to develop and utilise their potentialities. The students by participating in the various curricular and extra-curricular activities organized by the institution get an opportunity to develop their latent talents. Special programmes are arranged to felicitate the achievements of the students and the staff.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is done by the management in accordance with the norms stipulated by the university and the government. The vacancies are published in the daily news papers and the interview board consists of a government nominee, subject expert and representatives from the management. The procedure is fully transparent and hence the most competent candidates are appointed.

6.3.8 Industry Interaction / Collaboration

The 'Entrepreneurship Development Club 'of the institution makes regular visit to industries. Study tours are compulsory for certain science subjects. Industrial visits are part of such study tours.

6.3.9 Admission of Students

The admission of students is done strictly in accordance with government rules and university procedures. The Admission Committee nominated by the College Council coordinates the entire process. The indexing of applications for admission is done using software and the rank list is published in the institutional website.

6.4 Welfare schemes for Teachers, Non-teaching and students

- Men's Hostel, Women's Hostel, Canteen, Co-operative store, Post Office, Girls room, and Play Ground are the main facilities available in the campus for promoting welfare of the students and staff.

- The students are benefitted by the various endowments given by the departments.

- The 'Student Support System' is an innovative Programme implemented by the institution to provide free luncheons, dress materials, books and hostel accommodation to financially poor and needy students.

  The 'Staff Club' constituted to promote welfare of the faculty members meets regularly and arranges annual family get-together.

6.5 Total corpus fund generated

Provision is with Nair Service Society (NSS Management) Budget

6.6 Whether annual financial audit has been done   Yes [√]   No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC & College Council
Administrative	Yes	Government	No	-

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

For UG Programmes   Yes ☐   No ☐ √

For PG Programmes   Yes ☐   No ☐ √

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

NA

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

NA

6.11 Activities and support from the Alumni Association

> The Department Alumni Association arranges annual meetings and extent full support to institutional activities. Special programmes are organised by them to facilitate students who excel in studies, sports, games and cultural activities. Distinguished alumni are invited by departments to make motivational talks on higher study options, career opportunities and interact with the students.

6.12 Activities and support from the Parent – Teacher Association

> The institution has an active PTA, which involves in every activity of the institution. The Association takes keen interest in felicitating meritorious students and students who bring laurels to the college. They extend financial help to improve infrastructural facilities, provide salary advance to guest faculty, to conduct extension activities, campus cleaning activities, etc. The PTA acts as an advisory body and provides maximum support to maintain a peaceful academic atmosphere within the institution

6.13 Development programmes for support staff

- Computer Training
- Installation of software to reduce work burden

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

- Campus cleaning by faculty and students.
- Tree plantation to make the campus a 'Green Campus'
- Setting up of a 'Butterfly Garden'
- To make the campus 'plastic-free campus' students are asked not to bring plastic carry bags to the campus.
- Flex banners banned in the campus

Criterion – VII

7. Innovations and Best Practices

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

- The 'Student Support System' - an innovative Programme implemented by the institution to provide free luncheons, dress materials, books and hostel accommodation to financially poor and needy students. The needed fund is mobilised through contributions from teaching and non-teaching faculty.
- Higher study options of each programme published in the college calendar
- Change in the timing of tutorial sessions to make it more effective. All tutorial meetings should be conducted from 1.45pm to 2.30pm on every Thursday.
- Restricting the entry of vehicles into the college campus during working hours
- Formation of 'Vanithavedi'- an association formed by women faculty members to carry out extension activities

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

- Commencement of 2 new courses (1 PG & 1 UG)

- Obtained approval from the University to start 2 PG and 1 UG course. The application is submitted to the government for sanction.

- 6 teaching posts filled by fresh appointments

- One teaching faculty recognised as Research Guide of the University

- One teaching faculty awarded with Ph D degree from the Research centre of the institution

- 3 students guided by faculty from the institution awarded with Ph D degree

- 3 Minor Research Projects sanctioned by UGC

- 2 National Seminars conducted in collaboration with other institutions

- Teaching and non-teaching faculty given training in ICT

- Students given training in making PowerPoint presentations

- Management investment of more than Rs 1 crore for infrastructural development

- The construction work of 9 new classrooms completed in the academic year 2014-15

- The renovation work of old buildings nearing completion

- Introduction of 'Student Support Programme'

- Observation of International and National Days of importance

- Celebration of national festivals

- Tree plantation to make the campus a 'green campus'

- The institution became a 'Training Partner' of ASAP for the second consecutive year

- NSS received 2 awards at the University level for its community engagement activities

- Release of the annual Newsletter 'Impressions' documenting the various curricular and co-curricular activities of the institution

- Documentation of various programmes and activities made more systematic to prepare for the second cycle of accreditation process

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

- Tutorial System   (Annexure iii)

- Feed- back and student participation

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

7.4 Contribution to environmental awareness / protection

- Celebration of World Environmental Day with financial support from KSCSTE.
- Observation of International Day for the preservation of Ozone layer funded by KSCSTE.
- Observation of Hiroshima day.
- National Environment awareness campaign funded by Ministry of Environment and Forests, Government of India.
- Tree plantation organised jointly by NSS, NCC and Nature club.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]
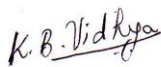
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis   (Annexure iv)
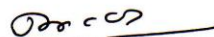
8. Plans of institution for next year

- To prepare for the Reaccreditation process

- Up gradation of college website

- Automation of administrative process

- Departments to carry out at least one extension/outreach activity

- To strengthen NSS,NCC and all club activities

- To compile the research publications of teaching faculty

- To compile the best student projects of all programmes

- To prepare the Course profile of all programmes

- To conduct a workshop in ICT for teaching and non-teaching faculty

- To conduct online examination in multiple choice questions

- To conduct a quality related seminar for the benefit of students

- To give physical training to girl students

- To conduct student feedback on institutional quality

Name: Dr K B Vidhya

K.B.Vidhya

Signature of the Coordinator, IQAC

Name: Dr K Pradeep Kumar

Signature of the Chairperson, IQAC

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Annexure I   **ACADEMIC CALENDAR -2013-2014**

Month	Activity	Tentative week/date	Actual date
Jun-13	Re-opening	03.06.13	
	College Council	03.06.13	
	Department meeting	04.06.13	
	Staff meeting	12.06.13	
	College Assembly	First Working Day	
	Orientation to Teachers (IQAC)	14.06.13	
	Discipline-wise meeting of Students	17.06.13 to 21.06.13	
	I sem Admission	As per KU Schedule	
	inauguration of club activities	Last Week	
	Dept.level/Club programmes	Last Week	
Jul-13	Orientation to Freshers (IQAC)	First Week	
	College Council	05.07.13	
	NSS & NCC enrollment	09.07.13 to 10.07.13	
	Department meeting	12.07.13	
	Dept. level/Club programmes	05.07.13	
	Class PTA (III &V Sem.)	15.07.13 to 19.07.13	
	Staff meeting	23.07.13	
	IQAC meeting-result evaluation	25.07.13	
	Merit Fest (PTA-Alumni)	30.07.13	
	IT enabled Seminar	26.07.13 TO 31.07.13	
Aug-13	Department meeting-result evaluation	02.08.13	
	College Council	07.08.13	
	Mid.sem Exam (Dept. level)	12.08.13 to 19.08.13	
	College Union Election	As per KU Schedule	
	Submission of mid.sem. Mark list	26.08.13	
	Dept.level/Club programmes	26.08.13 to 30.08.13	
	IT enabled Seminar	26.08.13 to 30.08.13	
Sep-13	College Union Inauguration	As per KU Schedule	
	Dept. Meeting	06.09.13	
	PTA General body	11.09.13	
	Onam celebration	13.09.13	
	IT enabled Seminar	26.09.13 to 30.09.13	
	Submission of odd.sem. And Tutorial report to principal	30.09.13	
Oct-13	College Council	003.10.13	
	Sports day	04.10.13	
	Revision and Model exam arranged centrally/departmentally	07.10.13 to 11.10.13	
	Dept. Meeting to finalise internal assessment	24.10.13	
	Submission of IA grades to principal	29.10.13	

ACADEMIC CALENDAR -2013-2014			
Nov-13	University Exam	As per KU Calendar	
	Valuation	As per KU Calendar	
	Study Tours	As per Dept. Calendar	
	Semester break	As per KU Calendar	
Dec-13	College Council	05.12.13	
	College Assembly	First Working Day	
	Department meeting	10.12.13	
	Staff meeting	11.12.13	
	Discipline-wise meeting of Students	09.12.13 to 13.12.13	
	Arts festival	16.12.13 to 20.12.13	
Jan-14	Class PTA II Sem.	03.01.14	
	IT enabled Seminar	13.01.14 to 17.01.14	
	Dept. level/Club programmes	20.01.14 to 24.01.14	
Feb-14	Mid.sem Exam	03.02.14 to 07.02.14	
	Class PTA IV SEM	14.02.14	
	Submission of mid sem. Mark list	21.02.14	
	Dept.level/Club programmes	24.02.14 to 28.02.14	
	IT enabled Seminar	25.02.14 to 28.02.14	
Mar-14	Class PTA VI Sem	07.03.14	
	Women's day	08.03.14	
	IT enabled Seminar	10.03.14 to 14.03.14	
	College Day	As per college union Schedule	
	Dept. Meeting to finalise internal assessment	27.03.14	
	Submission of IA grades to principal	28.03.14	
	Submission of odd.sem. And Tutorial report to principal	31.03.14	
Apr-14	Revision and Model exam arranged centrally/departmentally	07.04.14 to 14.04.14	
	IQAC meeting	23.04.14	
	University Exam	As per KU Calendar	
	Valuation	As per KU Schedule	
	Submission of performance appraisal report by teachers	30.04.14	
May-14	IQAC meeting to plan for next year	14.05.14	

IT Enabled Seminar
All the departments shall conduct at least 6 Seminars on a relevant topic relating to the concerned Subject .PowerPoint presentation shall be made by the students/teachers.

Tutorial sessions on all Thursdays from 1.30pm to 2.30pm

Department wise evaluation meeting (DETS) on last working day of every month and College level evaluation meeting (CETS) on last working day of every semester.

Annexure ii

ANALYSIS OF STUDENT FEEDBACK

TEACHER EVALUATION BY STUDENTS

The teacher evaluation is done by second and final year students. The students are asked to rate the teachers on the 10 parameters using 4 Grades- A(very good), B(good), C(satisfactory) and D(unsatisfactory). All the teachers were rated either 'good' or 'very good' on the parameters under consideration. The percentage of teachers who have received different grades are given below.

Sl. No	Parameter	A Grade %	B Grade %	Total %
1	Knowledge base of the teacher	100	0	100
2	Communication skills	91.43	8.57	100
3	Sincerity and commitment of the teacher	91.43	8.57	100
4	Interest generated by the teacher	74.29	25.71	100
5	Ability to correlate the course materials with environment	77.14	22.86	100
6	Ability to correlate the content with other relevant topics	71.43	28.57	100
7	Accessibility of the teacher in and out of the class	82.86	17.14	100
8	Ability to design quizzes/tests/assignments/examinations and projects to evaluate students understanding the course	88.57	11.43	100
9	Regularity and punctuality	97.14	2.86	100
10	Overall rating	82.86	17.14	100

The main observations are

1) All the teachers have been rated 'very good' on the criteria 'knowledge base.'

2) 97% teachers have obtained A grade for 'regularity and punctuality'

3) The 'overall rating' of nearly 83% of the teachers is 'very good'.

DEPARTMENT EVALUATION BY STUDENTS

The department evaluation is done in the form of an Exit Survey since only the final year students are involved. The students are required to rate the department on 14 parameters using 4 Grades-A(very good), B(good), C(satisfactory) and D(unsatisfactory).The proportion of students who have assigned different grades to the various parameters are given below.

Sl. No	Parameter	A Grade %	B Grade %	C Grade %	D Grade %	Total %
1	Academic atmosphere	39.64	42.86	16.79	0.71	100
2	Teachers' guidance in academic activities	47.86	42.86	7.86	1.42	100
3	Teachers' involvement in co-curricular activities	31.79	39.64	22.86	5.71	100
4	Seminars/workshops inviting experts from outside	53.93	30.71	13.57	1.79	100
5	Accuracy of internal assessment	41.44	32.14	15.71	10.71	100
6	Library facilities	32.14	41.79	22.50	3.57	100
7	Laboratory facilities (only for science departments)	34.29	48.57	14.29	2.85	100
8	Class room facilities	24.29	37.50	29.29	8.92	100
9	Teacher student relationship	43.93	40.36	11.07	4.64	100
10	Probability of getting admission to higher studies	29.63	49.29	14.29	6.79	100
11	Rate the department while recommending to others	34.29	42.86	18.21	4.64	100
12	Students participation in teaching learning process	36.43	46.79	15.00	1.78	100
13	Teachers' assistance in clearing doubts	56.07	35.71	6.43	1.79	100
14	Overall performance of the department	36.43	52.50	10.36	0.71	100

Altogether 280 students participated in the survey. The main observations of the analysis are given below.

1) Nearly 89% of the students have rated the overall performance of the departments as either very good or good.

2) Among the 14 parameters considered, 13 parameters were rated as either good or   very good by more than 70% of the students.

3) Nine parameters considered were graded either A or B by more than 80% of the students.

4) Class room facilities received the lowest number of higher grades (61.79%)

The analysis reveals that majority of the students consider the academic atmosphere and the teaching learning environment in the institution as good/very good.

CURRICULUM EVALUATION BY STUDENTS

The curriculum evaluation is done only by the final year students. The students are asked to rate the curriculum on the basis of 8 parameters using 4 Grades- A(very good), B(good), C(satisfactory) and D(unsatisfactory).The proportion of students who have assigned different grades to the parameters under consideration are given below.

Sl. No	Parameter	A Grade %	B Grade %	C Grade %	D Grade %	Total %
1	Depth of the course content	35.71	49.29	13.93	1.07	100
2	Extent of coverage of the course	30.36	43.21	23.57	2.86	100
3	Applicability/relevance to real life situations	19.64	35.72	33.93	10.71	100
4	Learning value	33.21	43.94	19.64	3.21	100
5	Clarity and relevance of textual reading material	20.71	38.94	33.21	7.14	100
6	Relevance of additional source material	31.79	38.21	26.07	3.93	100
7	Extent of effort required by students	32.50	52.50	13.57	1.43	100
8	Overall rating	22.14	58.58	18.21	1.07	100

The number of students who participated in the survey is 280.The main observations from the analysis are

1)80% of the students have assigned higher grades to the criteria 'overall rating.' Nearly 99% of the students are satisfied with the existing curriculum.

2) Nearly 98% of the students are satisfied with the depth and coverage of the course content.

3)Only 55% of the students have rated 'the relevance of the course to real life situations' as good or very good.10.71% of the students are unsatisfied with the applicability of the course to real life situations.

Annexure iii

BEST PRACTICE-I

Title of the Practice: TUTORIAL SYSTEM

The Context: The poor socio-economic background of the students and deterioration in the student quality

Objectives:

- To guide the students to achieve their full potential

- To strengthen the bond between teachers and students

- To track student progression

The Practice:

The whole programme is coordinated by a Tutorial Committee consisting of a Coordinator and 2 other faculty members, nominated by the College Council. Every class is entrusted in the charge of a tutor. The tutor is usually a teaching faculty of the parent department of the student. The bio data of the students are collected in the first year of the programme which serves as a data base of the students for the entire course of the study. Initially the tutorial sessions were conducted either in the morning or evening before class hours. The meagre student participation led to a change in the tutorial timings in the last year. The tutorial sessions were incorporated in the Master timetable of the institution and is conducted on all Thursdays from 1.45pm to 2.30pm.Doubtclearing, quizzing, talks, debates, discussions, etc make the sessions lively.

The main duties of the tutor are:

To issue Identity cards to new students

To track student progression

To arrange remedial teaching for weak students

To arrange personal counselling, if necessary

To prepare monthly attendance statement of students

To convene class PTA meetings

Obstacles faced:

High teacher-student ratio (1:60) especially in Arts and Commerce Programmes makes it difficult to give individual attention to students.

Impact of the Practice:

The inter personal relationship between the teachers and students have improved

Helped to create a sense of responsibility among the tutors

Created a positive impact upon student quality and discipline

Resources required:

Human resources in the form of sincere dedicated teaching faculty and students with a positive attitude are the only resources required.

Contact Details:

Name of the Principal: Dr K Pradeep Kumar

Name of the Institution: Pazhassi Raja N S S College

City: Mattanur, Kannur District, Kerala

Pin code: 670702

Accredited status: B Grade (2.64)

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BEST PRACTICE-II

Title of the Practice: STUDENT FEED BACK AND PARTICIPATION

The Context: The students are the main stakeholders of an institution. They have a significant role in the quality improvement of the institution.

Objectives:

Quality assurance through student participation

To improve the quality of Teaching-learning activities

To evaluate the working of the departments

To examine the students attitude towards curriculum

The Practice:

The students are given an opportunity to evaluate the teachers, department and curriculum. The teacher evaluation is done by the second and third year students. The department and curriculum evaluation is done only by the final year students. The first year students are not involved in the process. The evaluation is done in the end of an academic year and the analysis report is given to the concerned departments in the beginning of the next academic year. The evaluation is done at a point of time and there is interdepartmental exchange of teachers to conduct the evaluation work. The students need not reveal their identity. The analysis work is done centrally in the computer room. The whole process is coordinated by IQAC.

The **Teacher Evaluation** is done on the basis of 10 criteria such as the knowledge base, communication skills, sincerity, accessibility, regularity and punctuality of the teachers.

The **Department Evaluation** is done on the basis of 14 criteria which include teachers' guidance and their involvement in co-curricular activities, accuracy of internal assessment, classroom, laboratory and library facilities.

The **Curriculum Evaluation** is based on 8 criteria which take into account the depth of the course, applicability to real life situations and extent of effort required by the students.

The students are asked to rate each criteria using four grades-A (very good), B (good),

C (satisfactory) and D (unsatisfactory).

Obstacles faced:

The evaluation and analysis is done manually, hence the process is time consuming.

Some students do not take it seriously and give false grades.

Impact of the Practice:

The practice has led to an improvement in teaching quality and methodology.

The teacher participation in curricular and co-curricular activities of the students has improved.

Student evaluation of the curriculum has helped in curriculum development

The students feel that they have an active role in the quality improvement of the institution

Resources required:

The process is time consuming and requires both manpower and financial resources.

Contact Details:

Name of the Principal: Dr K Pradeep Kumar

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Annexure iv

SWOT ANALYSIS OF THE INSTITUTION

A questionnaire survey was conducted to find out the strengths, weaknesses, opportunities and threats of the institution. The Survey addressed the following areas:

Strengths: What are the top 5 things that the institution does well?

Weaknesses: What are the top 5 things that the institution should improve?

Opportunities: What opportunities could the institution make advantage of in the next 5 years?

Threats: What is changing in the environment which could adversely affect the institution?

The Respondents: The survey was conducted among the stakeholders of the institution during February 2014. The distribution of respondents according to five stakeholder categories is given below.

Stakeholder	No.
Full Time Faculty	31
Adjunct faculty	6
College Staff	11
Students	221
Community members	174
Total	443

The identified strengths, weaknesses, opportunities and threats of the institution are presented below.

TOP 5 STRENGTHS

- Transparency in Admission/Appointments
- High Girl Student Enrolment
- Co-Curricular/Extra-Curricular Activities
- Scholarships
- Student Support Services

TOP 5 WEAKNESSES

- Smart Class Rooms
- Modern Laboratories
- PG Programmes
- Research Facilities
- Technology

TOP 5 OPPORTUNITIES

- Technology (demand for new technologies, distance education etc.)
- Research and Consultancy
- Socio-Cultural Changes
- Workforce Needs(demand for trained skilled workers for industries)
- Establish/Strengthen Partnerships

TOP 5 THREATS

- Funding Reductions
- Alternative Energy issues
- Competition from other Higher education Institutions
- Political Changes
- Weak interaction with media