SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVERNMENT COLLEGE

MADAPPALLY COLLEGE P.O VATAKARA, CALICUT
673102
www.madappallycollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Started functioning in 1958, Government College Madappally has registered six decades of glowing academic achievement. Over the period of time, the college has become the main hub of higher education in northern Malabar. The college at present has 10 UG Programmes, 7 PG Programmes and 4 Research Centres in Humanities, Commerce and Science.

Besides the proper infrastructural facilities that present day educational system demands for productive teaching/learning, the college is rich with a team of academically qualified and professionally devoted teachers whose service is available in all fields of academic and non-academic undertakings. The college never fails in providing additional platforms for the all-round development of its pupils and in creating an atmosphere of academic brilliance and cultural dynamism in the area.

The college was the first Govt. College in the State of Kerala to be accredited by NAAC at 'A' level in 2006 in the first cycle of its accreditation. Since the second cycle of reaccreditation in 2011, the college has achieved tremendous progress in all its activities, consequent on the timely implementation of all the recommendations by the then NAAC peer team, and the joint efforts put in by the teachers, students and other stakeholders who are not ready to compromise to any type of mediocrity. In the context of third cycle of reaccreditation process, the college looks back with a sense of fulfillment, and is on its flight up to the new heights of academic excellence.

Vision

A better tomorrow for the youth irrespective of caste, creed or class and thereby for our state and nation.

For the development of our society and nation, higher education centres have got great role to play. The college envisions the bright future of our nation through moulding the students into a responsible, dedicated and service minded community by providing them quality and value based education, thereby helping them work together transcending the narrow boundaries of caste, creed, language and class for the progress and advancement of our nation in all facets .

Mission

To inculcate in the students the finest practices of scholarship and citizenship

- To provide quality and value based education to all the students
- To help the students acquire the advanced and the finest learning techniques
- To put into practice the best possible teaching methodologies and strategies
- To enable the students achieve the best forms of study and scholarship
- To channelize them in the pursuit of advanced research

- To bring to light the varied talents latent in the students
- To enable them to confront with confidence the challenges in the competitive world
- To help them gain a better perceptive of human nature and the society and work for their enhancement
- To prepare them to respond spontaneously and positively to the issues faced by fellow beings especially the underprivileged and the downtrodden irrespective of religion, caste or gender
- To inculcate in them a comprehensive environmental awareness and thereby helping them to be the practioners and propagators of the ecological culture.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Government College Madappally is one of the first institutions of higher education started by the Govt. of Kerala. Located in a rural area the institution boasts a proud tradition of exemplary alumni and functions as a centre of knowledge for the community.
- In 2004, in the first cycle of accreditation by the NAAC, the college became the first among the government colleges in Kerala to be awarded with A grade.
- The college can boast of a distinctive and exceptional botanical garden with diverse varieties of plants.
- Located in the serene and picturesque hills of Machinary, the college campus is comfortably spacious, and extends up to 27.19 acres of land which include playgrounds, staff quarters, girls' hostel and a botanical garden, to mention a few.
- The academic criterion for getting admission to the college has always been high.
- The college has more number of female students as it offers a woman friendly environment as well as great academic atmosphere.
- The college has a well maintained *Girls Amenity Centre* for rest and recuperation.
- The college ensures a distinctive academic attitude by providing four extensive research centres, seven PG courses and ten undergraduate courses.
- The college has got a full-fledged library with 65378 books and 42 magazines and journals, and online catalogue.
- There are three Study Parks functioning well in the college, frequently conducting discussions and debates by students pertaining to various issues, particularly to the topics in the syllabus.
- The college has got a *Civil Service Club*, which offers coaching programmes to the select students in the various departments.
- The college is connected through LAN and high speed internet is made available.
- The college has an *Academic Facilitation Centre* in order to familiarize new developments in communication skill and soft skills and to equip the students with competitive examinations like JRF, NET, GATE, UPSC, PSC, Civil Service etc. Language Lab, Skill Lab and Knowledge Lab are functioning under the Academic Facilitation Centre.

Institutional Weakness

- One of major weaknesses of the college is its age old building, which was constructed more than five decades ago. The college building requires renovation.
- Since it is a government college, the teaching faculty gets transferred regularly; this hinders the

fulfillment of certain projects, including academic and infrastructural.

- Since the college is affiliated to the University of Calicut, it is bound to commence the classes and conduct examinations as per the schedules of the university. It causes unexpected delays in the completion of the programmes and results.
- Even though the students take up the research activities for their dissertation and project work which are part of their syllabus, they lack the exposure in taking up research projects in other institutions.
- The college has not developed a rain water harvesting system.

Institutional Opportunity

- The college can better the utilization of the alumni in providing short term projects and research orientation programmes for the current students on the college in various institutions.
- We have alumni working in various parts of the world which can be utilized in a better manner in securing job opportunities and educational programmes for the students.
- The college can function as an incubation centre to extend its activities to the society by providing training in professional skills to the locality members. The college can start a certificate course in communications skills for people who wish to get jobs abroad. The college can also provide training for Kudumbhashree members in basic business and commercial transactions. Training can be given to small scale projects like making paper bags, soap manufacturing, mushroom cultivation and conduct food adulteration awareness campaigns.
- A publication division with the support of various Governmental financial agencies can be started.

Institutional Challenge

- The implementation of the semester system has caused undue burden on the student community as well as teaching faculty.
- The technical and administrative delays in implementing various projects in a constant issue faced by the college.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Government College Madappally is affiliated to the University of Calicut and is following the common Syllabus. Teachers have the opportunity to design the syllabus and make suggestions in the preparatory level. The college is bent on ensuring effective delivery of the various courses – common, core, complementary, open and elective- in the curriculum by adopting lot of methods.

Both the UG and PG Programmes offer a comprehensive syllabus including topics on gender issues, environmental studies, and human rights and human values. In order to sensitise the students on these issues, the college conducts variety of programmes under various Clubs and departments. Various courses enable learners to understand the concepts like globalization, commercialization and intellectual property rights and inculcate the spirit of universal brotherhood by presenting critique of race, xenophobia, war and national borders. The college conducts regular programmes on the preservation of the environment, and takes extra care to nurture values and ethics in the student community. The college has an Ethic Committee to promote

professional ethics among the staff members.

The college monitors every academic and non-academic activity in the college. A comprehensive Academic calendar is prepared in keeping with the university academic calendar and is strictly followed. The college provides facilities for the effective academic activities. Along with conventional teaching all the departments promote innovative teaching methods. An Academic Monitoring Committee (AMC) functions under IQAC for supervising the periodical progress of the learning programmes introduced in the college.

Teaching-learning and Evaluation

The college takes special attention to assess the learning levels of the students of both UG and PG classes, with the view of identifying the advanced as well as slow learners so that it can organise and give special programmes to them in order to improve their capacity and talent. The advanced, average and slow learners are identified through various methods like post admission test and feedbacks, and proper measures are taken to augment their learning skills.

Various types of methods are followed to make teaching more effective and student centred. The lecture method is made innovative and appealing with the use of ICT, ensuring effectiveness of teaching- learning process. The teachers do not rely on a single method; rather, they follow a mixture of different methods to make their teaching both experimental and interesting. All the methods adopted make sure the active and positive participation of the students in the academic activities.

As the college is affiliated to the University of Calicut, it is bound to follow the rules and regulations regarding the internal evaluation system stipulated by the University. However, the college is given adequate freedom to make the continuous evaluation process more effective and objective.

The college has different types of methods and mechanisms of assessment for the attainment of programme outcomes, programme specific outcomes and course outcomes. The college is bent on frequently monitoring the accomplishment and attainment of the said outcomes.

Research, Innovations and Extension

The college has taken upon itself the responsibility of creating an ecosystem and an incubation centre conducive to innovative research and transfer of knowledge to students and society. It provides awareness about ecoculture and value based research and ethically innovative practices. All the departments in the college, including the four research departments, are keen on cultivating a research bent of mind in the students and promoting genuine research works in the relevant areas, and thereby producing knowledge and information beneficial to the academics as well as the public. The *Academic Facilitation Centre* (AFC) in the college functions as a nodal point and an incubation centre, which facilitates and coordinates the qualitative research and related activities both at theoretical and application levels.

The college is committed to community services by organizing and carrying out lot of extension and outreach activities with the view of sensitizing the students to various social and environmental issues. Extension activities of the college are socially environmentally and academically oriented.

Blood and stem cell donation, activities of the Pain and Palliative Care unit, social and economic surveys,

Sharing the Meal programme, social awareness programme like *Say No to Drugs,* water conserving programme called *Jeevamrutham, Save Ocean Save Beach* Programme, *Swacchata Abhiyan* programme, environmental protection campaigns and Green Festivals, and Planting of saplings are some of the many activities the college has carried out. All these programmes show the mark of the college's commitment to society and the environment.

Infrastructure and Learning Resources

The campus of Govt. College Madappally is comfortably spacious, and extends up to 27.19 acres of land. The college has ample facilities for teaching- learning activities which include classrooms, laboratories, libraries, and women amenity centre, to mention a few. Of the 46 classrooms, 22 rooms are ICT enabled and 8 smart classrooms. There are 11 science laboratories, 4 computer labs and a language lab in the college.

The central library in the college has more than 60 thousand books, including rare collections. Access to more than 2000 electronic journals and 70000 e-books are also provided under NLIST programme. The college library is very supportive to its academic activities by providing online and direct access to the large repository of books, journals and digital collections to the students and teachers.

The college adopts various measures aiming to achieve a balanced state of physical fitness and mental wellbeing of the students. The college gives ample opportunities and encouragement to promote for competitive sports and games. Special care is given to develop and improve the innate qualities by organizing cultural programmes and activities.

The college follows a well-established system for the maintenance and utilization of its physical and academic facilities in order to ensure their sustainability so that the teaching/learning activities become both motivating and rewarding. The college gives added emphasis in that its various facilities are properly utilized both by the students and teachers, thereby ensuring maximum academic output.

Student Support and Progression

The college has got a dynamic and active Students Council and vibrant alumni, both of which are the integral part of the college. The Student Council in the college is elected through the process of democratic election as stipulated by the guidelines laid down by the University of Calicut. The teaching faculty offer consistent support to the Council as the Staff Advisor, Fine Arts Advisor and the Staff Editor.

In spite of the rigid semester system, the Council consistently works towards enabling an intellectually stimulating campus. The different campaigns against gender discrimination, ecological exploitation and waste mismanagement highlight the initiative and vibrancy of the Council. The Council is prompt to address the problems faced by the students and works to facilitate a healthy environment for learning.

The Student Council of Government College Madappally is an energetic, enthusiastic and stimulating part of the governance of the College whose presence is undeniably felt in all activities of this prestigious institution.

The Alumni Associations of the college are also active its constituents. The vibrant alumni act as an extension of the socio-political and cultural spheres of Kerala. The college has a General Alumni association, MACOS and three Department level alumni associations – CAAM, SPECTRUM AND ZAAM of the departments of

Commerce, Physics and Zoology, respectively.

The Alumni associations intervene creatively in the mechanism of the college. The alumni actively partake in the growth of the College, undertaking development activities as well as providing support to promote academic activities in the college.

Governance, Leadership and Management

The college has taken lots of effective and innovative measures for enhancement of academic output in terms of teaching/learning activities, research, technological and infrastructural facilities, outreach activities, students' progression and placements, and office administration. The college is very much focused on the quality performance of the teaching and non-teaching staff. In order to assess their performance in the teaching/learning process, and in the administrative tasks, the college makes use of various kinds of effective appraisal mechanisms.

For the comprehensive development of the college, various committees function very effectively in the college. The college has formulated an extensive strategic plan for the period 2016-2023. Some of them have been successfully implemented.

The administrative wing of the college is also very creditable in that it deals very efficiently with the matters concerning the students' admission, fee collection, scholarships, etc., by using the possibilities of e-governance. With regard to the admission of students to the programmes the college offers, maximum transparency is ensured by the admission committee constituted for the purpose.

The college ensures the involvement and contribution of all the benefactors like parents, teachers, alumni, local bodies, NGOs and industrial firms for its comprehensive development, and follows decentralization and participatory management policy in this regard.

The college receives various Plan and Non-plan funds and grants from various agencies like UGC, RUSA, NABARD and state government. As it is a Government institution, the college is subject to financial audit by the Director of Collegiate Education and Accountant General (A&E).

Institutional Values and Best Practices

Government College Madappally is best characterized by its green culture and unwavering ecological perspective. Practice of green etiquettes has passed into the character of the college in all its functioning, and as envisaged in the mission of the college, a comprehensive environmental awareness is inculcated in the students, encouraging them to be the practioners and propagators of the ecological culture. The college conducts regular programmes on the preservation of nature, with the purpose of persuading the students to use environmentally friendly products, and to minimise the use of products which are harmful to nature.

Government College Madappally ensures that students from all genders feel welcome. Every effort is made to provide a safe and secure learning environment. As part of inculcating in the students the broad and generous prospects of humanity and philanthropy, the college carries out lot of programmes. One of them is Blood and Stem Cell Donation which is titled *A Drop of Love to Save a Life*. The college has implemented this charity scheme very effectively and systematically. In order to help the cancer patients across the state, stem cells are

also donated.

Another best practice of the college is making the institution as a *Knowledge Hub,* which functions as a nodal centre offering training to students cutting across disciplinary boundary, with the view of developing specific sets of skills.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT COLLEGE
Address	Madappally College P.O Vatakara, Calicut
City	Madappally
State	Kerala
Pin	673102
Website	www.madappallycollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Meera P K	0496-2512587	9446447595	-	madappallycollege vadakara@gmail.c om
IQAC Coordinator	Sumodan P K	91-9846135324	9846135324	-	sumodanpk@gmail .com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-06-1958

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Kerala	University Of Calicut	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	17-06-1972	View Document
12B of UGC	17-06-1972	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Madappally College P.O Vatakara, Calicut	Rural	27.19	16680

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,English	36	TWELFTH	English	40	40
UG	BA,Economics	36	TWELFTH	English	60	57
UG	BA,History	36	TWELFTH	English	66	64
UG	BA,Political Science	36	TWELFTH	English	60	58
UG	BCom,Commerce	36	TWELFTH	English	63	63
UG	BSc,Botany	36	TWELFTH	English	36	34
UG	BSc,Chemistry	36	TWELFTH	English	48	48
UG	BSc,Mathematics	36	TWELFTH	English	48	47
UG	BSc,Physics	36	TWELFTH	English	41	39
UG	BSc,Zoology	36	TWELFTH	English	36	34
PG	MA,English	24	BA	English	20	20
PG	MA,History	24	BA	English	20	20
PG	MA,Political Science	24	BA	English	21	21
PG	MCom,Commerce	24	B.Com	English	22	22
PG	MSc,Chemistry	24	BSc	English	13	13

PG	MSc,Physics	24	BSc	English	13	12
PG	MSc,Zoology	24	BSc	English	12	12
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	M.Com	English	4	4
Doctoral (Ph.D)	PhD or DPhil,Chemistry	36	MSc	English	4	0
Doctoral (Ph.D)	PhD or DPhil,Physics	36	MSc	English	8	6
Doctoral (Ph.D)	PhD or DPhil,Zoology	36	MSc	English	8	6

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				5				72
Recruited	0	0	0	0	5	0	0	5	41	31	0	72
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				47
Recruited	34	13	0	47
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	10	9	0	20
M.Phil.	0	0	0	0	0	0	5	3	0	8
PG	0	0	0	4	0	0	26	19	0	49

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	9	0	10

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	377	1	0	0	378
	Female	1077	0	0	0	1077
	Others	0	0	0	0	0
PG	Male	30	0	0	0	30
	Female	210	1	0	0	211
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	7	0	0	0	7
	Female	9	0	0	0	9
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	19	21	23	24
	Female	58	60	71	69
	Others	0	0	0	0
ST	Male	8	9	8	9
	Female	16	16	22	21
	Others	0	0	0	0
OBC	Male	26	26	30	32
	Female	76	79	94	91
	Others	0	0	0	0
General	Male	63	68	79	77
	Female	191	206	233	232
	Others	0	0	0	0
Others	Male	12	11	12	11
	Female	35	38	44	38
	Others	0	0	0	0
Total		504	534	616	604

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 415

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	17	17	17

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1653	1542	1408	1397	1424

File Description	Document
Institutional Data in Prescribed Format	[View Document]

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
310	312	270	255	255

File Description	Document
Institutional data in prescribed format	[View Document]

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
544	494	490	515	513

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
69	71	74	78	76

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
81	81	81	81	81

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 48

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
55.193	51.11692	105.65235	163.04461	223.82859

Number of computers

Response: 103

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The College is affiliated to the University of Calicut and is following the common Syllabus. Teachers have the opportunity to design the syllabus and make suggestions in the preparatory level of the syllabus. Faculties of our college who are members in the Board of studies of the University of Calicut could collect the suggestions of teachers in the preparation of syllabus. The university offers Choice Based Credit Semester System for UG programmes and Credit Semester System for PG programmes. The college is bent on ensuring effective delivery of the various courses – common, core, complementary, open and elective- in the curriculum by adopting lot of methods.

- The college through IQAC monitors every academic and non-academic activity in the college.
- A comprehensive Academic calendar is prepared in keeping with the university academic calendar and is strictly followed.
- The departments concerned prepare course outcomes and programme outcomes and the same are uploaded in the website in order to inform the stakeholders.
- Orientation classes are given to the newly admitted students in the UG Classes to familiarize the with the course structure, syllabus, internal and external examination system.
- Post Admission Test is conducted at beginning of every academic year for the newly admitted students of UG and PG programmes for identifying the various levels of learners.
- The college provides facilities for the effective academic activities. It offers ICT enabled teaching and learning. The college is connected through LAN and high speed internet is made available.
- The college has Wi-Fi facility in the departments, library, computer rooms, labs, class rooms and important reading corners. Along with conventional teaching the Departments promote innovative teaching like group discussion, interviews, peer teaching, online/web based classes on important topics, field trips, internship, seminar presentation, assignment preparation, laboratory work, classes by former students etc.
- Feedbacks are regularly collected from students, teachers and college alumni on matters connected with teaching and learning.
- An Academic Monitoring Committee (AMC) functions under IQAC for supervising the periodical progress of the learning programmes introduced in the college.
- Teachers maintain proper Logbook and Teachers Diary regarding the academic activities and the continuous evaluation of all classes.
- PTA meetings are regularly conducted for each class at the end of the semester classes to monitor the achievements and drawbacks of students in academic matters.
- As the college is affiliated to University of Calicut, it follows common Examination pattern offered by the University at each end semester. The college conducts two internal examinations each every semester in all the programmes following the pattern of the University examinations.
- Internal examination papers are properly evaluated and remedial classes are given to weak students to improve their learning.

- Tutorial classes are regularly conducted to bring the academically weak students to the mainstream, and develop and advance the talents of the high learners to their satisfaction.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 4

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	1	2

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 23.1

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	10	1	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 92.05

1.2.1.1 How many new courses are introduced within the last five years

Response: 382

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 58.82

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 10

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 1.99

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	30	52	58

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The UG Programmes of the University of Calicut to which the college is affiliated offers a comprehensive syllabus including topics on gender issues, environmental studies, and human rights and human values.

Gender Issues

The courses offered for both undergraduate and postgraduate programmes give importance to gender related issues and gender sensitisation. For example, *Methodology of Literature (ENG5B03)*, a core paper for Semester V, BA English, introduces several major issues and concepts pertinent to discussing Gender in its true magnitude (2010 onwards). The common course in English *Zeitgeist: Readings on Culture and Society (A04)* which is meant for all students contains module on gender issues. BA History programme offers a course on *Gender Studies*, for VI semester students.

In order to sensitise the students on gender related issues, the college conducts variety of programmes under Women Development Cell, *Mathrukam* (Student Wing) and various Clubs and departments. Women's Cell conducts seminar series on gender issues in which eminent women activists give lectures; it also organises lot of activities with the purpose of sensitising the girls towards the gender related problems

Environment and Sustainability

The syllabi of the UG Programmes include and give importance to   environmental studies. The common course in English which is meant of all undergraduate students offers text and module on *Sustainable Environment*. BA History programme offers a course titled *Gender Studies and Environmental History* Many other UG and PG programmes offer similar topics on various environmental issues with the view of inculcating in the students a useful and constructive environmental or ecological awareness.

Further, the college conducts regular programmes on the preservation of nature, with the purpose of persuading the students to use environmentally friendly products, and to minimise the use of products which are harmful to nature. Important Days such as World Environment Day, Earth Day and Ozone Day are observed with all seriousness with seminars and invited talks, interactive sessions, debates, exhibitions, films relating the conservation of nature and biodiversity.

Human values and Ethics

The college takes extra care to nurture values and ethics in the student community. The syllabi of the UG and PG Programmes include courses and modules on *Human Rights and and Ethics*. The English common course *Writing for Academic & Professional Success* (ENG2 A03), for the Second semester students give an overview of the professional ethics and the implications of plagiarism. BA Political Science offers core course as well as Open Course on *Human Rights.* The core course *Informatics* (ENG5B04) for fifth semester students pursuing BA English deals with ethics in the cyber world. Besides, various departments have conducted National seminars on human rights.

The college organises seminars and invited talks on human rights and human ethics by eminent human right activists. The college has an Ethic Committee to promote professional ethics among the staff members.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 18.87

1.3.3.1 Number of students undertaking field projects or internships

Response: 312

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.34

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	5	6	6

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 98.38

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
604	616	530	504	501

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
619	624	541	508	509

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 96.76

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
295	304	260	250	247

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The college takes special attention to assess the learning levels of the students of both UG and PG classes, with the view of identifying the advanced as well as slow learners so that it can organise and give special programmes to them in order to improve their capacity and talent.

The advanced, average and slow learners are identified through various methods as given below:

- Post Admission Test.
- Interactions in the regular classes and in the tutorial Classes
- Assignments and Seminar presentations
- Internal examinations and class tests
- Feedback from students and parents

Measures Taken

A. For Slow Learners

- **Remedial Teaching**

Extensive remedial teaching is given to the slow learners with the purpose of bringing them to the mainstream. Remedial classes are conducted as per the general and departmental time tables endorsed by the principal.

- **Peer Teaching**

The advanced students of each class are trained to give classes on various subjects to their fellow students who are academically backward.

- **Scholar Support Programme**

The Scholar Support Programme functioning in the college provides personalised additional support to weaker students of the college, giving an honorarium to faculty.

- **Communicative English Practice**

Under the department of English, the slow learners are regularly given special practice sessions on Communicative English with the help of the faculty and the trained students in the PG classes.

B. For Advanced Learners

The following special programmes are given to the advanced students, aiming to improve their capacity and potential.

- **Academic Facilitation Centre**

The Academic Facilitation Centre in the college takes special attention to the advanced students of each class, providing special training in the competitive examinations.

- **Civil Service Club**

The Civil Service Club in college offers coaching programmes to the advanced students in the various departments.

- **Clubs and Forums**

The various clubs and forums in the college take care of the advanced learners by giving them proper training in various fields.

- **The Science Parliament**

The Science Parliament offers the advanced science students in the college regular training in scientific experiments and new technology.

- **Academic Assistance**

Special training sessions are given with the view of helping the students get admission to nationally and internationally reputed institutions for their higher studies and PhD programmes

- **UGC / NET Coaching**

Regular and incessant classes are given by the faculty and external experts to the students in order to qualify various national eligibility tests like NET , JRF, JAM, GATE etc.

- **Spoken Tutorial**

Spoken Tutorial System provides the advanced students in the college various online certificate courses offered by IITs and other nationally reputed institutions.

- **Walk with a Scholar (WWS)**

Walk with a Scholar (WWS) provides specialized mentoring programmess and proper guidance for the advanced students in undergraduae classes.

- **Additional Skill Acquisition Programme (ASAP)**

ASAP imparts 300 hours of skill training to 30 students, of which180 hours for Communication Skills and IT skills, and 120 hours for the skill sector chosen by the student.

File Description	Document
Any additional information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 23.96

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 1.69

2.2.3.1 Number of differently abled students on rolls

Response: 28

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any other document submitted by the Institution to a Government agency giving this information	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Various types of methods are followed to make teaching more effective and student centred. The lecture method is made innovative and appealing with the use of ICT, ensuring effectiveness of teaching- learning process. The teachers do not rely on a single method; rather, they follow a mixture of different methods to make their teaching both experimental and interesting. All the methods adopted make sure the active and positive participation of the students in the academic activities.

A. ICT enabled method

Teachers normally use this method along with lecturing. In this, they use Power point presentations, web/online based teaching, NPTEL video lectures, class by renowned experts, E-notes and online submission of projects, seminar papers and assignments through email, and the learning management system like MOODLE.

In order to ease the ICT enabled teaching, the entire college has wi-fi and high speed internet connection, and is also connected through LAN. Many departments are effectively using in the teaching/learning Google Drive File Sharing programmes including Google Docs, Google Sheets, Google Forms, Google Sides and Google Sites.

B. Student Centred Method

Besides lecturing and ICT enabled teaching, other learner centred methods are used. They include group discussion, interviews, brain storming sessions, exhibitions, peer teaching, skits, role plays, seminar presentation, assignment preparation, laboratory work, field trips, surveys, study tour, participation in the seminars and workshops and internship. Besides, classes by former students who have had their higher education in the reputed institutions of the country are also offered. All the departments have got associations which frequently conducts academic programmes like lecture series on important topics, invited talks by experts and open debates and discussions.

C. The college as a Knowledge Hub

The college serves as a knowledge hub which offers training to students cutting across disciplinary boundary through short training sessions, each one catering to developing a specific skill. This includes classes on communicative English, Soft skill Development, Experimental science and Event Management and Accounting. It is an attempt to integrate research and practice in education with curriculum teaching.

D. Experimental Learning

The dissertation and the Project works done by the students consist of research elements. The students, therefore, try to learn the research methodologies and practices while preparing the projects. As part of experimental learning, students of the department of Botany maintain a unit where the plants are layered and saplings are given to nearby houses.

New experiential learning ventures like Spoken Tutorials, WWS, ASAP and SSP supplement teaching-learning process. As part of tutorial sessions and functions of various clubs and forums in the college, case studies are done at regular intervals in order to solve the individual problems that hinder the smooth practice of teaching and learning. In the tutorials, general as well as individual counseling is given to augment learning experience.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 94.2

2.3.2.1 Number of teachers using ICT

Response: 65

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 21.47

2.3.3.1 Number of mentors

Response: 77

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

The teachers in the college in general are bent on making their teaching methods innovative and interesting so that the teaching-learning process becomes more motivating and productive. Various types of methods

followed in the class room ensure teaching more effective and student centred. The college encourages the faculty members to adopt various types of teaching methods which are conducive to student community. The different types of teaching methods impart variety and enrichment to students.

- In order to render teaching more useful, teachers follow ICT enabled methods which include power point presentations, web/online based teaching, NPTEL video lectures, film shows, tube lectures by experts, E-notes and online submission of projects, and assignments through email and social networking devices. MOODLE, the learning management system is used fruitfully.
- The availablity of WiFi and high speed internet connection, and LCD projectors in every classrooms besides the smart class rooms, the ICT enabled teaching becomes effortless and appealing. Many departments are effectively using in the teaching/learning process Google Drive File Sharing programmes including Google Docs, Google Sheets, Google Forms, Google Sides and Google Sites. Further, the learning softwares such as SPSS, Tally and Wings, and LATEX are also used as per the requirement.

- Teachers in the college rely on lot of learner centred methods including group discussion, brain storming sessions, peer teaching and inter-disciplinary teaching. The recent alumni who have pursued/ are pursuing their higher education in the reputed institutions offer classes, motivating the students.
- Language Lab is creatively used to help the students to acquire the different skills anf practice of language.
- The theatre methodology is practiced effectively in English language classroom to teach the language in context by converting classroom as theatre. Since the theatre is dialogic and interactive, and imitates life, the language can be taught creating life situations. Here, various situations in life are simulated. The basic advantage of this method is that the learner becomes expressive. Moreover, the teacher's dominance in the classroom is minimised, and the students are corroborative to one another. .

- The *Knowledge Hub*, one of the best practices of the college, offers training to students cutting across disciplinary boundary through short training sessions, each one catering to developing a specific skill.
- *The Study Parks*: The two study parks in the college – one for Arts subjects and the other for science- frequently conduct discussions and debates by teachers and students, pertaining to various issues, particularly to the topics in the syllabus.
- *Humanity Circle* and *Science Parliament*: These are the two teaching/learning initiatives of the college. The *Humanity Circle* offers opportunities to the students as well as the teachers to participate in the discussions on various topics regularly. A part of the Humanity Circle, *Heritage Walk* is a learning programme introduced by the Department of History to familiarize the students the major historical sites of Malabar region. The Science Parliament offers orientation classes and experimental sessions on science subjects.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 90.86

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 24.08

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	21	14	15	18

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 43.06

2.4.3.1 Total experience of full-time teachers

Response: 2971

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 12.23

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 1.23

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

As the college is affiliated to the University of Calicut, it is bound to follow the rules and regulations regarding the internal evaluation system stipulated by the University. However, the college is given adequate freedom to make the continuous evaluation process more effective and objective.

- Students in each semester of both UG and PG Programmes are evaluated both by continuous assessment (C.A.) and end-Semester University examinations. External evaluation carries 80% of marks; 20% of the total marks in each course are for internal examinations.
- The Internal assessment is a continuous process throughout the semester in which the student performance and progress is constantly monitored. The individual marks allotted for continuous assessment for each subject is as prescribed by the scheme of study. They consist of written tests, assignments/seminars/viva voce and attendance. In a semester at least two test papers are to be conducted, and the average of the marks scored is counted.
- With regard to attendance, the students are awarded maximum marks only if they secure 90% and above attendance in the subject. Proportionate reduction is made if they get below 90% of the

attendance. The university has made mandatory 75% of attendance for a student to take examination at the end of each semester.

- Internal assessment of the seminar/assignment is based on its content and method of presentation. Teachers concerned assign relevant topics related to the syllabus in consultation with the students for assignments/seminar. Each presentation of the seminar is chaired by a student, and is followed by a short interactive sessions.
- The internal marks cannot be improved as per the university norms. The course teacher(s) maintain the academic records of the students. The internal marks duly signed by course teacher and HoD are submitted to the principal, and the same are uploaded online to the university.
- Since semester system is highly strained, the teachers and departments take positive steps to ease and minimise the students' stress regarding the internal assessment and examinations.
- At the beginning of the academic year, an orientation class is conducted for newly admitted students in the UG classes, familiarising them with course structure, continuous evaluation and external examination system.
- Internal examinations or class tests are conducted judiciously through discussions so that the students do not feel the stress and strain. The schedule of the internal examinations is included in academic calendar of the college in consultation with the students and other stakeholders.
- The tutorial sessions frequently discuss the academic improvement and learning difficulties faced by the students, and proper counselling is given
- The students who are unable to appear in the class tests on account of unexpected reasons are permitted to take re-examinations.
- The students are provided provisions for online submission of projects, seminar papers and assignments through email, and through the learning management systems like MOODLE and Google File Sharing.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The Internal assessment is a continuous process throughout the semester in which the student performance and progress is constantly monitored. Twenty percentage of the total marks in each course is for internal assessment as per the University rules. The college being affiliated to the University of Calicut, is bound to follow the rules and regulations of the University regarding the internal evaluation system. The marks secured for internal assessment is to be sent online to university by the colleges concerned. The college however takes utmost care in making the Internal Assessment system highly transparent, error-free and student friendly.

- The students are given a clear idea about the internal evaluation process at the time of admission itself through the College Handbook issued to them.
- Continuous evaluation and external examination system are made familiar to the newly admitted students by conducting an orientation class, at the beginning of the academic year itself. Further, in the syllabus of each programme, details regarding the evaluation process – both internal and external - are given.
- The schedule of the internal examinations is prepared in consultation with the students, and the same is included in academic calendar of the college.
- Internal examinations and other forms of assessments are conducted sensibly and prudently by each

department in order to ease the stress and strain of students.

- As part of ensuring the transparency of the evaluation process, the internal assessment marks awarded to the students in each course in a semester is displayed on the notice board well before the commencement of external examination.
- The teacher handling the course maintains the Continuous Evaluation record of each student, which includes details of written test, assignments/seminars and attendance.
- A part of Internal Assessment, the attendance percentage of students is published every month on the notice board by each department, duly signed by the tutor as well as the Head of the department, and the same is submitted to the principal.
- As an important step towards transparency of evaluation, the marked answer scripts of internal examinations are given to the students so that they can verify them and request for correction, if required.
- The students' grievances and complaints regarding the internal assessment and the marks awarded for it are timely addressed and solved at department level, and by the Grievance Redressal Cell in the College, if needed.
- Teachers maintain proper Logbook and Teachers Diary regarding the Continuous Evaluation of all classes.
- Retests are conducted for those students who fail to attend the internal assessment programmes on the scheduled dates as a result of their involvement in co-curricular activities.
- The conduct of internal assessment methods are improvised through effective online feedback system followed in the college.
- The tutor of each class sees to it that the final consolidated mark sheets of the internal evaluation are seen and signed by the students concerned before they are submitted to the University.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The evaluation scheme for each course in the affiliated colleges of the University of Calicut contains both internal assessment and external examinations. As the students have to take examinations regularly in the course of and at the end of the each semester, their problems and worries are manifold. However, the college takes utmost care in identifying and resolving the difficulties and grievances faced by the students related to examinations.

- The students are given a comprehensive orientation class related to the course structure with special emphasis on examinations and evaluations.
- The exam schedules of the University are promptly communicated to the students by circulating notice in the classes and uploading the same in the college website.
- The college always gives the students the necessary assistance in connection with the remittance fee and registration for the examinations.
- In the tutorial sessions, special directions and guidance are given as to how to attend the examination properly, keeping the time. Counseling sessions are conducted with the purpose of removing the fear and inhibitions, and stress and strain related to taking examinations.
- Each department conducts special training sessions in which students prepare questions banks and answer keys pertaining to each course.

- In order improve the concentration of the students, sessions on yoga and meditations are organized with the auspices department of Physical Education.
- Model tests and internal examinations are conducted in the university pattern, which familiarize the students with method of writing the examinations with ease and minimum effort.
- The previous question papers of the university examinations are made available to the students in the department concerned and in the college library for reference.
- The parents are informed of the examination related issues as and when required.
- The college has got an examination committee which looks into and solves the issues faced by the students regarding the examinations.
- The visually and physically challenged students are provided the assistance of the scribes as per the university norms, and are given extra time.
- The ailing students who are willing to take examination are given special care and are allotted separate rooms as and when required.
- When there are complaints regarding the anomalies in the question papers of the university examinations, the college brings them to the notice of the university, and if the anomalies are grave, requests are made for reexaminations, to the benefit of the students.
- The teachers regularly attend the valuation camp conducted by the university at various centres in order to expedite the publication of the results, so that students can apply for higher studies in the various institutions of their choice.
- The departments address the students' grievances regarding the results of examinations by helping them apply for revaluation of the answer scripts.
- Students who are not satisfied with the semester results, are helped to better their marks by giving them proper remedial teaching so that they can reappear for improvement examination with confidence.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college prepares a comprehensive academic calendar at the beginning of the academic year in keeping with the General Academic Calendar of the University of Calicut, to which the college is affiliated.

- The academic calendar, prepared by the IQAC and the college council and duly attested by the principal, is included in college hand book, and is made available in the college website.
- The Academic calendar provides all the information regarding schedules the academic and extracurricular activities of the college: the dates of commencement and end of the semester, semester examination schedule, dates of practical examinations and viva voce, and the date of publication of result, and interim holidays.
- The tentative schedules of extracurricular activities such as college union election, college and zonal level arts festival, regional/national/international seminars are also included in the calendar.
- The continuous internal evaluations are blueprinted and implemented as per the academic calendar.
- The general timetable and department time table are prepared in the beginning of the academic year in order to strictly follow the various schedules given in the academic calendar.
- In the department time tables, besides teaching hours assigned to the faculties, there are provisions for tutorial hours and remedial classes.
- In the general and department timetables, hours for the remedial teaching are specifically marked,

with the view of assisting students achieve desired proficiencies in the academic matters and in the examinations, both internal and external. The general time table for remedial class is prepared by the IQAC which is approved by the college council and attested by the principal. In line with the general time table, each department has its own schedule for remedial teaching. In the remedial sessions the weaker students are given extra coaching in the areas of syllabus which they find hard and difficult.

- Every semester, two internal examinations are conducted and results are published as per the stipulated time prescribed in the calendar.
- Complying with the dates in the calendar and the timely notifications of the university, attendance and progress certificate (APC) of the students are published and submitted to the university.
- For conducting the internal examinations time bound, a very exhaustive and comprehensive teaching plan is imperative. Therefore, it is obligatory for each faculty member to prepare a thorough teaching plan for the courses they teach, and maintain a logbook for recording the daily academic interactions. Accordingly, they have to cover 40% of the syllabus before the commencement of the first internal examination, 80% before the second, and the remaining 20% before the university semester examination.
- The departments prepare timetables for the special sessions on holidays to make do with the loss of teaching hours due to unexpected reasons in order to cover the prescribed portion in time.
- Corresponding to the common schedule, specific dates are earmarked by each department for the model tests, seminar presentation etc.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college offers UG and PG programmes in Arts, Science and Commerce subjects. The college being affiliated to the University of Calicut, each teaching department in the college prepares programme outcomes, programme specific outcomes and course outcomes in tune with the syllabi and general outline offered by the university.

- The outcomes are prepared after a series of discussions among the faculties concerned, and other stakeholders. Special attention is given in displaying the same on the college website.
- Teachers and students are given separate and distinct orientation programmes in the beginning of the academic year. Students thus get a better understanding of the scope and possibilities of the programme concerned, and approach it with a clear objective for higher studies and research.

- The programme and course outcomes are specifically intended to enable a serious discussion about vital social, ethical and environmental issues and to encourage the spirit of scientific enquiry.
- The courses in general are designed in such a way that they generate in the students the right perspective on environmental issues as well as sustainable development, gender issues, and human values. They are also intended to meet the linguistic, academic, cognitive, cultural and economic needs and requirements of the students.
- The broad objectives of the common courses include development of communicative competence and enrichment of both cerebral capability and aesthetic sensibility with a special emphasis on instilling the desired human values and inculcating the indispensable understanding of and response to social issues.
- The common courses which include courses in English and other languages as well are meant for all undergraduate students in the college. They are intended to train the students not only in the acquisition of languages alone, but also in the development of student's capability to use it in an accurate and effective manner.
- This comprehensive structuring of the common courses helps students impart the knowledge they have gained to the society at large. Study of languages or common courses thus becomes a vital aid in the effective interaction process as well as getting desired placement in the various employment fields.
- The core courses of various undergraduate programmes are structured so as to achieve the desired outcome of the exploration on the part of the students in the field of specialization and research, using the proper methodology of the particular area of discipline.
- All the programmes offer a course on the study of Informatics to familiarise the students with the use advanced ICT tools, and to help them meet the challenges of the technology oriented world.
- An open course is included in the curriculum, in which the students can choose a course from a discipline of their choice, promoting interdisciplinarity and giving a taste of the best conceptual and tangible tools of different disciplines.
- The courses in the postgraduate programmes in general are designed to promote analytical skill and research in the areas of specialization and attainment of methodological precision, besides the augmenting employability.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The college has different types of methods and mechanisms of assessment for the attainment of programme outcomes, programme specific outcomes and course outcomes. The college is bent on frequently monitoring the accomplishment and attainment of the said outcomes. The results of the assessment and evaluation of the outcomes are discussed and analyzed in detail by the college council and IQAC, and

proper measures are taken to improve teaching/learning process and thereby to increase the outcomes to the desired level.

- The results of the university examinations at the end of each semester are vehemently and systematically analyzed by the departments concerned and other academic bodies in the college in an attempt to comprehend the status of achievement of the learning outcomes.
- In terms of the overall result of the University examination, the college occupies better position every batch. This is a clear indication of the satisfactory learning outcomes of the students.
- The college has got an effective mechanism for collecting feedback from students, teachers and parents on the curriculum, which is rightly used as a tool to improvise the deterrence and limitation in the attainment of the learning outcomes, and to chalk out corrective measures.
- The students' achievements in the national and state level examinations like JRF/NET, GATE, GMAT, SLET, SET, UPSC and PSC are properly recorded and analysed. To improve results in such examinations, proper coaching classes by experts are given regularly.
- The details of the students' placements in the public and private firms and institutions are collected and maintained in the departments, and their services are utilized for the benefit of the students and the college.
- The feedbacks, responses and opinions received frequently from the firms and institutions where our students are employed immensely help the college to realize status of attainment of the programme outcomes, and take adequate measures for their improvement.
- Details of students' progression to higher studies in the institutions of national and international repute are gathered, and are used as a motivating tool for the enhancement of the programme outcomes. Their expertise is utilized to give proper orientation to the present students.
- Students' performance in the regularly conducted tutorial sessions is used as a yardstick to assess the attainment of their learning levels, and thereby to devise a proper strategy for channelizing their talents in curricular and co-curricular activities.
- The entire continuous evaluation system followed in the college helps assess the learning outcomes by incessant monitoring of the academic performance of the students through internal examinations, model tests, seminar presentations, projects, mock viva, etc.
- The different clubs and forums where the students perform attempt to understand the varied skills and abilities attained by the students. The stupendous performance of the students in the academically oriented competitions conducted by the university and other reputed institutions and organizations is also looked into as an pointer to learning outcomes.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.3 Average pass percentage of Students

Response: 83.95

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 434

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 517

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.39

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 7.25

3.1.2.1 Number of teachers recognised as research guides

Response: 5

File Description	Document
Any additional information	[View Document](#)

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.27

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 20

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 368	
File Description	**Document**
Supporting document from Funding Agency	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The college has taken upon itself the responsibility of creating an ecosystem and an incubation centre conducive to innovative research and transfer of knowledge to students and society. It provides awareness about ecoculture and value based research and ethically innovative practices. All the departments in the college, including the four research departments, are keen on cultivating a research bent of mind in the students and promoting genuine research works in the relevant areas, and thereby producing knowledge and information beneficial to the academics as well as the public. The *Academic Facilitation Centre* (AFC) in the college functions as a nodal point and an incubation centre, which facilitates and coordinates the qualitative research and related activities both at theoretical and application levels.

- The Science Parliament, a part of Academic Facilitation Centre offers regular training in scientific experiments and new technology to the science students in the college. It also offers orientation classes on science subjects for the teachers and research scholars in Vatakara Taluk.
- The Research Department of Zoology has made great advancement in the research of mosquito generated diseases, and identification of vectors, the findings of which are given in the college website. The department has also developed mosquito control methods like rearing and distribution of larvivorous fishes. The research scholars and teachers give regular orientation programmes to the public in the neighborhood. The distribution of larvivorous fishes to the people in the locality helps minimize the breeding of the mosquitos and the dangerous diseases caused by them.
- The department of Zoology comes to the neighbouring families' aid by maintaining a hatchery in the department where eggs, especially that of hens, are hatched, and distributed.
- A research activity of the incubation centre for science, wormeries are set up in the college, where the waste foods are made in to compost by rearing earth worms. The compost thus prepared is used to fertilize the organic farm maintained by the NSS units of the college.
- The department of Botany is engaged in the research of the various methods of layering of plants and organic farming. The saplings thus produced are distributed to nearby families.
- The students and teachers in the Botany department are involved in the task of preparing Annual Environment Audit of the college, using the tools and methodologies of proper scientific research.
- The college persuades and motivates the students to select topics for their research papers and seminar presentations which are innovative and having scope for genuine research and to get their papers published in the research journals and magazines.
- The college gives importance to get the researches by faculties and students done through collaborative partnership, to make use of advanced research practices, and the expertise and facilities available in the reputed firms and institutions.

- The college gives support to the teachers who have been selected for programmes like FLAIR for doing internship in the reputed institutions both in India and abroad.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 33

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	9	5	5

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	[View Document](#)

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 5

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.79

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	8	10	9	7

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.67

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	6	10	5	8

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The college is committed to community services by organizing and carrying out lot of extension and outreach activities with the view of sensitizing the students to various social and environmental issues. These extension activities help to impart in the students a fellow feeling, to make them socially committed and responsible citizens and to attain the much desired holistic development. Extension activities of the college are socially environmentally and academically oriented.

- The College through NCC and NSS units regularly conducts blood donation camps in which the students and teachers donate blood to the blood banks in the various hospitals in Vatakara.
- An efficient Blood Donation Forum functions in the college which maintains a readily available blood donors' directory.
- In addition to the blood donation, stem cell donation camps have been conducted in the college in collaboration with *DATRI Stem Cell Foundation* in which students and teachers have donated stem cells in order to help the cancer patients.
- The college has a Pain and Palliative Care unit in which the student volunteers do meritorious service in helping and caring the age and the ailing, especially the cancer patients in around the locality.
- The NSS and NCC units take initiative in the fund collection for those suffering from kidney ailments and undergoing dialysis in the locality.
- The student volunteers under NCC Unit of the college visit rehabilitation school for endosufan affected children in Kasaragod district and offer financial assistance to the victims.
- The college through its NSS units regularly take social and economic survey in the adopted ward of Onchiyam Panchayat, and conducts health and medical camps for them.
- The college through NSS units has started a benign venture, *Shelter,* which constructs houses for the needy and deserving students in the college.
- *Say No to Drugs,* a social awareness programme by the NSS units of the college regularly organises anti-drug campaigns inside the college campus and in the locality.
- The Road Safety Club and the NCC in the college extend their assistance to police officials to reduce traffic blocks as wellas the accidents in NH Madappally – Vatakara.
- The college through various clubs and forums regularly conduct various environmental sensitisation programmes as part of its outreach programmes.
- *Jeevamrutham,* a project by NSS, NCC and Nature Club for retrieving the water sources, has undertaken lot of water conservation activities.
- During the pre-monsoon season, lots of rain pits are dug in the locality for increasing the fast

depleting the ground water level.

- NSS volunteers of the college as part of promoting the organic farming cultivate and distribute vegetables and seeds to nearby schools and houses.
- As part of *Swacchata Abhiyan* programme, the students have engaged themselves in the cleaning drive at Mokacheri Beach which was deposited with huge waste during *Okhi* cyclone, and Government Taluk Hospital, in collaboration with Municipality, Vatakara.
- In collaboration with the Forest Department, the college conducts environmental protection campaigns and organises Green Festivals.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 3

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	1	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 79

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	11	9	17	18

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 45.89

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
909	798	590	880	254

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 6

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	3	2

File Description	Document
Number of Collaborative activities for research, faculty etc	[View Document]
Copies of collaboration	[View Document]

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 4

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	1	1

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	[View Document]
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	[View Document]
Any additional information	[View Document]

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Located in the serene and picturesque hill of Machinary in Vatakara Taluk, the college campus is comfortably spacious, and extends up to 27.19 acres of land. The college has ample facilities for teaching-learning activities which include classrooms, laboratories, libraries, and women amenity centre, to mention a few.

The facilities set up in the college make teaching-learning process effective and creative. Some of the facilities are given below:

- The college has 46 spacious classrooms for the 10 undergraduate and 7 postgraduate programmes offered. Of these, 22 rooms are ICT enabled smart classrooms.

- There are 19 rooms for accommodating the faculties of different departments including the office of heads of the departments.
- The college has well equipped 5 rooms for research scholars.
- There are 11 science laboratories, 4 computer labs and a language lab.
- All the departments have the facilities such as laptops, desktops, printers, and scanner. Xerox machines are kept in some departments for the use of students and staff.
- The entire college has wifi and high speed internet connection, and is also connected through LAN.
- The central library in the college has more than 60 thousand books, including rare collections. Access to more than 2000 electronic journals and 70000 e-books are also provided under NLIST programme The college has a well maintained Girls Amenity Centre for rest and recuperation.
- All the departments have separate library cum reading rooms. They also maintain large quantity of e-books
- The college has set up reading and recording softwares for the visually impaired.
- An *Academic Facilitation Centre* functions in the college for coordinating the various academic programmes.
- There are two study parks operating in the college – one for Arts subjects and the other for science- for conducting discussions and debates by teachers and students.
- There are 6 store rooms for keeping laboratory materials and office records
- There is a room for chief superintendent of examination for coordinating university examinations.
- A cooperative store functions in the college which provides books, stationery items and xerox facilities.
- A full-fledged IQAC/NAAC room has been set up for coordinating the reaccreditation activities.
- There is a spacious auditorium with good number of seating capacity. There are separate EDUSAT room, Seminar hall and a mini conference hall.
- An open air stage has been constructed for various cultural activities.
- College has a well preserved botanical garden with lot of rare verities of plants
- A Herbarium is set up which is maintained by the department of Botany
- There is a Heritage museum preserved by the department of History

- A commodious canteen is set up in the campus.
- Separate rooms are provided for NSS, NCC, Nature Club, and Career Guidance and Placement Cell.
- Facilities are also provided for sports and games and recreations.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

The college campus is situated in an area of 27.19 acres of land, and therefore it is able to set apart required facilities for both outdoor and indoor sports and games, and for various cultural activities. The college adopts various measures aiming to achieve a balanced state of physical fitness and mental wellbeing of the students. The college gives ample opportunities and encouragement to promote for competitive sports and games. Special care is given to develop and improve the innate qualities by organizing cultural programmes and activities. Besides, general awareness programs on healthy life style and practices are regularly conducted. Moreover, the college provides specialized training to the students by experts in various disciplines like Kalari ,Softball, Baseball, Volleyball and Cricket.

Facilities Available for sports and Games

Sl No	Facilities	Specification	Size/Area	Year of Establishment
1	Multi-purpose Ground for Football, Handball, Baseball, Soft ball, Cricket and Athletics	Outdoor sports and games	Standard	1961
2	Kabbadi court	Outdoor	13 m x 10 m	1999
3	Volleyball court	Outdoor	9m x 18m	2001
4	Badminton court	Outdoor	6.10m x 13.40 m	2003
5	Basketball court	Outdoor	28/15 m	2003
6	Table tennis board	Indoor	Standard	2001
7	Multi-gym	Indoor	10m x 6m	2011

The college through Physical Education department ensures that:

- At least 12 to 16 teams are fielded per year for various inter-collegiate/inter-zone competitions

organized by the University of Calicut.
* The college volleyball team and football teams take part in local tournaments
* Practice matches, and friendly matches are organized by the college to motivate the students and instill the message of sportsman spirit
* Intramural competitions are held on department basis for cricket, football, volleyball and badminton
* Yearly organization of annual athletic meet with pomp and show
* COFE - an initiative by the university of Calicut– college fitness Programme for setting definite standards of fitness level for all college students is being implemented meticulously implemented and graded.

Fund used for Sports facilities during the period 2013 -2018

Year	2013-2014	2014-15	2015-16	2016-17	201
Plan Fund	100000	80000	380000	75000	750
PD Fund	40000	30000	38000	40000	830
UGC		300000			
RUSA					750

Facilities for Cultural Activities

The college provides various platforms to students in order to develop their innate cultural and artistic talents. Many of our students participate in various cultural activities and competitions conducted by the University and other agencies. Various clubs actively function in the college with the purpose of enriching the students' artistic talents and providing them with better orientation on various cultural activities and conducting various aesthetic programmes, which include Film Club, Quiz Club, and *Harmony* the Music Club. The college has a roofed auditorium with proper sound system and an open stage where major cultural activities are performed. The two well-equipped seminar halls in the college are also used for cultural programmes.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 45.83

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 22

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 43.65

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
36.983	19.72	30.8622	16.326	164.3766

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The library in the college functions in a two tier structure: the General library and the libraries of the Departments.

General library

The General library is centrally located in the campus with an exhaustive collection of 66718 books. It has an area of 533.20m2. It is housed in 2 floors with a seating capacity of 175. The Library subscribes 40 Magazines and 7 Newspapers. Lot of e- resources are also provided in the library, which can be accessed from the INFLIBNET section maintained in the ground floor. A separate reference section is also maintained. The General library is open from 9.30 am to 4.30 pm on all working days.

Software Used for Library Automation

- The General library has 9 computers of which 2 function as servers and one functions as OPAC. The whole collection of the library is visible in the OPAC.
- The Library provides open access and issue and return of the same is carried out in the circulation section through the library management software *Book Magic*.
- The library was fully automated with *Book Magic* in 2010.
- Bar code technology is used for identifying the user whose admission number is used for identifying them.
- Remote access to the library resources is possible as users can make use of the WEBOPAC in the college website in the order to check the availability of a particular book in the library.
- The software known as *Greenstone* is used in the library for the distribution of digital books.
- Orientation programmes are arranged for the students who are new to the college before library membership is given to them.
- The Library provides reference service and photocopy facility to the users. The Library is a question paper repository for students.
- The library provides internships (training) to students who have done Bachelor courses in Library & Information Science

Statistics of Library Usage

Average number of faculty visiting the library per day	55
Number of students visiting the library	200
Number of books issued and returned	75

Details of the books purchased in the library and the amount utilized for the same during the last five years

Year	*2013-14*	*2014-15*	*2015-16*	*2016-17*	*2017-18*
Books	402	1888	1474	1519	4836
Amount	94,287	7,35,775	5,81,276	3,02,543	34,74,08

Department Library

- All the departments in the college maintain separate libraries to provide necessary books to the subjects concerned.
- The Department of Malayalam has a Community Library which provides books and study materials to students, teachers and non-teaching staff, which functions as a walking library.
- The various departments in the college have students operating library, and have got a virtual library of e-books, many of them being rare collections, to the benefit of student community.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college has got a good collection of rare books which are very useful to researchers and the general readers. These books give us more details of and insights into the many historical events and personalities. Certain dictionaries published many decades ago show us how meanings of certain words and expressions have changed over years. Many of these rare books are out of print, which have to be preserved for posterity.

Many books written in the regional language of Malayalam which were published 6 or 7 decades ago give us an interesting picture of the social conditions of the period, and of the publishing groups and the then prevalent system of printing and publishing. Some of the rare books are listed below.

Title	Publisher	Author	
The new English-Malayalam Dictionary	S.R.V. press quilon,1955	N.V.Appu & K.G.S
Arnold : poetry and phrase with william watsons poem	Oxford at the clarendon press london,1954	Lional johnson & A
History of English Literature(650-1600)	London J.M. Beni & Sons Ltd. ,1957	Emile Legouis Tr Jrvine
Chambers 20th Century Dictionaries	W&R Chambers Ltd. London,1956	Ed. By William Ge
The Concise Oxford Dictionary of current English	Oxford unity press,1956	Edited by H.W.Fov
Shakespeare a survey	Sidgwirk & Jaekaur Ltd. London, 1955	E.K. Chambers
Kerala Bhasha Sahitya Charithram (7volumes)	V.V.Book Department.TVM,1955	R.Narayana Panikk
Nalini	Kumara Asaan Sarada Book Dept.TVM,1957	N.Kumaran Asan
Leela	Kumara Asaan Sarada Book Dept.TVM,1956	N.Kumaran Asan

Prarodhanam	Kumara Asaan Sarada Book Dept.TVM	N.Kumaran Asan
Chinthavishtayaya Seetha	Kumara Asaan Sarada Book Dept.TVM,1957	N.Kumaran Asan
Duravasta	Kumara Asaan Sarada Book Dept.TVM,1958	N.Kumaran Asan
Chandala Bikshuki	Kumara Asaan Sarada Book Dept.TVM,1958	N.Kumaran Asan
Sree Vatmiki Ramayanam Ayodhyakandam	vallathol Granthalayam,Cheruthuruty, 1950	Vallathol Narayana
Pingala	Uloor Publishers TVM,1958	Uloor S Parameswa
Soviyatt Nadu	S.P.C.S Ltd. Kottayam,1952	Chellatt Achutham
The Golden Treasury	Oxford at the uty.press,1956	Francis turnes palg
Rajamali	S.P.C.S Ltd. Kottayam,1958	S K Pottakkadu
Indonasian dairy 2	S.P.C.S Ltd. Kottayam,1957	S K Pottakkadu
Innathe Europe	S.P.C.S Ltd. Kottayam,1956	S K Pottakkadu
Kunjikuttan Thambhuran Krithikal 1 - 2	P K Brothers kozhikode, 1951	Kunjikuttan thambl
Raghuvamsham	Madhrubhoomi kozhikode,1949	Kuttikrishnamarar
Sreemath Bhagavathgeetha	Geetha Ltd. Thrissur,1952	Translation K.M
Cheraman Perumal	Mathrubhumi Printing & publishing Corporation,1954	Krishna Menon
Uthara Rama Charitham	S.P.C.S Ltd. Kottayam,1958	Chathukkutty Man
The Oxford Student History of India	Oxford University Press, London,1954	H G Rawlinson
An Historical Atlas of Indian Peninsula	Oxford University Press, London,1957	Collin Daviee
The struggle of modern man	Oxford University Press, London,1952	F G Pearee
An outline history of civilization	Oxford University Press, London,1954	F G Pearee
Economic Botony	Mcgraw Hill,1952	Albert F Hill

These are only a few books. A detailed list is given in the website. Such books are of various subjects and branches of learning. They need to be digitilised, and to be kept for posterity.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 10.38

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
34.74082	3.02543	5.81276	7.35775	0.9427

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Any additional information	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 6.39

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 110

File Description	Document
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college ensures necessary IT infrastructure for fully utilizing the possibilities of e resources and for strengthening teaching learning process. The use of IT has helped the teaching learning practices very productive and interesting. The college has given added attention to providing an IT platform to familiarize the students with the use of the present day devices of information technology. Various steps have been taken in this regard.

- The entire college has Wi-Fi and high speed internet connection, and is also connected through LAN.
- Exiting Individual LAN Connections were converted into one universal connection with speed of *10 mbps* in the year 2017 with the help of BSNL.
- One central modem and 6 extended modems to connect various academic blocks have been set up.
- Routers have been installed in the different areas of the building to make Wi-Fi facility available.
- 100 new LAN ports have been set up at different places in the college.
- The servers are installed in all the buildings of the college- Arts Block, Commerce Block, and Science Block at library.

- In every department at least two classes are converted as IT enabled class rooms.
- LCD projectors and laptops are available in every class room. Interactive boards and electronic podiums have been made available.
- The learning softwares such as SPSS, Tally and Wings, and LATEX, besides the Linux and Microsoft Windows, are used.
- Google Drive File Sharing programmes including Google Docs, Google Sheets, Google Forms, Google Sides and Google Sites are used for teaching-learning activities.
- The college has set up reading and recording softwares for the visually impaired.
- Language Lab in the college provides the IT facilities including computers, laptops, headphones, recorder and Digital Linguistic Mentor (DLM) software which help the students acquire the different skills and practice of language. The college has got the two main computer labs along with the separate computer labs maintained by the departments.
- The general library of the college is well equipped with IT devices such as computers, printers, photocopier library software, digital books etc.
- As part of implementation of ICT in the college, the EDUSAT room has been modernized with required accessories and equipment to facilitate the production and streaming of virtual classes. Modernisation of the EDUSAT classroom was done in 2018 with the government fund for the purpose. The EDUSAT room is fully air conditioned and has LED projector, recording system, laptops, internet facilities, well advanced sound system, power backup and electronic podium. These facilities help produce and use web/online based teaching, NPTEL video lectures, film shows, You Tube lectures and virtual classes by experts both in and outside the campus.
- Lots of e- resources are provided in the library, which can be accessed from the INFLIBNET section. The library was fully automated with Book Magic in 2014.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 16.05

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 100

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
55.193	51.11692	105.65235	163.04461	223.82859

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college follows a well-established system for the maintenance and utilization of its physical and academic facilities in order to ensure their sustainability so that the teaching/learning activities become both motivating and rewarding. The college gives added emphasis in that its various facilities are properly utilized both by the students and teachers, thereby ensuring maximum academic output. It is committed to maintaining all its assets properly for the prolonged use, beneficial to the students as well as the public. For this, the college makes everyone of its employees and stakeholders feel that they are the protectors and supervisors of all its properties. The college ensures transparency, efficiency and accountability with regard to the maintenance and utilization of its facilities.

- **Laboratory**

The college has 11 science laboratories, 4 computer labs and a language lab. The laboratories are set up by making use of fund provided by the various governmental and non-governmental agencies. The laboratories provide the students the comprehensive practical and experimental sessions to augment the effectiveness of the various programmes concerned. All the students who have to do lab works are given separate hours supervised by the faculties and technical staff to ensure the desired output. The equipment in the lab is purchased following proper tender procedures with the intention of procuring quality products. The college also makes sure the sufficient infrastructural facilities for their safe keeping. The equipment is purchased from the government approved companies ensuring the extended warranty of the purchase. The complained items are repaired in time using Asset Maintenance Fund and fund from IT Grid of the Government of Kerala. The Labs are maintained by the lab assistants supervised by the faculties in the departments. The Botany Lab has got the service of a full time herbarium keeper. Moreover, at the time of admission, a nominal fee is collected from the students who have to use lab facilities for their maintenance.

- **Library**

The college library is very supportive to its academic activities by providing online and direct access to the large repository of books, journals and digital collections to the students and teachers. Every academic year, on the completion of admission, the individual profiles with necessary details of all the newly enrolled students are created, and unique Id cards are issued to them. The students are issued stipulated number of books which they can keep with them for a period of 14 days without fine. They can renew the books after the given period, if they need. A separate entry register is kept in the library to record the utilization of the library facilities per day both by teachers and students. Library facilities are used for general reading, preparation for competitive examinations, for research activities and for reference. The library also provides facilities for the reading of the visually impaired. Books are purchased inviting quotations from reputed firms after trade enquiry.

    The library has got adequate staff for its functioning which includes UGC Librarian, Higher Grade Librarian and attenders. The PTA provides sufficient fund every year for rebinding of the damaged books and for their scientific treatment. A Library Development Committee functions in the college to look into developmental activities of the library.

- **Sports Complex**

The college provides lots of facilities to students for sports and games, with the view of enhancing their mental and physical health. Some of the facilities include Multi-purpose Ground, Ball Badminton court, Kabbadi court, Volleyball court, Shuttle badminton court, Basketball court, Table tennis board and Multi-gym. The charge of sports and games and the facilities is entrusted with the Physical Education

Department, which has two full time faculties and a marker.

The sports facilities are available to all the students and staff in the college. Special time table is followed for the use of indoor facilities to make maximum utilization of the facilities. A separate fund is provided by the government for the purchase and maintenance of various items of sports equipment. A special fee is also collected from the students at the time of admission for their maintenance. The marker is assigned the duty of properly maintaining various items as well as marking ground and courts.

- **Computers**

The college has two general computer labs, a language lab and a mini computer lab maintained by the department of Physics. Besides there are lot of desktops and laptops in the college for the use of teachers, students and the office work. High speed internet connection and Wi-Fi facility are also made available.

The computers and accessories are purchased from the government recognized firms which offer a warranty of minimum three years. For the maintenance of electronic equipment, the college makes use of the fund allocated under IT Grid by the Government. The computers are protected by antivirus softwares, and proper power backups. Moreover, as per the latest government policy the entire office has started using UBUNTU software.

Besides the fees from the students, PTA and CDC funds are used for their proper maintenance and repairing. The PTA has also appointed a computer technician to monitor the computers in the college. The college has formed an ICT technical committee from its faculties who are experts in the field of computer technology.

- **Building and Classrooms**

The college has three academic blocks- Arts, Science and Commerce- with 46 classrooms. The classrooms have the facilities of projectors, laptops, interactive boards, and electronic podium, besides benches and desks, catering to the learning requirements of about 1700 students. The classrooms are maintained by the students, faculties of the departments concerned and the nonteaching staff. The college has sweepers, night watchmen and sanitation worker for keeping the institution tidy. PTA has appointed additional sweepers to clean the premises of the college. The college makes use of the plan funds by the Government of Kerala, RUSA and CDC for the painting works and timely maintenance of the building and furniture.

Further, proper verification of books, furniture and lab and electronic equipment is conducted at the end of every academic year.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 94.28

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1401	1525	1371	1326	1359

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 1.77

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	31	25	24	23

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**

    5. Language lab

    6. Bridge courses

    7. Yoga and meditation

    8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 10.1

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
198	190	134	124	111

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 1.96

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
23	28	21	42	30

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.37

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	17	40	30	35

File Description	Document
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 29.04

5.2.2.1 Number of outgoing students progressing to higher education

Response: 158

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 9.23

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	19	9	24	21

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
250	230	210	200	150

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

5.3 Student Participation and Activities

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

Response: 58

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
17	16	14	7	4

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

A dynamic and active Students Council is the backbone of every college. The Student Council at Govt College, Madappally is elected through the process of democratic election as stipulated by the guidelines laid down by the University of Calicut. The ecologically sensitive and socially active Council comprises of an elected body of 9 general members - The Chairperson, Vice Chairperson, General Secretary, Joint Secretary, 2 University Council Councillors, Student Editor, Fine Arts Secretary and General Captain. Apart from them, there are five class representatives from each year of the UG and PG courses and also the Association Secretaries from each major department.

The teaching faculty offer consistent support to the Council as the Staff Advisor, Fine Arts Advisor and the Staff Editor for the Magazine.

After the formal oath-taking ceremony, the Students Council starts functioning for the benefit of the student and the general goodwill of the College. The Union Inauguration is the creative beginning of the activities of the Students Union, followed by the annual Sports meet and Arts Festival. Both these programmes help the students in preparing for the University level competitions. The Council organizes a wide array of festivals and commemorations in the college while maintaining its secular nature. The Council actively welcomes and contributes to the annual "Natakayatra" organized by the Kerala Sastrasahitya Parishath. The Students Council works in tandem with the NSS, NCC and other clubs of the college. Social and charity works are undertaken to nurture social responsibility among the students. The council observes important days in association with the clubs of the college.

In spite of the rigid semester system, the Council consistently works towards enabling an intellectually stimulating campus. The different campaigns against gender discrimination, ecological exploitation and waste mismanagement highlight the initiative and vibrancy of the Council. The Council is prompt to address the problems faced by the students and works to facilitate a healthy environment for learning.

The Council coordinates the training of students and prepares them for various competitions and events. The monetary support for the activities of the Council is primarily met by the limited funding provided by the government. The PTA supports the Council as and when needed. The Students Council also accepts voluntary donations for its activities.

The creative talents of the students are chosen carefully and knit into an artistic assortment in the College Magazine, which is meticulously brought out every year.

The College Day which marks the formal closure of the academic year is celebrated by the Council in full vigour.

The Students Council finds representation in all the official bodies and committees of the College. Their opinions and suggestions are well documented and considered for implementation.

The Student Council of Government College Madappally is an energetic, enthusiastic and stimulating part of the governance of the College whose presence is undeniably felt in all activities of this prestigious institution.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 9.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	8	9	8	9

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The alumni associations of Government College Madappally are active constituents of the college. The vibrant alumni act as an extension of the socio-political and cultural spheres of Kerala. The Alumni associations intervene creatively in the mechanism of the college. Other than acting as an active network between the alumni and the college, the various associations also constantly updates the database.

The College has a General Alumni association, MACOS and three Department level alumni associations – CAAM, SPECTRUM AND ZAAM of the departments of Commerce, Physics and Zoology, respectively.

1. MACOS

MACOS is an association of the old students of Govt College, Madappally, constituted on 18/11/2012. MACOS was registered under the Societies Act of XXI of 1860 under the S No KKD/CA/276/2018 on 4/10/2018. MACOS was expanded from an alumni association of the science students of the college during 1968-1973. Later, it was expanded to incorporate BA and B Com students as well.

MACOS, in its present form, meets regularly and actively partakes in the growth of the College. MACOS gives an annual scholarship to the best outgoing students. Presently, the scholarship is given to three students. Earlier in 2013, it was given to one student and was later changed to two in 2014 and three from 2015 onwards.

2. CAAM

CAAM is a registered organization under the Societies Act of XXI of 1860 under the S No 686/2004 in 2004. It is an active alumni association which helps to build a good network between the college and the alumni. CAAM supports many student-centric placement activities, seminars and gives coaching for NET and other competitive examinations. It provides all support to promote academic activities in the college.

CAAM works predominantly for the following objectives of charitable nature.

* To provide endowments to the students on the basis of their merit and family income.
* To undertake campus interviews for placement inside and outside the country.
* To arrange and provide employment, guidance and training.

3. SPECTRUM

SPECTRUM is the association of the alumni of the Department of Physics. SPECTRUM was registered under the Societies Act of XXI of 1860 under the S No 286/2009 on 24.06.2009. The alumni association met in 2014 with the objective of conducting Golden Jubilee celebrations of the Department of Physics.

The alumni of 1989 batch had offered two meritorious scholarships for the best UG and PG students in 2016. In 2017, SPECTRUM raised funds for a library in memory of Sreerekha, a student who died in the year. An amount of Rs50000/- was raised for books and Rs10000/- for shelves.

4. ZAAM

ZAAM is the association of the alumni of the department of Zoology. Earlier it was named ZOOM and is a very active alumni association in the college.

ZAAM had conducted an exhibition as part of their three day Golden Jubilee Celebrations of the Department of Zoology from 1-3 December 2013. ZOOM works towards providing research and placement consultancy to its alumni and acts as a constant link between the alumni and the college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)
? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 82

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	11	16	39	6

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	
Report of the event	

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Started in 1958, Govt. College, Madappally has now established itself as the main hub of higher education in north Malabar, offering quality education to not fewer than 1700 students. The conducive ambience the college has got for the pursuance of academic and research activities is the outcome of the effective governance and leadership of the college, which is in tune with its vision and mission. As a result, the college provides lot of avenues and facilities such as well-equipped libraries, laboratories, language lab, EDUSAT, seminar halls and smart classrooms, various clubs and forums etc. for the real all-round development of students.

The principal, the college council, IQAC, and various statutory and non-statutory committees - mechanisms of college governance - work together to introduce new programmes and add on courses under constraints in the prevalent system with the view of helping the student community to be the academically competent individuals. As a result, the students attain required skill and proficiency which can be converted into employments and placements. The result in the examinations in each semester is timely monitored by the IQAC and the college council and remedial measures are taken in order to do away with the inadequacy, if any. Moreover, the Research Committee looks into how research oriented teaching/learning is promoted, and innovative ideas are generated, beneficial to the society as well as the student community.

In keeping with the vision of the college, the various bodies like NCC, NSS, Nature Club and other forums under the proficient leadership effectively implement several extension programmes which help moulding the students into a responsible, dedicated and service minded community. Practice of green etiquettes has passed into the character of the college in all its functioning, which inculcates in the students a comprehensive environmental awareness and ecological culture.

With regard to the admission of students to the programmes the college offers, maximum transparency is ensured by the admission committee constituted for the purpose. A team of teachers of each department is assigned duty of admission process, and they carry out the task with utmost fairness and objectivity, following all the current rules and regulations stipulated by the University and the state government.

In order to materialise the vision and mission of the college, necessary steps have been taken in terms of the general discipline of the students. The statutory committee of discipline has been formed to this effect, and it functions very effectively and commendably. Further, the regular attendance of the students in the classes is ensured by the discipline committee, and is monitored by the principal and the college council.

The administrative wing of the college is also very creditable in that it deals very efficiently with the matters concerning the students' admission, fee collection, scholarships, etc., by using the possibilities of e-governance. The dynamic governance of the college also sees to it that various funds are mobilised from individuals, institutions and NGOs for the welfare of the students and for the developmental activities of the college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The college ensures the involvement and contribution of all the benefactors like parents, teachers, alumni, local bodies, NGOs and industrial firms for its comprehensive development, and follows decentralization and participatory management policy in this regard. As a case study for this, the working of the PTA (Parents and Teachers' Association) for the year 2017-18 can be taken.

Working Report of PTA for the Academic Year 2017-18: A Case Study

The PTA of the college is formed for the smooth working and progress of the college, and for providing necessary amenities to the students. The teachers and parents of all the students on the rolls are the members of the Association. The governing body of the PTA is elected in the annual general body meeting. The executive committee of the PTA consists of the principal as president, an elected member from the parents as vice president, a teacher representative as secretary and all the teachers and 5 members each from teachers and parents. All the financial transactions of PTA are transparent, and are subject to public scrutiny as the executive committee is bound to present duly audited annual statement of account.

Major Activities by PTA during the Year 2017-18.

- During the academic year the PTA spent an amount of Rs 17,054/- for repairing benches, desks and other furniture.
- A programme titled "Navagtharkku Snehapurvam" to welcome the newly admitted UG students was conducted. Rs.13, 920/- was spent for it.
- An amount of Rs 90,000/- was spent for the purchase of a Xerox machine in the computer lab run by the PTA for providing the facility to students to take photocopies at a low price.
- An amount of Rs 2, 41, 389/- was given to all the departments in the college to meet their necessary and immediate requirements.
- All the restrooms and toilets for girls within the campus were renovated by spending an amount of Rs 1,34150. For ensuring the hygiene of girl students, an incinerator for Rs 33,500/- and a sanitary napkin vending machine of Rs 10,000/- were installed in the campus.
- For the proper functioning of the women's hostel, the PTA spent Rs 20,225/-.
- On 21/02/ 2018 a felicitating function - *Merit Morning 2018* - was conducted for congratulating

UG and PG students who had come out with flying colours in the university examinations.

- The PTA extended the financial help of Rs 20,000/- to those students who participated in the *B Zone Arts festival*.
- The PTA extended a helping hand towards Ashwin Raj, a student of the college by donating an amount of Rs 25,000/- for his treatment.
- The PTA provided financial assistance for the conduct of internal and model examinations to the UG students.
- The PTA paid Rs 34,500/- for a temporary teaching faculty in the department of Hindi.
- A financial assistance was provided for the activities of the women's cell and the Malayalam week celebrations.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The college is convinced that the formulation and time bound implementation of both short-term and long-term strategies related to the academic and the infrastructural fields are imperative for the all-round development of the students. The college has formulated an extensive strategic plan for the period 2016-2023. Some of them have been successfully implemented.

One of the successfully implemented strategic plans in the college is the strengthening of the ICT enabled teaching and learning and office governance as it will result in inordinate academic outputs and efficiency of office administration.

- In the first phase, the entire college has been made Wi-Fi enabled and connected to LAN and High speed Internet Facility.
- The college's subscription to the NLIST has made possible for the staff and the students online access to more than 2000 electronic journals and 70000 e-books.
- The existing Language Lab in the college has been updated using DLM (Digital Linguistic Mentor) premium software with advanced features.
- Besides the modernization of the existing computer lab, and a new computer lab has been set up in the Academic Block III, in keeping with the implementation of ICT facilitation.
- In the second phase, the classrooms have been tuned with ICT. In every department at least two classes have been converted as smart class rooms and LCD projectors and laptops are made available in every class room. As a result of the ICT orientation in the teaching/learning process, the doubts and questions on the part of the students as well as teachers are cleared in no time, and the fruitful teacher-student interaction takes place in the class room.
- The high speed internet facility and the Wi-Fi have helped the teachers to make use of web/online

based teaching, e-learning management system, NPTEL video lectures and You Tube lectures.
* The learning management system MOODLE is effectively used for offering various courses, coaching programmers for competitive examinations.
* As part of implementation of ICT in the college, the EDUSAT room has been modernized and required accessories and equipment have been installed to facilitate the production and streaming of virtual classes.
* In the third phase, e-governance has been successfully activated in the office administration through Digital Document Filing System (DDFS), an advanced free software, making the administration system file-free. Steps have been taken to complete the digitalisation of various administrative documents. Consequently, the administrative wing of the college operates the students' admission, fee collection, scholarships, etc. very efficiently through e-governance.
* The ICT ambience in the college has made possible the collection of data from various departments and stakeholders through online facilities like Google Sheet, Google Documents and Google File, for the preparation of SSR.

File Description	Document
Any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The Principal is the head of both the academic and administrative wings of the college. The principal is assisted by vice principal, the college council, faculty members and administrative or ministerial staff. The principal, the college council, IQAC, and various statutory and non-statutory committees - mechanisms of college governance - work together to ensure the smooth functioning of the college. These committees function as parts of the internal governance and leadership of the college.

Some of the important committees and bodies are given below:

* The college council:

The college council consists of the principal, heads of departments of each subject of study, two elected members of teaching staff, librarian and Senior Superintendent.

* Planning Research and Development Committee (PRDC):

PRDC looks into various academic and research activities as well as infrastructural developments in the college.

- Research Committee:

The Research Committee is set up for creating a research ambience in the college and promoting quality research activities.

- Anti-Ragging Cell:

The Anti-Ragging Cell is formed as per the UGC guidelines, which looks into all the ragging issues in the college.

- **Examination Committee:**

The Examination Committee is formed for the smooth conduct of both internal and external examinations as per the time schedule given by the university and the college council.

- **IQAC:**

The IQAC (Internal Quality Assurance Cell) is formed as per the rules and guidelines of NAAC.

- **CDC (College Development Council):**

CDC prepares plans for the development of the college for the improvement of the infrastructural development of the college.

- **PTA (Parent Teachers Association):**

PTA fosters and promotes good relationships between teachers, students and parents, and provides aid to infrastructural and academic development of the college.

Other major committees functioning in the college include Cell against Sexual Harassment, Discipline Committee, Student Grievance Redress Cell, SC/ST Grievance Redress Cell, Committee for SC/ST, Minority Cell, Internal Compliant Committee, OBC Cell, Purchase Committee, Girl Students' Welfare Committee, RUSA Committee and Ethics Committee.

- **Service Rules and Procedures**

As a Government institution, the college is bound to follow the rules and instructions of the UGC, State Government and the University of Calicut to which it is affiliated. The Government of Kerala is the appointing authority of the teachers as well as the non-teaching staff. However, the appointment of guest faculty and ad hoc office staff can be done by the Principal as per the instruction of Kerala State Government and Director of Collegiate Education. Promotions of the teaching faculty are based on criteria stipulated by the UGC and the Govt. of Kerala. The nonteaching staff are promoted as per the departmental tests and seniority prescribed by the Kerala government.

- **Grievance Redressal Mechanism:**

The college has an active Grievance Redressal Committee for looking into the various complaints of grievances of all the staff and the students which include the service issues, difficulties in the working

place, exam related issues etc., and prompt measures are taken to resolve such grievances as early as possible.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

    1.**Planning and Development**
    2.**Administration**
    3.**Finance and Accounts**
    4.**Student Admission and Support**
    5.**Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

For the comprehensive development of the college, various committees function very effectively in the college. They include the College Council, Planning Research and Development Committee (PRDC), the College Council, IQAC, CDC, and various statutory and non-statutory committees. These committees have emphasized the strengthening of technology oriented education in order to augment the academic output,

and to equip the students to confront the challenges of the competitive world. The proper ICT ambience prevailing in the college is the result of the strenuous and incessant work carried out by the various committees. The functioning of the CDC (College Development Committee) has been highly commendable in providing the required foundation for this.

The functioning of the CDC

The CDC comprises the district collector as chairman, principal as both secretary and treasurer, and a representative from the faculty nominated by the college council and executive engineer (building). The CDC prepares plans for the development of the college for the improvement of the facilities available including construction and maintenance and implementation of various schemes for the productive academic activities. The committee is also entitled to accept donations from the public for its activities. A fixed amount is collected to the CDC Fund from the students at the time of admission and the government allocates to the college matching grant for the collected amount.

Of the major initiatives undertaken by the CDC, the one task mentioned here is that of connecting the entire college through LAN and high speed internet facility, and thereby strengthening of the ICT enabled teaching and learning. In the meeting of the college council held on 24-11-2015, it was resolved to utilize the CDC fund of Rs. 679247/- to install LAN at the main block, science block, commerce block and centre library. A request was made to the district collector for approval of this project. Having received the sanction from the authorities concerned, the college made an understanding with the BSNL for availing unlimited Wi-Fi data.

The high speed internet facility and the Wi-Fi have helped the students to make use of free internet for the advancement of their learning; the teachers have been able to make use of web/online based teaching, e-learning management system, NPTEL video lectures and You Tube lectures.Following this, the classrooms have been tuned with ICT. In every department at least two classes have been converted as smart class rooms and LCD projectors and laptops made available. The CDC has contributed significantly to the modernization of the EDUSAT room with required accessories and equipment to facilitate the production and streaming of virtual classes.

For resolving the shortage of furniture on account of increase in the intake of students, CDC has provided ample fund for purchasing adequate quantity of benches and desks.

The CDC utilized its fund of Rs. 220400/- for constructing the pathway connecting the Arts and the Science Blocks in the college, in order to solve the inconvenience to the students as well as teachers caused by the puddles formed during the rainy season

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

There are lots of welfare measures available in the college for the teachers and non-teaching staff. They include monetary aid schemes, health and medical services, infrastructural amenities, and various statutory assistances. Some of them are listed below:

- **Staff Club and PTA:**

The Staff Club in the college maintains a sinking fund collected as donations from its members and offers small scale financial aid to the needy staff. The members offer each other fiscal support by being sureties in the nationalized banks and various cooperative societies for availing of loans. PTA provides short-term loan to the staff, especially adhoc faculties, when the disbursement of salary is delayed on account of technical reasons.

In addition to the monetary assistance, the Staff Club takes initiatives to maintain a very congenial and pleasant working ambience in the college by conducting lot of academic and cultural programmes. The Staff Club also focuses on providing facilities for recreational games and activities.

- **Health and Medical Service:**

The college provides free medical assistance to its staff through the services of a team of doctors with whom the college has a genial understanding.

- **First Aids**:

Materials of first aids are kept for use in all the departments, in the office, and in the recreation centre.

Infrastructural Amenities

- **Ladies Amenity Centre:**

The college has a separate room for women staff for rest and recreation. The centre is furnished with facilities such as sanitary napkin vending machine and incinerator, water purifier, and cabin for dress change.

- **Fitness Centre:**

The department of Physical education department maintains a well-equipped fitness centre for the staff for their sound mental and physical health.

- **Washrooms and Toilets:**

All the departments in the college have got spacious and well maintained bathrooms and toilets.

- **Canteen:**

The college provides a good canteen for both students and staff which is run by a unit of *Kudumbasree*. The college ensures homely and hygienic food on moderate price in the canteen, which provides breakfast, lunch, and evening snacks.

Statutory Assistances

The college provides all type of timely help and assistance to the staff for availing various kinds of statutory benefit schemes offered by Government of Kerala.

- **House Building Advance and Other Loans**

It is a housing loan provided to the employees by the state government for constructing house at low interest up to the amount of `2000000.

- Personal loans and loans for hosing purposes up to `1000000 are available to the gazetted and the non-gazetted government employees from Kerala Gazetted Officers' Cooperative Society (KGOCS) and Kerala Employees' Cooperative Society (KECS) on the basis of salary certificates issued by the head of the institution.

- **Medical Reimbursement:**

The entire staff are entitled to avail the reimburse of the medical expenditure of their selves and near dependents.

- **Other Benefit Schemes**

All the staff are provided the benefit of the coverage of the Group Insurance Scheme (GIS), State Life Insurance (SLI) and Group Personal Accident Insurance Scheme (GPAIS).

File Description	Document
Any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.06

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	2	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	2	2	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 44.65

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
31	32	35	26	40

File Description	Document
IQAC report summary	[View Document](#)
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The college is very much focused on the quality performance of the teaching and non-teaching staff. In order to assess their performance in the teaching/learning process, and in the administrative tasks, the college makes use of various kinds of effective appraisal mechanisms.

- Students' feedback of the teachers is one of the main mechanisms for assessing the performance of the teachers.
- Students' feedbacks are collected in the prescribed format both online and manually. The received feedbacks are systematically analysed and the report is discussed in the college council, and remedial measures are taken, if necessary.
- During the PTA meetings attended by the principal, heads of the departments and the faculty members, parents are given opportunities to pass their critical remarks on the teachers as well as administrative staff.
- The teachers have to prepare and submit self appraisal report related to their performance in teaching, participation in academic and extension activities, co-curricular activities etc. for the purpose of gaining API scores prescribed by the UGC. The principal verifies the report submitted and based on the verification, principal forwards the confidential report to the higher authority for the teachers' promotion and career advancement.
- Principal convenes monthly interactive sessions with the faculty members of each department in order to have a first-hand information regarding the teachers' academic outputs.
- Log books are kept in each classroom to record the progress of teaching and classroom interaction of the faculties which are periodically scrutinized by the principal.
- The teachers maintain a teaching diary for registering academic activities systematically with the view of improving their performance.
- The punctuality of the teachers is monitored by a software specially designed for the purpose.
- For assessing the performance of the administrative staff, separate interactive meetings are convened by the principal. The performance of each section of administration is subjected to annual auditing.

Based on the feedbacks received from the various stakeholders, the duties are reassigned to each, annually, with the purpose of improving their efficiency.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

As it is a Government institution, the college is subject to financial audit by the Director of Collegiate Education and Accountant General (A&E). The college receives various Plan and Non-plan funds and grants from various agencies like UGC, RUSA, NABARD and state government. The funds mobilized through other agencies like PTA are subjected to internal auditing.

There are different types and phasesof external audit. They are:

- **Audit Performed by the Directorate of Collegiate Education**

The DCE conducts annual auditing of all the funds and grants received from the state government and their utilization. The auditing is performed by a team of officials constituted for the purpose. They subject to auditing various documents and registers such as Plan fund, bill books, cash books, plan and non-plan contingent bills, library books, stock registers, electronic equipment, Stock verification, adhoc faculties' salary registers, cash balance, fee collections, challans, fee concession, IT Grid, student aid funds, PD accounts, CDC grants, magazine fund, seminar bills etc.

- **Audit Performed by the Accountant General (A&E)**

The Accountant General (A&E) has a very systematic mechanism for auditing the balance of payments and related documents and registers maintained in the college. They include cash balance, DCB statement, PD accounts, various stock registers, utilization of non-plan funds of state government, pay and allowances, utilization of funds received from UGC and central government etc.

- **Audit Performed by Chartered Accountants**

The college has to keep utilization of certainbills and certificates properly audited by chartered accountants for the timely submission of the same to the funding agencies such as UGC, RUSA and central government. Funds allocated for the major and minor research projects, seminars, developmental funds, various grants etc. come under this category.

The expenditure statements of the PTA and Alumni are also audited by the CA for producing the same in the general body meeting.

- **Audit Performed by Internal Mechanism**

The college constitutes every year various teams of faculties for the stock verification of books, electronic equipment, furniture, stationary, lab equipment and other assets of every department.

- **Settling of Audit Objections**

Once the audit process is over, the council discusses the matter in details, and takes

appropriate decision to solve the audit objections, if any. The audit objection in terms of financial transactions is dealt with the party concerned taking the responsibity. They are liable to refund any excess amount mentioned in the audit report.

Moreover, with the view of enhancing the professional skill in all matters of administration, the office staff are recommended for professional training, and annual shift of sections is made to the administrative staff.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 3.18

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.87343	1	0	.31	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

- As a government institution, the college has the provision for obtaining various plan and non-plan funds from the state government in order to meet the academic and developmental needs.

- At the beginning of each financial year, detailed proposals for financial assistance are invited from the various departments of the college, and they are submitted in the consolidated form to the Directorate of Collegiate Education.
- Based on the proposals, funds are allocated to the college under various heads which include Faculty Development, Lab, Library and Furniture, Strengthening of the Existing Programmes, Improvement of EDUSAT Classrooms, Construction and Maintainance (CIUP), Field Trip and

Study Tours, and NAAC Fund. In addition, the college receives various non-plan funds on request for meeting the expenditure of electricity charges, contingency bills, telephone charge, IT maintenance etc.

- The college mobilises funds from various government agencies like KSCSTE (Kerala State Council for Science Technology and Environmrnt) for conducting seminars and workshops.
- For the immense infrastructural development, the college has resorted to the strategy of submitting a master plan prepared for the purpose to the Government of Kerala to get fund from Kerala Infrastructure Investment Fund Board (KIIFB).
- Funds are mobilized for the academic and infrastructure development from UGC, RUSA and NABARD.
- The college provides timely assistance to the faculties to obtain funds from the UGC, ICSSR for pursuing research, FDP, and for major and minor projects.
- The college receives assistance from MLA and MP funds by submitting detailed proposals for various developmental activities such as lab and library renovation, repairing and maintaining of road, construction of sidewalks etc.
- CDC and PTA are consistent sources of fund mobilization for the college to meet immediate expenses. To the CDC Fund, a fixed amount is collected from the students at the time of admission and the government allocates to the college matching grant for the CDC amount remitted to it.
- The college collects a voluntary monetary contribution from the students at the time of admission as PTA fund which is utilized for meeting the day to day expenses, for carrying out developmental activities and for instituting awards and scholarships to the poor and meritorious students.
- The college collects through the Planning and Development Committee donations from alumni, philanthropic agencies and individuals and industrial firms.
- The college raises funds by providing as per government norms its infrastructure facilities such as auditorium, seminar halls, and fitness centre and play grounds to the public outside and external organizations and groups for a fixed amount of fee.
- The college obtains funds in terms of rent for arranging contact classes of the School of Distance Education of the University of Calicut. Funds are also received as fee for permitting the facilities of the college for conducting the various KPSC examinations.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC in the college has contributed significantly to the augmentation of the quality and excellence of academic outputs by incessantly intervening in the teaching-learning process. The IQAC can boast of a good number of quality assurance measures in the college. Two of the programmes introduced by the IQAC have an uplifting impact on the academic deportment of the institution.

1. Research Talk

An academic improvement programme envisaged by the IQAC in the college, *Research Talk* focuses on the encouragement of research oriented teaching, and augmentation of research activities. The programme

involves faculties and research scholars and external experts. Each faculty makes a presentation of a topic in their specialised research areas every weekend, which is ensued by meaningful discussions.

For the regular and systematic conduct of the programme, the IQAC assigns charge to one of its faculty members to schedule and execute programme for each month, who collects and shares the topics for presentation among the group of participants attending the programme. The *Research Talk* is moderated by a faculty member who facilitates discussions following. On the completion of the discourse every month, the research findings are consolidated in written form and kept in the General Library for reference.

Since the college is a member of the Cluster of Colleges, an initiative of the state government, the expertise of the faculties in the group of colleges around is utilised for the purpose. The platform is also constructively utilised for sharing the experience and the acquired knowledge of the faculties in the college who have attended international conferences, faculty linkage programmes and refresher courses.

Accomplishment

Interdisciplinary in nature, these presentations complement the insight and understanding of the faculties about a given topic. The scholars recurrently get updated in terms of research orientation, and exposure to interdisciplinarity of knowledge. Consequently, the teachers have contributed large number of quality research papers in national and international journals, and have made their presence felt in many of the academic colloquiums.The programme of this kind has helped the classroom interactions innovative and research oriented.

2. e-Orientation Training

As part of encouraging the faculties to make use of possible technologies in the classrooms to make teaching/learning process interesting and effective, the IQAC has taken upon itself the task of equipping the teachers with the required IT skills, and frequently conducts e-Orientation Training programmes to this effect.

In the first stage, the teachers are familiarized with the operation of the newly installed LED projectors and other electronic devices in the classrooms. Regular training programmes are organized on the learning management system, MOODLE, for presentations, submission of assignments, course designs etc.

With the help of the faculties in the college, special technical classes are conducted regularly on the effective use of online facilities like Google Sheet, Google Documents, Google File and Google classrooms.

The IQAC also gives basic IT training on Word file, Exel etc. to the newly enrolled students at the beginning of every academic year, with the help of teachers and senior students.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC is bent on maintaining the quality of teaching/learning activities in the college for which lots of effective measures are taken. Its incessant intervention is strongly felt in introducing innovative teaching methodologies as well as timely monitoring of their effective implementation for achieving desired academic outputs.

Some of the innovative teaching/learning methods effectively implemented in the college include ICT enabled teaching-learning, development of student centred teaching such as online/web based classes, group discussion, peer teaching, internship, seminar presentations, assignment preparation, *Heritage Walk* and *Study Parks.*

1. Academic Monitoring Committee (AMC)

- The IQAC is concerned with the success of its new initiatives in the teaching/learning activities to which effective monitoring strategies are followed.
- An Academic Monitoring Committee (AMC) functions under IQAC for supervising the periodical progress of the learning programmes introduced in the college.
- The AMC prepares a comprehensive academic calendar for the time bound execution of curricular and co-curricular activities. It manages academic enhancement programmes for teachers to familiarize them with emerging trends in the arena of higher education.
- The IQAC through AMC is very attentive to the timely completion of the syllabus, conduct of model examinations and evaluations, tutorial classes and remedial coaching.
- The AMC makes certain that the progress of teaching and classroom interaction of the faculties are recorded in the log books kept in each classroom and in the teacher's diary provided.
- It functions as facilitating body for the monthly interactive sessions of the principal with the faculty members of each department for assessing the teachers' academic outputs.
- The AMC ensures maximum involvement of the teachers in the new learning initiatives of the IQAC such as online/web based classes *Heritage Walk* and *Study Parks* by arranging motivating classes for the faculties. The AMC helps the IQAC.

2. Online Feedback System

- The IQAC regularly collects students' feedbacks of the teachers online in the prescribed formats for evaluation of their performance. The IQAC has prepared a mechanism for this, making use of the possibilities of free software.
- The questionnaire and performance scale for the feedback forms are prepared by IQAC in consultation with the college council.
- The reports of the feedbacks are conveyed to the departments concerned for discussion and review. The principal convenes special meetings of the faculties who attain scores below the satisfactory level, if necessary.
- The effective online feedback system followed in the college improvises the conduct of internal assessment methods.
- The online feedback mechanism makes possible for the IQAC to take remedial measures in time as

the lacuna in the implementation of the innovative teaching/learning methods and teachers' performance are instantaneously identified.
- Besides the online feedback system, the IQAC has informal mechanisms for evaluation of teaching/learning process such as open feedbacks from parents, alumni and other stakeholders.
- Based on the feedback report, the IQAC prepares an academic SWOT analysis annually, and frames a plan of action with required modifications for the following year.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	3	2	2

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

Government College Madappally has taken lots of effective and innovative measures for enhancement of academic output in terms of teaching/learning activities, research, technological and infrastructural facilities, outreach activities, students' progression and placements, and office administration. The college makes has earnestly taken into account the suggestions and recommendations by the NAAC peer team during the previous re-accreditation visit by making incessant intervention in introducing and implementing lot of quality improvement programmes.

The college has strenuously and successfully implemented innovative practices in the area of teaching and learning, and provided all the required infrastructural amenities to materialize them. With the opening of a new academic block in 2014, the number of classrooms has increased to 46 in order to cater to the needs of the existing 10 UG and 7 PG programmes.

As part of encouraging the ICT enabled teaching-learning, at least two classes have been converted as smart class rooms in every department, and LCD projectors and laptops made available. In addition, the existing EDUSAT room, media room, seminar hall, and computer labs have been thoroughly renovated using the funds from RUSA and Government of Kerala. In order to ease the ICT enabled teaching, the band width of the existing LAN connection has been considerably increased by laying advanced optical fibre cables in association with BSNL Vatakara, and the high speed internet facilities have also been ensured to the students and the teachers. As a result, lots of innovations in teaching/learning process can be introduced, namely , web/online based teaching, NPTEL video lectures, the learning management system of MOODLE, e-notes and online submission of projects and assignments through email and social networking devices, to mention a few. The IQAC has frequently conducted e-Orientation Training programmes to equip the teachers with the required IT skills.

In the field of research, the college has made considerable advancement by having three more departments-Chemistry, Zoology and Commerce- upgraded to research departments, in addition to the existing research department of Physics. Teachers have made more linkages with institutions of national and international repute. In the course of last five years, about 120 research articles and 20 books have been published by the faculties. 17 UGC sponsored minor projects, 2 minor projects funded by Cluster of Colleges, and a major project sponsored by ICSSR have been produced during the period. Further, three more research labs of national standard have been set up. The college has also signed MoUs with industrial and educational institutions for student research and job training.

The Career and Placement Cell of the college has been strengthened by regularly providing career

orientation programmes and trainings to students, and as result, many of our students have been placed in the educational, industrial and banking sectors in India and abroad. In the last 5 years, the college has made a great leap in terms of student progression as many of our students have got admissions for higher studies in the reputed institutions like IITs, IISs, NIT, Central Universities across the country.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 6

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1		3	2	

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
    1. Safety and Security
    2. Counselling
    3. Common Room

Response:

Government College Madappally ensures that students from all genders feel welcome. Every effort is made to provide a safe and secure learning environment.

1. Safety and Security

- The Women's Cell in the college has been highly effective in tackling gender related issues. The cell organizes counseling sessions, invited talks and training sessions in self-defense for students in association with the Women Civil Police Officers from Vatakara Police station.
- The complaint and suggestion boxes are maintained and regularly checked. All issues concerning the safety and security of the students as well as the female staff are addressed and suitable action is taken in timely manner.
- The girl students' collective known as *Mathrukam* functions in alliance with the women's Cell to resolve matters regarding gender.

- The college has security guards and the entry and exit points of the college are properly monitored.
- The Ladies hostel of the college has security personnel and a warden to monitor the activities.
- There is a fully functioning anti-ragging committee in the college and regular meetings are held with the student body and necessary interventions are made to make sure that every student feels safe. Complaints are promptly addressed and resolved.
- The Discipline committee performs its task in accordance with the above mentioned units.
- Programmes for sensitizing the students and the staff about the problems of the third gender and women, and for creating awareness regarding gender discrimination are regularly conducted.
- The *Legal Literacy Class* with the help legal cell of Vatakara court is given to the students every year to familiarize them with women welfare laws, cybercrimes, laws against sexual harassment and the legal means of preventing any form of exploitation.
- All committees in the college have the representatives of women members to ensure gender equality.
- The problems faced by the students are discussed and resolved during the tutorial hours.
- Grievances of the girl students are duly recorded and acted upon by the Women's Cell and under the guidance of the chief coordinator and the Principal.

2. Counselling

- An effective counselling centre functions in the college for providing proper attention to address the various types of stress and strain the students, especially the girls experience.
- The teachers succeed in giving personal attention to girl students as the mentor-mentee ratio in the college is very balanced.
- Minor psychological issues of the students are solved at the college level. The service of a professional psychologist is often sought by the Counseling Centre of the college.
- Interactive counseling sessions by experts are conducted to the benefit of the students.

3. Common Room

- The college has separate rooms for the girls and the women staff for rest and recreation with facilities such as sanitary napkin vending machine and incinerator, water purifier, and cabin for dress change.
- The college has a well-furnished *Lady's Amenity Centre*. The fitness centre in the college facilitates trainings to girls to improve their physical health.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 6.36

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 4380

7.1.3.2 Total annual power requirement (in KWH)

Response: 68916

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	
Any additional information	
Link for Additional Information	

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 30

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 7020

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 23400

File Description	Document
Details of lighting power requirements met through LED bulbs	
Any additional information	

7.1.5 Waste Management steps including:
* **Solid waste management**
* **Liquid waste management**
* **E-waste management**

Response:

The college is uncompromising in the case of waste management in order to maintain its distinctive quality of eco-friendly ambience and green culture.

1. **Solid Waste Management**

- Government College Madappally has minimized the use of papers for official communications and is heading towards a paper free campus by adopting a strict protocol of conducting official work through e-communication.
- The college encourages all academic communication, including assignment submission by students through e-mail.
- The students bring their food in reusable steel boxes to reduce the use of plastic throw away containers.
- The use of plastic cups, straws and flux boards during events and seminars are strictly prohibited.
- Event publicity is done using banners made of clothes and degradable materials like chart papers. Besides, the use of digital slides is encouraged for the exhibitions of various functions.
- Wormery is set up in the college and maintained properly, where the food wastes are made in to compost by rearing earth worms.
- The compost prepared of food waste is used to fertilize the organic farm maintained by the NSS units of the college.
- The non-biodegradable waste segregated by the students are cleaned and handed over to recycling plants through *Kudumbhasree* units.
- The use of polythene bags is strictly prohibited inside campus premises.
- The college has functioning incinerators for disposing sanitary napkins.
- Separate waste bins for bio-degradable and no-biodegradable waste materials are placed inside the campus.
- The furniture is regularly repaired in order to avoid the proliferation of solid waste.
- The college canteen ensures the proper utilization of resources and the reduced use of non-biodegradable materials. Only steel utensils are used in the preparation of food.

1. **Liquid Waste Management**

- Water from the wash areas are diverted and utilized for gardening purposes.
- The toilets are properly connected to sewage system which empty into separate tanks which are regularly cleared and maintained.
- Special care is taken to ensure that there are no leaks in the pipes or accumulation of contaminated water in the premises.
- The departments using chemicals ensure that they are treated and made harmless before disposing them.

1. **E-waste Management**
2.

- The hardware of computers are regularly repaired and utilized.
- The operators of e-devices are given training about their proper use and maintenance so that they can last long.
- Every effort is made to keep e-waste to a minimum by using reusable parts in other systems.
- Printer cartridges are reused and the materials which cannot be reused are returned to the company

personnel.

- Awareness programmes are given to students through flash mobs, preparation and presentations of documentaries and orientation classes about dangers of E-waste, and against throwing away of the dead electronic devices along with food garbage.
- E-waste generation is minimised by purchasing and installing quality equipment which is durable.
- The college sees to it that only required quantity e-materials are purchased in order to keep e-waste in check.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The state of Kerala receives an average annual rainfall of 3000 mm. However the temperature rises drastically from February to May. This creates water shortage in several parts of the state. Hence the necessity of saving water resources and the need for a proper system to harvest rain water is of great importance. Government College Madappally is situated on a hill and as such the geography of the campus is not conducive for the retention of water. However we have made good use of our resources at hand to conserve water and ensure that the soil retains water for longer periods.

We have dug up several recharge pits which allow the rainwater to replenish the groundwater by recharging the underground aquifers. The excess water from the campus and roof tops is channelized to these pits which are strategically placed so that maximum water gets accumulated in them. The main recharge pit which is the biggest is located adjacent to the Science block so as to prevent the loss of runaway water. We also maintain an artificial pond, the water from which is utilized for our organic farming facilities. All these help to maintain the water table in the area and replenish water in nearby wells.

We have dug up trenches between trees, some of which empty in to the recharge pits. Theses trenches have been filled with coconut husk, coir dust and dry leaves. It is one of the most effective ways of conserving soil moisture. These husks coir dusts can act as sponge and absorb and retain moisture during dry periods. As the husk or dust breaks down slowly, their effect will last for a few years. On decomposition they also add potash to the soil. These husks are added in pits which are dug up near the trees and plants. They not only help the soil to absorb plenty of water but also keep the plants well hydrated. The rain conservation practices of the college have benefitted the local community and have been highly appreciated.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Govt. College, Madappally follows a number of green practices in order to make the students aware of the importance of conservation of nature and to promote sustainable development. The college enjoys a rural setting as it is situated in the pristine Madappally hills of Onchiyam Panchayat about 7 kilometers off Vadakara. Some of the green practices are mentioned below:

- The students and the staff use bicycles for their local travel as far as possible. A parking area for the bicycles is set up in the campus.
- Since the college is adjacent to the national high way and local railway station, public means of transport is preferred by the students and a large section of the teaching community. Further, campaigns are made for the use of public transport system for reducing carbon emission and energy conservation and thereby protecting environment. A very few private vehicles enter the campus as a result of the relentless campaign.
- The college surroundings are pedestrian friendly. There are parallel roads near the highway leading to the college which are traffic free and frequented by pedestrians. The road from the bus stop to the college is constructed with sidewalks on both sides so that the students and staff can walk without any anxiety of accident.
- The college has launched the mission to make the campus plastic free and prepared a detailed plan to preserve and maintain the vegetation in the campus.
- The students bring their food in reusable steel boxes to reduce the use of plastic throw away containers. The use of plastic cups, straws and flux boards during events and seminars are strictly prohibited.
- Event publicity is done using banners made of clothes and digital screens and of degradable materials.
- A carry bag is kept in each classroom for collecting small plastic materials like used pens.
- Waste bins for no-biodegradable waste materials are placed inside the campus.
- The non-biodegradable plastic materials are collected by the students and handed over to recycling plants through *Kudumbhasree* units.
- The admission process, fee payment and official communication is carried out through electronic means to reduce paper waste.
- The Moodle based learning Management system is utilized for the online submission of assignments, lecture notes and project submission.

- The college encourages all academic communication, including assignment submission by students through e-mail.
- The college has a green campus with more than two hundred variety of trees, a medicinal garden and a Botanical Park.
- The nature club and the Forestry department actively organize awareness campaigns and cleaning drives to sustain the flora and fauna.
- The Nature Club as well as NCC and NSS units regularly plant a variety of rare plants in the campus. A series of seminars and orientation classes are also conducted for the purpose.
- Important Days such as World Environment Day, Earth Day and Ozone Day are observed with the view of conservation of nature and biodiversity.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.36

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.98	0	0	0	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**

8.Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	<u>View Document</u>
Any additional information	<u>View Document</u>
link to photos and videos of facilities for Divyangjan	<u>View Document</u>

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 15

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	2	1	2	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<u>View Document</u>
Any additional information	<u>View Document</u>

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 18

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	2	1	4	1

File Description	Document
Report of the event	[View Document](#)
Any additional information	[View Document](#)

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document](#)
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document](#)
Provide URL of website that displays core values	[View Document](#)

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 15

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	3	1	3	2

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college has a rich tradition of observing various days, celebrating major events and remembering the great leaders on their birth and death anniversaries. The students actively participate in the observance of these events as they give them a sense of belonging by becoming part of various traditions and legacies with their brothers and sisters. Some of the major events and days usually observed are as follows.

- **Independence Day** is celebrated in the college on 15 August by following the proper protocol. The community members also join the students and the staff for the programme. The students perform march past and sing national songs.
- **Gandhi Jayanti** is observed on 02 October to remember the father of our nation. Students actively clean the campus and the surroundings and Government Taluk Hospital Vatakara along with the local community members.
- *Republic Day is celebrated on 26 ceremoniously, hoisting the national flag January as our Republic day, and seminars are conducted about the constitution of India and sovereignty of Indian citizens.*
- *31 October : A unity run is conducted on 31 October known as the Rashtriya Ekta Diwas (National Unity Day) by the college along with participants from nearby schools and Nehru Yuva Kendra to commemorate the birth anniversary of Sardar Vallabhai Patel*
- *Kargil Day: The college remembers the sacrifice of the soldiers who fought during Operation Vijay by observing Kargil Vijay Diwas on July 26 every year.*
- *World Blood Donor Day is regularly celebrated on 14 June by holding awareness classes and training programmes. The blood donors' forum of the college actively supports the patients in the cooperative and Taluk Hospitals in Vatakara.*
- *World Yoga Day is observed by performing yoga and meditation on 21 June.*
- *World Environment Day is celebrated on 5 June by planting new saplings. Students and teachers dig pits and plant saplings.* Awareness programmes for preservation of our environment and encouraging the use of environmentally friendly products are conducted.
- As a part of the *Traffic Awareness Week*, **No Horn Day** is observed on 26 April to create awareness regarding noise pollution.
- **Feb 4 – World Cancer Day:** Posters and brochures are distributed among the students and teachers for developing against alcohol and tobacco.
- **Sadbhavana Day** is observed on 20th August organizing a procession giving the message of communal harmony and peace.
- **National Youth Day** is celebrated on 12 January on the birthday of Swami Vivekananda conducting a seminar on his vision.
- *Swacchata Abhiyan* programme is performed every year in which the students engage themselves in the cleaning drive at Mokacheri Beach, and Government Taluk Hospital, in collaboration with

Municipality, Vatakara.

- Other important days solemnly observed in the college with appropriate programmes include *Teachers' Day* (5 September), *National Science Day* on (28 February), *Baghat Singh Day* (23 March), *AIDS Day* (1 December), *Children's Day* (14 November), *World Ozone Day* (16 September), *Earth Day* **(22 April), and** *Army Day* (15 January).

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college takes added attention to the fact that all its functions are carried out transparent.

A. Financial transparency:

- The college receives various kinds of funds and grants from various governmental and non-governmental agencies, and from individuals. They include state government, UGC, RUSA, NABARD, CDC, PTA and alumni.
- When the any kind of fund from the governmental agencies is sanctioned to the college, it is discussed in detail in the college council, and the fund is allocated judiciously to the various departments and to the office.
- For the purchase of any item, detailed indents are demanded by the principal's office, which are scrutinized, and after the approval of the *Purchasing Committee,* quotations are invited from different firms, following the rules and regulations of the Government.
- The college being a government institution, it is subject to the financial audits by the Director of Collegiate Education and Accountant General (A&E).
- Transparency is ensured in the utilization of funds from central government agencies like UGC and RUSA being properly and timely audited by the chartered accountants.
- The expenditure statements of the PTA and Alumni are also audited by the CA, and they are produced in the general body meeting. For the utilization of PTA funds, the approval of its executive committee is imperative.

B. Academic transparency:

- Admission of students to the programmes the college offers, maximum transparency is ensured by the admission committee constituted for the purpose. All the current rules and regulations stipulated by the University and the state government are strictly followed for student admission process.

- The IQAC prepares a comprehensive academic calendar for the time bound execution of curricular and co-curricular activities, assuring transparency and enhancement in academic programmes.
- The internal assessment marks awarded to the students in each course in a semester is displayed on the notice board well before the commencement of external examination.

- The programme outcomes and course outcomes and action taken report are published on the college website for the stakeholders' information.
- Teacher's diary and logbook for recording the daily academic interactions are maintained and are periodically scrutinized by the principal.

C. Administrative Transparency

- All efforts are made to ensure administrative transparency by using the possibilities of e-governance and online tenders.
- Functioning of many statutory and non-statutory committees are constantly reviewed by the college councils and interactive meetings of the principal.
- The decisions taken in the college council are timely communicated to the staff and stakeholders.
- The administrative wing of the college deals very efficiently and transparently with the matters concerning the students' admission, fee collection, scholarships, etc., by using the possibilities of e-governance.

D. Transparency in Auxiliary Functions

- Various committees are formed for coordinating and supervising extracurricular activities like cultural programmes, college union elections, NCC, NSS and sports activities.
- Student selection to these programmes is done judiciously and fairly. Complaints, if any, are solved by the bodies concerned constituted for the purpose.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. A Drop of Love to Save a Life: Blood and Stem Cell Donation

Objectives:

- To inculcate in the students the broad and generous prospects of humanity and philanthropy through acts of charity.
- To mould the students into a better community of selfless citizens ready to help the ailing and the poor
- To give a societal and altruistic colouring to academic activities
- To form a full-fledged functioning blood and stem cell donation forum in the college.
- To create awareness in college students and the local community regarding blood and stem cell

donation.

- To organize blood and stem cell donation camps.
- To make available donors of rare blood groups.
- To prevent death for want of blood.
- To make available adequate blood to the needy patients in the locality and anywhere if needed.
- To prepare the students to respond to medical emergencies in the best possible manner.

Context

As part of the extension programmes, the students of the college have often visited nearby hospitals, old-age homes, and charity dialysis centre in Vatakara, where they have witnessed large number of poor patients undergoing surgery and blood transfusion and an increased demand of blood belonging to different groups. Moreover, the college is situated adjacent to the accident prone national highway where we witness many road accidents. Our attention has also turned to the increase in the number of kidney and cancer patients in and around the locality. Further, we have been regularly contacted by the hospitals around and individuals for various groups of blood to meet immediate needs. Such instances have prompted us to turn towards the area of blood and stem cell donation. Numerous studies have proved that stem cells of younger donors have better survival rates for cancer patients undergoing stem cell transplantation. Hence young students are crucial in the survival of the patients.

Practice

The college has implemented this charity scheme very effectively and systematically. The Blood Donation Forum functioning in the college has been made efficient by maintaining a readily available blood donors' directory, in which the various blood groups of teachers and students, and their contact numbers are recorded, so that any patient or hospital in need of any group of blood will receive it easily on contacting the forum. In the blood donation camps conducted regularly in association with various hospitals and medical centres in Vatakara, the members donate to the blood banks many units of blood every year.

The blood donors' directory is updated at the beginning of every academic year. A special list of rare blood groups is also prepared for emergencies to make available donors of rare blood groups. The World Blood Donors Day is celebrated on 14 June every year and awareness classes are conducted by experts in the health and medical fields to remove the various apprehensions of the students regarding blood and stem cell donations. Newly enrolled students are given first-hand experience about blood transfusion at various medical centres, and the cooperation of the parents is also ensured through interactions with them.

The prime beneficiaries of the blood donation scheme are the patients undergoing treatments at Government Taluk Hospital, Cooperative Hospital and the *Thanal*, the Charity Dialysis Centre, Vatakara. The college is located at a proximal distance from these centres and other medical facilities in and around Vatakara. These centres, especially the dialysis centre, are in need of a large number of units of blood for transfusion. The Blood Donation Forum gives all possible support to their rising needs. The voluntary service of the alumni is also sought in this regard.

In order to help the cancer patients across the state, stem cells are collected by conducting annual camps in alliance with *DATRI Stem Cell Foundation.* The Pain and Palliative Care unit functioning in the college work along with Blood Donation Forum doing meritorious service in helping and caring the aged and the ailing, especially the cancer patients in the locality. The student volunteers also provide food for the sick and the bystanders in the hospitals once in a week under the *Sharing the Meal* programme. And part of

their social commitment, the student members of the forum take initiative in collecting funds for aiding the treatment of the poor patients.

Evidence of Success

As a result of these activities each year more and more students are coming forward voluntarily to partake in blood donation and stem cell donation with added vigour and willingness. The number of members in the Blood Donors Forum has also increased considerably. The experience gathered by the students in the forum has made them take leading roles in the various charity activities and in conducting blood donations camps in their locality. The more subtle aspect of this transformation can be seen in the students' attitude towards the poor needy and the oppressed. Their willingness to serve the deprived and the distressed is increasing by and by. Therefore it is hoped to create a better community of selfless citizens through acts of charity like this. A full-fledged blood donation forum is functioning in the college at present. Through this social service, we have developed a rapport with the people in the premises. Those who have received certain service from the college have been expressing their deep felt gratitude by constantly keeping in touch with us. The benefactors' gatherings are held in the college time and again. Therefore the natives cherish the college as the most benevolent and resourceful institution of the area.

Problems Encountered and Resources Required:

For lack of awareness students are not confident enough in donating blood and stem cells for the first time. Therefore more awareness programmes are to be conducted in this respect. The girl students are still reluctant in donating blood due to certain socio-cultural prejudices. Such problems need to be addressed through proper guidance and counseling. Due to the stipulations of curricular activities the students may find it difficult in donating blood within the time constraints. The money for transportation and other expenses cannot be met with by the poor students alone and therefore a provision for assisting the donors financially should be introduced.

2. Making the Institution as a Knowledge Hub

Objectives

- To make the college function as a nodal centre offering training to students cutting across disciplinary boundary, with the view of developing specific sets of skills.
- To integrate research and practice in education along with curriculum teaching.
- To conduct inter-disciplinary and intra-disciplinary lecture series
- To integrate and encompass the various new initiatives of the higher education council.
- To provide facilities to augment students' skills and expertise.
- To provide a scholastic ambience for the advanced students and to align and co-ordinate the research acumen of the students
- To organise quality extension activities to the benefit of the society
- To encompass the whole college into a single unit and make academic space as fluid one

The Context

Government College Madappally, located at Machinery Hill of Onchiyam Panchayat, is an educational destination much sought after by students from different parts of the state including the remote rural areas. However, the hectic class room activities and frequent examinations imposed by the semester system curtail the time the students need to engage themselves in the intellectual activities and soft skill development. Improvement of the communication skills and knowledge proficiency has become a necessity for the students to cope with the challenges of the competitive world. In this context, the college has started partnership with various educational experts with the view of equipping the students with the necessary skills demanded by their respective chosen fields of endeavour. A Knowledge Hub has thus come into being, providing facilities to augment students' skills and expertise. It encompasses the whole college into a single unit and visualises academic space as fluid one.

Practice

The *Knowledge Hub* is an attempt to integrate research and practice in education along with curriculum teaching and to provide a scholastic ambience for the advanced students to rise to the challenges of the competitive world. The initiative has been planned and implemented through short training sessions, each one catering to developing a specific set of skills. They include classes on communicative English, Soft skill Development, Experimental science, Event Management and Accounting, Video making, Graphic designing and Martial Arts. The students are given necessary trainings to appear for different competitive examinations; specialized individual training is given to those interested in higher studies and research; classes are given to align and co-ordinate the research acumen of the students.

The programme is executed in such a way that it integrates the best principles of the "Scholar Supportive Programme," "Walk with Scholar Programme" of Higher Education Council of Kerala and the ASAP, an initiative of the Govt. of Kerala for skill acquisition. An alliance has also been made with the Uralungal Education Foundation, a novel venture of international standard started by the Uralungal Labour Contract Society, which is situated near to the college. The professional training in the above mentioned areas is imparted to meritorious students in each class. The students thus trained in the specific area will coordinate with the faculty members in disseminating the knowledge and serve as helping hands in the conduct of various events and programmes for the society outside.

The hub carries out its activities within the campus and in Vatakara Taluk. The activities inside the campus are aimed at developing an extra edge for the students. An independent curriculum with the modules of 30 hours is developed for the purpose by a team of teachers. It arranges inter-disciplinary and intra-disciplinary lecture series, and specialized mentoring for the five students from each department. The hub organises the extension activities in association with local bodies and other institutions. The *Science Parliament* run by the college is a successful programme under this initiative. The programme offers regular training in scientific experiments and new technology to the science students in the college and nearby schools. It also offers orientation classes on science subjects to the teachers working at various schools in and around the locality. The students also share their resources and training with agricultural bodies, and *Kudumbhashri*. The hub integrates and extends its reach to the various new initiatives of the higher education council. It aims to function as a nodal centre and expand its scope further to every government college affiliated to the university of Calicut. The erudition and expertise of the retired and transferred teachers are well utilized by providing them a platform for interactive sessions with the students.

Evidence of Success

This innovative plan has been widely accepted and appreciated by both the student community and the people in the locality. The students trained through the scheme have significantly improved their skills in the chosen area. They have considerably influenced their fellow students by sharing their expertise with them, to the benefit of even the society outside. The proof is seen in their performance in various activities of the college.

For instance the students who have been trained in 'Event Management & Accounting' conduct the *ZESTAURA* management fest every year. The students trained in "Experimental Science", "Event Management & Accounting" coordinate the Science Parliament in the campus. The local people going abroad, especially to Gulf countries, are trained in Communicative English and Business English by our students. The students trained in "Communicative English and Soft skills" have been engaging the students in the nearby schools, teaching them English through songs and games. We have received great reports regarding the interest shown by the students in learning English the fun way.

Problems Encountered and Resources Required

It is only natural that an initiative of this magnitude and potential faces certain challenges. One of the issues the students and the institution confront is the vagaries in the examination schedule which force them to alter the schedule of the programmes accordingly. The students also find it difficult to have adequate time to engage in these programmes amidst lot of regular academic activities. Being a Government institution, the college has financial constraint on unleashing the full potential of various events and it needs to be solved out by finding some benefactors and setting up a special fund for the purpose.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

　　　　Government College Madappally is best characterized by its green culture and unwavering ecological perspective. Practice of green etiquettes has passed into the character of the college in all its functioning, and as envisaged in the mission of the college, a comprehensive environmental awareness is inculcated in the students, encouraging them to be the practioners and propagators of the ecological culture. The college has been upholding the view that in the context of vast ecological predicament of present world, it is the responsibility of the educational institutions to orient the students into developing an interest in and providing new insights into the disturbing environmental issues across the world.

　　　　It is a matter of great pride for the college that well before the emergence of the various green

movements in the country, it was able to impart to its students and teachers an ecological philosophy which provides a proper understanding of sustainable development, and of the environmental degradation which demands attention and preventive action. Six decades ago when the college began functioning on the Machinary hill, it was basically a barren terrain without any patches of green. When the imagination and the energy of the students joined forces with the experience and wisdom of the teachers, the barren hillock of Machinary started to transform into an arcadia of lush green. The tradition is still kept intact by the college by planting seedlings and saplings year after year and tending them with great care. The college can now boast of a green campus with more than two hundred variety of trees blanketing the hillock with their green umbrellas unfurled above the institution adorned with parasols par excellence. Besides, it has a medicinal garden and a Botanical Park.

The students and teachers with unbridled enthusiasm and tireless efforts have put in hard hours with the sole aim of planting as many saplings of trees and shrubs as they can to turn the campus into a natural garden. Even the hectic academic activities and the exam schedules are not allowed to dampen the enthusiasm of the students in implementing protective measures to enrich the environment. The entire college is determined not to let the tremendous efforts made by the former teachers and students to protect the natural surroundings fade of into oblivion. A variety of flowering trees and ornamental shrubs now adorn the once desolate landscape.

The college has launched the mission to make the campus plastic free and has prepared a comprehensive plan to preserve and maintain the vegetation in the campus. The college conducts regular programmes on the preservation of nature, with the purpose of persuading the students to use environmentally friendly products, and to minimise the use of products which are harmful to nature. The college conducts a green audit of the campus and arranges regular programmes. Many initiatives towards green awareness are practised in the college, which include the *Green Festival*, *Moon light Walk* and *Green Madappally* and *Clean Madappally.* A series of seminars and orientation classes along with field visits are conducted to create awareness among the students. Moreover, residential camps attended by teachers, students, scientists and environmental activists from all parts of the state are organised. Important days such as World Environment Day, Earth Day and Ozone Day are observed with all seriousness with seminars and invited talks, interactive sessions, debates, exhibitions, and films on the conservation of nature and biodiversity. Platforms are always provided in the campus for evolving fruitful discussion as to how the pollution, blind urbanization, and various kinds of human interference have badly changed our environment, and to find ways to protect the endangered nature.

One of the practices adopted by the college to promote love of nature and to pass the message of interconnectedness of man and nature is to assign to newly enrolled students belonging to different programmes the charge of planting and nurturing one plant each till the completion of their programme. Proper care is given to the plant till the completion of their study and the tradition is passed on to the future batches. Further, the college maintains a unit where the plants are layered and saplings are given to the nearby houses. The college has also made it a practice to present saplings of fruit trees along with certificates and awards to meritorious students in each batch as a way of honouring them.

The college has also undertaken lot of water conservation activities. Digging of several recharge pits and trenches filled with coconut husks for retaining water, during the pre-monsoon season, for letting the rainwater replenish the groundwater is one of them. As part of this project, the Vaikilissery riverlet has been cleansed, and the natural flow of pure water has been regained; a water pond has been dug in the district of Wayanad for the elephants to drink water, in collaboration with the Forest Department, Wayanad. The college has taken a significant move towards the use of e-technology for submitting the

assignments and seminar papers of students, minimizing the use of papers. Further, campaigns are made for the use of public transport system for reducing carbon emission and energy conservation and thereby protecting environment. The students and the staff use bicycles for their local travel as far as possible.

The environmental orientation the college provides has global implications. The ecofriendly activities in the college are not a superficial device, but they generate in the students an ethical orientation making them feel accountable to the environment. The students are also made to think long term sustainability and social justice are the basis of the general human interactions with nature. The graduates and post-graduates come out of the institution as the ambassadors of green consciousness. Those green fingers who could make the land fertile and lush green with firm touch of their hand are still spreading the message throughout the country. The awareness they have got from the campus will go on to be spread by those harbingers throughout their life wherever they go.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5. CONCLUSION

Additional Information :

- The college has a legacy of meritorious alumni such as Shri Mullappally Ramachadran, former Minister of State, Home Affairs, Shri Richard Hay, MP Rajya Sabha, Shri Rajan Gurukkal, Vice-Chairman, Higher Education Council of Kerala, Kendra Sahitya Academi awardee Shri Punathil Kunjabdulla.
- The college library offers the staff and the students access to more than 2000 electronic journals and 70000 e-books under NLIST programme. Students and teachers are given individual password to get access to the NLIST so that reading facility is available at any time. The Library complex, Wi-Fi enabled and also connected to LAN and High speed Internet Facility and, has open Access Acquisition system and Air conditioned Reading Room. The Department of Malayalam has a Community Library which provides books and study materials to students, teachers and non teaching staff, which functions as a walking library. The various departments in the college have students operating library, and have got a virtual library of e-books, many of them being rare collections, to the benefit of student community.
- Thirty two clubs and forums actively function in the college with the purpose of enriching the students' talents and providing them with better orientation on various academic and extra curricular activities, e.g. Nature Club, Quiz Club, Film Club, Career Guidance Cell, Debate Forum, Research Club, Women's Cell, Media Club, Heritage Club, etc.

Concluding Remarks :

As the college is in the process of completing its third cycle of NAAC reaccreditation, the students, the staff and other stakeholders can reflect on the past years with tremendous amount of satisfaction for the brilliant achievements in diverse fields. Without compromising the vision and ethics, the college has leaped forward in its materializing its mission of inculcating in the students the finest practices of scholarship and citizenship, enabling them to confront with confidence the challenges in the competitive world. The feedbacks and recommendations we received from the NAAC peer team during the second cycle of reaccreditation have been taken up seriously, and all possible efforts have been put in to achieve academic excellence, making the college a nodal centre offering training to students cutting across disciplinary boundaries, with the view of developing specific sets of skills.

The varied accomplishments of the college during the past five years encompass academic and extension activities. Added emphasis has been given to enhance the academic outputs by conducting seminars, faculty improvement programmes, innovative teaching and learning practices and research. Adequate infrastructural facilities as well as conducive learning environment have also been ensured. The Self Study Report that we have prepared detailing our activities and accomplishments are the combined efforts of all the stakeholders of the college. It shows our relentless efforts to attain quality enhancement, and thus to serve the society and the nation better.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: {{TABLE_1}} Answer After DVV Verification : {{TABLE_2}}
3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification: {{TABLE_3}} Answer After DVV Verification : {{TABLE_4}}
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years 3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years Answer before DVV Verification: {{TABLE_5}} Answer After DVV Verification : {{TABLE_6}}

Table 1 (1.1.3.1 before):

2017-18	2016-17	2015-16	2014-15	2013-14
15	11	14	3	3

Table 2 (1.1.3.1 after):

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	10	1	2

Table 3 (3.3.4.1 before):

2017-18	2016-17	2015-16	2014-15	2013-14
24	9	14	16	13

Table 4 (3.3.4.1 after):

2017-18	2016-17	2015-16	2014-15	2013-14
24	8	10	9	7

Table 5 (3.4.2.1 before):

2017-18	2016-17	2015-16	2014-15	2013-14
3	0	1	1	0

Table 6 (3.4.2.1 after):

2017-18	2016-17	2015-16	2014-15	2013-14

| 2 | 0 | 0 | 1 | 0 |

7.1.1	Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	6	3	2	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1		3	2	

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1.0	.2	.1	.15	.1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.98	0	0	0	0

Remark : Changed inputs based on the Documents submitted

2.Extended Profile Deviations

Extended Profile Deviations
No Deviations