

COOPERATIVE ARTS AND SCIENCE COLLEGE

Accredited with 'B' Grade by NAAC

(Affiliated to Kannur University)

P.O.PAYANGADI. R.S – 670358

KANNUR

KERALA- INDIA



ANNUAL QUALITY ASSURANCE REPORT 2016-17

Submitted to National Accreditation and Assessment Council
Bangalore

Part – A**AQAR for the year****2016 -17****1. Details of the Institution**

1.1 Name of the Institution

C.A.S. COLLEGE, Madayi

1.2 Address Line 1

Madayi

Address Line 2

Payangadi

City/Town

Kannur

State

Kerala

Pin Code

670358

Institution e-mail address

cascolg@gmail.com

Contact Nos

0497-2870550

Name of the Head of the Institution:

Latha. E.S

Tel. No. with STD Code:

0497-2870550

Mobile:

9447090654

Name of the IQAC Co-ordinator:

Dr. Mahamood.V.N

Mobile:

9895209284

IQAC e-mail address

casciqac@gmail.com

1.3 NAAC Track ID

KLCOGN 21009

1.4 NAAC Executive Committee No. & Date:

-

1.5 Website address:

www.madayicollege.com

Web-link of the AQAR:

www.madayicollege.com AQAR2016-17

1.6 Accreditation Details:

Sl. No	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st cycle	B	2.36	2016	Nov: 2021
2	2ndCycle				

1.7 Date of Establishment of IQAC :

18-07-2012

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011

- i. AQARNIL.....
- ii. AQAR

1.9 Institutional Status

- University State Central Deemed Private
- Affiliated College Yes No
- Constituent College Yes No
- Autonomous College of UGC Yes No
- Regulatory Agency approved Institution Yes No
- Type of Institution Co-education Men Women
- Urban Rural Tribal
- Financial Status Grant-in-aid UGC 2(f) UGC 12B
- Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/ Programme

- Arts Science Commerce Law PEI (Phys Edu)
- TEI (Edu) Engineering Health Science Management

Others (Specify)

1- Diploma in Computer Application. 2- Diploma in Sales, Tax Practice, Practical Accountancy and Tally. 3- Add on Course in Diploma in Sales, Tax Practice, Practical Accountancy and Tally

1.11 Name of the Affiliating University

Kannur University

1.12 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No Faculty

Students Alumni Non-Teaching Staff Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos International National. State

Institution University Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

<u>PLAN OF ACTION</u>	<u>ACHIEVEMENTS</u>
<ul style="list-style-type: none"> ❖ Construct class rooms for the newly added courses ❖ Start Add on Courses ❖ Publish Departmental Magazines ❖ Conduct Bio- Diversity Camp ❖ Start Diploma Courses ❖ Speed up the construction work of indoor stadium ❖ Construct a house for a houseless person 	<ul style="list-style-type: none"> ❖ Girls room furnished with the help of MLA Fund. ❖ Dept of History conducted two day National Seminar on “ Localizing History for Local Planning”. ❖ Diploma Course in Computer Application was conducted in the College . Add- on Course and one Diploma course in Sales Tax Practice, Practical Accountancy and Tally are running with the collaboration of Tax study Centre , Judges Avenue Road, Kaloor, Ernakulam.

<ul style="list-style-type: none">❖ Make a vegetable garden in the College❖ Adopt a nearby village❖ Conduct a training Class on ICT for Teaching and Non Teaching Staff members❖ Conduct seminars and workshops on important themes by all departments❖ Plant mangroves and trees wherever possible❖ Conduct a seven days' special camp❖ Celebrate important days like wet land day, world environment day etc❖ Conduct various environment awareness campaigns in college and nearby villages.❖ Cultivation of vegetables	<ul style="list-style-type: none">❖ Completed the Construction work of class rooms for the Newly added course: B.B.A.❖ Water and Soil testing with Government Agencies done.❖ Polio--Vaccination Awareness Programme.❖ Gymnasium & Fitness Centre inaugurated.❖ Practical Class on making handicrafts using various materials.❖ Class on Madhuram Malayalam.❖ Vayana Programme inaugurated by Kerala Folk Lore Academy Chairman.❖ One- Day Media Seminar..❖ Class on “ Leadership Skill”.❖ Seven Day N.S.S. Special Camp was conducted at Govt. U.P. School Nericode”❖ Planning of construction house for very poor and hapless persons is being chalked out. Bhoomithra Sena made a vegetable garden in the College❖ Distribution of rice and other food items to “ Kanavu Palliative Units” of Madayi Grama Panchayath.❖ Distribution of collected dress to the “ Counseling and Shelter House for Women” run by Sastra, Payangadi and “ Old age house” , Mattool.❖ Planted seedlings jointly by N.S.S, N.C.C. And Bhoomithra Sena
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- ❖ Madayi Para surroundings were cleaned.
- ❖ Class on “ Energy Saving” by Sub Engineer KSEB Madayi..
- ❖ Orientation classes to the fresh Volunteers.
- ❖ College N.S.S. Units have decided to adopt the nearest Village “ Lakhsham Veedu Colony” and to take a complete survey on the general health and socio economic status of the above village people.
- ❖ One class on ICT had been organized earlier. The second one is scheduled for November 2017.

Adopted Colony

- ❖ Pamphlets on “Diseases during Rainy Seasons” were distributed among the adopted Colony people.
- ❖ Eye, Kidney, Cholesterol and Sugar Disease Detection Camp at Madayi Grama Panchayth Hall.

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken:

The AQAR was approved after detailed discussion with the college authorities and sanction was given.

Part - B**Criterion – I****1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programmes	No of existing Programmes	No of Programmes added during the year	No of self-financing Programmes	No of value added / Career Oriented Programmes
PhD	-	-	-	-
PG	2	-	-	-
UG	6	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1	1	-	-
Certificate	-	-	-	-
Others	-	1	-	-
Total	9	2	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of Programmes

Pattern	Number of programmes
Semester	8
Trimester	-
Annual	-

1.3 Feedback from stakeholders (*On all aspects*)

Alumni Parents Employers Students

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

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

Curriculum for UG Courses under Choice Based Credit and Semester System was introduced in the Kannur University from 2014. So no revision was done to the Syllabi. However some modifications were done in some programmes.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Assoc. Professors	Professors	Others
23	14	9		-

2.2 No. of permanent faculty with Ph.D.

5

2.3 No. of Faculty Positions

Recruited (R) and Vacant (V) during the year.

Asst. Professors	Associate Professors	Professors	Others	Total
R - V=11	R - V	R - V	R - V	R - V=11

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	19	10
Presented papers	-	5	
Resource Persons	-	-	1

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

- All departments are provided LCD projectors and internet facility to enable ICT enabled teaching in class rooms.
- Teacher evaluation is done every year and the teachers are informed about their performance
- Students feedback on teaching , learning and evaluation .
- All departments conduct national / regional seminars /workshops on latest trends and developments in concerned disciplines.
- Arrange field trips and educational visits.
- Students are exposed to the folk arts and material arts. Brought performing artists to enrich the artistic abilities and interest of the pupils
- Conducting Motivation & Counseling for the students by inviting the experts.
- Dept of History conducted Two day National Seminar on “ Localizing History for Local Planning”.

2.7 Total No. of actual teaching days during the Academic Year: 1802.8 Examination/ Evaluation Reforms initiated by the Institution; NA

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

11	3	-
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2.10 Average percentage of attendance of students 90

2-11 Course/Programme wise distribution of pass percentage :

Title of Programme	No.of students appeared	Division					Pass%
		A+	A	B	C	D	
BA HISTORY	29	-	-	19	10	-	82.85
B.A. ENGLISH	24	-	-	12	10	-	92
B.A. MALAYALAM	26	-	-	15	07	-	92.3
BSc. MATHEMATICS	23	-	3	16	01	-	87
B.Com	31	-	-	18	8	-	83.87
B.B.A	Result awaiting	-	-	-	-	-	-
M.A.HISTORY	11	-	6	5	-	-	92
M. Com	12	-	-	3	7	-	83.33

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

- ✚ Monitored remedial teaching
- ✚ Measures to strengthen the weaker sections of the students.
- ✚ Improving the teaching and learning process by necessary interventions.
- ✚ Library advisory Committee looks after the improvement of library services.
- ✚ Arrange teachers' training programs to develop teaching skill.
- ✚ Prepare an academic calendar.
- ✚ Taking feedback on Campus facilities , teaching learning and evaluation process.
- ✚ Periodic assessment of teaching-learning process.
- ✚ implementing new strategies of teaching-learning processes
- ✚ Promoting ICT oriented teaching and learning process.
- ✚ Identifying infra- structural needs to promote development of teaching and learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	01
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	03
Others	-

2.14 Details of Administrative and Technical staff

Category	No. of Permanent Employees	No. of Vacant Positions	No. of permanent positions filled during the Year	No. of positions filled temporarily
Administrative Staff	6	5	Nil	Nil
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- Trying to start a Recognized Research Center in the College.
- Formed a Research Forum to promote Research Activities
- Infrastructure facilities such as Library, Computers and Internet are made available to faculty members.
- Seminars and workshops are conducted in Research related topics.
- Teachers are encouraged to apply for Minor and Major projects.
- Teachers are motivated to write and publish research related articles and books.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	-	-	-
Outlay in Rs. Lakhs	1.62	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	03	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant Sanctioned	Received
Major projects				
Minor projects	03	UGC	1.62	1.62
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research Projects (other than compulsory by the University)				
Any other(Specify)				
Total	03	UGC	1.62	1.62

3.7 No. of books published

i) With ISBN No. Chapters in Edited Books ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST- FIST DPE DBT Scheme/funds 3.9 For colleges Autonomy CPE DBT Star INSPIRE CE Any Other (specify) 3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	1	1	-	1
Sponsoring Agencies	-	KILA	KSCTE	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	Nil
	Granted	
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

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

Total	International	National	state	University	Dist	College
02	-	-	02	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

SRF JRF Project Fellows Any other

3.21 No. of students Participated in NSS events :

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level










National level International level

3.25 No. of Extension activities organized

University forum College forum

NSS NCC Any other

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

-  Water and Soil testing with Government Agencies done
-  Bhoomithra Sena made a vegetable garden in the College
-  Distribution of collected rice and other food items to “ Kanavu Palliative Units” of Madayi Grama Panchayath.
-  Distribution of collected dress to the “ Counseling and Shelter House for Women” run by Sastra, Payangadi and “ Old age house” , Mattool.
-  Planted seedlings jointly by N.S.S, N.C.C. And Bhoomithra Sena of the College.
-  Madayi Para surroundings were cleaned.
-  Class on “ Energy Saving” by Sub Engineer KSEB Madayi.
-  Orientation classes to the fresh Volunteers.
-  College N.S.S. Units have decided to adopt the nearest Village “ Lakhsham Veedu Colony” and to do complete survey to take on the general health and socio economic status of the above village people.

Adopted Colony

Pamphlets on “Diseases during Rainy Seasons” were distributed among the adopted Colony people.

Eye, Kidney, Cholesterol and Sugar Disease Detection Camp at Madayi Grama Panchayth Hall.

Conducted a one day blood detection and donation camp in association with Kannur Assalama Hospital.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25Acres	Nil	Management	25 Acres
Class rooms	22	-	Management	22
Laboratories	1	-	Management	1
Seminar Halls	1	-	Management	1
No. of important equipments purchased during the current year.		1		
Value of the equipment purchased during the year (Rs. In Lakhs)		60.000	UGC	60,000
Others	-	-	-	-

4.2 Computerization of administration and library

Library Automation has been done.
Two Copmuters are made for public access.
Internet Facility with 5GB has been provided.

PAC (Public Access Catalogue: OPAC module offers a wide range of flexibility by using different search options. (By author, title, subject, keyword, Publisher, Call number, etc.). The students can see the holdings of the library and easily locate the documents they want.

Computerized circulation with bar-coding technology All the books in the library and identity cards of the students have been bar-coded. By using the orbit scanner the students can get the books issued and returned within a few seconds.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8136	1,70,166	-	-	8136	1,70,166
Reference Books	1254	1,03,966	-	-	1254	1,03,966
e-Books						
Journals	72	20,943	-	-	72	20,923
e-Journals						
Digital Database						
CD & Video						
Others (specify)	2425	70,110			2425	70,110

4.4 Technology up gradation (overall)

	Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depts	Others
Existing	37	1	Yes	1	-	yes	06	-
Added	1	-	-	-	-	-	-	-
Total	38	1	-	1	-	-	6	-

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

One class on ICT has been conducted for the Teaching and Non- Teaching Staff. Another one is planned to be conducted soon.

A Diplomatic Course in Application for students of all subject is going on.

Additional Skill Acquisition Programme , joint initiative of Higher Education and General Education Department of Government of Kerala has selected students from the various Arts and Science Colleges of the State. The Programme aims at developing Communicative English skill, IT skill and social skill in these students to qualify them as Skill Development Executive(SDE) by giving training in these skills. It is done through a 21 day Residential Training programme.

APTIS English Skill online test centre for ASAP for various TPIs

4.6 Amount spent on maintenance in lakhs :

i) ICT	70,000.00
i) Campus Infrastructure and facilities	1,00,000
iii) Equipments	60,000.00
iv) Others	
Total :	2,30,000.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Constituted a College Level Monitoring Committee including Representatives of SSP, WWS and Representatives of Students and Teaching and Non- Teaching Staff and all kinds of information regarding the students progress are made to them in time. The College publishes its prospectus and handbook annually. Besides that IQAC publishes a bulletin named IQAC Bulletin. The prospectus provides information on matters related to various programmes/courses and other details regarding admission procedure

Details of various Scholarships and Endowments, various clubs and forums, Relevant University rules and the Academic calendar.

Support the students by informing modalities for getting financial assistance from government, Scholarships from various agencies etc .

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

Students with physical disabilities are given all due consideration by the staff of the college. Classrooms are arranged in the ground floor

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

5.2 Efforts made by the institution for tracking the progression

Staff meetings as well as Departmental meetings are conducted now and then to evaluate the over all performance of the students. Besides that Tutors are appointed as per the Tutorial system.They collect the data about the students performance in teaching, learning and their participation in extracurricular activities. On the basis of the analysis of the data, proper guidance is given to the students and their parents.

5.3 (a) Total Number of students

UG	PG	Ph. D	Others
564	55	-	-

(b) No. of students outside the state

(c) No. of international students

Men

No	%
175	29

W o m e n

No	%
444	71

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
21	32	-	110	2	165	23	48	1	124	1	197

5.4 Details of student support mechanism for coaching for competitive examinations

(If any)

Under the XI Plan Period of UGC the college was a center for providing coaching for

1. Entry into Services
2. Minority Coaching
3. Equal Opportunity Centre Students from this College as well as outside are benefitted. Experts were invited to handle the classes.

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

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

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

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

Legal awareness classes are provided especially to the girl students .
NSS and Women's cell play major roles in bringing the confidence level of girl students to take a lead role in the society.

5.9 Students Activities

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

University level	160	State level	19
National level	12	International level	-

5.9.1 No. of students participated in Cultural events

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

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

Sports :	University level	<input type="text" value="47"/>	State level	<input type="text" value="-"/>
	National level	<input type="text" value="1"/>	International level	<input type="text" value="-"/>
Cultural:	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	5	10000.00
Financial support from government	118	3,54,000.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	03	-

5.11 Student organized / initiatives

Fairs:	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition:	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.12 No. of social initiatives undertaken by the students: 5

5.13 Major grievances of students (if any) redressed: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

Educate to empower

MISSION:

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

6.2 Does the Institution has a management Information System

Timely usage of all communication media such as press, TV, Radio,for publishing news and programmes etc.

The College has a full-fledged Management information system for the academic and administrative activities.

The administrative system in the college is fully automated with appropriate software and all information on student admission, marks, fee payments, etc is available for timely decision and actions.

All relevant information about the college is published on the college website for reference.

The College library is also automated and the information regarding availability of books, issue details, etc is available to the students and staff .

An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue.

The salary payment system of the staff is governed by the Government of Kerala software SPARK.

IQAC publishes a Bulletin named CASC Bulletin which carries reports of all activities and functions of the college.

College Magazine is published by The College Union every year. College Calendar/ Hand book contains details of admission, rules and regulations , list of different forums and committees etc.

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

6.3.1Curriculum Development

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

The college involves in the process indirectly as and when the faculty members are elected to various Academic Bodies such as BOS, Academic Council etc. 29 Teachers from our College are acting as members of Board of studies in Kannur University.

6.3.2 Teaching and Learning

Academic calendar is prepared according to the University's schedule.

Teachers plan their classroom work in their semester plan and try to keep up the schedule. Each department makes its own plan to do all the internal assessment in time.

A register to record the internal evaluation as per the University norms is maintained and the grades awarded are forwarded to the University at the end of each Semester. The University blueprint is followed in carrying out this internal assessment.

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

The use of smart boards, LCD Projector, OHP etc is carried out. The college has a Computer Lab with internet facility. The students make use of the net facility available in the Computer Lab and the Library. Teachers also make extensive use of the net facilities available in the Department in order to deliver effective teaching. A basic computer skill is incorporated into the curricula of all programmes.

6.3.3 Examination and Evaluation

Students are well informed about the pattern of evaluation – both internal and external by their respective tutors. The parents are also informed at Department PTA Meetings. Apart from this the University annually updates teachers on the evaluation methods by sending official circulars to the various departments. The effective implementation of the evaluation reforms and norms are carefully monitored by the course coordinators, College level coordinator and monitoring committee at departmental and college level. The Heads of the Departments also see that the evaluation is done as per the norms laid down.

6.3.4 Research and Development

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

Out of 23 teachers in the college 5 are with PhD degree .They are actively participating research related activities . Among them 3 teachers are research guides .

Autonomy to the principal investigator:

Timely availability or release of funds:

Adequate infrastructure and human resources:

Time-off, reduced teaching load, special leave etc. to teachers:

Support in terms of technology and information needs:

The well stacked library and the Wi-Fi internet connection enables the faculty to pursue their research work smoothly.

Students are encouraged to attend seminars, and invited lectures organized by the other colleges and agencies

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College library is automated and the information regarding availability of books, issue details, etc is available to the students and staff .

A public access catalogue (PAC) is implemented to enable the students for speedy and convenient access to the library catalogue. Students and staff have access to Inflibnet facility.

6.3.6 Human Resource Management

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

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

Orientation programme for newly appointed teachers were given by IQAC at the beginning of their service .

6.3.7 Faculty and Staff recruitment

The faculty and staff recruitment is done on the basis of merit. The vacancies arising at different points of time are notified in news papers and applications are received. The selection committee consists of subject experts nominated by the University, Government nominees, principal and management representatives.

6.3.8 Industry Interaction / Collaboration

Diploma Course in Computer Application was conducted in the College with the collaboration with Centre for Continuing Education, State Government and one Add-on Course and one Diploma course in Sales Tax Practice, Practical Accountancy and Tally are running with the collaboration of Tax study Centre , Judge’s Avenue Road, Kaloor, Ernakulam.

6.3.9 Admission of Students

The University sets the schedule for student admissions. Our website gives all important dates regarding the admission process. For each category ,viz. General Merit , Community reservation and SC/ST reservation there are set norms for ranking the students based on their marks in the qualifying examinations and other weightages like those for NSS,NCC etc Admissions are made strictly according to the rank list .

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Scholarships, Remedial coaching Counseling centre, Tutorials.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	Yes	Govt./ UGC	Yes	Management

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

On the days of NAAC Visit more than 100 of alumni actively participate to make the visit successful.

Alumni members including eminent personalities participated in the Alumni meet.

Commerce Alumni Association of 1983-85 batch (Oppam) donated two water tanks with necessary motor and pipes to ensure uninterrupted supply of water .

Maths Alumni introduced a scholarship in memory of Shiju.K , a student of B.Sc Maths.

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

6.12 Activities and support from the Parent – Teacher Association

PTA award cash prizes and mementos to the toppers and rank holders every year. Executive members actively participate in all activities conducted by the College.

6.13 Development programmes for support staff

The faculty members are encouraged to attend staff development programmes such as workshops, refresher courses, seminars, orientation programmes etc.

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

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

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

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

1. Energy conservation
- 2- Use of renewable energy
- 3- Water harvesting
- 4- Efforts for Carbon neutrality
5. Hazardous waste management
- 6- e-waste management
- 7-. Plantation
8. Terrace farming

Criterion – VII

7. Innovations and Best Practices

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

Effective implementation of WWS and SSP.

Solar panel installed.

Girl`s retiring room with the help of MLA.

Diploma Course in Computer Application is being conducted in the College and one Add-on Course and Diploma course in Sales Tax Practice, Practical Accountancy and Tally are running with the collaboration of Tax study Centre , Judg3s Aveneu Road, Kloor, Ernakulam.

Distribution of collected rice and other food items to “ Kanavu Palliative Units” of Madayi Grama Panchayath.

Distribution of collected dress to the “ Counseling and Shelter House for Women” run by Sastra, Payangadi and “ Old age house” , Mattool.

Pamphlets on “Diseases during Rainy Seasons” were distributed among the adopted Colony people.

Eye, Kidney, Cholesterol and Sugar Disease Detection Camp at Madayi Grama Panchayth Hall.

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

Construction work of new class room for B.B.A and M.Com has been completed.

Academic activities have been conducted according to the Academic calendar of the college. Coaching class for developing communication skill has been conducted. Social Out reach programmes were conducted by NSS , NCC etc;.

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

Widening Access in Higher Education.
Publication of the Annual Newsletter named CASC Bulletin.
Details available in Annexure 1

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

7.4 Contribution to environmental awareness / protection

Every year students participate in an oath taking where students are reminded of their responsibility and declare that they shall keep their surroundings unpolluted and healthy

- Girls provided with sanitary vending machine and napkin disposal machine.
- An incinerator has been established in the campus by the Bhoomithra sena where the waste is burnt without causing much harm to the environment.
- Volunteers of Bhoomithra sena and the NSS conduct massive cleaning campaigns periodically. The 'Swach Bharat' campaign has also been taken up with all enthusiasm.
- The College has been declared as plastic free zone
All e-waste is collected and safely disposed periodically.

7.5 Whether environmental audit was conducted? Yes No

7.6- Any other information the institution wishes to add.(for example SWOT Analysis)

SWOT Analysis was conducted every year. Strategies were developed according to the ratings and factors of the SWOT report.

Opinions from parents and alumni were also considered. Classes on methods of SWOT analysis were carried out.

8- Plans of institution for next year.

Expansion of Library, Wifi, Lan, Inplibnet connectivity.

Complete automation of administrative office.

Modernization of existing class rooms.

Completion of Indoor Stadium and fitness centre.

Starting new PG and UG courses.

Effective implementation of Walk With programme and Scholar Support Programme.

Upgradation of PG Departments to Research Centers.

Annexure I

Best Practice 1 : Widening Access in Higher Education.

Goal :

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

Practice.

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

1. Full fee concession to Students from economically and socially backward classes
2. National Merit Scholarship
3. National Loan Scholarship
4. National Merit Scholarship to the children of school teachers.
5. Hindi Scholarship to students from non-Hindi speaking states.
6. Scholarship to differentially-abled students.
7. Travancore Temple Entry proclamation Scholarship to SC/ST Students.
8. Scholarship to the children of Fishermen.
9. Scholarship to Muslim/Nadar girl students
10. Suvarna Jubilee Merit Scholarship
11. Postmetric scholarships
12. C H Mohammed Koya Scholarship for Women (Latin, Muslims, Converted Christians)
13. Scholarship for the foreword Community
14. Indian Jeeva Karunya Welfare Trust for weaker section
15. Valsan K Varghese Memorial Endowment awarded to the student scoring highest aggregate mark in MA History examination
- 16.S.K.Nambiar Memorial Endowment awarded to the student scoring highest mark in B A English Language and Literature.
- 17.Madar Memorial Endowment awarded to the highest scorer in BA Malayalam Language and Literature.
- 18.Shiju.K.Nair Memorial Endowment awarded to the highest scorer in the final year B.Sc. Mathematics

Evidence of Success.

The evidence of success of this practice can be seen by analyzing the number of students who complete their graduation. A good number also go in for their Post graduation. Students pursuing Post graduation are also eligible to avail scholarships instituted by State and Central Governments. The State and Central Government's policy of providing opportunities for students of economically weaker sections of the

society to gain access to higher education is closely followed and implemented. All students who enroll for their graduation complete it successfully. The dropout rate for want of financial support is negligible. Dropout rate which is presently at 3% is due to various other reasons and not financial constraints. On completion of graduation the students become competent enough to serve the society in various capacities.

Problems encountered.

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

Best Practice 2 : Publication of the Annual News Letter named “ CASC Bulletin” .**Goal:**

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

Context:

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

The bulletin becomes a platform that serves the purpose of capturing all significant activities of the college.

Practice:

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

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

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

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

Evidence of success:

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

Problems encountered:

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