

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# ***Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions***

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

### **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

### **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](mailto:naac.aqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

Sreekrishnapuram V. T. Bhattathiripad College

1.2 Address Line 1

Mannampatta

City/Town

State

Kerala

Pin Code

679517

Institution e-mail address

principalvtbcollege@gmail.com

Contact Nos.

0466-2268285

Name of the Head of the Institution:

Sri A. T. Cherian

Tel. No. with STD Code:

Mobile:

9447938582

Name of the IQAC Co-ordinator:

Dr. Jayan Erancheri Illam

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID KLCOGNI3803

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	3.14	2009	5
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

1.7 AQAR for the year

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  JGC 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)

1.11 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

Nil

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

3

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

5

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  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 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 \*

Plan of Action	Achievements
1. Start new courses	1. Started 1 PG (M. Com) and 1 U.G. (B.B.A.) courses
2. Construct new building	2. Construction work started
3. Encourage students for sports and arts	3. Decided to attract more students who are more proficient in sports and arts
4. Apply for Minor/Major Projects Conduct of Seminars/Workshops	4. Applied to UGC for financial assistance for more minor research projects and seminars and workshops
5. 100% results aimed by the college.	5. Conducted remedial coaching for the students
6. Enhance the activities of NSS	6. NSS conducted camp and organised several activities as part of the camp

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	0	2		
UG	6	0		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	6	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\* Alumni  Parents  Employers  Students   
*(On all aspects)*

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

*\*Please provide an analysis of the feedback in the Annexure*

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

Yes

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	24	12	12		

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	2	5								

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	13	2
Presented papers	2	6	-
Resource Persons	-	2	-

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

ICT method of teaching

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

185

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

Double evaluation, Online MCQ

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

8

8

8

2.10 Average percentage of attendance of students

80

2.11 Course/Programme wise distribution of pass percentage :

Academic Year	COURSE	No of students appeared	No. Of students passed	Pass Percentage	GRADE			
					A	B	C	D
2010-2013	BA Sanskrit	22	22	100	17	3	2	
	BA History	50	45	90		2	27	3
	BSc Mathematics	25	23	92	3	15	5	
	BCom	50	49	98	14	18	13	3
	BA Economics	40	30	75	17	12	1	
	BBA							
2011-2013	M.Sc. Computer Science	9	8	89		6	2	

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

- Department Academic Calendar and Course planner for faculty is made available at the beginning of academic year.
- IQAC holds regular meeting with HOD's regarding academics and all ICT enabled initiatives.
- IQAC provides a *Feedback booklet* to take feedback from students and is evaluated along with the Principal to suggest corrective measures.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	3
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	2
Others	

### 2.14 Details of Administrative and Technical staff

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

## Criterion – III

### 3. Research, Consultancy and Extension

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

NIL
-----

#### 3.2 Details regarding major projects NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		3		
Outlay in Rs. Lakhs		3,50,000		

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	1	
Non-Peer Review Journals		1	
e-Journals			
Conference proceedings	2	1	

#### 3.5 Details on Impact factor of publications:

Range  Average  -index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	UGC	2,30,000	74750
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			2,30,000	

2,30,000

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 Scheme   
 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		5
Sponsoring agencies		UGC	UGC		

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

3.13 No. of collaborations: NIL 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: NIL

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

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

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

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

-
-

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

0
---

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: NIL

University level  State level   
National level  International level

3.22 No. of students participated in NCC events: NIL

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

NIL

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

NIL

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="10"/>	Any other	<input type="text" value="-"/>

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

- Adopting two wards (118 & 141) of Katabazhipuram Panchayath
- Palliative care activities
- Hospital Cleaning
- Red Ribbon club
- Get together of paralysed and cancer patients
- House visit of patients.
- *Aakashaparava* orphanage visit
- Aids awareness
- Antidrug Campaigns
- Folklore awareness amongst students
- All national importance days observed.

## 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	36 acres	Nil		36 ares
Class rooms	20	7 (Under construction)	Management	12,53,295
Laboratories	2	Nil		2
Seminar Halls	1	1		1

No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil			
Value of the equipment purchased during the year (Rs. in Lakhs)		2,53,200	UGC	
Others				

#### 4.2 Computerization of administration and library

Under progress

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13301		819		14120	
Reference Books						
e-Books	51000 (INFLIBNET)					
Journals	16					
e-Journals	2100 (INFLIBNET)					
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing								
Added								
Total								

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	30,750
ii) Campus Infrastructure and facilities	12,53,295
iii) Equipments	253,200
iv) Others	
<b>Total :</b>	

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Medical insurance scheme instituted by the PTA.
2. Necessary arrangement for getting scholarships and freeships
3. Providing support for participating for competition

5.2 Efforts made by the institution for tracking the progression

1. Career Guidance and Placement Cell and the Alumni of our college identify job opportunities and higher education facilities.
2. Implemented ASAP for skill development

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
601	44	-	-

(b) No. of students outside the state

1

(c) No. of international students

Nil

No	%
171	26.51

Men

Women

No	%
474	73.48

Last Year							This Year						
General	SC	ST	OBC	Physically Challenged	Minority	Total	General	SC	ST	OBC	Physically Challenged	Minority	Total
203	112	0	300	2	4	621	211	127	0	300	3	4	645

Demand ratio not known \* Dropout UG -15% PG -4%

\* - As the university commenced Centralized Admission Process, we can't calculate the ratio.

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

Coaching for competitive exams like for bank job and for Kerala PSC, NET and MAT

No. of students beneficiaries

#### 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 counselling and career guidance

The Career Guidance and Placement Training cell provides orientation on better career option by inviting experts in the area to talk to the students

No. of students benefitted

#### 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
		3	4

### 5.8 Details of gender sensitization programmes

Women's forum VT Day Observed International Women's Day
---

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	6	
Financial support from government	46	235250
Financial support from other sources		
Number of students who received International/ National recognitions		

#### 5.11 Student organised / initiatives NIL

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: The drinking water facility for students – redressed by purchasing two water purifiers.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

The vision of our college is based on The Upanishad Mantra "Tamasōma j̄yotiṛ gamaya" which means – Lead me from darkness to light - From Ignorance to Knowledge/Wisdom.

The ideology and principles of the social reformer in Kerala, V. T. Bhattathitpad, after whom the college is named, has been adopted as the key mission of our college. The key mission of the college is to: **Empower Woman**

‘The college aims to-

- Propagate and inculcate value education based on Indian culture and heritage to the student community and thereby to the society at large.
- To update society with modern technological innovations and provide knowledge and personnel for developmental needs.
- Protect our environment and ecology for the generations to come

#### 6.2 Does the Institution has a management Information System

Partial

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

##### 6.3.1 Curriculum Development

The institution follows the curriculum designed by the University of Calicut to which it is affiliated. Therefore modification in the curriculum at the college level is not possible. However teachers are actively involved in design and development at University level. 5 teachers are Board of studies members and 2 are Faculty members.

##### 6.3.2 Teaching and Learning

- Remedial coaching, tutorial, mentoring, advanced learners catering to slow learners, peer teaching are taken to ensure that academic excellence is sustained across all categories of students.
- PG students are instructed to use open education resources, NPTEL and other e-learning facilities like INFLIBNET. They are encouraged to attend seminars, workshops, lectures etc. organized by other institutions and publish their project work.
- Taking actions according to the suggestions of the stakeholders are given serious consideration.
- Regular interaction with parents, feedback from students, discussions in council and staff meeting based on the feedback are carried out meticulously.

### 6.3.3 Examination and Evaluation

The Evaluation process followed by the University of Calicut is a two-tier system comprising of the internal and external assessments. Examination committee of the college ensures effective implementation of the evaluation process of the college. The internal evaluation process consists of:

- Two internal Examination
- Seminar
- Assignment

The return of evaluated answer script, publishing of internal grades, issuing of progress card, the class PTA are done as scheduled.

### 6.3.4 Research and Development

- Encouraging teachers to do research, publications and minor Research Projects
- Research Committee of the college was constituted to monitor the research activities of faculty members.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is a major learning resource and has an impressive collection of books, periodicals, Magazines.  
The Departments are equipped with computers, printers, internet connectivity, INFLIBNET

### 6.3.6 Human Resource Management

There are 24 teachers under the Government pay roll and 12 guest faculty members.

### 6.3.7 Faculty and Staff recruitment

Teachers are recruited as per University of Calicut statute, U.G.C. norms, and the orders issued from time to time by the Govt. of Kerala. In the current year 2 permanent faculty, were appointed.

### 6.3.8 Industry Interaction / Collaboration

Departments conduct Seminars, conferences and various programmes are organized in collaboration with other institutes of higher learning

### 6.3.9 Admission of Students

The centralized admission process (CAP) single window system was introduced for the U.G admission from year 2013-14. The rank list is downloaded from the university website and exhibited in the college notice board. The rank list of candidates in the management quota is published by the management, adhering to a minimum percentage of marks and also giving due weightage to social, economical and geographical profile of the applicants.

Interview is conducted on the prescribed date as announced by the University. The candidate appears for the interview before the Principal with allotment memo and all necessary documents. Verification of the documents is done by the general office and the departments concerned. The candidate is admitted on remitting the required fees fixed by the university.

The P.G admission procedure is merit based except for M. Sc Computer Science (2014 admission) which is based on entrance test conducted by the University. The list is exhibited in the college notice board and the interview conducted in the college as per the University schedule.

6.4 Welfare schemes for : NIL

Teaching	-
Non teaching	-
Students	-

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	Yes			
Administrative				

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

For UG Programmes      Yes  No

For PG Programmes      Yes  No

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

- From 2009 onwards, the University of Calicut adopted the Choice Based Credit and Semester and Grading System with a two-tier evaluation process. The college being affiliated to the University of Calicut strictly adheres to all the evaluation reforms adopt by the University.
- In the college level, two internal evaluations tests are conducted every semester.
- Seminars and assignments by the students are also evaluated. As part of the evaluation process, open houses are conducted, where the parents get first hand information of their wards' performance. As the college is affiliated to University of Calicut there is little scope for a college to introduce its own evaluation process.

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

NIL

6.11 Activities and support from the Alumni Association

Department Alumni held  
Talks held by Alumni.

6.12 Activities and support from the Parent – Teacher Association

Building for Lab

6.13 Development programmes for support staff

NIL

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

The campus is green, full of medicinal herbs and trees.

The initiatives taken by the institution includes

- Planting Trees
- Organising Nature camps
- Trekking in forest
- Plastic free Campus
- Organising seminars and campaigns to sensitize students to protect the natural world and be pro active towards sustainability development.
- .Observance of days related to environment,

## 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.

- Started the implementation of smart room for PG students
- V.T. Memorial day celebrated and V. T. Puraskaram is given to KPAC Lalitha, the stage and cine actress of Kerala

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

1. Started 1 PG (M. Com) and 1 U.G. (B.B.A.) courses
2. Building Construction work started
3. Decided to attract more students who are more proficient in sports and arts
4. Applied to UGC for financial assistance for more minor research projects and seminars and workshops
5. Conducted remedial coaching for the students

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

1. VT day celebration
2. Sustaining water through tree plantation

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

7.4 Contribution to environmental awareness / protection

Nature club of the College *Narmada* have been conducting several activities for environment protection

7.5 Whether environmental audit was conducted? Yes  No

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

**8. Plans of institution for next year**

Apply for NAAC accreditation

Name : Dr. Jayan Erancheri Illam

Name : Prof. A. T. Cheriyan

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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## Annexure I

### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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