

PAYYANUR COLLEGE, PAYYANUR

(Affiliated to Kannur University)

P.O. EDAT, PAYYANUR

KANNUR DISTRICT

KERALA STATE - 670327

www.payyanurcollege.ac.in



ANNUAL QUALITY ASSURANCE REPORT 2008- 09

**Submitted to National Accreditation and Assessment Council
Bangalore**

CONTENTS

Part – A

1. Details of the Institution

2. IQAC Composition and Activities

Part – B

Criterion – I: Curricular Aspects

Criterion – II: Teaching, Learning and Evaluation

Criterion – III: Research, Consultancy and Extension

Criterion – IV: Infrastructure and Learning Resources

Criterion – V: Student Support and Progression

Criterion – VI: Governance, Leadership and Management

Criterion – VII: Innovations and Best Practices

Criterion – VIII: Plans of institution for next year

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

I. Details of the Institution

1.1 Name of the Institution

PAYYANUR COLLEGE

1.2 Address Line 1

EDAT

Address Line 2

PAYYANUR

City/Town

KANNUR DISTRICT

State

KERALA

Pin Code

670327

Institution e-mail address

payyanurcollege@rediffmail.com

Contact Nos.

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Name of the Head of the Institution:

K. Narayanan

Tel. No. with STD Code:

0497 280 5521

Mobile:

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Name of the IQAC Co-ordinator:

Dr K C Muraleedharan

Mobile:

9447685659

IQAC e-mail address:

iqacpnrc@gmail.com/iqacpnrcrar@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879): 2007/015

1.4 Website address:

www.payyanurcollege.ac.in

Web-link of the AQAR:

www.payyanurcollege.ac.in/AQAR200809.doc

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 st Cycle	A	8.52	2007	5 YEARS

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

20.06.2007

1.7 AQAR for the year (*for example 2010-11*)

2008-2009

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 2007-08 submitted on: 25.12.2015

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

KANNUR UNIVERSITY

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input checked="" type="checkbox"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="3"/>

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

1. Awareness campaign on the use of technology in teaching and learning
2. Suggestions drafted and put before the governing body for infrastructural quality improvement and conservation projects.

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
<p>1. Strengthening of teaching, learning and promotion of knowledge.</p> <p>2. Motivation: Cash awards to rank holders</p> <p>3. Promotion of Campus recruitment to continue</p> <p>4. Ladies Hostel (Peer Team recommendation (No.2)</p> <p>5. Chemistry Lab inauguration</p> <p>6. Seminar hall repair</p> <p>7. Office automation to continue</p> <p>8. Green and Clean Campus Project – Phase 3</p>	<p>1. a) Guest Lecturers were appointed and PTA was requested to advance living allowance to them till reimbursement from government.</p> <p>b) Support money for Seminars from PTA and Management arranged.</p> <p>c) National seminars conducted</p> <p>d) Ensured maximum number of working days through Saturday special classes.</p> <p>e) Seminars on Grading system conducted.</p> <p>2. a). Distributed the awards at a grand function with Shantharam IG of Police, Kerala as the chief guest.</p> <p>b) Arranged interaction with Harikishore IAS</p> <p>3. Recruitment drive - 2 got selected</p> <p>4. Preliminary work in progress.</p> <p>5. Inaugurated at a grand function. .</p> <p>6. Finished and made ready for use.</p> <p>7. One more computers added.</p> <p>8. Botany Orchard expansion</p>

* 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

Discussed and approved for submission

Part – B

Criterion – I

I. 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	3	0	0	0
PG	3	0	0	0
UG	13	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	19			
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

Pattern	Number of programmes
Semester	3
Trimester	0
Annual	13

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.

Grading system was introduced but the syllabus was not changed on account of a restructuring move in the coming year.

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
59	13	46	0	

2.2 No. of permanent faculty with Ph.D.

15

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	13	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	46	36
Presented papers	6	13	14
Resource Persons	0	2	0

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

1. Use of ICT in class rooms, common and core.
2. Use of technology in resource gathering and sharing.
3. One Week long classes to bridge the knowledge gap for freshers.
4. Subscribes high quality research journals.
5. In class training for enhancing communication skills.
6. Invited lectures for knowledge updating.
7. Class tests and quizzes on topics prescribed.
8. Use of online resources like videos and power points

2.7 Total No. of actual teaching days during this academic year 197

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 16 2 25

2.10 Average percentage of attendance of students 93

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Mathematics PG	13	69	08	15	00	92
Mathematics UG	26	72	08	08	08	96
Physics PG	07	86	00	00	00	86
Physics UG	30	70	20	07	00	97
Chemistry PG	09	66	11	00	00	77
Chemistry UG	30	77	10	13	00	100
Zoology UG	25	44	24	24	00	92
Botany UG	28	50	25	07	07	89
Hindi UG	24	62	16	15	07	100
Functional Hindi UG	21	67	28	00	05	100
Malayalam UG	28	50	04	11	11	76
English UG	34	56	20	12	12	100
History UG	42	00	13	33	40	86
Political Science	47	02	47	23	09	81
Economics	54	33	20	17	24	94
B Com	52	27	27	21	00	75

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

1. Discussions in department meetings followed by College council meetings in which IQAC members are also present.

2. Different aspects of student performance in the examinations including result are discussed in IQAC and College Council meetings and redressal measures are suggested.
3. Presentations, written and oral, are recommended for the promotion of communication and discussion skill.
4. Lesson plans and Result analysis at the departmental level for self monitoring. .
5. Insistence on programmes for interaction in the subject as well as related spheres of knowledge with a focus on institutional social responsibility.
6. Initiative taken to enhance quality in all constituencies.

2.13 Initiatives undertaken towards faculty development 14

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	2
Orientation programmes	5
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	2
Others	2

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	21	Nil	nil	nil
Technical Staff	10	Nil	nil	nil

Criterion – III

3. Research, Consultancy and Extension

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

1. Measures suggested for subscription of more standard and interdisciplinary journals in the library and departments.
2. Orientation provided to develop research aptitude among the faculty
3. Requested the Management to provide incentives to faculty for academic achievements and research activities of amateur and professional orientation.
4. All constituencies of the college were requested to promote innovativeness and research at all levels.
5. Departments are requested to monitor library use and provide reading facilities
6. Enhanced facilities for peer readers with the central as well as department libraries.
7. Students and faculty are encouraged to attend seminars in nearby colleges and also to visit institutions and exhibitions of academic orientation.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs	0	5.7	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	8	0	0
Outlay in Rs. Lakhs	0	4.68	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	9	
Non-Peer Review Journals	0	0	3
e-Journals	0	0	
Conference proceedings	0	0	6

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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2007-12	UGC	5,70,000	300000
Minor Projects	2 years	UGC	4,68,000	2,15000
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects <i>(other than compulsory by the University)</i>	0	0	0	0
Any other(Specify)	0	0	0	0
Total			10,38,000	5,15000

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	0	4	6	2	9
Sponsoring agencies		UGC	PTA, Management	NSS, Students	NCC, Staff, Union, PTA

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	nil
International	Applied	nil
	Granted	nil
Commercialised	Applied	nil
	Granted	nil

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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)

JRF SRF 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
NCC NSS Any other

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

- Released three issues of the quarterly magazine *Ananthatha*, the first ever Mathematics magazine in Malayalam with more than thousand subscribers.
- Distribution of Onam Kit to 13 poor families during Onam festival.
- Adopted an old woman and her paralysed bedridden son and raised resources for their treatment and livelihood.
- Value orientation clubs were formed in schools and orientations classes were conducted for them.
- School visits to Herbal garden and Green house as learning sites for school students
- Legal literacy class, AIDS awareness campaign,
- Book exhibitions and Meet poets session by the college union
- Departmental exhibitions for school students.
- Seminar paper presentation competition on *Global Economic Crisis* for the UG and PG Economics and Commerce students of Kannur University.
- Coaching camp for promising school level players in Football and Volleyball
- University level film fest.
- Led the survey by the Department of Community Medicine, Pariyaram Medical College on the need for sex education.
- Ramayana quiz
- NSS AND NCC camps conducted in places where the volunteers spent more than a week in social service of various kinds and engage in the nation building mission.
- Free Volleyball and football coaching camps for promising youngsters
- Infrastructural facilities lended for university sports competitions

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	96 acres	0	-	96
Class rooms	44	0	-	44
Laboratories	10	0	-	10
Seminar Halls	2	0	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0	-	0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0	-	0
Others				

4.2 Computerization of administration and library

Yes, except purchase

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40224	2659075	1585	488284	41809	3147359
Reference Books	566	21270	8	10595	574	223305
e-Books	0	0	0	0	0	0
Journals	53	32485	10	1166	63	33651
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	205	34238	5	500	210	34737
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	60	1	60	2	-	2	15	-
Added	1	1	1	-	-	-	-	-
Total	61	2	61	2	-	2	15	-

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

Conducted awareness classes on educational sites and digital resources.

Guidance for resource collection and sharing to students department- wise organized.

Demonstration classes given for every new technology introduced.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.5

ii) Campus Infrastructure and facilities

4.34

iii) Equipments

0.3

iv) Others

0

Total :

5.14

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Conducting awareness sessions on different constituencies of the college
2. Providing details of the student support system in the college calendar and to the college site.
3. Information transmission through announcements, notice boards.
4. Holding fresh students' and parents' meeting before the commencement of first semester to give orientation for studies and give information about the services available in the college.
5. Preparing the faculty for rendering student support services effectively by circulating UGC NAAC and Kerala Government orders.

5.2 Efforts made by the institution for tracking the progression

Periodic meetings of different constituencies, College Council discussions, PTA, student bodies including college union and getting their feedback on different aspects of functioning of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1450	57	29	0

(b) No. of students outside the state

1

(c) No. of international students

0

Men	No	%	Women	No	%
	471	31		1065	69

No	%
1065	69

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
381	285	9	856	4	1535	364	266	15	885	6	1536

Demand ratio 1:18 Dropout % : 6

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

Career Guidance cell provides information about coaching classes for competitive examinations and conduct competency building sessions if demanded.

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET

1

SET/SLET

5

GATE

0

CAT

0

IAS/IPS etc

0

State PSC

5

UPSC

0

Others

0

5.6 Details of student counselling and career guidance

1. Interaction with experts to impart knowledge to the students on different streams of higher education (both in India and overseas) that they can pursue.
2. Group counselling sessions to all students and individual sessions for the needy.
3. Personality development sessions steered by experts to improve the confidence level and the soft skills and employability skills of the students there by motivating and equipping them to attain higher goals.

No. of students benefitted

200

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
0	0	0	2

5.8 Details of gender sensitization programmes

1. The Women's forum (SUMANA) advocated the cause of the women on the campus and conducted consciousness-raising sessions
2. Exclusive Girl Students forums like MATHRUKAM and SNEHITHA also rally the cause of gender equality and conduct gender rights awareness classes
3. Contextualization of gender justice in classroom interactions.

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	17	15000
Financial support from government	263	906736
Financial support from other sources	68	529522
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Chemistry lab reconstructed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: Our Education, Our Future

MOTTO: Vidhyadhanam Sarvadhanat Pradhanam (Education is the Ultimate Riches).

MISSION STATEMENT: The seminal aspects of our **MISSION** are:

- Harmonious development of the students and the local community through higher education of remarkable quality
- Dissemination of secular and democratic values in the learners and the people around with a view to building a cohesive and tolerant society.
- Addressing the discriminations based on gender, class and caste and preparing the students to move beyond such prejudices to contribute to national development.
- Propagation of Sciences, Social, Biological and Mathematical, to assist the formation of a productive knowledge society.
- Developing global competency in students by providing a strong foundation in different disciplines.
- Preservation as well as advancement of the literary wealth of different Indian and foreign languages through study, teaching and creative interaction.
- Empowerment of women and the socially deprived sections through education and participation in academic activities.
- Preservation of biodiversity of the area.
- Exposure to Information and Communication Technology and adaptation of it to Teaching, Learning, Evaluation and Research and also to other local needs.

6.2 Does the Institution have a management Information System

No. But efficient management is ensured, though not through a software-integrated system

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

6.3.1 Curriculum Development

Grading system was introduced by the university and the faculty attended workshops and participated in the academic curriculum design process. In some disciplines, faculty from the college led the discussions and restructuring process. A considerable number of teachers who were on Boards of Studies, Academic Council and such bodies also had creative roles.

Apart from this, various strategies were adopted to improve the quality of the curriculum:

1. One faculty was given the charge of the coordinator for the Grading system project at the college level to clarify doubts and coordinate between the university and college.
2. Feedback on curriculum and grading system.
3. Suggestions advanced during curriculum review meetings.
4. Faculty address issues in curriculum in their respective forums and organs.

6.3.2 Teaching and Learning

General Measures: 1. Introduced Direct Grading System as per university guidelines

2. Measures to update the knowledge of the faculty and sharpen teaching and innovate handling of classes by reference to Journals, Online resources, books, news paper articles (Sunday Education pages).
3. Sophisticated learning strategies put in place: ICT, audio-visual , discussions and debates, presentations. Quality faculty appointments are ensured by the selection committee.

Specific steps taken in this line are:

1. Institution follows university academic calendar, encourages special classes, ensures timely finishing of portions, conducts educational camps and study trips, and provides the students with lecture notes for better results.
2. Remedial coaching classes with confidence building sessions are organized for difficult subjects.
3. Each department adopts student-friendly methods to promote teaching-learning activities.
4. Revision of lessons before the study leave.

6.3.3 Examination and Evaluation

Though radical changes in these processes could not be undertaken at the college level, some departments encourage open book exams for class tests and also conduct quizzes, random tests, oral tests. The college conducts a Model examination.

6.3.4 Research and Development

1. Career advancement opportunities are brought into the attention of faculty and library staff as well as supporting staff and official letters of this kind is circulated.
2. Inspiring the faculty to utilize opportunities provided for research and knowledge updation by UGC like FDP, Refresher and Orientation programmes, Summer courses, Seminars and workshops
3. Staff forums are used to encourage faculty for knowledge advancement and to instil and promote research aptitude.
4. Senior student projects in digital form accessible to freshers in some departments

6.3.5 Library, ICT and physical infrastructure / instrumentation

Deployed Machine Logic advanced software package for computerization of the library, flexible working time suggested and implemented in spite of shortage of staff for addressing student requirements in pre-examination months and assignment and seminar seasons. Directed access provided to peer readers among students if requested.

ICT implementation focussed on user friendly systems and software to make resource sharing through IT easy and provided Net facility in all departments and most of the computers are net connected.

College level training sessions for technological orientation of faculty, supporting staff and students are conducted periodically.

Infrastructure survey is conducted and suggestions regarding addition to existing infrastructure and timely maintenance for the Principal's and Manager's consideration are submitted. (The new Chemistry lab by resources generated from organizations like Rotary club.)

Construction of parking shed and regulations for use introduced to ensure the academic ambience of the campus.

6.3.6 Human Resource Management

Ensured timely appointment of teachers according to UGC norms and career advancement schemes for faculty to equip themselves for discharging their role as promoters of knowledge

Intensive training in fine arts and sports items provided to students and the college is the best example for human resource management in this regard.

NSS along with NCC and 20 other forums by turn and together associate with nation-building and national integration activities while science departments manage their human resources for promotion of the spirit of science.

The human resources of the college is mostly organized through the democratically elected College Union and rudimentary aspects of the parliamentary system and principles of democracy and secularism are introduced to students.

6.3.7 Faculty and Staff recruitment

Appointment of teachers and supporting staff are conducted according to UGC norms and Kerala Service Rules. The vacancies are notified in national news papers and applicants are recruited by a duly constituted body formed of the subject expert nominated by the University, a Government nominee, Management representatives and the Principal. The selection has to be approved by the University and the Deputy Director of Education for regularization and there is also one year of probation.

Post-graduation with NET and/or PhD in the subject is considered as the minimum qualification for appointment. Rules are the same for the appointment of guest faculty also.

6.3.8 Industry Interaction / Collaboration

Science departments have linkages with industrial firms for student projects while social sciences line with local bodies. Department of Commerce has set up industry connections as well as linkages with financial institutions for promoting the interest of students.

But these are only short term, semi official tie-ups and the institution is conscious of making proper linkages in the future and this is a small step towards instituting fully statutory linkages.

6.3.9 Admission of Students

Admission of students to various courses is conducted according to University regulations and Kerala Government rules satisfying all constitutional responsibilities of reservation stipulated from time to time and also observing standards of merit.

6.4 Welfare schemes for

Schemes	Teaching	Non teaching
Annual Paid vacation	✓	Vacation staff
Group insurance	✓	✓
Maternity and paternity leave	✓	✓
State Life Insurance	✓	✓
Provident fund	✓	✓
Group Insurance	✓	✓
Family Benefit Scheme	✓	✓
Casual leave	15 days	20 days
Ten days commuted leave	✓	✓ (Surrender facility)
Cooperative Credit Society	✓	✓
Students	Scholarships, Remedial coaching, Counseling centre, Tutorials ,Students Cooperative store, Merit & Merit-cum-Means Scholarships , Group Insurance for all students, Career counseling, Personal counseling, Book bank scheme, Stipend for SC/ST 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) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	✓	IQAC/Council
Administrative	✓	DD	✓	Council

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

For UG Programmes Yes No

For PG Programmes

Yes

No

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

1. 75 % attendance made compulsory for attending annual examination.
2. Chance for improvement of results.
3. Revaluation and recounting facility
4. Camp and Home valuation as per requirement.
5. Grading system introduced to resolve wide gaps in valuation due to lack of objectivity

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

University promotes a move towards autonomy by highlighting the need for it in circulars, questionnaires and academic and administrative feedback demanded from the college.

6.11 Activities and support from the Alumni Association

Both College Alumni association and Departmental Associations are supportive in the case of resource sharing, mobilization of funds on occasions like the auditorium construction, and seminars. Bigger projects are suggested for consideration.

6.12 Activities and support from the Parent – Teacher Association

Financially and morally supportive.

PTA meets half the amount of guest faculty salary every year. Activities of this year include the distribution of cash awards, financial assistance to departments for seminars and journals, Jersey for sports stars, spending for shelves and fans

Takes up and dutifully finishes small and essential projects for the developments of the college like networking, installation of drinking water outlets, small scale maintenance of infrastructure, Journals for the departments and supportive funding for seminars.

6.13 Development programmes for support staff

The college conducts short duration computer training sessions.

Training in office correspondence and drafting are also given by the college faculty as an IQAC initiative.

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

1. Planting of shade and fruit trees
2. Water trapping pits with the fund of the local bodies on the slopes of the hillock
3. Expansion of Fruit and flower gardens
4. Botany herbal garden and orchard
5. Zoology butterfly park
6. Preservation of hillock and the grassland surrounding the campus
7. Well-ventilated, wide-windowed classrooms for reducing electricity consumption
8. Open-air classes whenever possible
9. Restricted entry for vehicles to promote the practice of moving about on foot and reducing noise pollution and distraction on the campus.

Criterion – VII

7. Innovations and Best Practices

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

1. Direct Grading Made Easy: A set of documents for introducing the newly implemented direct grading system to the faculty and students. Along with this, an illustrated manual for the process of grading was also prepared. The faculty of the department of Statistics and Mathematics piloted this project and the materials produced were provided to the faculty in various colleges affiliated to the university and also to the university authorities for ensuring the implementation and practice foolproof at the university level.
2. The activities of Value Club: Adopting a family of aged woman and her paralyzed son and distribution of Onam to poor families and value club camps in other colleges and value education classes to school students was identified as a best practice of the institution fulfilling its social responsibilities in a befitting manner.
3. The first ever complete Mathematics magazine in Malayalam for promotion of the discipline among the school, college students and also others outside the academy.

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

Plan of Action	Achievements
1. Strengthening of teaching, learning, research and promotion of knowledge.	1. a) Guest Lecturers were appointed and PTA was requested to advance living allowance to them till reimbursement from government. b) Support money for Seminars from PTA and Management arranged. c) National seminars conducted d) Ensured maximum number of working days through Saturday special classes. e) Seminars on Grading system conducted.
2. Motivation: Cash awards to rank holders	2. a). Distributed the awards at a grand function

<ol style="list-style-type: none"> 3. Promotion of recruitment to continue 4. Ladies Hostel (Peer Team recommendation (No.2)) 5. Chemistry Lab inauguration 6. Seminar hall repair 7. Office automation to continue 8. Green and Clean Campus Project – Phase 3 	<p>with Shantharam IG of Police, Kerala as the chief guest.</p> <p>b) Arranged interaction with Harikishore IAS</p> <p>3. Off- Campus recruitment drives - 2 got selected</p> <p>4. Preliminary work in progress.</p> <p>5. Inaugurated at a grand function. .</p> <p>6. Finished and made ready for use.</p> <p>7. One more computers added.</p> <p>8. Botany Orchard expansion</p>
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7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

<ol style="list-style-type: none"> 1. Direct Grading Made Easy: A set of documents for introducing the newly implemented direct grading system to the faculty and students and guiding them through the process have been prepared and circulated as a best practice to negotiate new challenges in academic evaluation and assessment. 4. The activities of Value Club: streamlined activities to spread human values and values of service among the students of the college and in the community outside.
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****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

<ol style="list-style-type: none"> 1. Campaigns through celebration of days particular to environment and earth. 2. Posters and banners with slogan on Earth-friendly attitudes 3. Anti-littering and reduce-plastic use rallies and campaigns 4. Small scale plantations 5. NSS , NCC and Forestry Club sessions on sustainable life modes for better environment.
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7.5 Whether environmental audit was conducted? Yes No

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

STRENGTHS:

- 1500 potential students and about 100 resourceful staff members.
- NAAC accreditation with A Grade.
- Outstanding no. of ranks (232), pass percentage: UG 86 % PG: 85
- University Arts festival winners for the last **SIX** consecutive years
- Active Parents Teachers Association (PTA).
- Asphalted 600 meters road access from the Calicut- Mangalore National Highway.
- Uninterrupted drinking water supply.
- Safe and uninterrupted power supply to the college (with a separate transformer).
- 104 Acres of land as Campus.
- 18 big and small structures for academic, administrative, sports and other related supporting services.
- New Laboratory for Chemistry.
- UGC aided Life science Block
- Computer lab (MP Fund).
- 1000-seater Auditorium (Inaugurated by the Chief Minister of Kerala)
- UGC Aided Library Block.
- Computerized (except purchase) library.
- Computerization of Admission, Salary , PF and Arrear Work
- Seminar Hall of 250 seat capacity.
- Mini Conference Hall – 30 seater – attached to Principal’s Chamber
- Health Centre.
- Herbal garden and Green House.
- Green, Clean, Plastic-free Campus.
- Waste collection bins (District Cooperative Bank sponsored), Separate Laterite pits for bio-degradable and non-degradable waste disposal.
- Museum.
- Spacious Canteen and simple, hygienic food at reduced rates.
- Landscaped Campus.

- Well-maintained College Gardens.
- Environment –friendly campus
- Payyanur College Employees Cooperative Credit Society & Store.
- Three Research Centres.
- Public Bus-Waiting Shelter at the College Stop (In memory of Sri.P.Appukuttan, former student who died in an accident) contributed by staff and students.
- Promotion of other institutions by land contribution at different times

Total Land Contribution: 36 Acres and 63 cents

WEAKNESS:

- Insufficient space in the curriculum for research training of students
- No college-owned transportation facilities
- No patents
- No trained counsellors and centre
- No men's hostel
- No crèche
- No compound wall
- No bank/ATM counter
- No paid consultancy
- No international linkages and collaboration
- Communication skill issues of students
- Drop out percentage

OPPORTUNITIES

- Scope for research and post-graduation in four disciplines
- Personal and Career guidance
- Good teacher-student rapport
- Chance for upgradation to potential centre of excellence

- Scope to become the area hub of knowledge and research
- Can develop into Sports and Fine arts centre of excellence
- Opportunities for interdisciplinary centres of study

THREATS

- Lack of goal orientation among students
- Absence of job-orientation and application of knowledge in the programmes
- Knowledge gap of students at the entry point
- Drop-out for professional courses
- Lack of motivation and self-drive of first generation students
- Conservative examination and evaluation system
- Lack of compulsory outreach programmes for faculty and students
- Lack of active researches and paid projects for students
- Insufficient financial support schemes and scholarships for students

8. Plans of institution for next year

The institutional plan for 2009-10 was prepared taking into account the SWOT analysis and also the key aspects of the Eleventh Five Plan objectives (2007-12):

- **Empowerment through education**
 1. Dedicated attention to implement the Direct Grading System and to help the entire faculty under the university by providing guidelines simplified and rendered with case examples.
 2. Active intervention to provide residential facilities to at least a minimum number girl students.
 3. Ensure active participation of faculty in Curriculum Restructuring workshops.
 4. Intensive coaching for moulding quality graduates
- Women empowerment: Identified lack of education as the basic reason for insensitivity to inequalities and backward condition of women. Gender bias in different fields of the society can be reduced by bringing more women to higher education and by addressing the dropout rate of women students through awareness sessions and motivation classes.
- Sustainable educational and environmental practices: Resolved to make environmental aspects part of the programmes and take conservation activities forward as one of the best practices.
- Rapid and inclusive growth.(Poverty reduction): Noon-meal programme to continue as a mark of inclusiveness and poverty alleviation within the institution
- Emphasis on social sector and delivery of service therein: More outreach programmes and social connectivity.
- Faculty to gear-up their services to students and the larger community outside using all the forums available in the college. .

Name : Dr K C Muraleedharan

Name : Dr P V Premavalli

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

ACADEMIC CALENDAR – 2008-09 - UG PROGRAMMES (NON-SEMESTER)

First Term: 1.6.08 to 05.09. 08			
Month	Date	No of Working Days	
June 2008	1-30	21	
July 2008	1-31	23	
August 2008	1-05	05	Onam holidays: 06-09-08 to 15-09-08 (10 days)
Total		68 days	
Second Term (16.09.2008 – 19.12.2008)			
September 2008	16-30	11	
October 2008	1-31	18	
November 2008	1-30	20	
December 2008	1-19	14	X-mas holidays: 20.12.08 – 28.12.08 (9 days)
Total		63 days	
Third Term (29.12.2008 – 31.3.2009)			
December 2008	29-31	3	
January 2009	1-31	21	
February 2009	1-28	20	
March 2009	1-31	22	

	Total	66 days	
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ACADEMIC CALENDAR – 2008-09 - PG PROGRAMMES – SEMESTER

First Semester: 21.7.08 to 30.11. 08			
Month	Date	No of Working Days	
July 2008	1-31	9	
August 2008	1-31	19	
September 2008	1-30	16	Onam holidays: 06.09.08 – 15.9.08 (10 days)
October 2008	1-31	18	
November 2008	1-30	20	
Total		82	First semester PG exam: 17.11.2008 onwards
Second Semester: 1.12.08 – 31.3.2009			
December 2008	1-31	17	X-mas holidays: 20.12.08 – 28.12.08 (9 days)
January 2009	1-31	21	
February 2009	1-28	20	
March 2009	1-31	22	
Total		80 days	II Semester PG exams: May 2009 (University Exam Calendar 2009)
Third Semester – Second year: (01.06.08 – 31.10.08)			
June 2008	1-30	21	
July 2008	1-31	23	
August 2008	1-31	19	
September 2008	1-30	16	Onam holidays: 06.09.08 – 15.9.08 (10 days)
October 2008	1-31	18	
Total		97 days	III Sem PG exams: November 2008 (University Exam Calendar 2008)
Fourth Semester – Second year: (01.11.08 – 31.3.09)			

November 2008	1-30	22	
December 2008	1-31	17	X-mas holidays: 20.12.08 – 28.12.08 (9 days)
January 2009	1-31	21	
February 2009	1-28	20	
March 2009	1-31	22	
	Total	102 days	IV Sem PG exams: April 2009 (University Exam Calendar 2009)

Annexure 2: Best Practices

1. Guidelines for Direct Grading:

Context: Introduction of Direct Grading System in colleges of Kannur University and a sudden shift from the mark system of evaluation to the new Direct Grading System. It was a progressive and student-friendly change in the higher education system at the national level and needed to be introduced in the state also. The change has thrown up some difficulties and confusions in spite of the university guidelines and orientation classes. So a set of teachers led by the faculty of the department of Statistics, prepared guidance materials with specific cases worked out.

Practice:

A set of documents for introducing the newly implemented direct grading system to the faculty and students was prepared and made available to students as well as teachers who wanted that kind of help. Along with this, a manual for direct grading with examples worked out covering all the cases possible to arise in the imminent practice. The faculty of the department of Statistics and Mathematics piloted this project and the materials produced were provided to the faculty in various colleges affiliated to the university and also to the university authorities for ensuring the implementation and practice foolproof at the university level.

Impact:

The direct grading system could be familiarized to a large extent and the confusion that would have been possible could be averted without casualty. Teachers with less arithmetic skill found the manual and other related materials highly useful. For students it was immensely useful throughout their undergraduate period as a reference book whenever their internal and semester results were published. Moreover, the documents prepared are still useful in many ways.

Challenges:

Anticipating issues that would arise in the process of actual grading calculations was one of the major challenges. Mark system and grading system existed simultaneously which complicated matters for the departments and that was another challenge to address. The third problem was the need to justify and establish the difference of the two systems and create awareness of the merits of the direct grading system.

2. Value Club:

Context:

The institution has recognized the fact values are important and the sustenance of a society rests upon human values rather riches. So a value club was established to further the process of humanization exemplary activities. Values can be instilled in students by making them participate in helping others directly besides oral campaigns creating awareness. The recognition that there is increasing misery in the life of people of the neighbourhood and also that this could be alleviated by small interventions was the context in which the practice was started.

Practice:

Identifying needy people and helping them survive their difficulties and also to give those are deprived of basic amenities moral, social and material support. This in a way is more than temporary help in the sense that the gesture serves to generate in the suffering people a basic trust in others around, especially the educated and educating community. Those who are helped feel that they are not alone and there is a human bond possible. The social responsibility of the institution is that it should go to suffering people and let them know that there are people who value them as human beings. This is what the college value club did through some of the activities mentioned in this practice: Adopting a family of aged woman and her paralyzed son giving them all kinds of help to go on with their life. Distribution of Onam kit to poor families near to the college was a decided to move to be inclusive in the case of the most important festival of Kerala, Onam. Value club awareness building camps in other colleges and value education classes to school students were also arranged towards fulfilling the institutional social responsibilities.

Impact:

The value club activities enhanced the good will of the institution. More than that, students involved in these activities become very service minded and more human. This practice has spread the message that any institution that matters has a role in rebuilding the nation which means serving those who need to be helped variously. Individual growth through social service becomes an important way of getting educated about social conditions.

Challenges:

The greatest challenge is to change the mindset of students and teachers. Finding free time is another challenge. As the range of activities becomes wider, financial aspect also becomes a problem. Getting trained in dealing with people who have lost their faith in society is also a big challenge. But
