PAYYANUR COLLEGE, PAYYANUR

(Affiliated to Kannur University)

P.O. EDAT, PAYYANUR

KANNUR DISTRICT

KERALA STATE - 670327

www.payyanurcollege.ac.in

ANNUAL QUALITY ASSURANCE REPORT 2017-'18

Submitted to National Assessment and Accreditation 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

Part – A

1. 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:

Dr Jayachandran Keezhoth

Tel. No. with STD Code:

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Name of the IQAC Co-ordinator:

Dr Santhosh V.M.

Mobile:

9446423169

IQAC e-mail address: | iqacpnrclg@gmail.com

1.3 **NAAC Track ID**: | KLCOGN13053

1.4 Website address: | www.payyanurcollege.ac.in

Web-link of the AQAR: | payyanurcollege.ac.in/AQAR201718.pdf

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st	A	8.52	2007	31.3.2007 - 30.3.2012
2	2nd	B+	2.59	2018	2.11.2018 - 1.11.2023

1.6 Date of Establishment of IQAC: DD/MM/YYYY | 20.06.2007

1.7 AQAR for the year *(for example 2010-11)* | 2017-'18

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.   AQAR 2012-13 on 06.12.2017

    ii.   AQAR 2013-14 on 08.12.2017

    iii.   AQAR 2014-15 on 08.12.2017

    iv.   AQAR 2015-16 on 08.12.2017

    v.   AQAR 2016-17 on 08.12.2017

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   [   ]

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 | 9

2.2 No. of Administrative/Technical staff | 2

2.3 No. of students | 1

2.4 No. of Management representatives | 1

2.5 No. of Alumni | 1

2. 6 No. of any other stakeholder and community representatives | 0

2.7 No. of Employers/ Industrialists | 1

2.8 No. of other External Experts | 0

2.9 Total No. of members | 15

2.10 No. of IQAC meetings held | 4

2.11 No. of meetings with various stakeholders: No. | 12   Faculty | 10

Non-Teaching Staff | 1   Students | 1   Alumni | 0   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 [1]

(ii) Themes | Intellectual Property Rights and Plagiarism

2.14 Significant Activities and contributions made by IQAC

1. Seminar on Plagiarism and IPR for teachers and PG students
2. Value-added course in Book Binding in association with NSS Unit.
3. Department-wise student meetings to make them aware of the assessment and accreditation procedure.
4. Structured feedback on curriculum from students, alumni, teachers, and parents.
5. Feedback on teacher performance from outgoing students in March/April.
6. Online feedback of infrastructure facilities

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/Outcomes
1. To submit the pending AQARs	1. The same were submitted in December 2017.
2. To apply for re-accreditation	2. IIQA and SSR were submitted during the year.
3. To motivate the departments to organize more number of seminars, including international seminars, workshops, and invited talks by eminent personalities as well as extension activities	3. Two international conferences, eight national seminars, three regional seminars and 29 invited talks were conducted by various departments. Two interaction sessions with foreign (Chinese and Scottish) experts were also organised. 15 extension activities were also undertaken.
4. To start a Value-added Course in Book Binding	4. A Value-added Course in Book Binding was conducted in association with NSS Unit No.11 in September-October 2017.

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   Approved for submission

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	3	0	0	0
PG	4	0	0	0
UG	14	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	8	3	0	0
Others	0	0	0	1
Total	29	3	0	1

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	18
Trimester	0
Annual	0

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.

> Syllabus revision is the prerogative of the university

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
68	57	11	0	0

2.2 No. of permanent faculty with Ph.D.   31

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
0	4	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	7	62	3
Presented papers	20	36	0
Resource Persons	0	3	29

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

1. Creation of blog exclusively on prescribed syllabus
2. Online journal
3. Student presentations
4. Quiz & debate
5. ICT supported teaching-learning strategies

2.7 Total No. of actual teaching days during this academic year   180

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

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

2.10 Average percentage of attendance of students | 89.4 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme Year: 2016-17	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG Programmes						
Mathematics	37	24.32	45.94	5.4	0	75.66
Physics	32	59.38	28	0	0	87.38
Chemistry	38	73.68	15.78	0	0	89.46
Zoology	30	46.67	30	0	0	76.67
Botany	36	52.78	33.33	2.77	0	88.89
Economics	44	6.82	43.18	4.55	0	54.55
Political Science	49	2.04	40.82	0	0	42.86
History	38	0	44.73	2.64	0	47.37
English	32	6.25	68.75	3.13	0	78.13
Malayalam	27	14.81	25.92	7.4	0	48.15
Functional Hindi	12	25	50	0	0	75.00
Hindi	31	25.8	41.93	0	0	67.73
BCom	59	32.20	55.93	6.78	0	94.92
BBA	29	6.89	51.72	3.44	0	62.05
PG Programmes						
Mathematics	15	53.33	26.67	0	0	80.00
Physics	12	0	91.67	0	0	91.67
Chemistry	12	33.33	41.68	0	0	75.01
English	11	0	72.72	0	0	72.72

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

1. Department meetings after ESE result to discuss the outcome and suggest measures for improvement.

2. College council meets to discuss results.

3. Departments are asked to identify difficult topics and learners with difficulty and attend to their needs.

4. Monitoring the bridge courses and remedial measures

5. Motivation and guidance for organising seminars, workshops, and invited talks with external experts as faculty

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	4
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	2
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	0
Others	0

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	28	2	6	0
Technical Staff	0	1	0	0

Criterion – III

3. Research, Consultancy and Extension

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

1. Staff and students are motivated to visit premier institutions of higher learning.

2. Students and faculty are encouraged to attend seminars in nearby colleges.

3. Students are motivated to refer to academic journals of high quality.

Teachers are motivated to apply for various projects and capacity enhancement programmes

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	10	5	0
Non-Peer Review Journals	0	11	0
e-Journals	0	1	0
Conference proceedings	0	3	0

3.5 Details on Impact factor of publications:

Range   0.951 – 7.081   Average   2.678   h-index   0.86   Nos. in SCOPUS   5

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	0	0	0	0
Minor Projects	0	0	0	0
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 *(other than compulsory by the University)*	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published   i) With ISBN No.   5   Chapters in Edited Books   19

ii) Without ISBN No.   0   3

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   0

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	3	7	0	2	13
Sponsoring agencies	1. Payyanur Educational Society, PTA and Social science Departments 2.PTA. , 3. PES & Registration fee from participants	1.KSCSTE 2. PTA (2) 3.Chemistry Aumni 4. Dept of Economics 5. Kerala Sahithya Academy, 6. Dept. of English		1. PTA and 2. Dept. of Commerce	1.Chemistry alumni association (5) 2.PTA (4) 3. Dept of English (1) Dept. of Management Studies (3)

3.12 No. of faculty served as experts, chairpersons or resource persons   32

3.13 No. of collaborations   International 0   National 1   Any other 2

3.14 No. of linkages created during this year   0

3.15 Total budget for research for current year in lakhs:

From Funding agency   0   From Management of University/College   0

Total   0

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

8

23

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

1

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

JRF 1   SRF 2   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events:

University level 10   State level 0

National level 3   International level 0

3.22 No. of students participated in NCC events:

University level 0   State level 107

National level 82   International level 0

3.23 No. of Awards won in NSS:

University level 0   State level 0

National level 0   International level 0

3.24 No. of Awards won in NCC:

University level 0   State level 0

National level 0   International level 0

3.25 No. of Extension activities organized

University forum 0   College forum 8

NCC 5   NSS 16   Any other 0

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

• **NSS**

Unit 10 – Village adoption, Blood donation, Breast cancer detection awareness programme and flash mob, Mangrove protection awareness programme, Awareness programme on breast feeding for mothers

of anganawadi kids, Joint programme with the students of a special school of the mentally challenged, Medical camp, River bank cleaning.

Unit 11: Village adoption, Donation of books to an L.P. school library, Blood donation, Distribution of 'onakkodi' (new dress) to inmates of an old age home, Ayurveda medical camp, Breast cancer detection awareness programme, Children's Day celebration at nearby anganawadi,

• **NCC**: Anti-drug campaign, Cleaning of nearby govt. hospital, Joint programme with a home for the destitute, Blood donation Flash mob.

Departments:

Physics: Bright Horizon (lab visit and demo experiments by students of nearby primary school)

Zoology; Saasthrayan (Public exhibition at Vellur)

English: 1) Be Smart (Communicative English training for the mothers of the students of Eramam North L.P. School)

2) Mom's English (Communicative English class for the home makers of Edanad village)

3) Teach them Young (English language improvement programme for the students of Edanad East L.P. School)

Hindi: 1) Hindi divas celebration at Edanad U.P. School

2) Spoken Hindi course at Edanad West L.P. School

Management Studies: Medical awareness camp at Gopal U.P. School, Kunhimangalam

.

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	65.72	0	-	65.72
Class rooms	46	2	-	48
Laboratories	9	0	-	9
Seminar Halls	3	0	-	3
No. of important equipments purchased (≥ 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	0	0		0

4.2 Computerization of administration and library

| Both partially computerised |

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	50492	6929211	1738	399461	52230	7328672
Reference Books	1299	468963	20	17542	1319	486505
e-Books	-	-	NList	5750	NList	5750
Journals	06	8500	06 (renewed)	8500	06	8500
e-Journals	-	-	NList	5750	NList	5750
Digital Database	-	-	-	-	-	-
CD & Video	217	33738	-	-	217	33738
Others (specify) Periodicals & Newspapers	--	--	105	55952	105	55952

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	97	3	75	2	1	7	15	-
Added	0	0	0	0	0	2	1	-
Total	97	3	75	2	1	9	16	-

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

| Services like inflibnet, college website
Internet access - broadband with wi-fi
Office systems networked
Classes for Non-teaching and teaching staff on computer awareness and ICT |

4.6 Amount spent on maintenance in lakhs :

i) ICT | 1.1 |

ii) Campus Infrastructure and facilities | 76.39 |

iii) Equipments | 4.09 |

iv) Others | |

Total: | 81.58 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. Guiding departments to familiarize students to the different constituencies of the college and facilities and services available.
>
> 2. Instructs all committees to ensure proper communication with the stakeholders by display of notices, announcement, calendar and the website.
>
> 4. Orientation to freshers and their parents before the commencement of classes.
>
> 5. Faculty sensitization towards rendering student support services effectively by circulating UGC NAAC and Kerala Government orders.

5.2 Efforts made by the institution for tracking the progression

> Regular department and college council meetings to monitor the activities and the future plans of the constituency concerned
>
> The introduction of continuous and comprehensive evaluation method gives a good idea of student progression.
>
> Student participation in seminars, film camps, literary competitions, debates and sports meets are noted and appreciated individually and in function so that their progression in other aspects are also not only tracked but encouraged too.
>
> Assignments, seminar presentations are evaluated whereby progression can be measured and confidentially intimated to the students and remedial course can be suggested.
>
> The physical education department tracks the progression of the sports people of the college regularly by keeping touch with the sports council coaches and also by escorting the team for various matches for on the spot measure of progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1723	106	23	0

(b) No. of students outside the state

3

(c) No. of international students

0

Men	No	%	Women		No	%
	537	29.4			1292	70.6

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
313	228	55	979	10	1585	422	246	66	1080	15	1829

Demand ratio: Data not available. The university allots students; no direct application to the college.

Dropout % -- 3.5

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

Career Guidance cell organises programmes to make the students aware of various career options available to them and to equip the students to take up those options.

The departments also impart specific knowledge in the disciplines concerned that will help the students in competitive examinations. The open course offered by the dept. of English to fifth semester students is "English for Competitive Examinations"

No. of students beneficiaries   420

5.5 No. of students qualified in these examinations

NET   6   SET/SLET   1   GATE   1   CAT   1

IAS/IPS etc   State PSC   1   UPSC   1   Others

5.6 Details of student counselling and career guidance

- o   Interactive session with Mr Athul Janardhanan, Civil Service examination (2017) winner
- o   Interactive session with Mr Albert John, Civil Service examination (2017) winner
- o   Seminar on handloom sector
- o   MBA orientation programme
- o   Personal counselling sessions for students at department level for making career choices
- o   Counselling by psychologists arranged on demand

No. of students benefitted   480

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

1. Seminar on "Women's Health and Hygiene: A Need for Today" by Women's Cell funded by Kerala State Women's Development Corporation Ltd.

2. Seminar on "Sexual Harassments against Women at Work places" funded by Kerala State Women's Development Corporation Ltd.

3. Gender sensitisation and women empowering programmes like discussion forums, signature campaigns are also conducted by Women Students only forums like Mathrukam and Snehitha.

5.9 Students Activities

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

State/ University level   55   National level   7   International level   0

No. of students participated in cultural events

State/ University level   170   National level   0   International level   0

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

Sports : State/ University level   23   National level   0   International level   0

Cultural: State/ University level   92   National level   0   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	40	54,000
Financial support from government (fee concession - e-grants)	1510	43,79,000
Financial support from other sources (scholarships - govt)	81	6,62,500
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level [1]   National level [0]   International level [0]

Exhibition: State/ University level [1]   National level [0]   International level [0]

5.12   No. of social initiatives undertaken by the students   [6]

5.13 Major grievances of students (if any) redressed: No major grievances received. The minor grievances were redressed within reasonable time.

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 has a management Information System

Partial. Only some operations are done through the MIS software. Measures are on to expand its use to other areas of operation also.

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

6.3.1 Curriculum Development

The college being an affiliated college, curriculum development does not come under its purview. The same is the prerogative of the parent university. However, the faculty of the college who serve on the Board of Studies of various subjects take very significant roles in designing the curriculum and syllabus. Measures are taken to keep the curriculum and syllabus up to date and ensure quality. The last curriculum revision of the university was in 2014; the next will in 2019. The IQAC has shared with the BoS members from our college the details of the feedback on curriculum obtained from various stake holders and the same is expected to be given due weightage in the next revision.

6.3.2 Teaching and Learning

The spirit of the curriculum and syllabus designed by the university is followed in their true spirit in the teaching and learning process in the college. Various strategies for guided and self learning are employed according to the learning potential of the students. The assistance of ICT is employed to a great extent in transacting the learning items. Practical sessions are given due weightage, there by focusing on skill development also, in addition to knowledge acquisition. Students are given wider exposure by organising national and international seminars and interaction with experts from outside.

6.3.3 Examination and Evaluation

Evaluation, needless to say, is a key component of the teaching learning process. Two types of evaluation are followed by the college--internal and external. The external end-semester examinations (80% marks) are conducted by the university and the internal examinations by the college. The components of Continuous Internal Evaluation (CIE) prescribed by the university are strictly followed. Within the university directives, special care is taken by the college to make the internal evaluation process a chance for intellectual development, and critical and creative thinking. Assignments and seminar presentations are customised to the intellectual potential of the learners ensuring their knowledge and skill enhancement.

6.3.4 Research and Development

Payyanur College is a college that mainly focuses on providing foundational knowledge through undergraduate education and hence R&D is a relatively weaker area as far as the college is concerned. There are only four PG departments and only three departments are approved research centres of the university. The research ambience of the college needs improvement. The college is yet to start a research incubation centre. However, the teachers have reasonable number of publications to their credit. Some serious research activities are taking place in collaboration with reputed organisations like M.S. Swaminathan Research Foundation.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well equipped library, reasonable ICT facilities, and good infrastructure facilities. The library with more than 52000 books serves the needs of the campus community by purchasing latest and in-demand books. Through membership in the UGC Inflibnet, the library makes e-books and e-journals also available to its users. The ICT facilities are made use of for increasing the effectiveness of the teaching learning process. Students also get practical training in using ICT tools. The laboratories are also well-equipped. The basic infrastructure is in a phase of continuous improvement and the completion of the new building under construction will be a giant leap in infrastructure.

6.3.6 Human Resource Management

The human resource of the college comprises the teachers, the non-teaching staff and the students. The teachers are managed as per the code of conduct prescribed by the UGC as well as the orders issued from time to time by the govt. and the university, and the non-teaching staff by the latter. The staff is given motivation, through democratic, decentralised and participative management, for successfully performing their roles. The various committees formed to support the administration also play crucial roles in HR management and development of leadership skills. The key indicator of the student HR management is the teaching-learning process which is effectively carried out. Ample opportunities are provided for the development of soft skills, sports and arts talents etc of the students.

6.3.7 Faculty and Staff recruitment

The college follows the government rules and regulations in faculty and staff recruitment. The faculty and staff selection committee include representatives of the state govt., the university, and the management. Much care is given to recruit only quality hands.

6.3.8 Industry Interaction / Collaboration

At present the college is not having any collaboration with any industry. This is mainly due to the locational disadvantage the college suffers from by virtue of its situatedness in a district in North Kerala where industries are very minimal. However, the PG students of science departments do their projects in various industries in different parts of South India, thereby having a taste of collaboration with industry

6.3.9 Admission of Students

As of now, the college does not have any role in admitting students. The number of seats to be filled under each category is fixed by the government .The university allots students to the colleges through the single window centralised allotment process. The only scope for choice for the college is the 20% seats allowed to be filled by the management. These seats are filled by the management with meritorious students scoring the marks set by the management as benchmarks in the qualifying examination (usually first class and above).

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	Fee concession, Scholarships, Remedial coaching, Tutorials , Merit & Merit-cum-Means Scholarships. Group Insurance for all students, Career counselling, Personal counselling, Book Bank scheme, Stipend for SC/ST students.	

6.5 Total Corpus fund generated: $\boxed{\text{1.81 crores}}$

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	No	-	-	-

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

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ✓

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

> Ours is an affiliated college and the examination reforms are the prerogative of the parent university.

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

> In the affiliating system, autonomy to individual college is limited. Colleges are bound to obey the directions and rules of the university with respect to curriculum, admission, examination and other similar matters. However, autonomy is present in the teaching-learning process.

6.11 Activities and support from the Alumni Association

> Payyanur College Alumni Association is a composite of the 14 departmental alumni associations and one overseas chapter in the UAE. Both the general and departmental alumni associations contribute, though not regularly and not always substantially, to the development of the institution both financially and otherwise. The major contributions of the alumni associations include: college park, college gateway, scholarship schemes, book bank scheme, donation of books to department, funding for seminars on the financial side and the Interaction with Eminent Alumni programme on the side of alumni intellectual resource sharing. In 2017-'18, the associations have contributed an amount of Rs.73,745/- towards various projects.

6.12 Activities and support from the Parent – Teacher Association

> The major contributions of the PTA during 2017-'18 are:
> Mid-day Meals to over 100 students from poor families
> Financial support for implementing MIS software
> Financial support to departments for organising seminars and subscribing to journals
> Improvement of parking facilities
> Improvement of facilities in Girls' Rest Room
> Felicitation to toppers in university examinations
> Support for students to take part in university arts festival
> Group insurance scheme

6.13 Development programmes for support staff

> Training in office correspondence and drafting are given by the college faculty as an IQAC initiative.
> Capacity enhancement training is also given to the support staff.

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

The institution's commitment to keeping the campus green is reflected in the following projects:
1. Construction of Rainwater Harvest Pond (8.65 lakh litre)
2. Solar Power Plant (21.5 KV)
3. Herbal Garden and Green House with of 375 species
4. Medicinal Tree Garden of 100 species
5. Bamboosetum of 23 varieties
6. Joncy Vanam of 79 species of RET plants
7. Plantain Gene Bank of 27 varieties
8. Butterfly Garden
9. Biofarming of vegetables
10. Biogas Plants

Criterion – VII

7. Innovations and Best Practices

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

The key innovation was the Value-added Course in Book Binding jointly conducted by IQAC and NSS Unit no.11. Training in the theory and practice of book binding was given to the NSS volunteers. During the practical sessions of the course and on its successful completion, the student did the work of binding the back volumes of all journals in the Hindi Dept library and also prepared notebooks for the use of the students of the college.

The other innovations include creation of an educational blog by the students of the department of English (details given in the best practice session), donation of books to a nearby school by NSS unit, Spoken Hindi class for students of a school by Hindi Dept., Communicative English class for home makers by English Dept.

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	Action Taken
1. To submit the pending AQARs	1. The same were submitted in December 2017.
2. To apply for re-accreditation	2. IIQA and SSR were submitted during the year.
3. To motivate the departments to organize more number of seminars, including international seminars, workshops, and invited talks by eminent personalities as well as extension activities	3. Two international conferences, eight national seminars, three regional seminars and 29 invited talks were conducted by various departments. Two interaction sessions with foreign (Chinese and Scottish) experts were also organised. 15 extension activities were also undertaken.
4. To start a Value-added Course in Book Binding	4. A Value-added Course in Book Binding was conducted in association with NSS Unit No.11 in September-October 2017.

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

1. Englishmadeasy blog created by the B.A. English Main students of 2015-18 batch.
2. Village Adoption by NSS Units.

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

7.4 Contribution to environmental awareness / protection

The institution's commitment to environmental awareness and protection is well illustrated through the following projects:
1. Construction of Rainwater Harvest Pond (8.65 lakh litre)
2. Solar Power Plant (21.5 KV)
3. Herbal Garden and Green House with of 375 species
4. Medicinal Tree Garden of 100 species
5. Bamboosetum of 23 varieties
6. Joncy Vanam of 79 species of RET plants
7. Plantain Gene Bank of 27 varieties
8. Butterfly Garden
9. Biofarming of vegetables
10. Biogas Plants
11. Environment Day celebrations
12. Planting trees on the campus
13. Environmental Awareness seminars
14. Cleaning of rivers
15. Promotion of the use of public transport to reduce carbon emission

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:
- Outstanding performance of students in university examinations
- Winners of University Arts Festival for 17 years in the 20-year history of the University
- Active Parent Teacher Association (PTA)
- Good teacher-student rapport
- 65.72 Acres of land as Campus
- 1000-seater Auditorium (Inaugurated by the Chief Minister of Kerala)
- Seminar hall of 250 seat capacity
- Rainwater harvest pond
- Solar power generation system
- Herbal garden and green house
- Fruit orchard
- Green, clean, plastic-free campus
- Museum
- Well-maintained college gardens
- Environment –friendly campus
- Payyanur College Employees Cooperative Credit Society & Store
- Three research centres.
- Promotion of other institutions by land contribution at different times

WEAKNESSES:
- Insufficient space in the curriculum for research training of students
- No college-owned transportation facilities
- No patents
- No men's hostel
- No crèche
- Only partial compound wall
- No bank/ATM counter on campus
- No paid consultancy
- No international linkages and collaboration
- Communication skill issues of students
- Drop out percentage of students from weaker sections
- Use of mainly conventional energy

OPPORTUNITIES
- Personal and Career guidance
- Scope for research and post-graduation in four disciplines
- Chance for upgradation to centre of potential 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 proper 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

8. Plans of institution for next year

- NAAC Peer Team Visit for re-accreditation
- Completion of new administrative-cum-classroom block construction
- E-content development training workshop
- Training in disaster management with the support of Kerala Fire and Rescue Force
- Extending the coverage of certificate courses to students of other departments also
- Taking membership in National Digital Library
- Providing e-book readers at college library
- Refresher training workshop for teachers during summer vacation
- Conducting more number of international and national seminars
- Bridge Course for higher secondary pass outs

Name: Dr Santhosh V.M.

Signature

Co-ordinator, IQAC

Name   Dr Jayachandran Keezhoth

Signature

Chairperson, IQAC (Principal)

Dr. JAYACHANDRAN KEEZHOTH
PRINCIPAL
PAYYANUR COLLEGE
PAYYANUR - 670 327

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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ACADEMIC CALENDAR, 2017-'18

Date		Activities	Plan	Remarks
From	To			
01-06-2017		College opening day.	Commencement of classes for Vth, IIIrd Sem UG and IIIrd Sem PG on 5th and 7th june 2017	
01-06-2017		College Council Meeting	Academic matters	
15-06-2017		College Council Meeting	Matters regarding IQAC	
07-07-2017		College Council Meeting	I sem classes	
10-07-2017		First semester UG classes begins.	Meeting of first sem students and Parents	Welcome meeting
14-08-2017	onwards	I Internal examination	For IIIrd Semester PG	
17-08-2017	onwards	I Internal examination	For Vth Semester UG	
25-08-2017		College Council Meeting	College election, Academic matters	Vth & IIIrd Sem UG and IIIrd sem PG
28-08-2017	onwards	I Internal examination	For IIIrd Semester UG	
01-09-2017	10-09-2017	Onam Holidays		10 days
11-09-2017		College re-opens after Onam Holidays		
15-09-2017	onwards	I Internal examination	For Ist Semester UG	
18-09-2017		College Council Meeting	Study leave, examinations and NAAC	
03-10-2017	onwards	I Internal examination II Internal examination	For Ist Semester PG For IIIrd Semester PG	
09-10-2017	onwards	II Internal examination	For IIIrd Semester UG and Vth Semester UG	
10-10-2017	15-10-2017	Study Leave	For Vth Semester UG	6 days
16-10-2017	Onwards	University Examinations	For Vth Semester UG	
16-10-2017	Onwards	II Internal examination	For Ist Semester UG	
10-10-2017	15-10-2017	Study Leave	For IIIrdSemester PG	6 days
16-10-2017	Onwards	University Examinations	For IIIrd sem PG	
20-10-2017	25-10-2017	Study Leave	For IIIrd Semester UG	6 days

26-10-2017	Onwards	University Examinations	For IIIrd Semester UG	
10-11-2017	15-11-2017`	Study leave	For Ist sem UG	6days
16-11-2017	Onwards	University Examinations	For Ist sem UG	
24-11-2017	onwards	II Internal examination	For Ist Semester PG	
27-11-2017	30-11-2017	Study leave	For Ist Semester PG	7days
01-12-2017	Onwards	University Examinations	For Ist Semester PG	
23-12-2017	01-01-2018	Christmas Holidays		10 days
02-01-2018		College open after Christmas vacation	Classes as per time table	
25-01-2018	onwards	I Internal Examinations	For VIth Semester UG	
29-01-2018	onwards	I Internal Examinations	For IVth Semester UG	
02-02-2018	onwards	I Internal Examinations	For IInd Semester UG	
15-02-2018	onwards	I Internal Examinations	For IInd Semester PG	
01-03-2018	onwards	II Internal Examinations	For VIth Semester UG	
05-03-2018	onwards	II Internal Examinations	For IVth Semester UG	
06-03-2018	14-03-2018	Study leave	For VIth Semester UG	8 days
14-03-2018	onwards	University examinations	For VIth Semester UG	
01-04-2018	31-05-2018	Summer Vacation		2 months
April	May	University examinations for UG and PG	Except VIth Sem UG	During Vacation

STUDENT FEEDBACK ANALYSIS (2017-'18 OUTGOING BATCH)

PART A. GENERAL ASPECTS OF THE COLLEGE

(Entries in %)

No	Component	Very Good	Good	Average	Poor	Very Poor
1.	General academic atmosphere of the college	44	52	3.4	0.0	0.6
2.	Quality of the teaching-learning process	28.9	62.4	7.5	0.6	0.6
3.	Performance of the teachers	32.4	58.6	7.8	0.6	0.6
4.	Student-teacher relationship	42.1	44.1	10.3	3.5	0.0
5.	Fairness and effectiveness of the internal assessment system	36.5	49.8	8.9	2.7.	2.1
6.	Effectiveness of the tutorial system	19.3	55.1	21.4	1.4	2.8
7.	Effectiveness of the support for weaker students	24.8	46.9	21.4	4.8	2.1
8.	Effectiveness of co-curricular activities like seminars/workshops	39.3	40.0	17.9	2.1	0.7
9.	Effectiveness of student support programmes like WWS, SSP, Remedial Coaching, Coaching Class for Entry in Service*	18.6	49.7	22.7	6.2	2.8
10.	Effectiveness of the activities of the Career and Counselling Cell	34.5	56.5	8.3	0.0	0.7
11.	Effectiveness of NCC/NSS activities*	24.9	53.1	19.3	2.0	0.7
12.	The approach of the college towards students	37.2	48.3	11.7	1.4	1.4
13.	Promptness in solving the grievances of the students	48.2	44.0	5.5	0.68	1.37
14.	Timely intimation of information to students	28.2	51.0	16.5	3.44	0.68
15.	Services of the college office	63.44	36.8	2.75	1.37	0.68
16.	General infrastructure facilities	40.0	44.8	9.65	4.13	1.37
17.	Facilities and service of the college central library	28.0	52.0	17.0	2.06	1.37
18.	Facilities and service of the department library*	26.2	53.79	13.1	3.44	3.44
19.	Laboratory facilities*	57.93	33.1	6.89	1.37	0.68
20.	Computer facilities for students	70.34	24.82	4.13	0.0	0.68
21.	Facilities of the college hostel*	16.55	57.24	19.31	3.45	3.45
22.	Facilities of the Girls' Room*	24.83	42.76	20.0	9.65	2.76
23.	Recreational facilities for students	30.34	54.48	11.72	2.76	0.7
24.	Canteen facilities	40.68	51.03	7.59	0.0	0.7
25.	Opportunities for sports and games activities	22.0	61.3	11.72	2.0	2.0
26.	Opportunities for arts and cultural activities	29.65	53.79	14.4	1.3	0.0
27.	Medical aid facilities	50.34	39.31	8.27	1.37	0.0
28.	Transport facilities	24.1	56.5	16.5	2.0	0.0
29.	Opportunities for developing democratic and humanitarian values	35.1	52.4	8.27	3.4	0.0
	Contribution to learning - Part 2					
30.	Service of the College Co-operative Store	32.4	49.65	15.1	2.0	0.0
31.	Services of the college management	69.6	24.8	4.8	0.0	0.0
32.	Services of the Parent Teacher Association	65.5	26.2	5.5	2.7	0.0
33.	Activities of the College Students' Union	32.41	50.34	12.41	2.1	2.74
34.	General discipline in the college	26.21	51.72	17.87	2.1	2.1
35.	Opportunities in the college for your overall academic and personal growth	19.31	42.75	27.58	6.9	3.46

Not applicable to all students

PART B. PROGRAMME OF STUDY AND SYLLUBUS

No	Component	Very Good	Good	Average	Poor	Very Poor
36.	Contemporary relevance of courses and course content	31.72	60.68	7.58	0.0	0.0
37.	Inclusion of latest developments in the subject	21.4	62.1	13.1	2.8	0.6
38.	Depth of coverage of course content	28.3	59.3	8.3	2.8	1.3
39.	Extent of coverage of course content	26.9	60.7	8.3	3.4	0.7
40.	Orientation to higher studies	28.3	48.99	17.31	3.4	2.0
41.	Practical orientation	22.06	50.3	20.6	2.06	4.8
42.	Opportunities for the promotion of life skills & employability skills	17.24	46.2	29.6	6.2	0.6
43.	Opportunities for the promotion of critical, analytical and creative thinking skills	25.5	46.2	27.7	5.51	0.0
44.	Value orientation	17.93	55.8	23.4	2.06	0.6
45.	Suitability to your intellectual level	17.93	64.82	13.79	2.75	0.68
46.	Integration to what you have learned upto Plus Two	30.34	50.34	13.79	3.44	1.37
47.	Effectiveness in enriching your knowledge base	22.06	61.37	14.48	1.37	0.68
48.	Effectiveness of evaluation system (internal & external)	36.5	46.2	13.79	2.75	0.68
49.	Effectiveness in equipping you to take up the challenges of future	20.62	55.86	20.68	1.37	1.37
50.	Overall rating of the programme and the syllabus	24.82	64.13	9.65	0.0	1.37

<u>**Annexure III**</u>

BEST PRACTICES

Best Practice 1:

1. **Title of the Practice: Englishmadeasy.net - Student Blog**
   (https://www.englishmadeasy.net)

2. **Goal**: To facilitate the learning of all the lessons in the textbook *Green Voices* prescribed by Kannur University for English Common Course to be taken by all students undergoing the undergraduate programme of the university.

3. **Context:** English Common Course is the hardest nut to crack for the undergraduate students of the university and most of the students find it difficult to pass the English courses though they score very high in the core courses. The Common Course classes are run with about 100 students in a class in almost all colleges and hence individual attention to students is a mirage. In a tutorial session of the 2015-'18 B.A. English Language and literature Core students in 2016-'17, this issue casually came up for discussion and some of the students who are tech-savvy came up with the suggestion of creating a blog to post study materials useful to all student of the university. The realization that the new generation students crave for technology-driven material for easier understanding was the rationale behind the decision.

4. **Practice:** The students by themselves formed different teams and assigned each lesson to each team. The teams prepared learning materials like summary and analysis of the lesson, short answer and multiple choice questions and answers, vocabulary exercise with demo pronunciation etc. The materials prepared by the student teams were edited by the faculty of the department. Previous years' question papers were also collected for uploading. The disgning and posting were completely done by the students of the class. Finally the blog was officially launched in December 2017 by Sri. K. Sachidanandan, renowned poet and former secretary of the Kendra Sahithya Akademi.

5. **Evidence of Success:** The blog has received excellent reviews from the users. Though educational blogs are quite common, a blog exclusively on a text book prescribed by a university is a rarity. The impressive design and layout, and richness and relevance of the content have been well appreciated by all. Even now the blog has many visitors, in spite of any specific advertisement/promotion campaign. As a corollary, Ganesh Shankar, the chief technical brain behind the project, later got admission in the M.A. Digital Journalism Course, Loyola College, Chennai mainly because of this innovative venture.

6. **Challenges:** The present era is an age of wide publicity and promotion of products. Ensuring that the news of the existence of this blog reach the target population is the greatest challenge. Moreover, it is exclusively on one textbook and is limited in that sense. However, more efforts shall be put in by the students of the department to bring in the contents of other prescribed textbooks also.

Best Practice 2:

1. **Title of the Practice**: **Village Adoption by NSS Units (No.10 & 11)**

2. **Goal**: To make available to the community around the fruits of the knowledge resources and human capital of the college as part of the institution's social responsibility.

3. **Context:** Payyanur College is situated in rural area and the community around has contributed a lot for the establishment of the college, including the donation of a vast area of land. Hence, more than any other institution, this college has greater commitment to the people around. Also, the Govt. of India and the UGC has been asking higher education institutions to adopt nearby villages and contribute to their all-round development. Consequently, the NSS units no.10 & 11 of the college decided to adopt two wards of Kunhimangalam Grama Panchayat (Ward 2 & 3 respectively) and work towards their progress through programmes in different facets of community life.

4. **Practice**: The adoption process started with a preliminary survey conducted on 15.7.2017 to assess the needs of the village for intervention. On the next day a detailed survey was conducted by modifying the format of the earlier survey as per the responses received on the previous day. After the need assessment came the implementation of various projects such as tuition classes for school students, dance classes, breast cancer detection survey and screening camp in association with Malabar Cancer Care Society, and an ayurveda medical camp. All these projects were implemented totally free of cost and with the services of the NSS volunteers duly supported by the technical expertise of experts concerned.

5. **Evidence of Success**: The programme has won much appreciation from the entire villagers and the grama panchayat authorities. As a result of our intervention, the academic performance of the slow learners increased; the dance classes created a new cultural ambience; the medical camps helped the villagers to ward of many health-related anxieties. The villagers have asked for the continuation of the programme and the NSS units have decided to make it a continuing programme. In 2018-'19 the focus of the programme is waste management at source through installation of bio-compost units, awareness campaigns for reduction in plastic use etc.

6. **Challenges**: Scarcity of time for the effective implementation of the programme due to the tight academic schedule is a major stumbling block. Further, NSS regular works are also to be carried out by the same volunteers.

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