PAYYANUR COLLEGE, PAYYANUR

(Affiliated to Kannur University) P.O. EDAT, PAYYANUR KANNUR DISTRICT KERALA STATE - 670327

www.payyanurcollege.ac.in



ANNUAL QUALITY ASSURANCE REPORT 2012-13

Submitted to National Assessment and Accreditation Council Bangalore

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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.	0497 280 5521				
Name of the Head of the Institu	tion: K. Narayanan (2012-13)				
Tel. No. with STD Code:	0497 280 5521				
Mobile: 9447763282					

Mobile: 9447685659 iqacpnrcrar@gmail.com IQAC e-mail address: 1.3 NAAC Track ID: MARCH 31/2007/015 www.payyanurcollege.ac.in 1.4 Website address: www.payyanurcollege.ac.in/ AQAR201213.pdf Web-link of the AQAR:

Dr. K. C. Muraleedharan

1.5 Accreditation Details

Name of the IQAC Co-ordinator:

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Α	8.52	2007	(2007-12) 5 YEARS

1.6 Date of Establishment of IQAC :

20.06.2007 DD/MM/YYYY

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

ſ	2012-2013
Ľ	

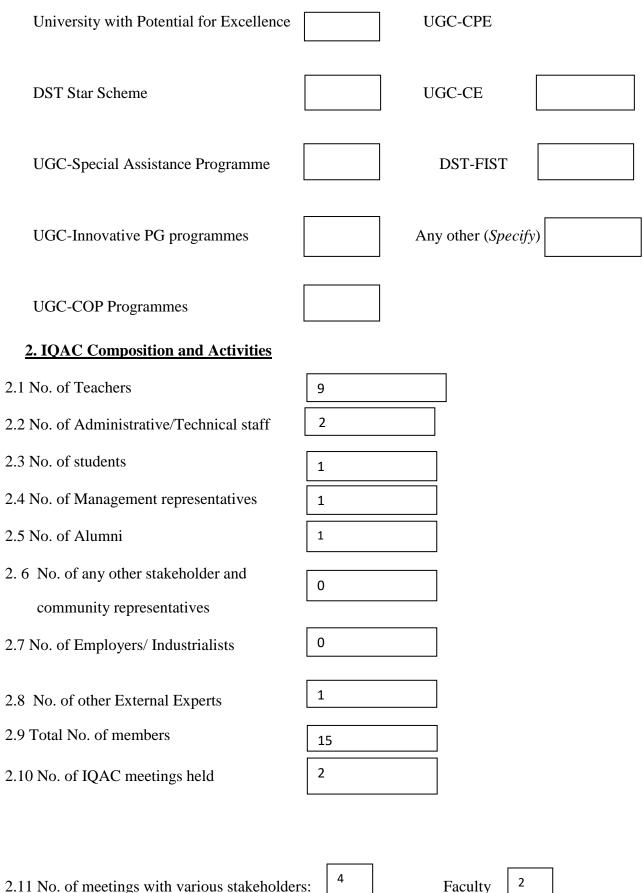
1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11submitted to NAAC on 12-10-2011)

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 In	nstitution Yes 🖌 No
(eg. AICTE, BCI, MCI, PCI, NO	CI)
Type of Institution Co-educati	on 🖌 Men Women
Urban	Rural ✓ Tribal
Financial Status Grant-	in-aid \checkmark UGC 2(f) \checkmark UGC 12B \checkmark
Grant-in-ai	d + Self Financing Totally Self-financ
1.10 Type of Faculty/Programme	
Arts 🖌 Science	✓ Commerce ✓ Law PEI (Phys Edu)
TEI (Edu)	Engineering Health Science Management
Others (Specify)	
	KANNUR UNIVERSITY

1.11 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University



2.11 No. of meetings with various stakeholders:

Non-Teaching Staff 1 Students 1 Alumni 0 Other	
2.12 Has IQAC received any funding from UGC during the year? Yes No 🖌 If yes, mention the amount Nil	
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 1. QUALITY AWARENESS FOR NEWLY JOINED TEACHERS	
2.14 Significant Activities and contributions made by IQAC	

- 1. Initiation of young faculty to Quality Assessment Process and Parameters
- 2. College level guidance material for conducting Open Courses
- 3. Research orientation class in association with the Research Committee.
- 4. Environmental awareness classes in tie-up with nature outfits of the college
- 5. Intensification of non-conventional energy tapping activities and water conservation process

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Quality orientation class for faculty	1. Conducted
 CCSS and Open-course guidance and doubt clearing cell planned – entrusted NSS Classes on the need for conducting seminars, MRP and doing research Conduct bridge course and introduce bar-coded answer sheets Earth-friendly campus project 	 Worked all the year and focussed work in the month of October (a) Number of faculty attending seminars and workshops on the rise. (b) More applicants for MRP. Implemented. (a) Conservation of water – pond for roof-water harvest – survey conducted. (b) Mahogany plantation land preparation and sapling collection and
 Ladies' Hostel Request to Management for air- conditioning Audio-visual room 	 planting. (c) Revived the surviving teak plants of the Teak Garden partly destroyed in wild fire. (d) Solar Plant installation 6. Inaugurated on Jan 24, 2013. 7. Done

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statu	tory body Yes 🖌 No 🗌
Management 🗸	Syndicate Any other body 🖌
Provide the details of the action taken	Approved for submission

 $\operatorname{Part} - \operatorname{B}$

Criterion – I

1. Curricular Aspects

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	0	0	0	0
Diploma				
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	19	0	0	0
Interdisciplinary	0	0	0	0

1.1 Details about Academic Programmes

0

Innovative

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

0

Pattern	Number of programmes
Semester	16
Trimester	0
Annual	0

0

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. Restructuring of syllabus of Kannur University in progress

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	Total	Asst. Professors	Associate Professors	Professors	Others
permanent faculty	71	38	33	0	0

2.2 No. of permanent faculty with Ph.D. 23

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate		Professors		Others		Total	
		Profes	sors						
R	V	R	V	R	V	R	V	R	V
1	5	0	0	0	0	0	0	1	5

4

0

5

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	67	16
Presented papers	2	41	0
Resource Persons	0	3	3

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

- 1. Application of ICT in TL and resource sharing.
- 2. Knowledge gap bridging sessions (first two weeks) for the first semester classes.
- 3. Research Committee for research orientation and guidance.
- 4. Scholarly Journals made available in the department.
- 5. Regular National seminars and Invited lectures for knowledge updation.
- 6. Department sites and pages for the web-acquaintance of students

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)
- 2.9 No. of faculty members involved in curriculum 26 0 0 restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop
- 2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of		Di	vision		
Year: 2012-13	students appeared	Distinction %	I %	II %	III %	Pass %
Mathematics PG	13	53.85	30.77	0	0	84.6
Mathematics UG	29	72.41	20.7	6.89	0	100
Physics PG	10	10	90	0	0	100
Physics UG	31	61	39	0	0	100
Chemistry PG	11	18.2	72.7	0	0	90.9
Chemistry UG	33	78.8	21.2	0	0	100
Zoology UG	26	11.54	76.9	0	0	88.5
Botany UG	20	45	25	20	0	90
Hindi UG	23	30.4	65.3	4.3	0	100
Functional Hindi UG	12	75	25	0	0	100
Malayalam UG	24	0	75	12.5	0	87.5
English UG	36	18.91	64.86	8.10	0	94.60
History UG	40	25	27.5	25	2.5	80
Political Science	37	18.9	43.2	21.6	0	83.8
Economics	49	8.16	65.3	10.2	0	83.7
B Com	54	12.28	61.0	19.3	0	92.98

Bar-coding for model examination



90

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

- 1. Strict adherence to the Academic Calendar of Kannur University with relevant modifications.
- 2. Providing guidelines regarding the various activities for the semester concerned.
- 3. Providing guidance to different constituencies and streamlining of general quality maintenance.

4. Constant stocktaking by the college council to improve results and performance of various constituencies.

- 5. Overall policy planning and value inculcation.
- 6. Lesson plans and Result analysis for tracking and assessing progression.
- 7. Promotion of Institutional Social responsibility in academic matters.
- 2.13 Initiatives undertaken towards faculty development 17

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	1
HRD programmes	3
Orientation programmes	8
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	19
Summer / Winter schools, Workshops, etc.	0
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	2	5	0
Technical Staff	02	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

1. Teacher orientation for PhD and post-PhD research work.

2. Online alerts to teachers on recent trends in the subjects, Journals and persons related to the disciplines.

3. Measures for subscription of more standard and interdisciplinary journals in the library and departments.

4. Requested the Management to provide incentives to faculty for academic achievements and research activities of amateur and professional orientation.

5. Suggestions for innovation in different constituencies to enhance quality and greater achievements.

6. Ensuring of department library use and facilities

- 7. Suggestions for Peer-reader friendliness of library.
- 8. Promotion of resource production and sharing in and outside the institution.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	0	0
Outlay in Rs. Lakhs	0	6.7	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	1	1	0
Outlay in Rs. Lakhs	0	1.4	1.2	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	5	0
Non-Peer Review Journals	0	6	3
e-Journals	0	0	0

Conference proceedings	0	0	0
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3.5 Details on Impact factor of publications:

Range	0.5 – 3.4	Average	2.14	h-index	6.5	Nos. in SCOPUS	12	
				J				

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	2010-13	UGC	6,70,000	2,85,000 (in 2010)
Minor Projects	2 years	UGC	1,20,000	1,15,000
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			7,90,000	4,00,000

3.7 No. of books published	ed i) With I	SBN No.	1	Cha	apters in Edited Boo	oks 2
	ii) Withou	ut ISBN N	D. 0			0
3.8 No. of University De	partments rec	eiving fun	ds from			
	UGC-SAP			CAS	DST-FIST	
	DPE				DBT Scheme/fund	ls
3.9 For colleges	Autonomy		CPE		DBT Star Schem	e
	INSPIRE		CE [Any Other (specif	y)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

	Level	International	National	State	University	College	
	Number	0	2	2	2	18	
	Sponsoring		UGC	PTA,	NSS,	NCC,	
	agencies			Management	Students	Staff,	
						Union,	
						PTA	
3.12 No.	of faculty serv	ved as experts, o	chairpersor	ns or resource p	ersons 24]	
3.13 No.	of collaboration	ons In	ternational	1 Nation	nal 4	Any other 4	
3.14 No.	of linkages cre	eated during thi	is year	1			
3.15 Tota	l budget for re	esearch for curr	ent year in	lakhs:			
From Funding agency 7.90 From Management of University/College 0							
Total		7.90					

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	1	0	0	0	0

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

5
10

3.19 No. of Ph.D. awarded by faculty from the Institution 7
3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
JRF SRF Project Fellows 1 Any other
3.21 No. of students Participated in NSS events:
University level 10 State level 2
National level 2 International level 0
3.22 No. of students participated in NCC events:
University level 0 State level 107
National level 14 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 $\begin{bmatrix} 0 \end{bmatrix}$ State level $\begin{bmatrix} 0 \end{bmatrix}$
National level 0 International level 0
3.25 No. of Extension activities organized
University forum 0 College forum 5
NCC 5 NSS 20 Any other 1

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

• Blood group determination and blood donation camp: 50 women students and 8 male students contributed blood. The students of the college regularly donate blood on demand to patients in need and in a critical state.

•The visit of prominent Climate change historian, the person who leads the Women for Sustainable development movement, Anandi Sharan is a memorable one as those of Vani Jayaram, the celebrated playback singer and Susmitha Banerjee, the renowned Kathak artiste.

• Street theatre against drug abuse.

• NSS: Unit 11 - Home for the Homeless: Kalyaniyammakkoru Snehabhavanam.

• NCC: Active participation in and commitment to National Integration and nation building. Students participation in ATC, CWATC, NIC and Pre-RD camps.

• Initiative development programmes by EDP club.

• Forestry club and Zoology club to address issues related to environment and conservation

- Departmental exhibitions for school students.
- Free Coaching camp for rural talents in Football and Volleyball

• Adaptation of the play Nagamandala, prescribed for English UG core as a puppet drama in Malayalam and public performance of the same in colleges and public widely

- Ananthatha Mathematics magazine in Malayalam
- Planting mangrove saplings

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 acres	0	-	65.72
Class rooms	44	0	-	44
Laboratories	10	0	-	10
Seminar Halls	2	0	-	2
No. of important equipments purchased $(\geq 1-0 \text{ lakh})$ 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

Yes, except purchase

4.3 Library services:

	Exis	sting	Newly	added	То	tal
	No.	Value	No.	Value	No.	Value
Text Books	44487	4559068	718	195944	45205	4755012
Reference Books	1076	352064	123	70560	1199	422624
e-Books						
Journals			3	3000	3	3000
e-Journals						
Digital Database						
CD & Video	217	33738	-	-	217	33738
Newspapers and			85	42213	85	42213
periodicals						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	70	2	70	2	-	7	15	-

Added	30	1	-	-	-	-	-	-
Total	100	3	70	2	-	7	15	-

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

Training to use projector and Interactive board

Skill training for supporting staff.

Communication and IT skill training to first semester students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0	
ii) Campus Infrastructure and facilities (Rainwater pond)	21.65
iii) Equipment	0.12	
iv) Others (Solar Plant)	40.8	
Total :	62.57	

Criterion – V 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

1. Suggestions are put across to the Principal for familiarizing students to facilities and services offered by the different constituencies of the college

2. Ensuring display of notices and information of services in the college calendar and the college site.

3. Information transmission through public address system in the classrooms.

4. Significant notices are read in the class and put on the notice board.

5. Holding fresh students' and parents' meeting before the commencement of first semester to give orientation to studies and give information about the services available in the college.

6. Faculty and student sensitization sessions are conducted to bring into attention the support services available with the college

7. Student support intimations by UGC, RUSA and Kerala Government orders are circulated.

5.2 Efforts made by the institution for tracking the progression

Periodic tests, assignments and seminars as part of continuous evaluation are employed to track and measure progression. Focus on competence in core subjects is also used. Periodic meetings of different constituencies like department, College Council and PTA take stock of the situation. Feedback on different aspects of functioning of the college helps to address the .

5.3 (a) Total Number of students	
----------------------------------	--

UG	PG	Ph. D.	Others
1491	72	13	0

(b) No. of students outside the state



1

(c) No. of international students

|--|

Men

No	%
381	24.2

Women:	No	%
	1195	75

Last Year			This Year								
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenge d	Total
470	229	18	834	9	1560	386	195	22	967	6	1576
Demand ratio 1:10			Dropou	ut %:	1.2						

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 on demand.

Remedial coaching for students

The UGC funded Coaching for Competitive Examinations.

90 No. of students beneficiaries 5.5 No. of students qualified in these examinations 4 SET/SLET 13 CAT NET GATE 1 0 IAS/IPS etc State PSC UPSC Others 0 20 0 0

5.6 Details of student counselling and career guidance

1. Additional Skill Acquisition Programme implemented at two levels. Regular training in communication and soft skills for the selected students of the college and 21-day residential camp for thirty students selected at the state level through interview and GD.

2. Providing exposure to Higher education possibilities in India and abroad through interaction with experts.

3. Group counselling sessions to all students and individual sessions for the needy.

4. Competitive skill enhancement sessions and confidence boosting programmes led by trainers.

5. Sessions on social responsibility steered by experts and soft skill training programmes of short term duration

6. Programmes incorporating National Knowledge Commission suggestions on skill enhancement

No. of students benefitted

5.7 Details of campus placement

	Off Campus		
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. NSS classes on gender parity
- 2. Empowerment sessions for women through NSS and NCC activities.

3. As most of the students enrolled are women, every programme includes gender sensitization aspects.

4. Exclusive Girl Students forums like MATHRUKAM and SNEHITHA also rally the cause of gender equality and conduct gender rights awareness classes

5.9 Students Activities

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

	State/ University level	90	National lev	el 6	International level	0
	No. of students participation	ated in	cultural events	510		
	State/ University level	124] National lev	el 0	International level	0
5.9.2	No. of medals /awards w	von by	students in Spor	ts, Gam	es and other events	
Sports	: State/ University level	30	National level	6	International level	0
Cultura	l: State/ University level	92	National level	0 I1	nternational level	0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	39	20,640
Financial support from government	1137	864000
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

Fairs : State/ University level 2] National level	0	International level	0
Exhibition: State/ University level 0	National level	0	International level	0
5.12 No. of social initiatives undertaken	by the students	4		

5.13 Major grievances of students (if any) redressed:

1. Occasional Electricity failure, Waste dumping around the college, Student commutation difficulties

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

No. Though there is no management information system software, information is managed successfully partly manually and through software in part.

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

6.3.1 Curriculum Development

Direct Grading with Choice based credit semester system introduced by the university for the first time in Kerala for the undergraduate students has reached the final stage. The faculty attended workshops and participated in the academic curriculum design and restructuring process at all stages. Members on the Board of Studies and Academic Council from the college actively coordinated and contributed to the process. Some of the faculty members were part of text production also in the various stages of syllabus restructuring.

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

1. Charge of the coordination of the various processes at the college level related to CCSS was entrusted to a faculty member designated as CCSS co-ordinator according to university instructions.

2. Tutorial sessions have been used to enrich and contextualize Curriculum and fill knowledge gaps.

3. Faculty discussed the need for curriculum review.

6.3.2 Teaching and Learning

General Measures: 1.Teaching- Learning process was enriched with audio-visual sessions and discussion sessions

2. New additions to the journal section_and addition of 841 books to the central and department libraries focusing on current advances was the major steps taken.

3. Books, news paper articles (Sunday Education pages) etc related to educational innovativeness were collected for reference.

3. Provided sophisticated learning and teaching strategies: ICT, discussions, 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 sessions for students who need more help academically indifficult subjects.

3. Each department adopts student-friendly methods for effective teaching-learning.

6.3.4 Research and Development

1. Research Committee functions in the college to instil research aptitude. Career development through research activities is foregrounded in the activities of the college and orientation of the faculty. Library staff as well as supporting staff is also given career orientation tips. Official letters pertaining to research and development are circulated.

2. Faculty members are encouraged to avail of opportunities provided for research and knowledge updation by UGC like FDP, Refresher and Orientation programmes, Summer courses, Seminars and workshops

3. The stakeholders are made aware of the fact that 'Knowledge challenges of the 21st century' that NKC anticipated could be realized by the institution through research. The idea was popularized through posters, articles and talk sessions.

4. Staff forums are deployed to encourage faculty for knowledge advancement and also to instil and promote research aptitude.

5. Student projects are digitalized and kept for reference in some departments.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library automation completed. Everything except purchase is done through software to ensure easy access, transparency and time-saving. 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. Direct access provided to peer readers among students on requested.

ICT used for resource sharing and Networking facility is added to office.

Fast internet connectivity introduced in all departments for students and faculty.

Digital aptitude is promoted through training sessions for faculty, supporting staff and students .

Survey on the strength and weakness of the college in infrastructural aspects is conducted to locate fault lines and the report is presented to the Principal and Manager for timely resolution.

The principal keeps are register for passing information about the demands of this sort.

6.3.6 Human Resource Management

The institution makes use of available opportunities to develop the potentiality of the staff and students. Opportunities are also created the promotion of human resource management thereby orienting the academic community to the goals of the nation in the field of higher education

Students are trained to help run the department and college by participation in clerical and library work.

Faculty are offered Career advancement schemes to equip them for discharging their role as producers and promoters of knowledge.

The significance of the concept and practice of 'Knowledge community' is highlighted thorough activities.

The fine arts and sports talents are promoted through training, awards and recognition.

NCC and NCC and 20 other student teacher forums have HRM as the major agenda.

Science departments plan their human resources by adopting the desirable aspects of the NKCR, 2009.

Peer student teaching by the department of English as well as some other departments is an innovation practiced by the college in the area of Human Resource Management.

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.

6.3.8 Industry Interaction / Collaboration

Only limited possibilities are there in this area of innovation. However, visits to industrial sites and factories are regularly done by various departments. The new syllabus provides chances for students to do their project outside and so science departments have linkages with industrial firms. Department of Commerce and some Humanities departments also move in this line for tie-ups for student empowerment and short internship experiences. But some of these are only short term, semi official and the institution is conscious of making proper linkages in the future and this is a small step by which the institution tries to move to 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 ins	surance	~	✓
Maternity	and paternity leave	~	✓
State Life	Insurance	\checkmark	✓
Provident fund		~	✓
Group Insurance		~	✓
Family Benefit Scheme		✓	✓
Casual leave		15 days	20 days
Ten days	commuted leave	\checkmark	✓ (Surrender facility)
Cooperati	ve Credit Society	 ✓ 	✓
Students	 Scholarships, Remedial coaching, Counseling service, 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

14,00,000

6.6 Whether annual financial audit has been done

✓ Yes No

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

Audit Type	Ext	ternal	Inter	rnal
	Yes/No	Agency	Yes/No	Authority
Academic	\checkmark	DD, DCE		IQAC
Administrative	√	DD, DCE		

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

For UG Programmes	Yes No	\checkmark
For PG Programmes	Yes No	\checkmark
6.9 What efforts are made by the University/ A	utonomous College for	r Examination Reforms?

75 % attendance made compulsory for attending annual examination.
 Chance for improvement of results.
 Revaluation and recounting facility
 Camp and Home valuation as per requirement.
 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

Departmental Alumni Associations are supportive in the case of resource sharing, mobilization of funds on occasions in case the institution launches big projects as done during the auditorium construction, big celebrations and seminars. Bigger projects are in view for Golden Jubilee Year.

6.12 Activities and support from the Parent – Teacher Association

Vital organ of the college in financial and other kinds of support.

Institution fills the gap in retirement and other eventualities with the moral and financial help of PTA which meets half the amount of guest faculty salary every year.

Major activities are the distribution of cash awards, financial assistance to departments for seminars and journals, Jersey for sports stars and ensuring of public support for the college.

Takes up and dutifully finishes small and essential projects for the developments of the college

The college conducts short duration computer training sessions. Training in office correspondence and drafting are also given by the college faculty under IQAC initiative.

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

The projects of earlier years continued with some additions:

1. Mahogany project: Saplings planted and the plantation land fenced to protect the saplings from grazing cattle and stray animals.

2. Plantation activities, prevention of cattle grazing and protection of grassland to stop soil erosion on the slopes of the hillock are continued.

3. Continued to maintain Fruit and flower gardens and Botany herbal garden and orchard

4. Zoology butterfly park.

Criterion – VII.

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. Basic amenities survey conducted by the Department of Statistics for the college among students to take stock of the infrastructural sufficiency of the institution.
- 2. Solar power generation commenced but grid facility is not introduced by the State Governemnt.
- 3. Water conservation pond
- 4. Home for the Homeless
- 5. Street-theatre for propaganda against substance abuse
- 6. Mangrove plantations
- 7. Organic vegetable project
- 8. Focus on the use of CFL and environment- friendly lighting in class rooms and campus.
- 9. Bridge courses to fresh students to address the academic deficit of foundation course.
- 10. Outdoor classes as a gesture of making academic activities environment-friendly by reducing use of electricity for lights and fans.
- 11. Service at the FLY camp, Annur

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.	Quality orientation class for faculty	1. Conducted the class.
2.	CCSS and Open-course guidance and doubt clearing cell planned.	2. Entrusted NSS to coordinate the CCSS and Open course guidance (A Nisanth, Statistics and E Harikrishnan, Botany).
3.	Classes on the need for conducting seminars, MRP and doing research	3) Research Promotion Committee arranged an institution level awareness class on MRP, seminars and research.
4.	Conduct bridge course and introduce bar-coded answer sheets	4. Council discussed the matter and directed the HoDs to devise ways to bridge the knowledge gap of the freshers. Two to three weeks at the beginning of the academic year was proposed to be used for the Bridge course.
5.	Earth-friendly campus project	 5 a) Conservation of water – Pond for roof-water harvest – survey conducted and work started. Measures were taken to install the Solar Panels on the rooftop of the Science block. (a) Mahogany plantation: land preparation, sapling collection and planting completed. (b) Protected the surviving teak plants of the Teak
6. 7.	Ladies' Hostel Request to Management for Audio- visual room air-conditioning	(b) Protected the surviving teak plants of the Teak Garden partly destroyed in wild fire.6. Work finished enabling admission at the start of the next academic year 2013-14.7. Requested to Board of Management and air- conditioner was installed.

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

1. Ananthatha _ Mathematics

2. Street theatre against substance abuse:

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

7.4 Contribution to environmental awareness / protection:

1. NSS and NCC led cleaning campaigns and awareness building sessions

2. Celebration of days to generate awareness on nature, energy use, water conservation and waste management.

- 3. Incinerator for plastic waste and compost pit for bio- waste.
- 3. Poster exhibition with slogans for sustainable development.
- 4. Bio-diversity conservations plantations

5. NSS , NCC and Forestry Club activities and guidance sessions for clean environment.

6. Article on Environment, conservation, sustainability, natural calamities and farmer suicides by international and national figures included in common courses and assignments options are brought to bear upon these aspects so that students will have firsthand experience of the consequences involved

7.5 Whether environmental audit was conducted?



No

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

STRENGTHS:

- 1576 potential students and about 100 resourceful staff members.
- 76% women among student community
- First Arts and Science College in Kannur University to get accredited by NAAC with A Grade in 2007.
- Excellent performance in University Examinations
- First Arts and Science college in Kerala State working to realize Solar Energy turn
- Roof water harvest and water collection pond in the making

- Incinerator for solid waste disposal
- University Arts festival winners Most of the years
- Active Parents Teachers Association (PTA).
- Asphalted 600 meters road access from the Calicut- Mangalore National Highway.
- Safe and uninterrupted water and power supply
- 65.72 Acres of land as Campus.
- 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 and Whiteboard.
- Audio-Visual Room
- Mini Conference Hall 30 seater attached to Principal's Chamber
- Health Centre.
- Herbal garden and Green House.
- Fruit orchard
- Green, Clean, Plastic-free Campus.
- Museum.
- Landscaped Campus.
- Well-maintained College Gardens.
- Environment friendly campus
- Three Research Centres.
- Land contribution:

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 men's hostel
- No crèche
- No compound wall
- No bank/ATM counter
- No large scale paid consultancy
- No international linkages and collaboration
- Communication skill issues of students
- Drop out percentage
- Use of conventional energy

OPPORTUNITIES

- Personal and Career guidance
- Good teacher-student rapport
- Scope for research and post-graduation in four disciplines
- 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
- Small scale drop-out for professional courses
- Lack of motivation and self-drive of first generation students
- Examination and evaluation system to be revised

- Need for integrating outreach programmes to courses of study
- More fund and support for student and faculty
- Insufficient financial support schemes and scholarships for students

8. Plans of institution for next year :

The year 2013-14 is a crucial year for the institution, the year that signifies the second year of the Twelfth Five Year Plan. The focus of the UGC on the triple objectives of ACCESS and EXPANSION, EQUITY and INCLUSION, and QUALITY AND EXCELLENCE will be the leading idea that the institution will follow in earnest.

- 1. (a) Access factor involves the enhancement of GER and college would open up to all the positive gestures of the university in increasing access through marginal as well as permanent seat increase. Access to persons with challenges have been provided by government rules and the institution wishes to expand it by making our structures and services challenged-student friendly.
- 2. Expansion of the institution in the form of starting new courses can only be done with the consent of the government and the institution has been giving proposals for new courses regularly.
- 3. Equity and Inclusion will be internalized in all aspects of functioning, especially student support and faculty recruitment.
- 4. Quality and Excellence will also be set as prime agenda in the planning and implementation of all constituencies.

Focus on clean energy and earth-friendliness, in addition to the above mentioned parameters would be the face mark of the functioning of the college in the coming years

- 1. Awareness building against Carbon-footprint build-up.
- 2. Communication and Soft Skill development opportunities.
- 3. International, National and Institutional seminars
- 4. Invited talks by eminent people for introducing innovativeness and recent trends
- 5. Small scale Educational Exhibitions
- 6. Skill-enhancement Projects for teachers and students
- 7. Promotion of outreach activities.
- 8. Construction of new block and centralized facilities

Name Dr K C Muraleedharan

Signature of the Coordinator, IQAC

Name Dr K T Ravindran

Principal

Signature of the Chairperson, IQAC

PRINCIPAL PAYYANUR COLLEGE PAYYANUR

Payyanur College - AQAR 12-13

Date		Activities	Plan	Remarks		
From To		Acuvities	r iaii	Remarks		
June 4		College opening day. Commencement of classes for V th , III rd Sem UG and III rd Sem PG	Regular or Special time table			
June 11	College Council Meeting Admission and NAAC Activities					
June 20		First semester UG classes				
June 25		IQAC meeting	Activities			
July 7		IQAC meeting	Interactive meeting with management			
July	Last week	I Internal examination	management For V th and III rd Semester UG			
July 23		Class on IT	By Staff Club	For teachers		
August 9		College Council Meeting	Bridge Course, Internal exam, Guest salary bills			
August	2 nd week	I Internal examination	For I st Semester UG			
August	First week	Council meeting	College Union election			
25-8-2012	3-09-2012	Onam Holidays		10 days		
4-9-2012		College re-opens after Onam Holidays				
25-9-2012		Council meeting	College Union activities			
September	1st week	I Internal examination	For III rd sem PG	By the Departments.		
September 15	September 16	Ozone day Celebration	Quiz, poster making or essay writing competition	Prizes for winners		
September	Last week	II Internal examination	For V th and III rd Semester UG			
October	1 st week	I Internal examination	For I st sem PG	By the Departments.		
October	2 nd week	II Internal examination	For I st sem UG	- F State		
October	Last week	II Internal examination	For III rd sem PG	By the Departments.		
19-10-12	28-10-12	Study leave	For V th Semester UG	10 days		
26-10-12		IQAC meeting	Activities			

Annexure I: Payyanur College, Payyanur Academic Calender, 2012-13

29-10-2012		University Examinations	For V th Semester UG	
1-10-2012		Council meeting	Exam Fee Collection	
November	1 st week	II Internal examination	For I st sem PG	By the Departments.
6-11-2012		Council meeting	Study leave	
27-11-2012	6-11-2012	Study leave	For III rd Semester PG	10 days
7-11-2012	onwards	University Examinations	For III rd Semester PG	
10-11-2012	21-11-2012	Study leave	For III rd Semester UG	12 days
22-11-2012	onwards	University Examinations	For III rd Semester UG	
1-12-2012	10-12-2012	Study leave	For I st Semester UG	10 days
1-12-2012	5-12-2012	Study leave	For I st Semester PG	5 days
6-12-2012	onwards	University Examinations	For I st Semester PG	
11-12-2012	onwards	University Examinations	For I st Semester UG	
22-12-2012	31-12-2012	Christmas Holidays		10 days
01-01-2013		College re-opening day		
28-01-2013		Council meeting	Semester activities	
January	Last week	I Internal examination	For VI th and IV th Semester UG	
February	First week	I Internal examination	For II nd Semester UG and IV th Semester PG	
February	Last week	I Internal examination	For II nd Semester Semester PG	
March	First week	II Internal examination	For VI th and IV th Semester UG	
March	Last week	II Internal examination	For II nd Semester UG and IV th Semester PG	
April	First week	I Internal examination	For II nd Semester Semester PG	
1 April 2013	31 May 2013	Summer Vacation		2 Months
April	May	University examination	For UG and PG	During vacation

Annexure II

PAYYANUR COLLEGE, PAYYANUR - STUDENT FEEDBACK FORM (2012-13)

No	Item	Very good	Good	Average	Poor	Very poor
1	General Academic atmosphere of the college	18	67	10	4	1
2	Library facilities in the college	40	45	13	2	0
3	Laboratory facilities in the college	3	54	34	9	0
4	Computer access	10	43	34	11	2
5	How far is the college office student friendly?	14	35	39	8	4
6	Campus atmosphere	51	41	5	2	1
7	College's effort to promote sports and games	42	43	10	4	1
8	College's effort to promote arts and cultural activities	56	33	9	0	2
9	College's effort to promote NSS/NCC activities	46	30	15	5	4
10	Service of Parent Teacher Association	4	50	32	11	3
11	Role of Management	5	42	37	11	5
12	Student teacher relationship	24	37	28	6	5
13	Transport facility	11	20	15	17	37
14	College union activities	32	46	12	6	4
15	Opinion about the tutorial system	22	41	27	8	2
16	Internal assessment system	24	30	24	7	15
17	Infrastructure facilities	0	23	40	28	9
18	Recreational facilities	7	48	30	13	2
19	Hostel facilities	12	37	21	19	11
20	Service of the Career information and guidance centre	6	35	30	23	6
21	Service of the counseling centre	2	8	31	36	23
22	Service of the remedial coaching centre	2	10	36	42	10

23	Campus cleanliness	4	35	5 4		44		13 4		4	4	
24	Canteen facility	4 17			42		23	14				
25	College store	0	10		18		32	40				
PAR	T B. FEEDBACK ON THE DEPARTMENT/PROGRAMME OF S	STUDY										
1	Rate your interest on the subject of study at the time of	f joining	57	32	2	10		1	0			
2	Rate your interest on the subject of study now	Rate your interest on the subject of study now		44	ŀ	34		3	5			
3	Internal assessment system in the dept.		34	40)	18		7	1			
4	Student teacher relationship		38	30	30 19			10	3			
5	Library facilities in the dept.		32	35	35 23			8	2			
6	Laboratory facilities in the dept.		14	37	37 33			14	2			
7	Computer facilities in the dept.		12	42	42 22			9	15			
8	Infrastructure		9	30)	49		7	5			
9	General atmosphere of the department		13	43	}	34		7	3			
10	Support for extracurricular activities(arts/sports/NCC/NSS etc)		22	35	5	28		10	5			
11	Rate the syllabus		3	35	5	42		16	4			
12	Support in student issues (health, academic etc)			35	5	29		13	1			
PAR	T C. FEEDBACK ON TEACHERS											
No	Item		Very good	G	bod	Aver	age	Poor	Very poor			
1	Communication skills		25	47	1	23		5	0			
2	Interest generated in the subject		18	48	}	27		6	1			
3	Access to the teacher in and out of the class		22	39)	31		7	1			
4	Ability to integrate syllabus with environment and soci	ity to integrate syllabus with environment and society 26 34 26			11	3						
5	Knowledge base (as perceived by you)		26	41	<u> </u>	27		5	1			
6	Sincerity/commitment		37	40)	18		3	2			
7	Approach/ attitude to students		17	49)	23		6	5			
	Completion of portions allotted		40	44		12		3	1			

9	Support in extracurricular aspects	20	33	31	10	6
10	Availability in the department	30	40	26	2	2
11	Support in personal issues	11	48	31	7	3
12	Support in student issues (health,academic etc)	23	39	24	12	2

Annexure III: Best Practices

Best practice 1: Best practice: 2009-10, 2010-11 and 11-12

1. Title of the Practice: Mathematics Magazine (Trimonthly) in Malayalam

2. Goal:Reach out to people interested in Mathematics through mother tongue and generating interest in Mathematics in the young generation

3. Context:

Mathematics being one of the premier and unavoidable disciplines useful to all in the everyday movement of life irrespective of the disciplines chosen by them as optional and also because it is one of the subjects thought to be difficult by many, the first thing to be done for its popularisation and democratization is to allay the fears about the subject by expounding the basics in a simple language accessible even to the layman. Another obstacle in the study of Mathematics and every other discipline in a postcolonial society is the medium of instruction that complicates matters of learning and comprehension. Taking all these factors into consideration, a complete Mathematical Journal in Malayalam was thought about and the Department of Mathematics in association with the alumni set out to work for the project. All the same, some of the articles by people who cannot write in Malayalam are published in English thereby freeing the practice from the narrow designs of language extremism. Another aspect of the origin of the journal is the need felt among the maths enthusiasts and school and college students for interaction in the subject. Payyanur College, Payyanur has always been known for its department of Mathematics, especially during the long innings of the second Principal, Prof. A K Raghavan Nambiar, an excellent mathematics professor. So the department wished to keep the tradition of knowledge production and sharing by publishing a journal.

4. Practice:

The practice involved the regular collection, editing and publication of articles in Mathematics as a trimonthly for inspiring the young generation to love mathematics and also to provide opportunities for peer learners and scholars to share treatises. It is also a practice that brings all the lovers, students, scholars and professors of mathematics together with a serious mission to fulfill.

5. Evidence of Success:

The magazine itself is a gradually evolved impact of the tradition of the Mathematics department and the active Maths Club. The impact of this journal can very well be perceived on various counts such as the number of subscribers, authors contributing articles, and the cross references and recommendations in relation to the journal: Renowned professor of Mathematics and the Chief Editor of *Ananthatha* recommends the students to refer to an article in *Ananthatha* in Maths Blog (http://mathematicsschool.blogspot.in/2011/03/new-maths-text-10.html).

6.Challenges:

Funding, difficulties in contacting and collecting thought-provoking articles, rationalization of available material in a society that moves unconsciously away from the track of enlightenment logic and reasoning, getting the journal printed and sending the copies – all these aspects of materializing a journal and taking it to the aspiring reader involved tough challenges.

Best practice 2:

- **1.** Title of the Practice: Street-theatre against Drug abuse:
 - 2. Goal: Sensitization of academic community and the public to the dangers of substance abuse.
 - **3. Context**: The youth is the most vulnerable section of the society to all vices that one sees around. Open to experiences and craving exposure to everything thrilling and risky, young people, especially the school and college community, fall to certain habits like substance abuse and addiction. Resistances to such social ills should sprout from the campus itself become effective is the message of the street theatre artist group moulded by the NSS unit Eleven prefers to convey.
 - 4. **Practice:** The practice involves a completely student-managed troupe generating a play for a social cause and with humanitarian message. The script, actors, make-up team all comprised of NSS volunteers managed to make a skit about a drunkard ultimately rising to have sanity and social sense.
 - 5. Evidence of Success: The skit started its successful journey from its first performance for the students of Payyanur College and since then they have been warmly welcomed to different campuses and public squares for invited performances. The leading actor (Navajith Narayanan) who lived in the role of the drunkard character of the skit is a film actor now is the telling success of campus street theatre.
 - **6.** Challenges: The greatest challenge even for a place like Payyanur College which is famous for its theatre experiments is that good actors may not be available on all seasons.

Invited performances during semesters and working hours cannot be encouraged is another problem. Non-availability of women to do roles sometimes is also a challenge.

7. Contact Details

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