

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2016-2017

I. Details of the Institution

1.1 Name of the Institution

Korambayil Ahamed Haji Memorial Unity Women's College

1.2 Address Line 1

P.O. Narukara

Address Line 2

Manjeri

City/Town

Malappuram

State

Kerala

Pin Code

676122

Institution e-mail address

info@unitywomenscollege.in

Contact Nos.

0483-2977142

Name of the Head of the Institution:

Dr. C. Saidalavi

Tel. No. with STD Code:

0483-2768030

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCogn 18879)

OR

1.4 NAAC Executive Committee No. &Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no.is available in the right corner-bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.75	2005	
2	2 nd Cycle	B	2.82	2014	

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

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

- i. AQAR 2012-13 submitted to NAAC on 23-12-2013 (DD/MM/YYYY)
- ii. AQAR 2013-14 submitted to NAAC on 09-06-2015 (DD/MM/YYYY)
- iii. AQAR 2014-15 submitted to NAAC on 28-03-2016 (DD/MM/YYYY)
- iv. AQAR 2015-16 submitted to NAAC on 22-12-2017 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

University of Calicut

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.IQACComposition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total No.s. International National State Institution Level

(ii) Themes

- Teaching Methods: A psychological perspective
- From Campus to Govt. Jobs
- Cyber Crime
- Shubhayathra
- API Score

2.14 Significant Activities and contributions made by IQAC

1. The academic calendar for the academic year 2016-'17 prepared and ratified by the College Council.
2. Verified the Teacher's diary from 2014 February to 30th November 2016.
3. The Teacher's diary for the even semester 2016-'17 is printed and distributed among the teachers.
4. The student's Performance Diary for the year 2015-'18 and 2016-'19 batches are distributed among the tutors.
5. A familiarization day was conducted for the whole college students, in order to give a detailed account of various activities to be implemented in our college as part of innovations and best practices.
6. Different activities are being conducted by various clubs on first Tuesday of every month.
7. "News Letters" incorporating the various activities of each department is ready and is released by Honourable Vice Chancellor Kadar Mangad, University of Kannur on 17th March 2017.
8. As a part of building up a socially responsible campus, IQAC of the college took a stronger initiative to reach out to the needy ones around. The programme is titled as Share & Care, which is a collective effort, a monthly activity to support the disadvantaged lives.

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
The academic calendar for the academic year 2016-'17	Implemented
The Teacher's diary for the even semester 2016-'17	Implemented
The student's performance diary for the year 2015-'18 and 2016-'19 batches	Implemented
News Letters" incorporating the various activities of each department	Implemented
Share & Care, which is a collective effort, a monthly activity to support the disadvantaged lives	Implemented
Various Club Activities	Implemented
A new dynamic website for the college	Implemented

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Governing body of the college is regularly monitoring the performance of both teaching and non-teaching staff. Based upon the evaluation, proper steps are being taken to improve the quality of teaching learning process.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	6	2	4	0
UG	9	0	1	0
PG Diploma	0	0	0	0
AdvancedDiploma	0	0	0	0
Diploma	0	0	0	0
Certificate	2	0	0	0
Others	0	0	0	0
Total	17	2	5	0
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: CUCBCSS/CCSS

Pattern	Number of programmes
Semester	15 (9 CUCBCSS + 6 CCSS)
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)

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

Since our College is an affiliated one, the syllabi for various courses are designed by the University. As some teachers are members of Board of studies and faculties of the university, their contribution in the curriculum revision is ensured.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
40	25	14	Nil	2

2.2 No. of permanent faculty with Ph.D.

14

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	10	Nil	1	Nil	Nil	Nil	Nil	1	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

26

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	8	1
Presented papers	2	6	0
Resource Persons	0	0	2

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

1. ICT Model Classes are spreading at maximum level.
2. Hands-on Workshops and Demonstrations are conducted by various departments for enhancing the various skills of students.
3. For the effective teaching learning process PPT oriented instructions are carried out at maximum class rooms.
4. Industrial visits to Textile Mills, Food Industries, Factories, Software Companies, etc. are being organized by various departments to motivate the students and to develop the scientific temper among them.
5. A documentary “Pestering Journey” directed by K.R.Manoj was screened which discussed the two major pesticide attacks in India: Bihar and Kerala.
6. Two short Films “Boy” and “Meals Ready” were screened on 16th of March 2017. A discussion on the issue of transsexuals was also initiated.

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

222

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

1. Centralised Internal Examinations are being continued in all semesters.
2. Open book examinations are experimentally introduced in some departments.
3. Introduced the Performance Evaluation Book for all classes to record the personal, academic and co-curricular detail of the students.

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

09	01	01
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2.10 Average percentage of attendance of students

87%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com. Co-op	33					85
B.Com. C.A	24					80
B.Sc. (Computer Science)	28					78
B.Sc. (Chemistry)	46					83
B.Sc. (Botany)	30					83
B.Sc. (Family and Community Science)	25					84
B.Sc. (Maths)	-					-
B.A. (English)	28					100
B.A. (History)	21					96
M.A (English)	11					100
M.Sc. (Botany)	12					100
M.Sc. (Family and Community Science)	9					100
M.Sc. (Chemistry)	11					100
M.Sc. (Computer Science)	-					-

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

In the very beginning of the academic year, IQAC is making an action plan of the programmes to be implemented. Based on this various committees are constituted for the implementation of the action plans.

IQAC introduced printed form of Teachers Diary to all the faculty members which includes Semester Plans, Time Tables, Examination Duties, Details of Meetings Attended, Research

Publications, Centralized Valuation Camp Details, Extension Activities List and details of Classes Engaged. The diaries are evaluated frequently by the IQAC Coordinator and necessary suggestions and advises are given for improvement.

Class wise PTA meetings are carried out after every centralized internal examination to make aware the parents about the academic improvement of their ward. Feedback reports collected from the students are meticulously evaluated. Corrective measures in the form of special class tests, seminars and remedial teaching are done. Also arranges different motivation and training sessions to students and teachers.

2.13 Initiatives undertaken towards faculty development

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

Criterion – III

3. Research, Consultancy and Extension

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

- A committee is constituted by IQAC to monitor the Research Activities in the campus. The Major and Minor Research Proposals are duly verified by the committee and given necessary corrections and advices for improvement. Sessions are arranged to interact with various experts to generate awareness for the promotion of Research Atmosphere in the campus.
- TRACINGS, the peer reviewed annual students' e-journal brought out by the Postgraduate Department of English at KAHM Unity Women's College, Manjeri, Malappuram, Kerala in 2015, published its second issue (Vol II, Issue I), of the year 2016. TRACINGS, which was set up in 2015, to provide a channel for the postgraduate students who are working in various cognate areas in humanities. It is a part of the Department's mission to uplift the student community in postgraduate level to a research oriented academia. The current issue focuses broadly on the theme of 'Literatures from the MARGINS'. The articles are grounded more on identity politics than on emancipatory politics. Ms. Shahina Mol A. K., Assistant Professor in the Department of English, is the editor of the current issue.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		1650000		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	3		3
Outlay in Rs. Lakhs				180000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	7	
Non-Peer Review Journals	1	9	1
e-Journals	1	5	
Conference proceedings	5	11	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016	UGC	346000	272000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>	2016	KSCSTE	10000	10000
Any other(Specify)				
Total			356000	282000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	4	2		5
Sponsoring agencies	KSHEC	UGC	KSHEC		

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

4

4

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

0

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Implemented Share and Care Charity Activities to promote social commitment among the students and teachers.
- NCC students are regularly conducting blood donation camp.
- Home Science Department provided multiple nutrition awareness session to the “Anganwadi” workers and local house wives.
- Interdepartmental faculty sharing is continuing during association hours to familiarize the important advances in various disciplines.
- Plastics are banned in the campus and made the campus a plastic free zone. To achieve this different alternatives are implemented such as biodegradable paper and cloth bags are sold through the college cooperative store to make the campus eco-friendly.
- Started the construction work of the second rain water harvesting system in the college.
- Pen Drive- collected used ball point pens, joining hands with NSS unit of the College and Suchitva Mission and sent to Art Binale.

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	60750 Sq.M	Nil	Management	60750Sq.M
Class rooms	31	4	Management	35
Laboratories	10	Nil	-	10
Seminar Halls	2	1	Management	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil	-	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others				
• Administrative Block	-	10,297Sq.Ft	Management	10,297Sq.Ft
• Generator	2	Nil	UGC	2

4.2 Computerization of administration and library

- Five more computers are purchased for the Browsing centre of the library by 5 more computers.
- Provided 10MB internet facilities to all Departments, Computer Labs, A/C Seminar Hall, Browsing Centre and Office.
- Implemented digitalized public announcement system.
- Installed internet facilities in computer science class rooms.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18954	3977850	158	68463	19112	4046313
Reference Books	1050	658320	-	-		658320
e-Books	-	-	-	-	-	-
Journals	83	46100	-	-	-	46100
e-Journals	N-list (5000)	36000	-	-	-	36000
Digital Database	-	-	-	-	-	-
CD & Video	340	34000	-	-	-	34000
Others (specify)	-	-	-	-	-	-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	166	32	83	20	-----	11	19	1
Added	-	-	-	-	-	-	-	-
Total	166	32	83	20	-	11	19	1

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

- Department of Computer Science conducted classes for students and teachers to equip them with the latest technological advancements.
- Department of Computer Science conducted an e-governance session to administrative staff.
- Separate sessions were arranged in the computer lab for the students of certain class to familiarize the latest technological developments in their disciplines.

4.6 Amount spent on maintenance in lakhs:

i) ICT

0.2 Lakhs

ii) Campus Infrastructure and facilities

136 Lakhs

iii) Equipments

-

iv) Others

-

Total:

136.20

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC conducted a Bridge Course for first year students regarding the scope & prospects of the programme, and also held a sessions such as;
 - Life Skills session was conducted by Ms. M.K. Vineetha, Assistant Professor in English.
 - Dr. Annie Ninan, Department of Home Science engaged a session on General Discipline and Personal Cleanliness.
 - Lt. Col. Dr. A.C. Meeradevi, Department of Hindi, motivated the students regarding the importance of NCC.
 - Dr. P. Zakir Ahmmed, Department of Physical Education stressed the need of the physical fitness in the adolescent group.
 - Dr. I. P. Abdul Razak delivered a talk on Conservation of Nature and Natural resources.
 - Dr. Muhammed Basheer Ummathur, IQAC Coordinator given a session on CUCBCSS regulations of University of Calicut.
 - Mr. Faizal T.K. of Department of History explained the various Scholarship Schemes of both Central and State Governments.
- The Scholar Support Programme for the academic year has been successfully completed in our college.
 - In the current year the programme was offered to the selected students of first, second and third year degree classes.
 - The Directorate of Collegiate Education sanctioned Rs. 2,25,500/- to our college for the purpose of conducting Scholar Support Programme.
 - The committee decided to select subjects based on the needs and demands of students.
 - Each class tutors were requested to suggest one subject of their student's choice to include in SSP.
 - After analyzing the suggestions the committee decided to select the subjects for the Scholar Support Programme.
 - The available study materials in the Co-operative store were given through the store & the remaining were purchased from outside with an amount of Rs 45000/.
 - One day (5 hours) external mentoring sessions were conducted. Mr. Abdussamad, reputed trainer and Asst. Professor of Government College, Kasaragode handled the session. About 103 students participated in the session.
- Walk With a Scholar (WWS) programme for the academic year was successfully completed under the supervision of the Coordinator, Ms. Shameema PT, Assistant Professor of Computer Science.
- A number of Career Guidance sessions were coordinated by Mrs. Poornima R., Assistant Professor of English.
 - Mr. Muhammed Shafi, an expert in career guidance handled the session on the opportunities available in Government sectors to all final year students.

- Mr. Sajesh, Chief, Technical and Occupational Safety at ESS Support Services, Kazhakisthan gave a session on Food Quality Safety Management for the students of Family and Community science on 13th December 2016.
- Ms. Shireen, student of Hyderabad Central University introduced the Central Universities of India to the final year students on 23rd December 2016.
- A session on Career opportunities in Banking Sector was conducted for the final year students of all departments on 13th January. The Resource person was Mr. Padmakumar, IBS, Kayamkulam.
- The Film Club activities were officially inaugurated on 29th of November 2016. The club exhibited various class movies for the students.

5.2 Efforts made by the institution for tracking the progression

1. College and Department wise annual Alumni meetings are being conducted to know their career advancements and placements. Advantages of Social Medias are also utilized for easy communication.
2. Arranged interactive sessions with successful alumni personalities.
3. In the farewell meetings, the outgoing batches were advised to intimate the department about their higher education and placement status.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
870	61		

(b) No. of students outside the state

3

(c) No. of international students

0

Men	No	%	Women	No	%
	0	0		931	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
70	132	2	900	2	1196	24	131	5	767	4	931

Demand ratio:NA Dropout %: 10%

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

- Books for the preparation of various competitive examinations are made available in the library.
- Arranging Orientation Sessions;
 - A seminar on “From Campus to Govt. Jobs” was conducted on 6th September 2016 by Mr. Mohamed Shafi, AG Office, Thiruvananthapuram.

No. of students beneficiaries

1200

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

College Counselling Cell was inaugurated on September 27, 2016. Three sessions were conducted under the three prominent counsellors, namely Mr. Abdul Latheef, Mr. Prince Vargheese (Psychological counsellor, 'Mind It Solutions') and Adv. Sujatha Varma (Senior Advocate, Manjeri & Chairperson, Kerala Grihalakshmi Vanithavedi).

No. of students benefitted

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

- Women Development Cell (WDC) is an effective platform to initiate new thoughts and reinforce the change that we envisage.
 - Inaugural talk by Smt. Rosakutty Teacher, Chairperson, Kerala Vanitha Commission.
 - Green Signature- Ink it Green.... A drive promoting the use of fountain pens instead of use and throw ball points, eco friendliness mission.
 - Know the Corporate world- A chat with Mr Kamal, creating awareness about the opportunities and challenges in the Corporate world.
 - Slice of Life- Meet Ms Rameesa, Taek Won Do, National referee- promoting the importance of life skills and physical fitness among students, joining hands with Sports Club of the college.
 - Young mothers and Reproductive Health- By Dr.Rajeena, Gynaecologist, fertility specialist. Developing awareness about physical and mental health in young mothers.
 - Speak and Win- a competition for boys at undergraduate level to speak about the most influential woman they have known... (WOMEN'S DAY SPECIAL)

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	575	4600
Financial support from government	MGS248	992000
	SJMS 8	8000
	HES 2*40000 5*60000	80000 300000
Financial support from other sources	Co-operative Society Merit-cum-means Scholarship: 9	9000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students: 3

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- Building an egalitarian society through women empowerment

Mission

- Providing the best in education.
- Inculcating human values.
- Developing leadership qualities.
- Fostering unflinching patriotism

6.2 Does the Institution has a management Information System

Partially implemented.

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

6.3.1 Curriculum Development

- Being a non-autonomous institution, the curriculum is updated by the members of the different Boards of studies at the University of Calicut time to time, based on the needs of the society, industries and developments in the related subjects.
- Faculties of our institution had participated in the workshop for restructuring the UG syllabi of University of Calicut.

6.3.2 Teaching and Learning

- For more empowering our students to be proud of the College, we have been conducting invited talks by eminent personalities from in and out of states periodically.
- Seminars, Symposium and Workshops have been also conducted regularly.

6.3.3 Examination and Evaluation

External Examination: The University has been conducting centralized examinations at each semester-end, and answer scripts are evaluated at the centralized valuation camps.

Internal Examinations: Besides unit tests, one centralized examination has been conducted at each semester-ends, and retests as and when needed. Moreover, seminars, symposiums by students have been conducted in the presence of concerned teachers.

6.3.4 Research and Development

One major and 6 Minor projects have been going on at different departments, and proposals for more minor and major projects have sent to the UGC recently. The UGC has already granted 6 teacher fellowships (3 for completing Ph.D. and 3 for doing M.Phil) in the current 12th plan of UGC, and waiting for 2 more teacher fellowships to be granted.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The library is rich in terms of collection and innovative in its services. It caters very well to the students and teachers in academic activities. In addition to the book circulation, reference services to the library have a very good IT based services provided to the users. The circulation is computerized. The users can reserve the books in circulation. New acquisitions are displayed in a display rack and the users can reserve those books too. Book acquisition is done in the accession register and in the computer. In addition to the call number, author and title of the book, the readers can see their contents page too in the computer screen. The library conducts exhibitions of new arrivals when new books are accessioned.
- Dewey Decimal Classification scheme 20th edition is used for classification of books. For tricky titles cyberdewey.com is used. Dewey decimal numbers being simple is user friendly and is apt for a general library. The library has a very good collection of periodicals including scholarly journals in various subjects. The contents page of scholarly journals also is made available on demand in the current contents service. Back issues of journals are bound and kept safe.
- The library has a very good collection of reference materials including dictionaries, encyclopedia, handbooks, manuals, yearbooks and study materials for competitive examinations. These books are generally unavailable for circulation but are given to users for overnight use on demand. Many internationally acclaimed publications are available in the section and are useful to students appearing for competitive examinations.
- In addition to these services, the library has a text book bank, from which the students can borrow text books and keep it till the semester ends on payment of a small sum of money. There are about ten newspapers subscribed in the library. New items on burning topics etc are photocopied and pasted in the library notice board. The new paper clipping service is appreciated by the staff and students alike.

6.3.6 Human Resource Management

A well-developed human resource management system is practiced in the institution by the college management, and proper training is provided time to time.

6.3.7 Faculty and Staff recruitment

As per UGC norms and University act and statute, faculties are selected and recruited as and when needed by the college management. Casual, contract and ad-hoc laborers are recruited time to time by the management.

6.3.8 Industry Interaction / Collaboration

The Computer Science Department has been maintaining collaboration with IT firms at Malappuram, Calicut and Trissur Districts for conducting seminars and workshops. Also the Department has been conducting Industrial visits. And the Department of Commerce has been sending their 6th semester B.Com Computer applications students for On the Job Training (OJT) to the various banks every year.

6.3.9 Admission of Students

The institution follows the policy of Government of Kerala and regulations of University of Calicut in the admission of students to various programmes. The affiliating university invites applications for admission to the various programmes offered by the colleges through newspaper calls and University website. The institution ensures wide publicity to its programmes through the College Prospectus and institutional Website. A single window system is in operation for admission to both of the undergraduate and postgraduate programmes offered by the institutions under the affiliating University where the applicants make a single application specifying the choice of preference of colleges and allotments are made accordingly.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

A number of welfare measures have been taken to improve the wellbeing and satisfaction of the students, faculty and administrative staff.

Teaching staff
The management provides salary advance to the staff whenever there is delay in getting approval and salary. In many cases salary to the temporary and guest faculty has also been provided by the management. The management has also played its role as a financial supporter in cases of life threatening situation of its staff and their family. To meet the financial demands and crisis of the staff, a credit society is also formed by the staff which grants assistance in the form of interest free loan to the extent of Rs. 60,000/-. Almost 90 % of the staff has availed this facility.

Non-Teaching staff
The welfare schemes provided by the management for the benefits of teaching staff are also extended and made available to non-teaching staff. On many occasions the management as well as staff club came forward to financially support the ad-hoc staff such as Bus and Co-operative store staff.

Students
The management, staff club, and PTA provide financial support in the form of free transportation, scholarships, books, dress, and accommodation in the hostel for economically backward students of the college. As a part of Silver Jubilee Celebration of the institution a home for a needy but poor student – **Snehabhavanam** - is under construction.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University inspection commission	Yes	IQAC
Administrative	Yes	Department of Collegiate Education, Govt. of Kerala	Yes	Subcommittees formed by Management and Head of the Institution

Academic audit: Academic audit is done through semester plan, periodic evaluation and final semester and end programme evaluation. Every possible measure is taken to adhere to the academic plan and semester plan prepared at the beginning of the year and semester. A close monitoring is also done at different levels like Head of the institution, IQAC, Head of the departments, etc. Special Department and Staff Council meets are arranged for result analysis and necessary modifications are introduced accordingly.

Administrative audit: Financial audit is done in the administrative level by an external agency. No other monitoring schemes are not introduced till now.

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

The college is only an affiliated college and hence no role in declaration of results.

For UG Programmes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

Since our college is neither a university nor an autonomous institution we have little control and role in the conduct of the exams. However many members of the management council, teaching and non-teaching staff etc. are members in various administrative and academic bodies like syndicate, senate, academic council, board of faculties and board of studies. Efforts are made to make reforms in the examination system of the University.

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

The college is affiliated to Calicut University. Five of the colleges which were previously affiliated to the University has already been granted autonomy. Some of the other outstanding colleges are under the process of getting autonomy. Our college is also making efforts in this aspect.

6.11 Activities and support from the Alumni Association

The college Alumni Association is very active and creative. The alumni of the college regularly meet during the second Saturday of every July. They sponsor merit-cum means scholarship for needy students. They also provide monetary support for infrastructure development. For instance, they sponsored a parking lot for two wheeler parking for students. The alumni of English Department gave a collar mike for teachers engaging combined class.

An annual alumni meet, entitled *Regalia 2017*, was organized in the campus on 11 March 2017, in which around 250 alumni participated. College management committee members, PTA representative, Principal and faculty members were also present in the occasion. Proficiency prizes were awarded to the toppers of all UG departments on the same day, to motivate the learning environment in the campus.

Mrs. Shani Jesty, an alumna of the Home Science department who is currently working as the Supervisor of ICDS scheme of the government of Kerala is contributing Rs. 1500/- per year for the best outgoing student of the department. This endowment is named after her father. Mrs. Nadeera Kurikkal, another alumna of the department delivered a lecture on the career opportunities for FCS graduates. Another alumna Raseena conducted a workshop on handicrafts titled "Wealth out of waste" to the students of the college.

The alumni of the department are actively involved in the annual Home Science Fests by setting up of their stalls.

The alumni of the department of Computer Science instituted yearly merit cum means scholarship entitled Royal Computer Science Alumni Association Scholarship (RCSA) for three best students of the department @ Rs. 1000/- each.

6.12 Activities and support from the Parent – Teacher Association

Student Support Programmes:

- Providing scholarship for needy students
- Providing uniform and study materials for economically backward students
- Conducting counseling classes

Teacher Support Programmes:

- Providing basic facilities like shelf, writing pad, etc.

Institutional Support Programmes

- Providing financial aid for infrastructure development such as new canteen block, vehicle parking shed, renovation of auditorium and rain water harvesting tank with capacity of 1 Lakh litre.
- Providing white board to all class rooms.
- Providing transportation facility (5 buses) for students.

6.13 Development programmes for support staff

The management as well as staff club came forward to financially support the adhoc staff such as Bus and Co-operative store staff.

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

The college has initiated the following moves to render the institution and its premises eco-friendly.

Plastic free campaigns: The NSS units of the college and Environment Awareness Campaigns have successfully driven the 'Plastic Free Campaign' at the campus. The college discourages students carrying plastic carry bags which are eco- unfriendly. The highlights of the campaign include:

No flux banners: The use of flex printed banners for various events like seminars, workshops and the like are strictly prohibited in the campus. The organizers are sternly instructed to shift to cotton banners.

Jute carry bags: Jute Carry Bags are provided to the staff and students of the college at a nominal cost. This step, globally recommended, helps stop the habit of collecting plastic bags while shopping.

Incinerators: The Incinerators set up at the college and hostel is used to burn up sanitary napkins.

Gardening in the campus: Students and staff take effort to make the campus green by planting trees and shrubs.

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.

- IQAC of KAHM Unity women's college organized a session for the all teaching staff, in order to familiarize the activities to be implemented in the college as part of **Innovations and Best Practices** on 18 October 2016. The session was inaugurated by Principal Dr. C. Saidalavi and Ms. Shahina Mol AK, Head of English Department presented the various innovative programmes, to be implemented in the college during the current academic year.
- Major implementations:
 1. Monthly Club Day:
 - Both learning and teaching communities were grouped on the basis of their respective clubs. Various activities were effectively conducted in every month (Second Tuesday, 3:10 PM to 4:30 PM).
 2. College Newsletter:
 - Released first issue of College Newsletter (June 2016 – December 2016).
 3. Charity Wing:
 - As a part of building up a socially responsible campus, IQAC of the college took a stronger initiative to reach out to the needy ones around. The programme is titled as Share & Care, which is a collective effort by the teachers and students. “**Save Ten Rupee Per Month, Save Lives**” is the motto of Share and Care project. The formal inauguration of the Charity activities “**Share and Care**” is carried out by Jb. O. Abdul Ali, College Manager on 8th December 2016.
 4. Faculty Focus:
 - Introduced a Platform for Inter Collegial Dialogue. Under this various programmes were conducted for the beneficiaries of teaching faculty.

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

- **November 2016:** The official launching of Share and Care was inaugurated by Mr. O. Abdul Ali, Manager on 7th Dec 2016, handing over **two wheelchairs and one airbed to Pain and Palliative Clinic**, Manjeri.
- **December 2016:** Enhanced the water facility for two poor families (Athimannil Kadeeja and Choorappilan Ashraf) at Pattarkulam which costs Rs. **14000/-** through Share and Care.
- **January 2017:** Facilitated toilet facility of the poor family of Karuthedath Ummukulsu at Narukara. Also supplied the grocery items to Mr. Alikutty Mankarathodi (s/o, Kunhimayin), Muttippalam for one month whose legs are fractured by an accident.
- **February & March 2017:** Distributed educational equipments to Govt. Mappila Lower Primary School, Narukara.
- The formal inauguration of the “**Faculty Focus**” is made by Dr. Mohamed Saleem, Assistant Professor, Farook Training College on 15th February 2017. A class on “API Score” is also conducted as a part of the programme.
- **March 2017:** Released “**College Newsletter**” incorporating the various activities of each department is ready and is released by **Honorable Vice Chancellor Kadar Mangad, University of Kannur** on 17th March 2017.
- **September 2016:** A seminar on “**From Campus to Govt. Jobs**” was conducted for the V sem UG and III sem PG students on 6th September 2016. Mr. Mohamed Shafi, AG Office, Thiruvananthapuram, an expert in career guidance handled the session and introduced the opportunities available in Government sectors. Examinations were conducted under state Government such as LGS, LDS and of Central Government like UPSC, SSC, IB, RRB and also discussed in detail its qualifications and benefits.
- **September 2016:** A seminar on “**Cyber Crime**” was conducted for the I and III sem UG students on

6th September 2016. Mr. Aneesh Chacko, Member, District Crime Investigation Squad, Malappuram gave awareness on crimes and issues related to Internet.

- **September 2016:** Mr. PV Paulose, ASI of Police, Traffic Wing, Manjeri given an awareness Class on “**Shubhayathra** for the V sem UG and III sem PG students on 28th September 2016. He emphasized on the enormously increasing accidents and minor violation of traffic rules.

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

1. Share & Care Charity activity
2. Rain water harvesting

7.4 Contribution to environmental awareness / protection

- Celebrated World environment day and planted trees inside the campus.
- Implemented second rain water harvesting project.
- Introduced plastic free campus.

7.5 Whether environmental audit was conducted? Yes No

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

Promote the education of married girls and student mothers by giving proper timely advice and directions.

8. Plans of institution for next year

1. Implementation of new community outreach activities and extension activities so as to facilitate the social integration and inculcation of values.
2. Construction of a New Administrative Block.
3. Digitalization of more class rooms.
4. Construction of new Rain water harvesting facility.
5. Construction of new Cafeteria.
6. Awareness classes on the New Format of NAAC Reaccreditation.
7. Promote Research aptitude among teachers.
8. Strengthening of the present Teaching, learning and evaluation system by digitalization and innovative approaches.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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