

Annual Quality Assurance Report (AQAR)



IQBAL COLLEGE **PERINGAMMALA**

Kerala, South India 695563

Affiliated to University of Kerala

For the Period of 2014-15

Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year 2014-15

Part – A

1.Details of the Institution

1.1 Name of the Institution

IQBAL COLLEGE

1.2 Address Line 1

IQBAL COLLEGE

Address Line 2

PERINGAMMALA

City/Town

THIRUVANANTHAPURAM

State

KERALA

Pin Code

695563

Institution e-mail address

iqbalcollege@rediffmail.com

Contact Nos.

04722845537

Name of the Head of the Institution:

M .SHAHUL HAMEEDU

Tel. No. with STD Code:

04722845537

Mobile:

9447074366

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHC0GN 18879)

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:

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.73	2010	2015
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC:

1.8 AQAR for the year

1.9 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 on 30/10/2017
- ii. AQAR 2013 – 14 on 30/10/2017

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Kerala

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

03

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

01

2.9 Total No. of members

18

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders:

0

Faculty

01

Non-Teaching Staff

01

Alumni

0

Others

0

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

0

International

National

State

Institution Level

1

(ii) Themes

NAAC Accreditation-Quality Concerns & Challenges

2.14 Significant Activities and contributions made by IQAC

- Effective implementation of Walk with Scholar Programme.
- Overall quality improvement of the college.
- Promotion and facilitation of improved teaching-learning practices.
- Implementation of remedial coaching.
- Implementation of Community Linked Programmes.
- Encouragement for quality research in college.
- Organize clubs and cells activities
- Celebrated important events

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
<ul style="list-style-type: none"> ➤ To provide facility to conduct National and International seminars, conferences and workshops. ➤ To take up major and minor projects by availing funds from various funding agencies. ➤ To present research papers by faculty members in various national and international seminars. ➤ Conduct arts and sports fest for students. ➤ Women's cell to aid in empowering women through expert talks and discussions. Distribution of saplings to encourage reforestation ➤ To renovate office. ➤ To set Tissue culture lab in Botany Department. 	<p>Was able to fulfil the plan for the year.</p>

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other body College Council

Provide the details of the action taken

This AQAR was placed in the College Council before submission. The report was thoroughly analysed by the members. Suggestions and comments for the improvement were incorporated. The next council meeting approved the corrected report.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	-	-
PG	3	-	-	-
UG	7	-	-	1
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	11	0	0	1
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
Trimester	-
Annual	-

1.3 Feedback from stakeholders*

Alumni Parents Employers Students

(On all aspects)

Mode of feedback:

Online Manual Co-operating schools (for PEI)

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

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

- Revision of CBCSS Semester Degree Programme of 1st and 2nd semester has been implemented with effect from June 2013 in BSc Physics, BSc Botany, BSc Zoology, BSc Mathematics, BA Communicative English, BA History, BCom, MCom.
- Grading of students on the 5 point scale has been replaced by a 7 point scale.
- Direct grading has also been changed to indirect grading.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
41	24	17	0	0

2.2 No. of permanent faculty with Ph.D.

20

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	0	0	0	0	0	0	0	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

0

1

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	36	10
Presented papers	3	38	4
Resource Persons	0	2	7

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

- Audio Visual Aids
- Field trips
- E – Journal
- Department level seminars
- College Level Seminars
- Industrial visits
- Teaching through interactive boards at PG level
- ICT oriented teaching
- Provision for interested students to do degree level projects in off-campus laboratories.

2.7 Total No. of actual teaching days during this academic year 179

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 restructuring/ revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 10

2.10 Average percentage of attendance of students 91

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of Students appeared	Total no. of Students passed	Pass Percentage
B.S.c. Botany	25	23	92
B.S.c. Physics	28	23	82
B.S.c. Mathematics	39	30	77
B.S.c. Zoology	24	22	91
B.A. History	45	38	84
B.A. Communicative English	40	32	80
B. Com.	65	55	85
MSc Botany	12	11	97
M.A. History	11	7	64
M. Com.	19	18	95

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

- Encouraging regular feedback from departments
- Giving importance to innovative practices.
- Getting feedback from students and rectifying short falls.
- IQAC meetings are held at regular intervals

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	6
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	11	0	0	0
Technical Staff	9	2	0	0

Criterion – III

3. Research, Consultancy and Extension

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

A Research Promotion Committee was established under the IQAC. Its main function is promoting the research climate on campus.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6	3	0	1
Outlay in Rs. Lakhs	5.36	1.425	0	0.90

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	8	1
Non-Peer Review Journals	2	0	2
e-Journals	1	0	0
Conference proceedings	0	11	4

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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

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			2
Sponsoring agencies		UGC			PTA

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	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

6

17

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

2

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

JRF 3 SRF 0 Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 11 State level -
National level 1 International level -

3.22 No. of students participated in NCC events:

University level - State level 82
National level 9 International level -

3.23 No. of Awards won in NSS:

University level - State level 1
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level 1
National level - International level -

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="4"/>	NSS	<input type="text" value="26"/>
		Any other	<input type="text" value="-"/>

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

- Blood donation camps
- Plastic elimination programme.
- Promotion of Organic Vegetable Farming.
- Planting saplings to promote reforestation.
- Distribution of packet food to hospitalized patients of Govt Hospital Palode.

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	30 acres	0		30 acres
Class rooms	28	0		28
Laboratories	5	0		5
Seminar Halls	1	0		1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	13	5	UGC	18
Value of the equipment purchased during the year (Rs. in Lakhs)	3392143	2467870		5860013
Others				

4.2 Computerization of administration and library

- Office and library were computerized.
- Library was centralised with online e-resource and browsing facilities.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23549	4323332	604	220835	24153	4544167
Reference Books	494		18		512	
e-Books						
Journals	3	800	3			
e-Journals						
Digital Database						
CD & Video	300		9		309	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	23							
Added	0	15				3	8	
Total	23	15				3	8	

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

- N-List-INFLIBNET subscription at library
- Orientation by tutors for first year students on internet uses.
- Training for smart-boards,
- Certificate course in tally
- Our computer lab has a browsing centre where teachers and students can browse internet for the academic requirements.

4.6 Amount spent on maintenance in lakhs:

i) ICT	7.5
ii) Campus Infrastructure and facilities	18
iii) Equipments	0
iv) Others	0
Total:	25.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- An Orientation programme was conducted for the first year students on the day of commencement of classes to give information about general discipline, facilities, scholarships, student support programmes like Tutorial System, Remedial Classes, NSS, NCC, Additional Skill Acquisition Programme (ASAP), Scholar Support Programme (SSP) and Walk With a Scholar (WWS).
- College Handbook containing academic calendar, various clubs and their activities and details of all student support programmes was distributed.
- Awareness programmes on Anti-Sexual Harassment Laws and the importance of anti narcotic campus.
- Awareness programme on Anti- Ragging.
- Awareness programme on CBCSS and the available open courses for the fourth semester UG students

5.2 Efforts made by the institution for tracking the progression

- Tutors of each class maintain bio data of their wards and update the documents regularly. After analyzing the data, proper guidance is given to students.
- Periodic PTA meetings were conducted for each class. The academic progression and results of internal assessments were discussed with parents.
- Feedbacks from students, parents and teachers were taken and remedies were adopted based on the analysis.
- WWS mentors meet their mentees regularly and discuss the personal and academic progression.
- Alumni meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
891	91	2	

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
391	39

Women

No	%
593	61

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
253	91	21	596	0	961	280	89	24	589	2	984

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

- Coaching class for Civil Service Examination
- PSC orientation classes
- Career Development Classes
- Coaching class for JAM Entrance

No. of students beneficiaries

162

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

- Career guidance cell provide comprehensive services in the area of option for higher studies and job opportunities.
- Organised counselling classes
- Organised a career awareness week

No. of students benefitted

257

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 cell Organised an Awareness programmes on Anti-Sexual Harassment Laws.

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	45	Rs. 45000
Financial support from government	131	Rs. 623260
Financial support from other sources		
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

5.13 Major grievances of students (if any) redressed:

Grievances received from students of various departments were redressed by Department Level Monitoring Committee (DLMC), College Level Monitoring Committee (CLMC) and College Principal.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- To be a centre of excellence which imparts value based education to young students and empower them as full fledged future citizens.

Mission

- To translate the vision into action by giving globally relevant quality education to students irrespective of caste, creed and gender.

6.2 Does the Institution has a management Information System

The college ensures a system of participative management whereby information flow and decision making process are systemised.

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

6.3.1 Curriculum Development

The college was affiliated to the University of Kerala. Curriculum Development and revision is solely done by the University in the case of affiliated colleges. However our faculty members are influential in the Curriculum Development and revision being the members of various University Boards and Committees.

6.3.2 Teaching and Learning

The college followed innovative teaching learning methods. Method of teaching was purely student centric. The quality of Teaching-learning was improved by the use of ICT enabled class rooms. Feedback system ensures the proper quality in teaching –learning process. Remedial programmes and special support programmes were also given.

6.3.3 Examination and Evaluation

The evaluation process consists of Continuous Assessment (CA) and End Semester Examination (ESE). Continuous Assessment (CA) consists of attendance, assignments, seminars and one internal examination per semester. Apart from internal examination class tests were conducted to measure the performance of the students at regular intervals. After the publication of the results of the University end semester examination (ESE), each department prepare the statement of result analysis which is presented before the College Council meeting.

6.3.4 Research and Development

The College has a research committee. The committee motivates the faculty and students to undertake research activities. The committee provides all information about the research areas, leading research institutes, available financial assistance and funding bodies, supportive institutions, etc. Details regarding minor and major research projects and postdoctoral fellowships were intimated timely.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The ICT facilities and other learning resources are adequately available in the institution for academic and administration purpose. The library was completely computerised. At present it has attained the position of a first grade library with more than 25000 books and about 250 CDs. The library is automated using LIBSOFT, a well known library management software. This is user friendly software in the digital era. It provides quick search and access, OPAC facility etc.

6.3.6 Human Resource Management

Faculties participated in orientation and refresher courses conducted by various universities for improving the quality of teaching-learning process. Non-teaching staff got hands-on training on GAIN-PF. Teaching faculty is motivated to attend various training programmes and workshops to keep up to-date with academic developments. Teachers undertake additional charge of extra and co-curricular activities and they get an opportunity to develop leadership qualities.

6.3.7 Faculty and Staff recruitment

The teaching and non-teaching staffs were recruited according to the Government and University Rules and Regulations. Selection of Guest Faculty was done on merit basis by the college itself.

6.3.8 Industry Interaction / Collaboration

Several departments associate with nearby research institutions for the conduct of UG and PG research projects. Department of Botany keeps informal linkage with Jawaharlal Nehru Tropical Botanic Garden and Research Institute, Palode.

6.3.9 Admission of Students

Online admission was conducted through the online admission portal of Kerala University as per the university schedule. The admission processes to be performed at the college level is monitored by the Admission Committee. Government rules were strictly followed for preparing the rank list of community seats. All reservation policies of the Government were strictly followed.

6.4 Welfare schemes for

Teaching	Group insurance scheme (GIS), State life insurance (SLI), Medical reimbursement, Personal accident insurance. Loan facility from Co-operative Society, Maternity leave, Festival allowance, Provident fund (PF) etc.
Non teaching	Group insurance scheme (GIS), State life insurance (SLI), Medical reimbursement, Personal accident insurance. Loan facility from Co-operative Society, Maternity leave, Festival allowance, Provident fund (PF) etc.
Students	Various Scholarships and fees concessions provided by state and central Government, University, PTA and Alumni.

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	IQAC
Administrative	Yes	AG & Dy. DC	Yes	Principal

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The examination reforms are implemented by the University of Kerala. The Grade System has been converted to Grade-Mark System.

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

-

6.11 Activities and support from the Alumni Association

The College Alumni Association provides financial and moral support for the activities of the college and student progression. Iqbal College Alumni Association creates and maintains a life-long relation between the college and its alumni. The association provides opportunities to the alumni to meet together and contact with each other. It co-operates with the college authorities in developmental programmes. The Alumni Association is actively initiating several programmes for student support and progress, such as, (a) sponsoring scholarships and cash awards (b) improving infrastructural facilities (c) organising seminars (d) encouraging extracurricular activities of the students and (e) career guidance and personal counselling.

6.12 Activities and support from the Parent – Teacher Association

The Parent – Teacher Association aims at the promotion of the all - round development of students. Parent Teacher Association provides funds to carry out the day to day financial affairs of the institution. It undertakes many programmes for the overall development of the college. The functions of the P.T.A are carried out by an Executive Committee consisting of President, Vice-president, Secretary and other members of the Executive Committee.

6.13 Development programmes for support staff

An orientation programme was conducted by IQAC on NAAC Re Accreditation.

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

- Environmental assessment by nature club
- Tree plantation on World Environment Day
- Rain water harvesting system
- Green Campus Programme
- Implementation of Butterfly garden

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.

- Renovation of the college website
- Introduction of Campus Radio
- Language Lab for students.
- Promoting short films and documentaries made by students

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

The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly

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

Best Practice 1 – English Language Orientation to the Teachers of Iqbal English Medium LP School.

Goal: To familiarise the effectiveness of fun learning in classrooms.

Best Practice 2 - Tutorial System

Goal: To ensure personal care and individual attention to every student, and to promote healthy interpersonal relationship between students and faculty

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

7.4 Contribution to environmental awareness / protection

- Observance of world Environment Day.
- Essay competition on Pollution.
- Maintained a butterfly Park in the Campus.
- Bird watching encouraged.
- Gave awareness class on plastic ban.
- Planted trees to promote reforestation.
- Ban of vehicular movement beyond a marked area near the college gate to reduce pollution.

7.5 Whether environmental audit was conducted? Yes

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

Strengths

The college has a great ambience as it is situated in the greenery provided by the the backdrop of the Western Ghats. The atmosphere of the college is serene, devoid of the dust, pollution and the sophistication of the city. The college is still unaffected and unpolluted by the pomp and vices of the city life. This provides the college a favourable teaching and learning atmosphere. The college also possess a dedicated team of faculty supported by an equally dedicated team of office staff who lend support to the principal and college administration in maintaining the driving principle of discipline and quality. Well furnished and equipped labs including language lab ICT aided teaching learning process, Internet connections in the various departments and the college library, minor research programmes pursuing teachers and researchers strengthens the teaching, learning and research process. The faculty and staff indulge .The faculty and college staff gives utmost importance to the student to student development by giving the individual care by different units, programmes, counselling and mentoring.

Weakness

Most of the students are from financially and educationally backward families. The learning atmosphere and competence of the schools from which the students are hailing are affected by this backwardness and challenges. More PG courses are required in the college as the students who wish to pursue their studies can move forward if otherwise they drop studies after completing graduation.

Opportunities

Students are provided with extremely favourable learning atmosphere. They are well trained to face the challenges of life as many of them, coming from poor families have seen and faced hard realities of life. The available PG courses, research centre, ASAP Programmes provide them with great opportunities without the support of the facilities that a college from the city can provide. The students are given ample encouragement by the college PTA and the college alumni in their studies and future pursuits by giving them timely training and cash prizes for their achievements.

Challenges

The lack of proper training and fluency in the use of English language pose a great difficulty in the teaching and learning atmosphere of the college. The girl students however good they are in the studies get married before the completion of their graduation. This badly affects the pass percentage of the college. The bad family conditions urge the male students to quit college and seek career even at an early stage in their lives. The drop out ratio thus affects the academic performance of the college but the faculty and staff of the college is working for improving the situation.

8.Plans of institution for next year

- Strengthen college IQAC.
- To equip the college for NAAC reaccreditation.
- Form different task teams for the efficient execution of various duties for the next accreditation.
- Timely completion of the ongoing research works.
- Organise more National Seminars.
- Apply for more research projects.
- Increase the number of library books.
- Formulated Best Practices for Departments.

Name **Dr M Kamarudeen Kunju**

Name **Dr. M Shahul Hameedu**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure i

Academic Calendar

UNIVERSITY OF KERALA

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM - 2014 ADMISSIONS

FIRST SEMESTER

30-06-2014	COMMENCEMENT OF CLASSES
18-07-2014	LAST DATE OF REGISTRATION FOR THE COURSES
19-08-2014	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
03-09-2014	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS 06-09-2014 to 15- 09-2014 ONAM HOLIDAYS
17-09-2014	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS 01-10-2014 To 10-10-2014 CONDUCT OF TEST PAPERS
01-10-2014	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
15-10-2014	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
17-10-2014	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
21-10-2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
27-10-2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE 10-11-2014 To 28-11-2014 END SEMESTER EVALUATION (ESE)
12-11-2014	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
17-11-2014	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
21-11-2014	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE)
28-11-2014	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

UNIVERSITY OF KERALA

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM - 2014 ADMISSIONS

SECOND SEMESTER

27-01-2015	COMMENCEMENT OF CLASSES
10-02-2015	LAST DATE OF REGISTRATION FOR THE COURSES
23-02-2015	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
09-03-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
16-03-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
	01-04-2015 To 31-05-2015 SUMMER VACATION
	01-06-2015 To 10-06-2015 CONDUCT OF TEST PAPERS
15-06-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
19-06-2015	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
24-06-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
30-06-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
03-07-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
08-07-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
13-07-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE)
16-07-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
	20-07-2015 To 31-07-2015 END SEMESTER EVALUATION (ESE)
31-07-2015	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

UNIVERSITY OF KERALA

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM - 2014 ADMISSIONS

THIRD SEMESTER

29-07-2014	COMMENCEMENT OF CLASSES
04-08-2014	LAST DATE OF REGISTRATION OF THE COURSES
03-09-2014	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
03-09-2014	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS 06-09-2014 To 15-09-2014 ONAM HOLIDAYS
16-09-2014	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
15-10-2014	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATION(ESE) 20-10-2014 To 29-10-2014 CONDUCT OF TEST PAPERS
27-10-2014	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE 31-10-2014 PUBLICATION OF RESULTS OF TEST PAPERS
31-10-2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
04-11-2014	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
05-11-2014	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
07-11-2014	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
10-11-2014	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE) 12-11-2014 To 28-11-2014 END SEMESTER EVALUATION (ESE)
28-11-2014	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

UNIVERSITY OF KERALA

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM - 2014 ADMISSIONS

FOURTH SEMESTER

18-12-2014	COMMENCEMENT OF CLASSES
	20-12-2014 TO 29-12-2014 CHRISTMAS HOLIDAYS
30-12-2014	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
01-01-2015	LAST DATE OF REGISTRATION OF THE COURSES
12-01-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
02-02-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
	16-03-2015 TO 20-03-2015 CONDUCT OF TEST PAPERS
09-03-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
23-03-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
27-03-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
31-03-2015	PUBLICATION OF RESULTS TEST PAPERS
31-03-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
03-06-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
08-06-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
11-06-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE)
	15-06-2015 TO 30-06-2015 END SEMESTER EVALUATION (ESE)
30-06-2015	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

UNIVERSITY OF KERALA

CALENDAR SHOWING ACADEMIC EVENTS OF FIRST DEGREE PROGRAMMES UNDER CHOICE BASED CREDIT AND SEMESTER (CBCS) SYSTEM - 2014 ADMISSIONS

SIXTH SEMESTER

08-12-2014	COMMENCEMENT OF CLASSES
19-12-2014	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
	20-12-2014 TO 29-12-2014 CHRISTMAS HOLIDAYS
19-12-2014	LAST DATE OF REGISTRATION FOR THE COURSES
30-12-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
19-01-2015	CONDUCT OF FIRST SET OF TEST PAPERS TO 28-01-2015
23-01-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
06-02-2015	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
02-03-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
	02-03-2015 TO 10-03-2015 CONDUCT OF SECOND SET OF TEST PAPERS
10-03-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
16-03-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
20-03-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
20-03-2015	PUBLICATION OF RESULTS OF SECOND SET OF TEST PAPERS
20-03-2015	SUBMISSION OF PROJECT/DISSERTATION
27-03-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
31-03-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
	06-04-2015 TO 30-04-2015 END SEMESTER EVALUATION (ESE)
06-04-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE)
30-04-2015	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

Annexure ii

STUDENTS FEED BACK ON TEACHERS 2014-15

	PARAMETERS	A	B	C	D
		Excellent	Good	Satisfactory	Poor
1	Knowledge base of teacher	85	13	2	0
2	Communication skill	81	15	4	0
3	Sincerity/Commitment of teacher	60	30	10	0
4	Ability to integrate course material with environment /other issues	43	51	6	0
5	Motivating students	74	18	8	0
6	Ability to design test /assignment/examinations	68	23	9	0
7	Relationship with students	76	21	3	0
8	Timing and punctuality of the class	81	11	8	0
9	Maintenance of discipline of the class	73	22	5	0
10	Encouragement of Curricular or extra-curricular activities	80	15	2	3
11	Use of Teaching/Learning aids	66	22	12	0
12	Ability to establish relationship with parent	77	13	10	0
13	Class counselling and career guidance	60	29	8	3

FEED BACK ANALYSIS 2014-15

Questionnaire consists of 13 parameters were given randomly to 100 students of the whole college at the end of academic year by IQAC team. Feedback from students were collected and evaluated. The responses for the questionnaire were consolidated. A summary is given below:

- ✓ As per the students opinion the subject knowledge and communicative skill of teachers were found to be excellent.
- ✓ The students also reported that most of the teachers were supportive in co-curricular activities and maintain a good relationship with them and their parents.
- ✓ Students were satisfied with teaching aids and counselling classes.
- ✓ Students had the opinion that almost all teachers are excellent in punctuality and maintaining discipline in the classes.
- ✓ Students are very much satisfied with the teaching aids used by teachers.
- ✓ As per their opinion teachers are all motivating and encouraging.

Annexure iii
Best Practices

Best Practice – 1

Title: ENGLISH LANGUAGE ORIENTATION TO THE TEACHERS OF THE IQBALENGLISH MEDIUM LP SCHOOL.

Goal: To familiarise the effectiveness of fun learning in classrooms.

The Practice and Impact:

During the ASAP Camp of Iqbal College the Master Trainers of the Department of English Ms. Famina A and Ms. Athulya Thankachy provided an activity based orientation class for the Iqbal English Medium LP School. The novel and effective teaching tips were given to the teachers using audio visual aids. It also witnessed a session of idea exchanging as the challenges and issues were discussed. The headmistress Ms. Nirmala suggested conducting regular orientation classes parallel to the ASAP training camps.

The venture tried to bridge the gap between two institutions and two generations. Language does not any barrier regarding its reception and usage, may it be student who are teenager or students who are below ten years of age. The aim was to equip the teachers for training and giving a strong foundation to the young minds that can use language without many inhibitions provided a strong resource and favourable learning and assimilating language atmosphere which is almost impossible in their normal day today life in the vernacular oriented family and society.

Best Practice – 2

Title: TUTORIAL SYSTEM

Goal: To ensure personal care and individual attention to every student, and to promote healthy interpersonal relationship between students and faculty members.

The Practice and its Impact:

Tutorial system is an educational phenomenon which fosters an intimate and healthy relationship between teachers and students. Here, the entire students of each department is divided into groups and each group is entrusted with a teacher who personally ‘tutors’ the students of his/her group. The main intention of this system is to support the students and help them develop and improve their overall personality – both personal and academic. Beginning with Prof. J s Jahangir of the Dept. of English as the Co-ordinator, this responsibility has now moved from the hands of Prof. Famina of the Dept. of English to Prof. Sanita Beevi of the Dept. of History. The teachers’ help their students to develop their overall basic academic skills such as oral and written communication, effective time management in the examination, critical self-assessment, etc. Such activities done in addition to the college hours definitely enable the students to pursue their individual interests and move into a professional level.

This system has succeeded in fostering a strong relationship between teachers and students of the college, which in turn helps the entire student community to have a better understanding of their subjects. The tutorial system has also helped the students to identify their areas of strengths and weakness in their personal and academic life and likewise work on it to rectify it. This project has also helped in identifying various girl students with talents which are further expressed and development with the help of their tutors.