

Annual Quality Assurance Report (AQAR)



IQBAL COLLEGE PERINGAMMALA

Kerala, South India 695563

Affiliated to University of Kerala

For the Period of 2015-16

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 2015-16

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:

Dr. M. SHAHUL HAMEEDU

Tel. No. with STD Code:

04722845537

Mobile:

9447074366

Name of the IQAC Co-ordinator: Dr. M. Kamarudeen Kunju

Mobile: 9495202513

IQAC e-mail address: iqaciqbalcollege@gmail.com

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)

EC/53/A&A/36 dated 04-09-2010

1.5Website address: www.iqbalcollege.edu.in

Web-link of the AQAR: www.iqbalcollege.edu.in/iqac?page=AQAR&file=AQAR-2016-17.pdf

1.6Accreditation 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	-	-	-	-

1.7Date of Establishment of IQAC: 01-06-2011

1.8AQAR for the year 2015-16

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
- iii. AQAR 2014 – 15 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 (Phys Edu) ☐

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

2.11 No. of meetings with various stakeholders: 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 International National State Institution Level

(ii) Themes

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.
- Orientation programme on 'Best Practices' for IQAC members.

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 equip the college for NAAC reaccreditation.• To form different task teams for the efficient execution of various duties for the next accreditation.• Encourage faculties for new research projects.• Timely completion of the ongoing research works.• To conduct an awareness programme among first year students about the various scholarships and financial assistances.	Was able to fulfil the plan for the year.

* 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	0	2	-	-
Others	-	-	-	-
Total	11	2	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	10
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.

No

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
	37	24	13	0	

2.2 No. of permanent faculty with Ph.D.	17
---	----

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	15	0	0	0	0	0	0	0	15

2.4 No. of Guest and Visiting faculty and Temporary faculty	14	0	1
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	49	2
Presented papers	5	39	0
Resource Persons	2	4	5

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

- Audio Visual Aids
- Field trips
- Peer teaching
- Department level seminars
- College Level Seminars
- Industrial visits
- Teaching through interactive boards at PG level
- ICT oriented teaching
- Institutional visits

2.7 Total No. of actual teaching days during this academic year 182

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 8

2.10 Average percentage of attendance of students 89

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	24	17	71
B.S.c. Physics	28	17	60
B.S.c. Mathematics	31	15	48
B.S.c. Zoology	21	8	38
B.A. History	37	27	73
B.A. Communicative English	35	29	83
B. Com.	64	58	91
MSc Botany	15	15	100
M.A. History	14	14	100
M. Com.	16	14	88

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

Through student feedback; by organizing sessions on Teaching-Learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	1
HRD programmes	0
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	0
Others	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	1	0	0
Technical Staff	11	6	4	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		1		
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	0	0	9
Outlay in Rs. Lakhs	1.425			6.425

3.4 Details on research publications

	International	National	Others
Peer Review Journals	7	10	4
Non-Peer Review Journals	5	0	3
e-Journals	2	01	0
Conference proceedings	5	18	1

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		4			1
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

8

25

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

-

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

JRF 3 SRF 1 Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 10 State level -
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level 70
National level 12 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 1
National level 1 International level -

3.25 No. of Extension activities organized

University forum	-	College forum	-	
NCC	3	NSS	29	Any other -

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

- Blood donation camps
- Plastic elimination programme.
- Provide infrastructure facilities for Buds School, Peringammala
- Awareness programme on Biodiversity Conservation.
- Promotion of Organic Vegetable Farming.
- Participation on 'Run Kerala Run' in connection with National Games
- Celebrated Independence Day, Republic day, International Women's day, Ozone day, World environment day, World AIDS day, International Yoga day, Gandhijayanthi, and Human Rights Day.
- Arranged a Sunday market at Peringammala Public Market for the promotion of organic vegetables

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	-	-	30 acres
Class rooms	33	2		35
Laboratories	9			9
Seminar Halls	1			1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	18			18
Value of the equipment purchased during the year (Rs. in Lakhs)	5860013			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	24153	4544167	416	192036	24569	4736203
Reference Books	512		19		531	
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video	309		4		313	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	26						
Added						1	6
Total	26					1	6

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

0

ii) Campus Infrastructure and facilities

0

iii) Equipments

0

iv) Others

0

Total:

0

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
901	93	3	-

(b) No. of students outside the state

0

(c) No. of international students

0

	No	%
Men	392	39.50

	No	%
Women	602	60.50

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
278	89	24	589	2	982	285	94	23	592	3	997

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

5.7Details 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
-	-	-	-
-	-	-	-

5.8Details of gender sensitization programmes

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

5.9Students 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	172	Rs. 8,06,000
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-Undergraduate Journal of Social Sciences Journal Insight – IQ
by Department of History and Politics**

Goal: The student journal aimed at the triggering of the origin and development of grass root intellectual.

Best Practice 1-THINK/SUPPORT/LIVE/BUY- GREEN

Goal: To educate the Present generation and the society about the harms of plastic.

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

7.4 Contribution to environmental awareness / protection

- Tree saplings were planted in the campus on World Environment Day
- Environmental consciousness classes and activities taken up by the Bhoomithra Sena.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Strengths

The college has a great ambience as it is situated in the greenery provided by 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

- To equip the college for NAAC reaccreditation.
- Renovate the college website.
- Set up a language lab for communicative English students.
- Set up a public addressing system
- Organize national seminars

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 - 2015ADMISSIONS

FIRST SEMESTER

06-07-2015	COMMENCEMENT OF CLASSES
20-07-2015	LAST DATE OF REGISTRATION FOR THE COURSES
07-08-2015	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
20-08-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
21-08-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS 22-08-2015 to 31-08-2015 ONAM HOLIDAYS
17-09-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
24-09-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE 28-09-2015 To 07-10-2015 CONDUCT OF TEST PAPERS
30-09-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
05-10-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
13-10-2015	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
23-10-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
30-10-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
05-11-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE) 26-10-2015 To 11-11-2015 END SEMESTER EVALUATION (ESE)
23-11-2015	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 - 2015ADMISSIONS

SECOND SEMESTER

08-02-2016	COMMENCEMENT OF CLASSES
22-02-2016	LAST DATE OF REGISTRATION FOR THE COURSES
18-03-2016	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
28-03-2016	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
31-03-2016	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
	01-06-2016 To 08-06-2016 CONDUCT OF TEST PAPERS
17-06-2016	PUBLICATION OF RESULTS OF FIRST SET OF TEST PAPERS
20-06-2016	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
27-06-2016	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
01-07-2016	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
04-07-2016	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
11-07-2016	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
15-07-2016	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
20-07-2016	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE)
	25-07-2016 To 10-08-2016 END SEMESTER EVALUATION (ESE)
24-08-2016	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 - 2015ADMISSIONS

THIRD SEMESTER

10-08-2015	COMMENCEMENT OF CLASSES 22-08-2015 TO 31-08-2015 ONAM HOLIDAYS
24-08-2015	LAST DATE OF REGISTRATION OF THE COURSES
09-09-2015	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
23-09-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
30-09-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS 06-10-2015 TO 14-10-2015 CONDUCT OF TEST PAPERS
19-10-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
22-10-2015	PUBLICATION OF RESULTS TEST PAPERS
26-10-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
30-10- 2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
05-11-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
20-11-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
26-11-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION(CE) 23-11-2015 TO 11-12-2015 END SEMESTER EVALUATION(ESE)
01-12-2015	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION(CE)
21-12-2015	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 - 2015ADMISSIONS

FOURTH SEMESTER

01-01-2016	COMMENCEMENT OF CLASSES
15-01-2016	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
01-02-2016	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
10-02-2016	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
18-02-2016	LAST DATE OF REGISTRATION OF THE COURSES
	01-06-2016 to 08-06-2016 CONDUCT OF TEST PAPERS
01-06-2016	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
6-06-2016	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
10-06-2016	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
13-06-2016	PUBLICATION OF RESULTS TEST PAPERS
15-06-2016	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
24-06-2016	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
30-06-2016	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
04-07-2016	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE)
	22-06-2016 to 8-07-2016 END SEMESTER EVALUATION (ESE)
15-07-2016	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 - 2015ADMISSIONS

FIFTH SEMESTER

06-07-2015	COMMENCEMENT OF CLASSES
20-07-2015	LAST DATE OF REGISTRATION FOR THE COURSES
20-08-2015	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
	22-08-2015 to 31-08-2015 ONAM HOLIDAYS
01-09-2015	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS
11-09-2015	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
15-09-2015	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE)
22-09-2015	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
28-09-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
05-10-2015	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
	23-09-2015 TO 30-09-2015 CONDUCT OF TEST PAPERS
07-10-2015	PUBLICATION OF RESULTS OF TEST PAPERS
16-10-2015	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE)BY TEACHERS TO THE HEAD OF THE DEPARTMENTS
22-10-2015	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
27-10-2015 L	AST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE)
	19-10-2015 TO 06-11-2015 END SEMESTER EVALUATION (ESE)
16-11-2015	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 - 2015ADMISSIONS

SIXTH SEMESTER

25-11-2015	COMMENCEMENT OF CLASSES
09-12-2015	LAST DATE OF REGISTRATION FOR THE COURSES
21-12-2015	LAST DATE FOR ALLOTING TOPICS OF ASSIGNMENTS/CONDUCT OF SEMINARS 22-12-2015 to 31-12-2015 CHRISTMAS HOLIDAYS
01-01-2016	LAST DATE FOR SUBMISSION OF ASSIGNMENTS/CONDUCT OF SEMINARS
08-01-2016	LAST DATE FOR SENDING THE LIST OF REGISTERED STUDENTS TO THE UNIVERSITY
02-03-2016	PUBLICATION OF NOTIFICATION FOR UNIVERSITY EXAMINATIONS (ESE) 08-03-2016 to 15-03-2016 CONDUCT OF TEST PAPERS
14-03-2016	LAST DATE OF RECEIPT OF APPLICATION FOR UNIVERSITY EXAMINATIONS WITHOUT FINE
18-03-2016	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH FINE
18-03-2016	LAST DATE FOR SUBMISSION OF PROJECT/DISSERTATION
21-03-2016	PUBLICATION OF RESULTS OF TEST PAPERS
23-03-2016	LAST DATE OF RECEIPT OF APPLICATIONS FOR UNIVERSITY EXAMINATIONS WITH SUPER FINE
31-03-2016	LAST DATE FOR SUBMISSION OF RESULTS OF CONTINUOUS EVALUATION (CE) BY TEACHERS TO THE HEAD OF THE DEPARTMENTS 04-04-2016 to 19-04-2016 END SEMESTER EVALUATION (ESE)
06-04-2016	DISPLAY OF RESULTS OF CONTINUOUS EVALUATION (CE)
11-04-2016	LAST DATE OF SUBMISSION OF COMPLAINTS IF ANY, BY STUDENTS TO THE HEAD OF THE DEPARTMENTS REGARDING CONTINUOUS EVALUATION (CE)
25-04-2016	LAST DATE OF RECEIPT OF CONTINUOUS EVALUATION (CE) RESULTS BY THE CONTROLLER OF EXAMINATIONS

Annexure ii

STUDENTS FEED BACK ON TEACHERS 2015-16

	PARAMETERS	A	B	C	D
		Excellent	Good	Satisfactory	Poor
1	Knowledge base of teacher	84	12	4	0
2	Communication skill	81	13	6	0
3	Sincerity/Commitment of teacher	67	18	15	0
4	Ability to integrate course material with environment /other issues	55	40	5	0
5	Motivating students	83	11	6	0
6	Ability to design test /assignment/examinations	62	30	8	0
7	Relationship with students	73	19	8	0
8	Timing and punctuality of the class	88	9	3	0
9	Maintenance of discipline of the class	83	16	1	0
10	Encouragement of Curricular or extra-curricular activities	75	15	10	0
11	Use of Teaching/Learning aids	72	12	10	6
12	Ability to establish relationship with parent	79	13	8	0
13	Class counselling and career guidance	57	33	4	6

FEED BACK ANALYSIS 2015-16

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.
- ✓ Most of the students were satisfied with teaching aids and counselling classes but some were not.
- ✓ Students had the opinion that almost all teachers are excellent in punctuality and maintaining discipline in the classes.
- ✓ As per their opinion teachers are all motivating and encouraging.
- ✓ All the students have a good opinion about the tests and examinations conducted by teachers.

Annexure iii

Best Practices

Best Practice – 1

Title: Undergraduate Journal of Social Sciences Journal Insight – ***IQ*** by Department of History and Politics

Goal: The student journal aimed at the triggering the origin and development of grass root intellectual.

The Practice and Impact:

Insight – IQ was an attempt of under graduate students interested in independent arguments on different issues. It comprised English and Malayalam papers laying a foundation of a strong and sustainable medium of intellectual outburst. It was edited by students Akhilesh of III BA History, Lishoy Das of II BA History and Ajmi S of I BA History supported by the Faculty Mr. Anas S, Assistant Professor, Department of Politics, Ms. Famina A, Assistant Professor, Department of English and Ms. Jisha GR, Assistant Professor, Department of Oriental Languages who acted as editors.

The journal was new and refreshing of its kind. It benefitted the students with self confidence, curiosity and creativity. This attempt triggered great enthusiasm in the students who did not contribute during the first time. They came forward the second time with new articles and ideas. Now the students without much support from the teachers compile the journal by themselves and is being received by great enthusiasm thereby enhancing a practice of reading, updating of news and development of creative genius in the college.

Best Practice – 2

Title: THINK/SUPPORT/LIVE/BUY- GREEN

Goal: To educate the Present generation and the society about the harms of plastic.

The Practice and Impact:

The NSS Unit of Iqbal College helped the Kani ethnic group of Kanies manufacture paperbags and equipped the underprivileged people of Njaraneeli area of Peringammala Panchayath. As paperbags and its usage are burning issues nowadays the time was perfect to introduce a novel idea. The Kani ethnic group of the locality especially the weaker section comprising of women and other can earn a profitable income by the manufacturing of paper carry bags and distributing and selling it among vendors and other customers. The students and faculty members headed by NSS officer Ms. Babida and Mr. Shemeer collected the paper carry bags and distributed it among the street vendors and other customers. The income generated was given to the local Kani manufacturers. The NSS unit of Iqbal College paved a way and the people enthusiastically followed it to live with pride and self dependence.

This venture promoted the use of paper carry bags at least in small quantities among the people and small scale salesmen. The venture was successful as the students were excited about this and they are still monitoring and promoting the different manufacturing units of Njaraneeli which sprouted later due to the grand success of the first attempt. The whole college has practically started the campaign against plastic by the slogan THINK GREEN, SUPPORT GREEN, LIVE GREEN AND BUY GREEN.