



GOVT. VICTORIA COLLEGE, PALAKKAD

AQAR – 2008-2009



GOVT. VICTORIA COLLEGE PALAKKAD, KERALA



Established in 1887

Affiliated to University of Calicut

Accredited by NAAC at the A Level in 2008

ANNUAL QUALITY ASSURANCE REPORT 2008 – 2009

**SUBMITTED TO
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

INSTITUTIONAL DATA

A) Profile of the College

1. Name and address of the college : Govt. Victoria College, Palakkad, Kerala, India, PIN 678 001

Website : www.victoriacollege.in

Email : igac@victoriacollege.in

Phone : 0491-2576773

Fax : 0491 2578130

2. Type of Institution

By Management : Affiliated College

By funding : Government

By gender : Co - education

3. Date of establishment of the college : 31-10-1887

4. University to which the college is affiliated : University of Calicut, Kerala

5. Campus area in acres/sq.mts : 25 Acres

6. Location of the college : Semi Urban

SECTION A

Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement:

- To implement Edu-Sat (Satellite Education System) and Campus Area Network.
- To introduce Civil – Service Coaching in the campus.
- To organize workshops, seminars and symposium on curriculum restructuring and grading system introduced by University of Calicut in undergraduate education.
- To conduct a Five – day workshop in ‘Science writing in Malayalam’ in association with Swadeshi Science Movement and Nature Club.
- To organize National and International Seminars in different disciplines with an inter-disciplinary approach.
- To provide remedial coaching for the weak students.
- To encourage teachers and students to participate in seminars, present papers and attend workshops related to their areas of study.
- To recite Vandematharam in the morning and National anthem in the evening in the campus for inculcating the spirit of Nationalism, Unity and discipline in the minds of students.

SECTION B

1. Activities reflecting the goals and objectives of the Institution

- Teaching, learning and evaluation is ensured in the campus through regular time tables, both internal and external examinations.
- Lecture method of teaching is supplemented with the aid of audio and video, Group Discussions, Presentations, Project work etc.
- Teachers spent time to evaluate the feedback and provided time for interaction.
- Projects works were given to students on areas outside their prescribed syllabus.
- Comprehensive and holistic personality development of the students is ensured through arts, sports and other awareness programmes.
- The human resources of the institution are made available to the public through extension activities taken up by different departments.

- The expertise available with the faculty is extended to the students of other institutions and the public through the activities of the consultancy cell and extension lecturers.
- Social awareness and social responsibility of the students were strengthened through the community upliftment programmes are taken up by the National Service Scheme and the NCC of the campus.
- Socially and economically backward communities of the society is given special attention by giving additional support to the students from these communities by giving free education, book bank services and financial support by way of scholarships.

The major objectives of the institution are,

- * Empowerment of marginalized and backward classes with special focus on women
- * Promotion of secularism, communal harmony and democracy
- * Emphasis on IT oriented development and promotion of research
- * Value added education and participatory learning
- * Best practices for quality enhancement
- * Community oriented development programs, Counseling, career guidance and placement programs.
- * Arts, Cultural and literary activities.
- * Sports, games and fitness programs.

2. New academic programmes initiated: The institution follows the University of Calicut Curriculum and has 17 departments, that offer 13 undergraduate courses, 10 post graduate courses and one Research programme. As the institution is a state-government run college, the additions of new academic programmes are decided by the government. However, the college council has proposed certain new programmes which are under government revision. But due to the curricular revision that has been planned for the forthcoming academic year, any new academic programmes were either proposed or implemented during this academic year.

3. Innovations in curricular design and transaction: The restructuring of the existing undergraduate programmes has been planned for next academic year by the University of

Calicut. The university regularly updates and brings changes in the syllabi from the inputs of scholarly teachers by conducting workshops. Our 21 faculty members from different disciplines were engaged in curriculum designing and restructuring.

Details of faculty involved in curriculum design and restructuring

Sl. No	Discipline	Details of faculty involved
1	Botany	1. Dr. Maya C. Nair
2	Chemistry	1. Dr. P. Rajendran 2. Dr. Padmakumar K.
3	Commerce	1. Dr. K. E. Job 2. Smt. Amala A. K. 3. Smt. Sreevidya P.V 4. Smt. Seethalakshmy M. P.
4	Economics	1. Sri. K. P. Venugopalan
5	English	1. Dr. P. M. Sakeena
6	Hindi	1. Dr. Jayakrishnan J. 2. Dr. Jayaraman P. N.
7	History	1. Dr. P K Sreekumar 2. Sri.K. Rajan
8	Mathematics	1. Sri. Rajan T. K.
9	Physics	1. Sri.V. Vijayakumar 2. Sri.C. K. Haridas
10	Sanskrit	1. Dr. K. Radha 2. Dr. V. P. Vimala 3. Dr. Suma Parappottil
11	Tamil	1. Dr. SamuthiraPandian 2. Dr. SaiSreerekha 3. Dr. Kavitha T.
12	Zoology	1. Dr. C. V. Sreeranjith Kumar 2. Sri. M P Sethumadhavan
13	Statistics	1. Sri. N. Gopi.

- 4. Inter – disciplinary programmes started:** The gap between employability and current education system has been a major point of discussion during recent years. To bridge this gap the college stressed the importance of different inter-departmental collaborative programmes that are curriculum based. Overall a massive 46 different programmes were undertaken by the faculty of different disciplines.
- 5. Examination reforms implemented:** The schedule and pattern of examinations are designed and conducted by the University of Calicut. Undergraduates undergo traditional annual exams at the year end. In order to help the students to prepare and practice well before the annual exam the institution conducts model exam apart from the two internal mid- year exams. For post graduate programmes, semesterization has already been undertaken and in each semester university conducts examination. In addition two internal examinations are conducted by each of the post – graduate department.
- 6. Candidates qualified NET/SLET/GATE etc.:** During this academic year 28 students from different disciplines got qualified in the NET/SET/GATE examinations. In addition, 48 students after completing post graduate education got admitted to institutions of National importance and one student each from Physics and Chemistry departments got admitted to institutions abroad.
- 7. Initiative towards faculty development programme:** Faculty members from various disciplines were encouraged to participate in Orientation and Refresher programmes conducted by academic staff colleges in different parts of the country. About 20% of the faculty members were invited as external experts and resource persons in various academic programmes including seminars and workshops conducted by various institutions in the state.
- 8. Total number of seminars/workshops conducted:** Four different National conferences were undertaken by the institution, in three disciplines viz. Malayalam, Tamil and Hindi. In addition a workshop on ‘Science writing in Malayalam’ has been jointly organized by Swadeshi Science Movement and Nature Club at Victoria College. Department of Tamil organized a Five day workshop on Restructuring Undergraduate programme in Tamil. Department of Hindi hosted a National Conference titled, “21st Century Hindi Literature- Multitudes of Styles and Attitudes”.

9. Research Projects

a) Ongoing : Department of Botany has undertaken a major infrastructure development Coordinated Research programme funded by Kerala State Council for Science, Technology and Environment for 13.3 lakhs.

Nature of programme	Research scheme	Department	Faculty	Total Outlay and Funding agency
Major project	Stress Tolerant Rice Landraces of Kerala	Botany	Co-Ordinator : Dr. Maya C. Nair	13.3 lakhs – KSCSTE, Govt. of Kerala

b) Completed: Department of Botany completed one major research project funded by Kerala State Council for Science, Technology and Environment for 8.5 lakhs. Along with this, one minor research programme was completed by Department of Chemistry.

Completed projects	Research scheme	Department	Faculty	Total Outlay and Funding agency
Major Project	Medicinal Rice landraces of Kerala	Botany	Dr. Maya C. Nair	8.5 lakhs – KSCSTE, Govt. of Kerala

10. Patents generated if any : Nil

11. New collaborative research programmes: Department of Botany undertakes collaborative research programme with Environmental Resources Research Centre, Thiruvananthapuram for PhD under Mahatma Gandhi University.

12. Research grants received from various agencies: Three different departments received research grants from different funding agencies for pursuing research.

Department	Funding agency	Amount
Botany	KSCSTE, Govt. of Kerala	13.3 lakhs
Zoology	KSCSTE, Govt. of Kerala	2 lakhs
Hindi	UGC	2,92,000/-

13. Details of research scholars : 2 (Botany & Zoology)

14. Citation index of faculty members and impact factor : Faculty from different disciplines published 18 papers in peer reviewed journals, of which three are in international and 12 in national publications. Average impact factor reported for the publications is 1. In addition 5 books were published by different faculty members and 2 books were coauthored by the faculty. Twenty papers were presented by the faculty in conferences, of which 5 are in international and remaining 15 in National conferences.

15. Honors/awards to the faculty : National and International : Nil

16. Internal resources generated : Major contribution of the internal resources available for the routine activities of the institution is from PTA funds along with a minor contribution from CDC. As the institution is run by government, the avenues for internal fund generation are limited.

17. Details of Departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST and other programmes : Nil

18. Community services : The community upliftment programmes are generally undertaken by NSS and NCC of the campus. An In-house Camp was jointly organized by NSS UNIT NO 3 & 35 and adopted one village in Elappully Grama Panchayat and carried out cleaning activities in and around Govt. L. P. School, Pirayiri and done minor construction works and sanitation surveys. In addition Environmental awareness programmes, blood donation camps and legal literacy seminars were conducted by NSS of the college. The Nature club in the college undertook an awareness programme on water conservation. On August 15th the SD Unit won the 1st Prize and SW Girls won the 2nd prize in parade.

Compulsory Social Service is a unique programme implemented by the University of Calicut. Under this scheme, each UG student must perform 42 days of service to the Nation, in order to award the degree. CSS is done under the supervision of the class tutors.

- 19. Teachers and Officers newly recruited** : 3
- 20. Teaching – Non-teaching staff ratio** : 103: 58
- 21. Improvements in the library services** : The students of our college are privileged to have access to one of the best libraries among the Colleges under the Calicut University. The general library consists of more than 85,000 books in various sections. The reference section in the library has some rare additions. Digitalization of the library has been on the way and about 10,000 books has been entered into the system. In addition all the departments maintain departmental libraries with books and journals ranging from 1000 to 8000. The subscribed journals are being maintained in the department library for easy reference for the concerned faculty and students.
- 22. New Books/Journals subscribed and their values:** About 808 books were added during this year along with subscription of 27 periodicals of national and international importance cost about 2,21,243/-
- 23. Courses in which student assessment of teachers is introduced and the action taken on student feed back** : Student feedbacks on courses as well as assessment of the teachers were undertaken in all undergraduate and post-graduate programmes. The data being analyzed by IQAC and individual faculty members were intimated of their strong and weak points so that they can improve their performance in the forthcoming academic year.
- 24. Feedback from stakeholders** : Periodical feedback from old faculty, alumni and well wishers were taken on issues related to infrastructure, teaching methodology improvement, co-curricular activities, employability and placement and necessary steps were undertaken to improve the performance of the institution.

25. Unit cost of Education

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Sl. No	Head of Account	Total Expenditure including salary (Rs)	Total Expenditure without salary (Rs)
1	Government Fund (Plan + Non-plan)	743,73,000	8,73,000
2	UGC – Plan fund	-	-
3	Research grants	13,30,000	13,30,000
4	CDC	1,40,250	1,40,250
5	PTA	5,00,000	5,00,000
6	Scholarship	68,000	68,000
7	Infrastructure	-	-
8	Other income	1,47,582	1,47,582
	Total	76,558,832	30,58,832
	No. of students	1,762	1,762
	Unit Cost	43,450/-	1,736/-

26. Computerization of administration and the process of admissions and examination results, issue of certificates : Administration section has been computerized and all the details relating to students and staff are available online.

Social group which are disadvantaged in terms of caste, gender, class, region and religion are given reservation in admission. Comprehensive and updated prospectus is issued along with application form. The College website (www.victoriacollege.in) publishes every detail related to admission and queries are answered forthwith, in consultation with the committee constituted to oversee the admission process. Announcement regarding the general admission process and extension of dates, wherever necessary, is published in regional newspapers. Information regarding the admission process is published on the College notice board and updates can be had from the section during working hours.

Examination results are announced by the university and the mark lists issued by university is distributed by the administration division.

27. Increase in the infra –structural facilities: The number of computers and projectors has been increased in order provide ICT enabled teaching and learning experience. More number of teachers has adopted ICT enabled teaching practices.

28. Technology upgradation : Many of the departments started implementing information and communication technology in teaching learning process through internet. With the introduction of Edusat facility in the campus, networking of class room lecture has also made possible among different institutions. Many faculty members utilize power point presentations in class room lectures. The recent developments in the research are being implemented by the science departments through the incorporation of modern experiments and equipment in the practical classes.

29. Computer and internet access and training to teachers, non- teaching staff and students

: The institution has centralized computer facilities to provide free access to internet browsing for the students and teachers. Short – term orientation programmes have been conducted by the Centre for Creating Awareness among students in the judicious utilization of the resources available through the internet.

30. Financial aid to students : During the academic year 72 students were given financial support under different schemes for an amount of Rs. 68,000/-. All the avenues for financial support for students are monitored by the administrative system from time to time.

31. Activities and support from the Alumni association : The phenomenal contribution of the alumni during this year was the student amenity centre costing a whopping 25 lakhs. As an icing to the cake an amount of Rs. 1lakh has been received from alumni associations of different departments. The OSA of Govt. Victoria College organized a commemoration Lecture on ‘Indian Foreign Policy – 21st Century’ by T P Srinivasan, Former Indian ambassador to USA. Moreover OSA annually distributes endowment prizes to meritorious students of the campus. OSA undertakes many activities in the campus for the progress of the students.

32. Activities and support from the Parent - Teacher association : PTA is a major force to reckon in the many developmental activities in the campus. This year PTA contributed a public addressing system to connect all the classrooms, a complete audio system in the Auditorium and a mini conference system in the Principal’s chamber along with a television with cable connection. Special mention also requires for the lamination machine that has been installed in the office.

33. Health Services : A healthcare centre has been set up in Student’s amenity centre for the immediate medical assistance to students.

34. Performance in sports activities : The college team participated in inter collegiate tournaments of Khokho, Hockey and Cricket (Men & women) and won second place at the

interzone level. The Volleyball and Cricket teams were crowned Championship in the district 'League Championships'. The C zone Kabadi tournament was conducted in the campus. The 121st Annual athletic meet was conducted on 25th February 2009.

35. Incentives to outstanding sports persons : In cross country 800mts and 1500mts, Mr. Rajeev T S won gold medal and he had been awarded with cash prize and memento by PTA and OSA.

36. Student achievements and awards : During the current academic year, 13 students bagged university ranks in 8 disciplines including 5 first ranks, 4 second ranks and 4 third ranks. The details of rank holders are:

Sl. No	Discipline	Rank	Name
1	M. A. English	I	Annapoornalyer
2		II	Aparna B.
3	M. Sc. Physics	III	Neethu G.
4	B. Com	I	Neelima E.
5		II	SruthiMenon
6		III	Jayalakashmy S.
7	B.Sc Zoology	I	Swathy A.
8		II	SmrithiMenon
9		III	Saranya R.
10	B. Sc. Maths	I	Varsha H.
11	B. A. Tamil	I	Rathi R.
12	B. A. Sanskrit	III	Remya K. T.
13	B. Sc. Chemistry	II	Aiswarya N.

37. Activities of Guidance and Counseling Unit: The women's cell coordinated six different programmes for addressing issues related to gender, giving impetus to women. Women cell is a very active body and conducted counseling for all the girl students. This year women's cell organized two lectures on personality development and counseling. Other activities include a

documentary screening of women's activists, a medical camp on women diseases and a quiz competition. The Women's Day was also celebrated with all due relevance.

b) Career guidance and placement cell: Career guidance programmes and personality development sessions are carried out by the counseling cell. Class tutors of the tutorial system are directed to identify the students who need counseling. Students requiring personal attention are referred to the counseling cell. In addition to this, service of experts like Psychologists and Counselors from external agencies is also made available.

38. Placement services provided to students : Our College stands like a Colossus in the district is a haven for all recruiting firms. We had ample opportunities to host various recruitment campaigns conducted by multinational stalwarts like TCS, Infosys, Reliance Communications, WIPRO, HCL, IBM, AIRTEL, GTECH, MRF, etc. Many of our students who participated in these campus recruitment drives got placement in different companies.

39. Development programmes for non-teaching staff: The non-teaching staff of the institution is having their own organizations to address their personal and service grievances. They effectively cooperate and participate in all common activities organized by the institution. The technical and administrative staff from different disciplines is given training programmes by government at Institute of Management at Governance at various parts of the state.

40. Good practices of the institution: In order to maintain discipline along with effective utilization of the resources, the institution follows certain practices in the campus.

- Functioning of IQAC to develop a quality system to improve the academic and administrative performance.
- Attendance system: The College has hour – wise attendance system, followed by monthly consolidation in all the disciplines. This is utilized for internal evaluation and scholarship release.
- A Discipline Committee with the objective to maintain the decorum and discipline among the students especially during common programmes and public functions was initiated.
- Students were given ample space for their personality development through different social and cultural activities executed through different clubs
- The college is declared 'ecofriendly' and regularly involves in social forestry drives by planting saplings. The greenery in the college is well maintained with active participation of

students and staff. Waste materials are never made to scatter and are safely incinerated in the campus itself during holidays and non-working hours.

- The college encourages the use of social networking media via internet to explore new horizons of educational possibilities.
- Usage of mobile phones is totally banned for students and teachers in the campus.

41. Linkages developed with National / International academic /research bodies: During this academic year, Department of Botany has taken up research programmes with the assistance of Kerala State Council for Science Technology and Environment. For the effective execution of the research programmes and Ph. D programmes of the scholars, linkages have been developed with Regional Research Laboratory, Thiruvananthapuram and Environmental Resources Research Centre, Thiruvananthapuram.

42. Action taken on the report of AQAR of the previous year : In the previous year (2008 March), the institution has undergone the reaccreditation process and awarded with 'A' grade with CGPA of 3.13. The review committee observations and recommendations have been seriously undertaken by the institution with a view of enhancing the teaching – learning resources available in the campus. The public addressing system has been installed as per the recommendation of the review committee.

43. Any other relevant information the institution wishes to add: The Institution offers multifaceted personality development programmes by way of different student initiatives in the campus.

- a. Tourism Club :** Tourism Club of the college has strength of 50 members. Sundaran A of III BA Economics is the male student coordinator and Vaibhavi P of II BA Economics is the female student coordinator of the club. Two of our members Sundaran A and Sujith B (III BA Economics) got an opportunity to attend a workshop on Leadership Qualities organized by the Department of Tourism at Aluva from 20-08-08 to 22-08-08. The activities of this year began with a Tourism Quiz conducted on 24-09-08. MohammedHisham of III BA History and Sujith V of III BA English shared the I Prize. Jamsheer P M of III BA English won the II Prize. The members of the club took part in the cleaning programme organized by the DTPC at Vatika on 27-09-08 in association with the observation of the World Tourism Day. The Club organized a Malayalam elocution competition on 30-01-09. The topic was the Scope of Eco Tourism in Kerala. Shini C of II B A Economics won the 1st prize and Nisha V of II BA economics

got the II Prize. A talk on Responsible Tourism was held on 18-02-09. The lecture was given by Mr. ThulaseedharaKurup, the Secretary, DTPC. It was followed by the distribution of prizes to the winners of various competitions held at the college level. A one day tour was organized by the club on 21-03-09 to KovaiKuttralam Waterfalls. Forty five students took part in the tour. They were accompanied by 5 teachers. The students were taken to Maruthamalai temple located on the top of a mount in the morning. In the afternoon they were taken to see the waterfalls located at Kuttralam. The tour was concluded with a visit to Isha Yoga centre near Kuttralam..

- b. Nature Club** : The College hosted a District Level Painting Competition with the cooperation of Nature Club. The Club received financial aid from Centre for Environment and Development, Trivandrum to conduct an awareness programme on water conservation. With the financial support from DST, Govt. of Kerala the club arranged a five-day Workshop on Science Writing in Malayalam. Furthermore the Club organized two different awareness programmes on 'Status of human Population and Indian Scenario' and 'AIDS- Facts and Realities'.
- c. 3 – D club** : The free student thinkers of the campus are the makers of this club and were active in the campus during this academic year also. Discussions and debates were carried out by the club in different current issues in the society.
- d. Departmental associations:** All the departments have associations of the concerned students, and they organize different awareness programmes and cultural activities at the department level. During the current academic year series of lectures were conducted by the departmental associations including, 'Nuclear Power in India',
- e. Hostel facilities in the campus:** College has separate hostel facilities for Girls and Boys. About 140 students of socially and economically backward classes were admitted to the ladies hostel and 109 boy students were admitted to the boys hostel this year. Hostels have a Reading club, Football club and a Volley ball club. The hostels are run by 24 administrative and technical staff, during this academic year.

SECTION C

Outcomes achieved by the end of the year:

- The role of IQAC in the functioning of the college activities has resulted in quality sustenance and enhancement.
- Establishment of Student's Amenities Centre with Conference Hall, Health Care Centre, University Information Cell, Counseling Centre, Career Guidance Cell and National Social Service Cell.
- The placement services of the college functioned effectively. Many students of our college obtained placements in reputed companies.
- Infrastructural developments in the premises of the college, as detailed in specific sections, has opened up new vistas for academic expansion.
- The innovative methods of teaching- learning include the enhanced use of LCD Projectors, OHP and Power Point.

SECTION D

Plan of action for the next year

- Initiation of add-on courses in various disciplines
- Empowerment of faculty to meet the needs of new curriculum
- Proposals for new academic programmes like post graduate courses in Malayalam, Tamil, Sanskrit and Hindi.
- Conduct of workshops and seminars on curriculum restructuring and grading system
- Strengthening of research avenues at the institution by new projects from external funding agencies
- Improvement of infrastructural facilities of laboratories and library
- Construction of a new Basketball court

Name & Signature of the

Coordinator, IQAC

Name & Signature of the Chairperson, IQAC