# IQAC
## ANNUAL REPORT
## 2020-2021

## GOVT. VICTORIA COLLEGE, PALAKKAD

# INTRODUCTION

The academic year 2020-21 is the current year of accreditation by NAAC. All the activities of the college were synchronized and coordinated according to the directions of IQAC. In response to the Covid-19 pandemic that resulted in a worldwide shutting down of educational institutions, all the laboratories, library, sports and classroom facilities could not be used, and instead, the online platforms and resources were strengthened for the shift to online education.

**Vision**

To provide quality education to the youth from all sections of society, especially the deprived and the disadvantaged, and to mold them into responsible citizens capable of contributing to the Nation's progress - Enlightening Education for a Broader and Brighter Tomorrow.

**Mission**

- To achieve overall development with a focus on knowledge, skills, and the right social attitude
- To equip the youth to lead the nation in its march towards self-sufficiency and progress in all areas of human endeavor
- To develop capable, well-educated and skilled citizens able to compete in a sustainable, diversified and knowledge-intensive international economy, and thus meet the developmental goals of our country.
- To instill a sense of pride and a feeling of belonging in the mind of every individual
- To ensure that the women and the deprived find their footing in the mainstream society.

## INTERNAL QUALITY ASSURANCE CELL

### Members of IQAC

Dr. Haridasan P, Principal, Chairman
Dr. C.V. Sreeranjit Kumar, Dept. of Zoology- Coordinator, IQAC
Dr. Maya Nair, Vice Principal- Member
Dr. P.N Jayaraman., Dept. of Hindi. Member
Dr.Sheeba K, Asst. Professor, English- Member
Dr. Binu C Kuriyan, Dept. of Commerce- Member
Dr. Rasmi A R., Dept, of Botany- Member
Dr. John P.R., Dept. of Chemistry- Member
Dr. Lakshmi A K  – Dept. of English-Member
Dr.Pradeesh, K, Asst.Professor, Physics
DDO Thrissur - Employer representative
Mrs. Vrinda T,  Senior Superintendent.
Mr. Shafi Parambil- MLA Palakkad- Member
Dr. M.N. Anuvarudheen, Alumni - Member
Mr.Prasad G G, PTA Member

## ACADEMIC ACTIVITIES

At present we have 15 UG courses, 11 PG courses and 5 Research departments. We have 31 programmes, all following CBCSS under the Semester system. We have 124 full-time faculty members and 59 administrative staff.

## Admission

Admission to various undergraduate and postgraduate programmes are done through the centralized admission process in a systematic, transparent and student-friendly manner following all the reservation rules. The admission process is initiated by online submission of a single application for various UG & PG courses in multiple colleges affiliated with the University. CAP system helps students to submit applications of their choice through a simple online procedure. The admissions to all programmes are based on merit following reservations to all sectors. Special reservations to candidates from Lakshadweep islands is a unique feature in the admission procedure of the institution. All admissions to undergraduate and postgraduate programmes along with admissions to Ph.D. programmes are made under the e-governance system of the online admission management system of the University of Calicut through http://www.cuonline.ac.in/.

## Administration

ICT-enabled administration has been implemented in a range of spheres like student admission, examination, purchase of books, materials and electronic gadgets for the college, provision of scholarships and grants to the students, attendance records of the staff and students of the college, etc., so as to benefit all the stakeholders. The entire admission process is done online through the centralized admission facility provided by the university. All the admission procedures such as payment of fees, application to various programmes, allotments to various programmes and admission to the college are made through the use of ICT enabled procedures. The college carries out the entire admission process online through the centralized admission facility provided by the University of Calicut. The students submit online applications for various UG and PG programmes. The University publishes a series of online allotments based on which the college prepares a rank list of students to be admitted for various programmes. The student admission process within the college has also been centralized and digitalized facilitating the introduction of an online queue system and the creation of a database of admitted students. ICT enabled  provision of student support services such as scholarships and grants are also implemented in the college. Students apply for scholarships and grants online facilitating their online processing and disbursal. The digitization of libraries has also benefited the students.

## Academic calendar

The IQAC of the institution prepared an academic calendar in the background of Covid situations at the beginning of the academic year following the general guidelines given in the academic schedule of the University of Calicut. The academic calendar for each semester marks the beginning of each semester, time schedule for first and second internal examinations, and a model examination towards the end of a semester. Each semester with 90 days' duration has been effectively divided into various academic activities during the current year. Students must submit assignments and present seminars as a part of their continuous evaluation for each study paper. The assessment makes use of assignments, quizzes, seminar presentations, and two periodic internal evaluation tests in each semester. Attendance also becomes one of the determining factors of the internal marks. The thrust on transparency in awarding internal assessments operates with the display of internals on the notice board and addressing grievances,

if any. The academic calendar integrates the holistic development of the students with the allotment of different extension activities that nurture their talents and provide them with exposure to the world outside the curriculum. During this academic year, online platforms like LMS were used for the teaching-learning process.

### ACADEMIC SCHEDULE FOR THE YEAR 2020-21

| Class | Date of Commencement of classes | First Internal Exam. (on or before) | Publication of results in the dept notice board | Second internal exam | Publication of results in the notice board | APC Expected to submit before | Consolidation and submission of internal marks | Commencement of University examination | END OF SEMESTER |
|---|---|---|---|---|---|---|---|---|---|
| **UG Classes** | | | | | | | | | |
| Ist Sem. | 02/11/20 | 04/01/21 | 11/02/21 | 02/02/21 | 09/02/21 | 10/03/21 | 08/04/21 | 31/03/21 | **12/03/21** |
| IInd Sem. | 15/03/21 | 07/07/21 | 14/07/21 | 01/09/21 | 08/09/21 | 27/09/21 | 05/11/21 | 20/10/21 | **27/09/21** |
| IIIrd Sem | 01/06/20 | 13/08/20 | 20/08/20 | 03/11/20 | 10/11/20 | 28/10/20 | 15/11/20 | 16/11/20 | **10/11/20** |
| IVth Sem | 11/11/20 | 04/01/21 | 11/02/21 | 02/02/21 | 09/02/21 | 31/03/21 | 21/04/21 | 07/04/21 | **31/03/21** |
| Vth Sem | 01/06/20 | 13/08/20 | 20/08/20 | 03/11/20 | 10/11/20 | 10/10/20 | 10/11/20 | 23/10/20 | **10/11/20** |
| VIth Sem | 11/11/20 | 24/12/20 | 04/01/21 | 17/02/21 | 24/02/21 | 31/03/21 | 16/03/21 | 02/03/21 | **31/03/21** |
| **PG Classes** | | | | | | | | | |
| Ist Sem. | 23/11/20 | 04/01/21 | 11/02/21 | 02/02/21 | 09/02/21 | 22/03/21 | 21/04/21 | 07/04/21 | **26/03/21** |
| IInd Sem. | 29/03/21 | 07/07/21 | 14/07/21 | 01/09/21 | 08/09/21 | 13/10/21 | 06/10/21 | 28/10/21 | **13/10/21** |
| IIIrd Sem. | 01/06/20 | 13/08/20 | 20/08/20 | 03/11/20 | 10/11/20 | 10/11/20 | 15/11/20 | 03/11/20 | **10/11/20** |
| IVth Sem | 11/11/20 | 24/12/20 | 04/01/21 | 17/02/21 | 24/02/21 | 06/03/21 | 16/03/21 | 22/03/21 | **31/03/21** |

Based on the dates of Zonal festivals, dates of internal exams may change, and that will be intimated in due course. (Dates of APC submission and internal mark uploading may be changed according to the notifications issued by the University) The date for submission of APC is one week before the last date mentioned in the university Time Schedule.

## Result analysis

This year a total of 819 students including 642 final year UG and 177 final year PG students registered and appeared for the University examination. Out of this, 565 UG students (88%) and 145 PG students (82%) passed and got qualified for higher studies. The total pass percentage is estimated as 85%.

## Internal Evaluation

Due to lockdown, continuous evaluation was done through a series of academic activities such as online internal examinations, seminar presentations and assignments. The time schedule was communicated to the students through notice boards and social media well in advance. The percentage of attendance secured by the students is also considered for internal assessment. Seminar presentations and assignments form an important part of the continuous evaluation system. The Learning Management System in Moodle platform and Online classrooms are effectively used for the sharing of learning materials as well as for the evaluation of student performance. Online submission of assignments and the conduct of online internal tests also form a part of the evaluation. ·

## Teaching – learning process

During the current academic year 2020-21, due to Covid Lockdown, the curriculum delivery was achieved through a special timetable for online classes and time schedules for online internal examinations. Co-curricular activities were suspended due to restrictions in such activities. Thrust on practical dissemination of academic content could not be ensured through hands-on laboratory working schedules allotted in the timetable due to Covid lockdown.  In addition, field studies, visits to research institutes of National importance and academies for linguistics and performing arts which are normally undertaken to enhance the teaching-learning process were also suspended due to Covid Lockdown.   During the Covid period, each department maintained student attendance in online mode. An hour-wise attendance was also maintained by faculty to ensure the

receival of curriculum delivered in online mode.

Due to Covid situations, the online method of teaching was practiced and was supplemented with audio and video aids, presentations, video classes etc. Students were encouraged to join certificate courses of NPTEL, SWAYAM and ASAP. Model exams were conducted and continuous assessment ensured student participation and involvement. ICT-enabled teaching practices were encouraged. Online-mode Paper presentations in national seminars augmented the student community in their academic and research career. Individual projects allotted to PG students helped them develop their academic zeal and scientific temper.

Both the faculty and students were encouraged to participate in the MOOC courses offered by SWAYAM. The institution has a well-organized mechanism for continuously evaluating and monitoring the students throughout their course. The slow learners and high achievers are identified through their performances in internal and external examinations, participation in seminars, and involvement in online activities. During the year 2020-21, due to Covid 19 Lockdown, the new initiative programmes for slow and advanced learners could not be fully materialized. The college provides sufficient facilities for ICT enabled teaching-learning processes. The entire campus is enabled with free high-speed broadband connectivity which can be accessed by the faculty and students.

The EDUSAT facility provides sufficient exposure to our teachers and students to interact with resource persons in different subjects. Online lectures by eminent academicians through this facility serve as a platform for the students to listen to experts in various fields and also to interact with them. The Learning Management System e-learning @victoria in Moodle platform and online classrooms are used effectively for sharing learning materials including videos, slides, documents, etc pertaining to various subjects. Faculty as well as students of the institution have joined and successfully completed online courses through the Swayam portal. Faculty under different disciplines maintain blogs and Youtube channels for disseminating knowledge on different subjects. Online platforms of Google Meet, Webex, etc. are used for handling online classes specifically at times of adversities of pandemics and floods. Shodhganga and N-List are being accessed by post-graduate and research students for updated literature in their areas of focus.

Need-based training programmes in Personality Development, Capacity building, Career guidance and sessions for procurement of election commission ID cards etc. have been conducted periodically. Campus recruitment through different agencies like Federal Bank has been undertaken. A full-Time Counseling Centre functions on all working days and offers personal and career counseling. Value-based education mediated through class tutors is implemented during the tutorial hour. Newly recruited teachers were given capacity-building training at various IMGs of the state of Kerala. The students of the institution were given awareness and training in disaster management in the light of recurring floods in Kerala.

### EXAMINATION

The procedures relating to examination such as registration for examination, provision of hall tickets, award of internal marks for the students etc are also executed through ICT-enabled

methods. The attendance and progress record of the students for every semester is uploaded to the website of the University as mandated. The registration process for the university examination is done online. The hall tickets of the students can be accessed from the university website. The internal marks of the students are uploaded to the website. Online tests and online submissions of assignments enhance the effectiveness of internal assessment methods.

## LIBRARY

College General Library is one of the oldest College Libraries in Kerala, which started functioning along with the inception of the institution. It is equipped with around 1.14 lakh books and various reading materials in various formats housed mainly in the General Library. The subject area reference books are kept in different departmental libraries. This facilitates easy access to the students of respective departments to read and issue the books on a daily basis. In addition, the departments subscribe to the scholarly journals of respective disciplines with assistance from philanthropists and alumni. A user-friendly interface for searching documents (OPAC) is also available in the library. Library transactions are fully automated in 2018 with internationally acclaimed free library software called KOHA.

## RESEARCH

The Research Advisory Committee monitors the progress of the research scholars every six months providing a common platform for presenting their findings. During 2020-21, 21 research papers in peer-reviewed journals were published. The students are encouraged to take part in research work, paper publications and poster presentations. All publications from the institution are subjected to plagiarism checks, with the help of the plagiarism software available at the General Library. All research guides of the different disciplines are encouraged to undertake research projects from different funding agencies and during the year, faculty undertook research projects from KSCSTE, KSBDB, DST and DBT. 55 teachers have Ph.D. and 20 teachers are recognized as research guides by Calicut University.

## CURRICULUM DEVELOPMENT

Some of the faculty members were nominated as Members of the Board of Studies and were engaged in the revision and development of the curriculum in accordance with the changing National and International trends. Innovative suggestions by the faculty heralded the introduction of new subjects that focused on sustainable development and green Environment. Open courses introduced in the curriculum of different departments provided academic flexibility for the student community. The student-centric curriculum focuses on holistic development and prepares them to face the challenges of the times. Critical thinking, communication skills and value based education are encouraged.

## PLANNING AND DEVELOPMENT

The development vision of the college is reflected in the annual plan proposals submitted online by various departments. The administrative office compiles these proposals incorporating the development requirements of the college. All the proposals for the development of the college are processed via the DDFS system and implemented through e-procurement and PRICE software of the government.

**PHYSICAL FACILITIES**

During the current academic year, the institutional facilities remained locked in the light of Covid 19 shut down. All the laboratories, library, sports and classroom facilities could not be used, and instead, the online platforms and resources were strengthened for the shift to online education. The ORICE facility of the college, the Moodle Platform, e-learning@victoria and the LAN connectivity within the campus were utilized by faculty for the dissemination of knowledge during the lockdown. The enrolment of the students into the campus is mediated through Centralized Admission Portal connected to the University of Calicut. The admission procedure inside the campus is also digitized with a centralized e-token system and online fee payment. The Examination procedures are also automated with online registration and the results are also published online at the end of each semester. The Office administration is managed by the Direct Digital File Management System which reduces much of the time in file movement. The support facility of the college and the hostels were transferred to the district administration for the CFLTC facility during the year for the management of Covid 19 patients.

**Purchase and construction**

 In keeping with the set procedures and policies for infrastructure development under the Plan Funds of the Government of Kerala, the college council discusses and submits proposals to the DCE for approval and sanction. The RUSA funds are allotted for academic infrastructure. The funds from the Higher Education Department have been used to construct a new building for B.Com Honors as well as to reconstruct the History and Economics Block that was demolished due to natural disaster. The procedures for all purchases are routed through centralized e-tenders. However, the local purchase is permitted up to Rs.15000/- only.

**Maintenance**

The maintenance of the college infrastructure is met with assistance from various sources such as the Plan fund, PTA, OSA and alumni of the departments.

**Utilization**

All the physical infrastructures of laboratories, libraries, and centralized computer facilities are utilized by postgraduate and undergraduate students along with research scholars. In all departments, at least one classroom has been changed to an e-classroom with infrastructure facilities of projectors and computers which are utilized by the faculty in ICT enabled teaching-learning process. Centralized computer facility of the institution is open to all students free of cost. Strengthened science laboratories under RUSA are open to the concerned research scholars of the institution as well as to those from the nearby institutions. The physical education department has been strengthened by sports amenities and a Gymnasium which are being utilized by students and faculty, free of cost.

Maintenance is being done by the nominal charges paid by the external agencies who utilize the sports facilities which are extended to the local community. The Auditorium and seminar halls of the institution are utilized for the conduct of National seminars, invited lectures, arts festivals, debates, quizzes, and literary competitions.  Continuous monitoring of research progress has been centralized and is done at least once every six months utilizing these facilities. Hostel facilities are

provided for both girls and boys and at present, facilities are extended to more than 300 students. The students from marginalized sectors and socio-economically backward categories are provided with free food and accommodation with support from the government. Further, with the support of the PTA, the campus provides the facility of Crèche for the day-care of the little children of the faculty..

The student amenity centre at the institution comprises a co-operative society and a Counseling cell. The office rooms for NSS, NCC, ASAP also function here. The institution has 62 spacious, well-ventilated classrooms and 5 multipurpose seminar halls including one EDUSAT room with adequate seating facility for learners. All the departments have their own computers with 20 Mbps internet facility, laptops, printers and projectors. Four of the science departments are research departments that have facilities for research and practicals of PG and UG, with specific labs for different thrust areas. A total of 200 computers are accessible for students within the college out of which 36 desktops are provided for a common purpose, 20 at the general computer lab and 16 in the general library. Several departments provide department-wise access to 164 systems including desktops, laptops, and tablets. The department of Botany maintains a Botanical garden with QR-coded Digital labels on plant specimens for an enhanced learning experience for the students. For effective studies on floristic surveys, an excellent collection of preserved plant specimens is available in the existing herbarium of the institution. The departments of Botany and Zoology maintain preserved (pickled and dried) plant and zoological specimens. Online lectures and video conferences are affected by the Orice facility. Access to NLIST and INFLIBNET is provided to all stakeholders.

## ADMINISTRATION

The institutional administration has been made under e-governance by the implementation of DDFS (Digital Document Filing System). The administration communicates with the directorate of collegiate education by DDFS, through http://www.collegiateedu.kerala.gov.in/ . Along with this, all communications with the affiliating University, namely, the University of Calicut have also been digitized, as the university also uses DDFS.

## FINANCE AND ACCOUNTS

The purchase of lab and library items are done through e-tender portal of the government of Kerala, namely, https://etenders.kerala.gov.in. The disbursement of the salaries of the teaching and non-teaching staff is done through the e-TSB portal

## ALUMNI

The college has a registered Alumni Association named The Palghat Victoria College Old Students' Association (OSA). The Old Students' Association is actively involved in the developmental activities of the College. They have always extended their support to various departments by holding respective alumni association meetings on an annual basis. Out of the departmental alumni associations, the most prominent and effective one is VIBA, the association of alumni of the Research Department of Botany. Activities of VIBA in 20-21 include 1.Publication of Newsletter - VIBA Botanica. 2.Assisted in improving the greenhouse at the college campus 3.Assistance for the subscription of five journals 4. Institution of M C Gopinathan Lecture series, Sarojini Menon Endowment and VPK Nambiar Endowment.

**ECO-FRIENDLY CAMPUS**

The college takes necessary care to manage the solid wastes inside the campus. The campus offers bins for biodegradable and non-biodegradable wastes separately. The wastes disposed of in these bins are regularly collected and taken care of. The plastic and paper wastes are handed over to the municipality periodically through the "Clean Campus, Green Campus" drive of NSS. The organic wastes primarily include food wastes and are managed through several composting techniques implemented during 2020-21 such as Pipe composting, Aerobic Bin composting, Biodigester pots, Biodigester bins and Bio-compositor pots implemented and maintained at suitable locations in the campus and regularly monitored by the Bhoomitra Sena Club. The leaf litter is properly converted to compost through an open pit composting system. During this academic year, liquid waste generation from the laboratories was minimal, sometimes even zero owing to the pandemic lockdown. Waste regeneration inside the campus was also minimal due to lockdown. The biomedical waste generated inside the campus due to the operation of CFLTC was managed by the district administration.

**BEST PRACTICES**

Due to Covid Lockdown, as the students didn't turn up, the involvement of students in the activities was negligible. So the institution took up the initiative for the digital labelling of the plants on the campus along with the preserved specimens within the museums of Botany and Zoology. During the academic year, all the campus plants were e-labelled with digital barcodes.

**INSTITUTIONAL DISTINCTIVENESS**

Government  Victoria College, Palakkad is a leading institution in the state that focuses on the heritage of biodiversity at the Palghat Gap zone of Western Ghats along with the cultural and archaeological heritage of the district and this is unique to its vision. It typically provides opportunities for cross-disciplinary learning and research, involving multiple departments. The floral diversity documentation in different forest areas, riverine beds and panchayats of the district, undertaken by the department of Botany, resulted in the addition of new species to science, new additions to state and district flora, and also generated the baseline data for the post-flood monitoring studies of the biodiversity loss of the district in terms of flora and fauna. Collaborative studies with Kerala State Biodiversity Board in post-flood monitoring and with the Department of Forests in Ecologically Fragile Lands extends the knowledge generated for the betterment of the local community. In generating an ecological consciousness and Nature conservation, the college has been adopting a 'Go Green' movement and adopts eco-friendly initiatives of waste management, by reducing, recycling and reusing the waste generated within the campus.

**FUTURE PLANS OF ACTIONS**

1. Infrastructure upgradation : Implementation of the master plan prepared by the KITCO and the construction of a new academic block, a massive "knowledge center" and a state-of-the-art

play-ground need to be completed

2. Enhance the facilities of the Physical Education department for giving proper guidance, training, and ambiance for developing sports skills to students to achieve National and International positions.

3. The college fitness center has to be strengthened and Construction of Handball & Khokho court.

4. PG departments (Economics, Commerce, History, Mathematics, Statistics and Malayalam) to be upgraded to Research Departments.

5. All Language departments (Hindi, Sanskrit, and Tamil) to be upgraded to PG departments