



# **FAROOK COLLEGE** **(Autonomous)**

**A College with Potential for Excellence**

*(Identified by the UGC, New Delhi)*

**Affiliated to University of Calicut**

**Kozhikode - Kerala - 673 632**

## **SUPPLEMENTARY REPORT (2014-16)**

**to**

## **SELF STUDY REPORT (2009-14)**

**(For Institutional Re-Accreditation Cycle 3)**

*Submitted to*

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**(NAAC)**

**Bangaluru**

## **PREFACE**

The Principal, Management and Staff are very happy to submit the supplementary report of the period 2014-16 in connection with the re –accreditation cycle III of the college. The self study report sent by the college covered the details of the years from 2009 to 2014. At the time of uploading and sending SSR the college was under affiliating system. But the college was conferred Autonomy by the University Grants Commission, New Delhi from 2015-16 onwards.

The present supplementary report has been prepared by the collective efforts of the faculty under the leadership of internal quality assurance cell(IQAC) and the overall supervision of the principal.

This report has furnished prominent activities and achievements at various level of the functioning of the college from 2014-2016. Supporting documents are kept in the IQAC office of the college.

Let me express my sincere thanks to the college managing committee, staff and the IQAC for extending support for the preparation of this report.

**PRINCIPAL**

Farook College  
12-07-2016

## **1. Curricular Aspects**

### 1.1

The University Grants Commission (UGC) has granted autonomous status to the College w.e.f 2015-16 academic years. Under autonomy, the college gained freedom to conduct programmes based on syllabus developed by itself for the respective subjects, devise teaching, learning and evaluation methods, and conduct examinations leading to the award of a degree, diploma or certificate. To ensure proper management of academic and general affairs, the following statutory bodies have been constituted:

Governing Body, Academic Council, Board of Studies, and Finance Committee.

### 1.2

The College had developed a curriculum for UG and PG programmes under the Committee for Preparation for Autonomy prior to the grant of autonomy to the college. On conferring autonomy the college followed the same for 2015 admission.

After the formation of statutory bodies mentioned above, college initiated more structured approach to review and revise the curriculum. A curriculum committee was formed for the formulation of the curriculum to be introduced for students of 2017 admission. The Committee formulated general guidelines in the form of Regulations for UG and PG programmes separately. Heads of the Department were instructed to initiate reviewing the existing curriculum and to take feedback from teachers, parents and alumni. Boards of studies were convened to discuss the feedback and to frame the new structure of the courses under each programme.

A Curriculum Monitoring Committee was also constituted in Academic council of the college to monitor the curriculum revision. As per the advice of the curriculum monitoring committee, 5 workshops were organized and department level discussions were held on curriculum revision. Boards of Studies were again convened and formulated the new syllabus and submitted to the Academic Council. The Academic Council entrusted the Curriculum Monitoring Committee to verify the syllabus as to whether or not the syllabus submitted by the Boards of Studies are following the frame work laid down by the respective regulations.

Currently Academic council has approved the syllabus and is about to submit the University for necessary approval.

### 1.3

**Academic flexibility:** The curriculum frame work laid down in the regulations has incorporated as much flexibility as possible with common courses, complementary courses, open courses and electives at UG level and Electives at the PG level. The curriculum is based on choice based credit and semester system at UG level and Credit semester system at PG level.

## 2. Teaching learning and evaluation

### 2.1

After the conferment of autonomy, admissions are done by the college instead of the University Single Window system. Admissions are notified through press and website. They are further publicized through press release ,visual media and alumni network .

### 2.2

Students of all castes and creeds are admitted on merit basis through a purely online transparent system through which the students can apply, verify, view index marks, rank lists, and interview schedule. Statutory reservation policies of the government and the university are strictly followed. Reservations are thus given to SC/ST, , Physically challenged and the sports students. Student from Lakshadweep Island and foreign countries are admitted in their respective quota.

The following table shows the distribution of students from various categories.

<b>Category</b>	<b>2014-15</b>	<b>2015-16</b>
SC/ST	391	441
OBC	2157	2315
Women	1825	2028
Differently - abled	44	47
Minority community	2299	2335
Foreign students	29	26

### 2.3

Orientation Programmes are arranged for the freshers at the beginning of the programme. A general orientation session at college level was followed by ones at the department levels. Foreign students are given special programmes of orientation.

### 2.4

Teaching methods are made more student centric enabling them to nurture critical thinking, scientific temperament, creativity and innovation. ICT enabled teaching methods are introduced elaborately to support the student centric method. Moodle based learning platform for PG students is setup. Smart class rooms are set up at all the departments. Number of smart halls is also increased. New tools are added to the virtual labs. New items of equipments are also procured in the Science Labs.

### 2.5

Mentoring is introduced through college Advisory system. Students of the college are bunched up with staff Advisors who would be close to the students under him personally and stands with them to solve their problems and motivate them to select the suitable higher studies and jobs.

College has set up a structured system of student feedback of teachers to strengthen the teaching learning system.

### 2.6

Teachers are appointed on the basis of the rules and regulations of the University Grants Commission, the Government and the University. However candidates with research qualifications are preferred to the possible extend.

- 97% of the total teaching posts sanctioned are filled.
- 40% of the permanent teachers possess Ph D as highest qualifications, 30% possess M Phil as highest qualifications and the rest are PG with NET.

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent teachers</b>							
D.Sc./D.Litt.	--	--	--	--	--	--	--
Ph.D.	--	--	10	2	22	10	44
M.Phil.	--	--	3	1	13	4	21
PG	--	--	6	1	24	17	48
<b>Temporary teachers (Guest Lectures)</b>							
Ph.D.	--	--	--	--	1	--	1
M. Phil.	--	--	--	--	1	1	2
PG	--	--	--	--	13	25	39
<b>Part-time teachers</b>							
Ph.D.	--	--	--	--		--	
M.Phil.	--	---	--	--	--	--	--
PG	--	--	--	--	1	--	1
<b>Grand Total</b>							<b>156</b>

## 2.7

Evaluations are conducted on the basis of an examination calendar prepared at the beginning of the semester. It is consisted of Continuous Evaluation (CA) and Semester End Examinations (SEE). Highly confidential system of question setting and printing put in place. False numbering system followed for valuation of papers. Centralised valuation camps are organized immediately after the examinations. External Examiners are appointed to the camps. Double Valuations system is in place for PG Evaluations. Fully Automated Examination system is in place; Students can register for examinations online, download their Hall tickets and download their results using their individual password. Results are published within one month after the last examination. Highly secure system of hologram for the mark lists has been developing. Surprise

Visit Squad to check examination malpractices is also functioning. Color schemes are followed for easy identification of answer books issued on specific days.

No final result has been published in autonomous stream so far on account of the first autonomy batch is yet complete full courses of the programme. The results of the last two years at the university level are given below.

Level	Programme	2015-16	2014-15
UG	B.A. English	93.93	93.93
	B.A. Malayalam	100	100
	B.A. Arabic & Islamic History	92	71.87
	B.A. Economics	73.91	81.5
	B.A. Sociology	94.8	94.5
	B.Sc. Mathematics	76.95	83.33
	B.Sc. Physics	85.75	80.85
	B.Sc. Chemistry	95	91
	B.Sc. Computer Science	74.83	69.29
	B.Sc. Statistics	63	67
	B.Sc. Botany	77	80.6
	B.Sc. Zoology	96	88.46
	B.Com	96.82	92.45
	B.B.A	95.55	95.36
	B.Sc Psychology	93.5	90
	B.A. Functional English	100	61.90
	B.Com. Computer application	--	--
	BMMC	77.7	--
PG	M.A. English	--	65
	M.A. Arabic	--	100
	M.A. Economics	--	94.7
	M.A. History	--	96
	M.Sc. Mathematics	--	77.77
	M.Sc. Physics	--	83.33
	M.Sc. Chemistry	--	77
	M.Sc. Computer Science	--	100
	M.Sc. Statistics	--	84
	M.Sc. Zoology	--	100
	M.Com.	--	100
	M.LISc.	--	92.8
	M.C.J.	--	97
	B.L.I.Sc.	--	85.7

2.8

Grievance Redressal system is put in place for addressing the student grievances. The mechanism is set in such a way that grievances are addressed within 14 days.

### 3. Research consultancy and extension

3.1

College provides the following facilities for research currently

GENERAL	<ul style="list-style-type: none"> <li>• Central Library with a collection of 86000 Volumes, 91 Research Journal and a separate Research section.</li> <li>• Construction of Research Bloc for Humanities and Social Science</li> <li>• E journal facilities of INFLIBNET and Digital Library</li> <li>• Publishing Two peer reviewed research Journal; <b>Social Orbit</b> in Social Sciences and <b>Majallath Al Sabah Lil Buhooth</b> in Arabic</li> </ul>
<i>Department of Chemistry</i>	<ul style="list-style-type: none"> <li>• Research Lab</li> <li>• Sophisticated equipment</li> <li>• Computer Lab</li> <li>• Software such as <i>Gammes</i> and <i>XD</i></li> </ul>
<i>Department of Physics</i>	<ul style="list-style-type: none"> <li>• Material Science Research Lab</li> <li>• Applied Optics Research Lab</li> <li>• Computational and theoretical Physics Research Lab</li> </ul>
<i>Department of Statistics</i>	<ul style="list-style-type: none"> <li>• Statistical Computing Lab</li> <li>• Software such as Minitab R Programming etc.</li> </ul>
<i>Department of Zoology</i>	<ul style="list-style-type: none"> <li>• Research Lab and Sophisticated equipment</li> </ul>
<i>Department of Computer Science</i>	<ul style="list-style-type: none"> <li>• Research Lab</li> </ul>
<i>Department of English</i>	<ul style="list-style-type: none"> <li>• Research Library</li> </ul>
<i>Department of Arabic</i>	<ul style="list-style-type: none"> <li>• Arabsat Lab</li> <li>• Arabic manuscript Library</li> <li>• Best Research Library in Arabic in South India</li> </ul>
<i>Department of History</i>	<ul style="list-style-type: none"> <li>• Centre for Social History of Malabar</li> <li>• Malabar Digital Archives linked to the Department website</li> <li>• Mappila Studies and Research Centre</li> <li>• <i>historyfarook</i> working paper series</li> </ul>

### 3.2

#### Details of Research Projects in the College

The faculty of the college is actively engaged in research activities. Currently the total amount covered for minor research is above 36 lakhs and for major research is 15 lakhs. The details are attached as **annexure IV**.

### 3.2

Many Collaborative research projects have been completed.

The College did the Mapping and Review of child care institutions under the Juvenile Justice Act in the State of Kerala Collaborating with the Ministry of Women and Child Development, Government of India. (MoU signed).

Department of Statistics continues to do the project in collaboration with Coconut Development Board of Govt. of India. (MOU Signed).

B Voc Programmes are essentially ones that are conducting in collaboration with Industries (MoU Signed).

Department of Arabic and department of chemistry also do collaborative projects .

### 3.3

The following are the latest profile of research in the college.

Sl No	Particulars	Count
1	No. of Recognized Research Departments	8
2	No. Research Guides	22
3	No. of Research Scholars in the Departments	82
4	No. of Ph Ds Awarded in the last two years	4
5	No. of Research Guides in other Centers	4
6	Scholars submitted final theses	8
7	Number research journal published	2

### 3.4

More departments have begun consultancy and extension activities in the last two years.

Department of Statistics has been doing Data Consultancy services for the students, Researchers, Industrialists and other people.

Department of Arabic has been giving translation services to Al Rayyan General Services, Batha, KSA (signed MOU)

Department of Multimedia and Communication gave free consultancy to Shifa Hospital Kallampara at free of cost.

Department of Commerce has started Income tax Consultancy and “Novature” Consultancy to budding entrepreneurs.

### 3.5

#### Extension

Extension and Institutional social responsibility of the college is predominantly of two types. Firstly, activities led by National Service Scheme, Pain and Palliative Clinic, Childline, Health Centre etc. Secondly, the extension activities of the Individual Departments.

#### 3.5.1

##### Activities of the National Service Scheme

Sl No	Particulars	Count	
		2014-15	2015-16
1	No. of Units	2	2
2	No. of Volunteers	125	125
3	No. of Programme Officers	2	2
4	No. of Permanent Programmes	15	20
5	No. of Special camps	5	7
6	No. of Villages adopted	1	1
7	No. of Schools adopted	1	2
8	No. of Recognitions	3	5
9	Best Volunteer Award	1	--

### 3.5.2

#### ***Pain & Palliative Care Society***

##### *3.5.2.1 Basic Facilities*

The Society is registered under the Societies Registration Act.

Its basic facilities include separate section consisting of palliative consulting room, dressing room, pharmacy, toilet, store room and a three bedded room for patients for a temporary relief in the Jubilee Health Centre, Farook College.

Society also have two vehicles: one Bolero Jeep and one Omni Van for Home Care duties

The other assets include the following.

Oxygen cylinders(2), Hospital coat(5), Water bed(7), Air bed(7), Walker(10), Walking sticks(6), Wheel chairs(12), Stretcher(2), Crutches(6), Commode(6), Nebuliser(2).

<b>Sl No</b>	<b>Manpower</b>	<b>Count</b>
1	Community Volunteers	32
2	Number of Student Volunteers	160
3	Doctors in service	1
4	Physiotherapist	1
5	No Nurses	2
6	Supporting staff	3

##### 3.5.2.2 Services at a Glance (2015-16)

	<b>2014-15</b>	<b>2015-16</b>
Patients under Home care	282	306
Patients at OP	1177	1063
Doctor's Home Care	61	60
Nurses Home Care	225	226
Volunteer Home Care	370	348
Rice Support	40 families	55 families
Medicine Support	36 families	42 families
Educational Support	90 students	36 students
Equipment Lending	139 cases	85 cases
<b>Total Amount Spent</b>	<b>1238904</b>	<b>1406152</b>

### 3.5.2.3 *Special Programmes*

#### SPARSHAM

This is an annual get together of the patients under care of the Society at the College. The Objective of the programme is to provide a platform for the patients to articulate their talents, share their experience and fomenting friendship and belongingness. The programme provides immense opportunity for students to develop their leadership skill, to gain insight into the societal problems and to instill qualities of care, empathy and willingness to share the sufferings of fellow beings.

#### FOOTPRINTS

This is a programme to empower the patients giving them training in craft productions and interfacing them with the market. The craft items produced by the patients are exhibited annually at the College so as to give publicity for these products. A major part of the products are sold in the exhibitions. This programme thus functions as a rehabilitation for the patients under care.

### 3.5.3

#### *Childline Centre.*

*Childline* Centre of the College conducted a series of training programmes to various denominations of the society to keep them sensitized to the problems of children and their rights. They include people's representatives, Police officials, Madrasa teachers, school teachers, students etc.

#### 3.5.3 .1

The activities of the Centre has resulted in declaring the Olavanna Panchayath of Kozhikode District as the First Child friendly Panchayath in the state by the Government. The same set of activities are progressing in the Ramanattukara Municipality targeting it to be declared child friendly Municipality. The Centre has Kept on intervening in issues related with harassment of children and the disregard of the larger society for the rights of the children.

### 3.5.3.2

#### Programmes at a glance

SI No	Particulars	Count	
		2014-15	2015-16
1	Workshop for Peoples Representatives and Public	2	6
2	Workshop for Madrassa Teachers	--	3
3	Workshop for Police Personnels	1	3
4	Workshop for Child marriage Prohibition officers		1
5	Training for school counselors/teachers	3	1
6	Workshop for media persons	--	1
7	Workshop for Religious leaders	--	1
8	Workshop for students	2	1
9	Workshop for Sc Promoters		1
10	Camps for the children	1	1
11	Empowerment programme for Childrens Home Staff	1	--
12	CHILDLINE Volunteer Group Formation in College Campus	5	--
<b>Total</b>		<b>15</b>	<b>19</b>

### 3.5.4

Farook College Jubilee Health Centre provides facilities for treatment of the students of the campus as well as the public. The Centre has a permanent Doctor, a Nurse, a pharmacy and a Lab Technician. The Centre is open on all weekdays except Sundays. The centre has a few beds to treat inpatients. The Health Centre Block also houses the Palliative Clinic.

### 3.5.5

#### Department level Extension Programmes

*Department of Physics* has conducted Awareness programme on conservation of Energy to the public. The department also organized a training in this regard

Workshop on Assembling of LED lamps to the residents of the Vazhayur Village of Malappuram District of Kerala.

Transit of Mercury was shown to the villagers of Akaypotta of malappuram District using the Astronomical Telescope for spreading Scientific temper among the public.

*Department of Chemistry*

Conducted A Study on Environmental Pollution and Disease Generation for People of Vazhayoor and Narikkuni Grama Panchayath in 2012

organised Chemeleon-An Exhibition for Fostering Science for School, College Students and Public in 2012

Analysis of Potable Water Resources and Development of Effective Water Purification System for People of Ramanattukara Municipality is in Progress

ChemExpo- An Exhibition for Fostering Science for School, College Students and Public 25-29 Feb 2016

Work shop on “Chemistry in Every day life” for School Students 23-Jan 2016

Published a Booklet on Modern Trends in Chemistry for School Students, Teachers and Public. Booklet was used as Guideline for School Teachers for their Training Programme 25- Feb 2016

*Department of English* conducted SWEET ENGLISH: An extension activity under the XII plan of UGC in which our trained UG and PG students teach the students of Government UP School, Ramanattukara .

Department of Sociology has Socio-Farook Extension Scheme consisting Anti-Drug Campaign, Pain and Palliative Care, school adoption etc.

#### **4. Infrastructure and Learning Resources**

##### 4.1

The College has added for Infrastructural facilities after 2014 and upgraded major area of existing facilities. The Total Built up area is 52612 M<sup>2</sup> (Added **4820 M<sup>2</sup>** in the last two years)

## 4.2

## Details of Academic and IT Infrastructure

Sl. No.	Item	Nos. in 2014	Added Since 2014	Nos. in 2016
1.	Classrooms	67	30	97
2.	Smart Class rooms	8	20	28
3.	Auditorium	1	Upgraded	1
4.	Seminar Halls	5	Upgraded	5
	<b>Laboratories</b>			
	Mathematics Computer Lab	1	--	1
	Physics	4	2	6
	Chemistry	4	Upgraded	4
	Zoology	3	1	4
	Botany	2	Upgraded	2
	Statistical Computing Lab	1	Upgraded	1
	Computer Science Lab	3	Upgraded	3
	Psychology Lab		1	1
	Informatics Centre	1	--	1
	Media Lab	1	Upgraded	1
	Media Studio		1	1
	Multimedia Studio		1	1
	Multimedia Lab		1	1
	BVoc Automobile lab		1	1
	B Voc Automobile Workshop		1	1
	B Voc IT Lab		1	1
	Chemistry Computer lab		1	1
	Water Testing Lab	1		
	Soil Testing Lab		1	1
5.	Green House	1	--	1
6.	Garden of Medicinal plants	1	--	1
7.	<b>IT facilities</b>			
	Computers	278	97	375
	LCD Projectors	19	29	48
	Laptop Computers	22	22	44
	Printers	32	17	49
	Scanners	7	2	9
8.	Language Lab	1	Upgraded	1
9.	Central Library			
	PG Sections	13	Upgraded	13
	Research Section	1	Upgraded	1
	Career Section	1	Upgraded	1
	Digital Library	1	Upgraded	1

Sl. No.	Item	Nos. in 2014	Added Since 2014	Nos. in 2016
	Braille Book Section	1	--	1
	Digital Talking Book Library	1	Upgraded	1
	Audio Visual Theatre	1	--	1
	KSCAT Training Lab		1	1
10.	<b>Others</b>			
	Generators	6	1	7
	Career and Counseling Centre	1	--	1
	Counseling Centre	1	--	1
	Remedial Coaching Centre	1	--	1
	Entry into service Coaching Centre	1	--	1
	Astronomical Telescope	1	1	2
11.	Office of the Controller of Examinations	--	1	1
12	Office of the IQAC	1	Upgraded	1

#### 4.3

#### Infrastructure for Co-curricular and Extra-curricular wings and facilities

Sl No	Item	Nos. in 2014	added Since 2014	Nos. in 2016
1.	<b>Sports infrastructure</b>			
	Stadium with 400 mtr Track	1	--	1
	Other play grounds	2	Upgraded	2
	Tennis Court	2	--	2
	Indoor Stadium	1	--	1
	Basket Ball Court		1	1
	Gymnasium	1	Upgraded	1
2.	<b>Co-curricular</b>			
	NSS Room	1	Upgraded	1
	NCC office	2	1	3
	Auditorium	1	Upgraded	1
	Open Air Theatre	1	Upgraded as Convention Centre	1
3.	<b>Students welfare</b>			
	Ladies Room(students)	1	1	2
	Students Centre	1	Upgraded	1
	Bank Counter	1	Upgraded as Branch	1
	Cooperative Stores	1	--	1
4.	<b>Hostels</b>			

SI No	Item	Nos. in 2014	added Since 2014	Nos. in 2016
	Men	4	Upgraded	4
	Women	3	1 rebuilding, 2 Upgraded	2
	Working Women	1	--	1
5.	<b>Staff Welfare</b>			
	Staff Club(teaching)	1	Upgraded	1
	Staff Club (non-teaching)	1	--	1
	Staff Quarters –teaching	14	--	14
	Staff Quarters – non teaching	5	1 demolished	4
6.	<b>General</b>			
	Jubilee health Centre	1	--	1
	College Cafeteria	1	Upgraded	1
	FOSA Guest House	1	Upgraded	1
	Day Care Centre	1	Upgraded	1
	Car Parking Corner	1	--	1
	P.M. Institute of Civil Services Examinations	1	--	1
	Water Purification Plant	1	--	1

## 5. Student Support and Progression

### 5.1

The College has set up the EDUSUPPORT for extending financial support to students. The details of the last two years are shown below.

Year	Number of Students Aailed	Total Amount
2014-15	277	6,10,692
2015-16	218	7,00,162
<b>Total</b>		<b>13,10,854</b>

### 5.2

Scholarship Committee to supervise, coordinate and communicate the scholarship facilities.

The details of scholarship tapped in the last two years are shown below.

Year	Number of Students Aailed	Total Amount
2014-15	1604	1,46,28,212.00
2015-16	Data yet to be finalized	

### 5.3

The Student Advisory Scheme for providing individualized care to students.

The Advisory scheme is upgraded by elevating it into Mentoring System

### 5.4

The College Bus facility to offer conveyance for students who are day scholars.

1 Bus sponsored by PTA added in the last year

### 5.5

Facilities for differently-abled students

The Services of the KSCAT centre established for assistance to visually challenged students.

Constructed Ramps and Railings to the differently-abled students

Constructed Disabled friendly Toilets and washroom facilities for boys and girls

### 5.6

Renovated Women's Room of the College

Built Cement Benches for students in the Campus

Department level financial support to students

### 5.7

The Centre for Human Resources Development provides leadership for the skill development and student support programmes

UGC-NET coaching for PG students with support from PTA.

Career Guidance and Placement Cell conducted guidance classes to UG and PG students

Entrepreneurship Development Programmes for UG students

#### 5.7.1

Details of the Students Passed The NET/JRF/GATE Exams

Department	2014-15				2015-16			
	Gate	JRF	NET	SET	Gate	JRF	NET	SET
Arabic		1	5	2				
English			3	4			3	
Mathematics	1				1		1	
Statistics			1	1			1	
Physics			1	3	2	1		1
Chemistry	3	1	1	4				

Zoology				3		1		
Economics			1	3		1	1	
History				3			1	
Journalism			1					
MLI Sc			2			2	1	
Commerce		1	4	11		1	5	
<b>Total</b>	<b>4</b>	<b>3</b>	<b>19</b>	<b>34</b>	<b>3</b>	<b>6</b>	<b>13</b>	<b>1</b>
<b>Grand Total = 83</b>								

### 5.7.2

Trends of upward mobility of Student

Student progression		In %
UG to PG		52.23
PG to M.Phil.		17.45
PG to Ph.D.		16.23
Employed	Campus selection	2.38
	Other than campus recruitment	15.83

### 5.7.3

*Details of Campus Placements*

2014-15			
1	MEERA MADHAVI	BSC.PHYSICS	TCS
2	JITHIL JISHAD	B.SC. COMPUTER SCIENCE	SAP SOLUTIONS
3	MUHAMMED WASEEL	B.SC. COMPUTER SCIENCE	SAP SOLUTIONS
4	SAFWAN AR	B.SC. CHEMISTRY	SAP SOLUTIONS
2015-16			
1	SHYMAH ABDULLA	B.SC. COMPUTER SCIENCE	WIPRO
2	HIBA MARIYAM	B.SC. COMPUTER SCIENCE	WIPRO
3	SWATHI KRISHNA	B.SC. CHEMISTRY	WIPRO
4	HANNA HANNA	B.SC. CHEMISTRY	WIPRO
5	ATHIKHA K	B.SC. COMPUTER SCIENCE	WIPRO
6	THAHA RAHMAN	B.SC. STATISTICS	WIPRO
7	SHAMJITH KHANKC	BSC.PHYSICS	WIPRO
8	FARZANA KUNHIPARAMBATH	BBA	WIPRO
9	IFADHA MV	B.SC. COMPUTER SCIENCE	WIPRO

## 5.8

Student Union formed in the Hostels in addition to that of College by elected representatives in order to inculcate democratic values and ethos of community life.

### 5.8.1

Hostel Unions supervise the hostel life including the Menu of the Mess. As the mess is in sharing basis, students get cheapest mess in the hostel

### 5.8.2

The College advances the mess expenditure of the SC/ST students until the amounts towards them are released from the Sc/ST welfare Department.

## 5.9

Grievance Redressal Cell addressed the grievances of the students.

## 5.10

Committee against Sexual Harassment and Anti Ragging Committee dealt with respective issues. Committee has drawn a policy for dealing with cases of harassment. No cases of harassment have been reported for the last two years. The policy document is attached as **annexure V**.

## 5.11

Financial support for sports and arts activities by PTA

### 5.11.1

Performance of the college in sports at a glance

<b>Event or Game</b>	<b>2014-15</b>	<b>2015-16</b>
Handball	First	Second
Softball	Second	First
Badminton	Second	First
Baseball	Third	First
Football	Second	Fourth
Cricket	Fourth	Third
Taekwondo	First	First
Table Tennis	First	First

### Representation of the College in sports

Inter University	Game	2014-15	2015-16
Inter University	Handball	3	3
	Softball	6	7
	Badminton	1	1
	Baseball	4	6
	Football	6	1
	Cricket	3	1
	Taekwondo	4	5
	Kalarippayat	1	1
	Table Tennis	3	2
State level	Handball	10	11
	Softball	9	10
	Badminton	5	6
	Baseball	9	10
	Football	11	10
	Cricket	4	3
	Taekwondo	7	6
National level	Handball	2	1
	Softball	4	5
	Badminton	0	1
	Baseball	3	3
	Football	2	3
	Taekwondo	2	3

#### 5.11.2

Performance of the college in Arts activities at a glance

#### 2014-15

- Runners up University B Zone Arts Festival
  - Fatahu Rahman got *Sargaprathibha* title in the festival
  - Vivek bagged *Kalaprathibha* title
- Runners up University Inter Zone Arts Festival
  - Fatahu Rahman got *Sargaprathibha* title in the festival

#### 2015-16

- Winner University B. Zone Arts Festival
  - Fatahu Rahman got *Sargaprathibha* title in the festival
  - Vivek bagged *Kalaprathibha* title
- Winners in University Inter Zone Arts Festival
  - Anunanda bagged *Kalathilakam* title

## **6. Governance, Leadership & Management**

### 6.1

Governance of the college has undergone drastic changes in the last two years. The expansion of the campus with additions of new programmes and connected facilities the governance has become tedious. With the grant of autonomy more reliable system of administration became inevitable. To address this problem the management decided to withdraw the current MIS system and to develop own ERP considering the specific needs of the new situation. In 2016 new ERP has been introduced.

### 6.2

With the grant of Autonomy, the college constituted the necessary committees for the autonomous system. They are the Governing council, the Academic Council and Boards of Studies.

The Chairman of the Governing Council is the manager of the College. Representative of the University Grants Commission (1), the State Government (1), the University (1) and Teachers of the College (3) are there in the Governing Council. The list of Governing Council Members is attached as **Annexure I**. Governing Council is the supreme body of the College.

The College Academic Council consists of Principal (Chairman), All Heads of the Department of the College, Four Teacher Representing different departments nominated by the Principal, four experts from Industry and academicians nominated by the College Governing Council, three experts nominated by the Vice Chancellor of the University and a member Secretary nominated by the Chairman. The list of the College Academic Council is attached as **Annexure II**

15 Boards of Studies has been Constituted in the College. Senior Most Associate Professors with Ph D are the Chairmen of Boards of Studies. At least three members of the college faculty, two experts nominated by the College academic Council, One expert nominated by the Vice Chancellor of the University, one representative from Industry and one from Alumni constitute the Board of Studies. List of Boards of Studies are attached as **Annexure III**

In addition, a finance Committee has also been constituted for looking after the financial matters of the College.

Another important Office established under autonomy is the office of the Controller of Examinations. This office is in charge of examination registration, question setting, scrutiny of question papers, printing of Questions, conduction of Examinations, evaluation of answer books and the issue of Mark lists. Office of the college has also been upgraded.

Examinations are conducted on the basis of the College Examination Manual which has provisions to address all issues related with responsibilities and management of examinations and publication of results.

Deputation is followed in the administration and Governance. The Annual plans of the Colleges are put under the responsibility of the Planning Board. College Council leads the execution of the plans drawn. The charge of Examination is shouldered by the Controller of Examination and The Internal Quality Assurance Cell monitors the process.

To take care of the Hostels, A Hostel Committee has been constituted in the last two years. On recommendations of the Committee, Generators were set up to ensure incessant power supply to hostels. Bio metric entry exit recording system and CCTV Security system have also been introduced in the hostels on the basis of the request from the parents. Napkin vending are set up at Ladies hostels and incinerators at all hostels.

## **7. Best Practices (additions after 2014)**

### ***7.1 Curriculum Development***

Curriculum Committee for Curriculum Review

Formal feedback system on curriculum and curriculum Implementation

Workshops for Curriculum Restructuring

Flexible Curriculum framework

Certificate Programmes in specialized areas

Choice based Credit and Semester System for UG and Credit Semester System for PG.

IQRs for Curriculum implementation

### ***7.2 Teaching & Learning***

Online Admission Portal for UG & PG.

Online payment system for applications.

Computer based Selection process for UG & PG  
Centralized admission system for UG & PG.  
Entrance based Admission for new generation PG programmes.  
ICT based Teaching and Learning System followed  
Moodle based LMS development for PG Programmes.  
IQRs for quality compliance.  
Internal Audit System for to ensure quality standards. Colour coding system for answer scripts  
False numbering system for answer scripts  
Secret mailing system for question paper receiving.  
Online application for revaluation process.  
Online system for result publication.  
Structured Seat Allotment System for examination.  
Surprise Squad for detecting Examination malpractices  
Electronic surveillance system for entire examination section.  
Centralized Valuation Camp System for UG & PG with external Chief examiner for UG and Double valuation System for PG.  
Hologram affixed Certificates

### ***7.3 Research Consultancy and Extension***

Focused Research by the Departments  
Publication of Research Journals  
Centre for Social History of Malabar  
Formation of Research Forums  
Publication of Working Paper series  
Consultancy projects in the departments  
Adoption of Villages and schools by NSS  
First Child Friendly Panchayath under childline  
Extension schemes under Individual Department  
Housing Project with the Support of Alumni

### ***7.4 Infrastructure and Learning resources***

*Second Largest Astronomical Telescope for astronomical Observation*

*Wifi to whole campus*

*Kerala Centre for Assistive Technologies(KSCAT)*

*AP Bava Multi Purpose Convention Centre*

*Video surveillance system in the campus*

*At least one smart classroom for one department*

*News Editing Studio for Journalism students*

*Learning Management system for PG programmes*

*Web based learning Resources by the departments*

*Biogas plant and Incinerators in the hostels*

*Solar Power generation unit*

### ***7.5 Student Support and Progression***

**Farook Awaz** online Bulletin for hands on training in multimedia publishing

**Observer** TV provides hands on training in media production and transmission.

**Campscope** Campus news paper for giving hands on training in news paper publication

**Campus Radio** is a platform for training in radio programme production and transmission.

Walk with a Scholar Programme for Advanced Learners

Student Support programme for slow learners

Rent -Free Hostel for economically backward students

Free treatment for students in the Health Centre

Insurance for Sports students

Free internet Services to all students

### ***7.5 Governance and Leadership***

Development of new ERP

Bio metric entry –exit recording systems in Hostels

CCTV Security for Hostels

Students' Representation in official bodies

**DECLARATION BY THE HEAD OF THE INSTITUTION**

I certify that the data included in this supplementary report to the self study report(2009 – 14) of the college are true to the best of my knowledge.

This supplementary report is prepared by the institution after internal discussions and no part there of has been outsourced.

I am aware that the peer team will validate the information provided in this report during the peer team visit.

  
Principal  
Signature of the Head of the Institution with seal  
**FAROOK COLLEGE**  
**(AUTONOMOUS)**  
Farook College.P.O.(Calicut)

Farook College

12-07-2016





डॉ. मंजू सिंह  
संयुक्त सचिव

Dr. Manju Singh  
Joint Secretary

20/4/15  
6/5/15



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)  
बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002  
दूरभाष Phone : कार्यालय Off : 011-23238676  
Fax : 011-23232297 E-mail : manjusingh.ugc@nic.in

**BY SPEED POST**

No.F. 22-1/2015(AC)

April, 2015

The Registrar,  
University of Calicut,  
Calicut University P.O. Thenhipalam,  
Malappuram District – 673 635  
Kerala

29 APR 2015

Sub:- Conferment of Fresh Autonomous Status to Farook College, Farook College Post,  
Calicut Dist., Kerala-673 632 affiliated to University of Calicut, Kerala

Sir/Madam,

This is with reference to the proposal submitted by Farook College, Farook College Post,  
Calicut Dist., Kerala-673 632 affiliated to University of Calicut, Kerala under the UGC  
scheme for autonomous colleges.

On the basis of the report of the UGC Expert Committee and on the basis of the  
recommendations of the Standing Committee, the Commission at its meeting held on  
23.04.2015 decided to grant autonomous status to Farook College, Farook College Post,  
Calicut Dist., Kerala-673 632 affiliated to University of Calicut, Kerala under the UGC  
scheme for autonomous colleges for a period of six years w.e.f. 2015-2016 to 2020-2021.

University of Calicut, Calicut University P.O. Thenhipalam, Malappuram District – 673 635  
Kerala may now go ahead and issue necessary orders in this regard by endorsing a copy of  
the same to this office for our records. The admissible grant under this scheme will be  
released to the College as per its eligibility, according to the norms as laid down in the XII  
Plan Guidelines for Autonomous Colleges by The Deputy Secretary, UGC, South Western  
Regional Office, Prasanna Kumar Block, Palace Road, Bangalore – 560 009 (Karnataka).

Yours faithfully,

  
(MANJU SINGH)

**ANNEXURE - I****List of Members of the Governing Council of Farook College**  
**(Autonomous),Kozhikode****2015-17**

A.	Chairman	Adv.M. Mohammed, (Manager,Farook College)	0495-2302929	<a href="mailto:mail@farookcollege.ac.in">mail@farookcollege.ac.in</a>
B.	UGC Nominee	Dr.Nisar Ahamad Mir(Joint Secretary,UGC)	011-23212027 09910141596	<a href="mailto:nisarmir.ugc@nic.in">nisarmir.ugc@nic.in</a> drmirnisar@gmail.com
C.	State Govt. Nominee	Dr.P.Anver(Member Secry,KSHEC)	9447844030	anvarputhalath@gmail.com
D.	University Nominee	Dr.Santhosh Nampy (Prof,Dept of Botany)	9447461622	santhoshnampy@yahoo.com
E.	Nominees from faculty of the college.	1.Sri.Abid Hussain Thangal	9447282329	<a href="mailto:ahthangal@gmail.com">ahthangal@gmail.com</a>
		2.Dr.K.M.Naseer	9846506121	<a href="mailto:naseer@farookcollege.ac.in">naseer@farookcollege.ac.in</a>
		3.Dr.P.Anil Kumar	9961953892	anilkumarfc@gmail.com
F.	Secretary to Governing council	Prof.E.P.Imbichkoya (Principal,Farook College)	9446253099	principal@farookcollege.ac.i n

**Principal**

**MEMBERS OF ACADEMIC COUNCIL**

- A. Chairman 1 Prof. E.P. Imbichikoya (Prinipal, Farook College, Kozhikode)
- B. Heads of Departments 1. K. Basheer (English)  
2. Dr.K.Ali Noufal (Arabic)  
3. Dr.K.M. Naseer (Malayalam)  
4. Dr.M. Abdul Jabbar (Hindi)  
5. Dr. Mohammed Saleem Pulsarakath (Urdu)  
6. Sri. V. Kunhimon (Mathematics)  
7. Dr. P. Anil Kumar (Statistics)  
8. Dr. V. Kabeer (Comp. Science)  
9. Dr. P.A. Subha (Physics)  
10. Dr.A.K. Abdul Rahim (Chemistry)  
11. Dr.K.Kishore Kumar (Botany)  
12. T.P. Shabana (Zoology)  
13. Dr.T.P.O. Nasirudheen (Lib. & Inf. Science)  
14. Sri. E.K. Fazalurahman (History)  
15. Dr. T.A. Mohammed (Isl. History)  
16. K. Mohammed Ashraf (Economics)  
17. K. Mammootty (Commerce)  
18. K.K. Abid Hussain Thangal (Sociology)  
19. K. Nisha (Psychology)  
20. K. Irshad Hassan (Physical Education)  
21. Joseph. V.J, Asst. Prof. on contract (Fun. English)  
22. Anu Alphonse Varghese, Asst. Prof. on contract (Psychology, Self Finance)  
23. Sajitha. K, Asst. Prof. on contract (Commerce, SF)  
24. Sonia Florence, Asst. Prof. on contract (MCJ, SF)
- C. Teachers representing different departments nominated by Principal 1. Dr. K.K. Hamza (Dept. of Statistics)  
2. Sri. C. Ummer (Dept. of English)  
3. Dr. K. Sudheer (Dept. of Maths)  
4. Dr. M.R. Manmathan (Dept. of History)

- D. Experts from Outside the college
1. Mr.K.E. Faizal (KEF Holdings, Sharjah)
  2. Dr.K.K.Abdullah,Former HOD & Asso.Professor, “Kanavu”,P.O.Farook College
  3. Dr.M. Usman (Principal, Amal College of Advanced studies, Nilambur)
  4. Mr.M.A. Mehaboob (Hi Lite Builders)
- E. University Nominee
1. Sri.K.A. Siraj, former Associate Professor and Syndicate Member, Dept. of Physics, Farook College
  2. Dr. G. Jayakrishnan, Asso. Professor & HOD, Dept. of Botany, Sree Krishna College, Guruvayoor
  3. Dr. Renjini. K.R, Asso. Professor, Dept. of Zoology, Malabar Xtian College, Kozhikode
- F. Member Secretary
1. Dr. T. Mohammed Ali, Asso. Prof. Dept. of His.

**PRINCIPAL**

**FAROOK COLLEGE(AUTONOMOUS)**  
**P.O. FAROOK COLLEGE CALICUT**

**LIST OF BOARDS OF STUDIES OF THE COLLEGE 2015-2017**

<b>S.No.</b>	<b>Name of Board of Studies</b>	<b>Number of Members</b>
1	English & Functional English	10
2	Arabic	9
3	Modern Indian Languages	11
4	History	9
5	Sociology & Physical Education	10
6	Economics	9
7	Media and Information Science	12
8	Mathematics	9
9	Physics	9
10	Chemistry	10
11	Life Science	12
12	Computer Sciences	8
13	Statistics	9
14	Commerce	10
15	Psychology	7

**FAROOK COLLEGE(AUTONOMOUS), P.O. FAROOK COLLEGE CALICUT**  
**THE DETAILS OF MINOR & MAJOR RESEARCH PROJECT DURING 2014-2016 ACADEMIC YEAR**

**ANNEXURE IV**

SI No.	Name of the Teacher	Designation	Department	Topic of Major Research	Sanction letter No.	Sanctioned Amount	Status
1	Dr. T.A. Mohammed	Associate Professor	Islamic History	Muslim Monuments in Kerala And Lakshadweep	MRPH-1906/11-12/KLCA028/UGCSWRO dt.28.09.2012	90000	submitted
2	Shabana.T.P	Assistant Professor	Zoology	Role of Protease in the Larval development of <i>Spodoptera maurita</i> (Noctuidae: Lepidoptera)	MRP(s)-578/09/10/KLCA028/UGC-SWRO dated 08-01-10	155000	ongoing
3	Dr.M.Abdul Jabbar	Assistant Professor	Hindi	An evaluation of Ithe Development of Hindi Language And Literature	MRP(H)-085/2004/X Plan/KMRPH-1907/11-12/KLCA028/UGC SWRO dt.28.09.2012	95000	On going
4	Dr. T.R. Sobha	Assistant Professor	Zoology	Studies on Mitesoforicultural Importance	MRP(S)1366/11-12/KLCA028/UGC-SWRO dt.28.09.2012	140000	On going
5	Dr. Ali Noufal	Assistant Professor	Arabic	Keralites in the Gulf And Their Cultural And Literacy Activities : A case study of UAE	MRP(H)313/12-13/KLCA028/UGC-SWRO dt.28.09.2012	125000	On going
6	Sageerali	Assistant Professor	Arabic	Kerala Arab Relation Past Present-A Historical Perspective	MRP(H)316/12-13/KLCA028/UGC SWRO dt.29.03.2013	130000	On going

7	Hashmina Habeeb	Assistant Professor	English	A Study on the Male Protagonist Centrality in Bolly wood Cinema with Special Reference to the Movies The Japanese Wife and Ishqiya	MRP(H)314/12-13/KLCA028/UGC-SWRO dt.29.03.2013	90000	On going
8	Mufeeda. T.	Assistant Professor	English	Virgin or whore Status Predicts Destiny : Role of Cinema in Determining the fate of A Rape Victim through Social Brain Washing	MRP(H)315/12-13/KLCA028 UGC SWRO dt.29.03.2013	150000	submitted
9	Dr. S.D. Krishnarani	Assistant Professor	Statistics	Maximization And Minification Autoregressive Process	MRP(S)13-14/KLCA028/UGC-SWRO dt.15.02.2014	180000	On going
10	Muhammed Abid. U.P.	Assistant Professor	Arabic	Anti-Colonial Arabic Literature in Medieval Kerala : A Socio-Cultural Perspective	MRP(H)/13-14/KLCA028/UGC-SWRO	150000	On going
11	Dr.Abdul Azeez. P.	Assistant Professor	Malayalam	The Folk Ramayanas in Wayanad District, Kerala	MRP(H)/13-14/KLCA028/UGC-SWRO dt.15.02.2014	70000	On going
12	Dr. Habeebrehman	Assistant Professor	Zoology	Studies on Hydro-Biological Characteristics And Meiobenthic Population of Mavoor Wetlands-Kozhikode District, Kerala	MRP(S)/13-14/KLCA028/UGC-SWRO	150000	On going

13	Dr. Zeenath Mohammed Kunhi	Assistant Professor	English	Lost Childhoods, Broken Lives:A Study on Child Abuse Based on Facts And Fiction	MRP(H)/13-14/KLCA028/UGC-SWRO dt.15.02.2014	60000	On going
14	Abdul Shafeek. C.H.	Assistant Professor	English	The Changing Mappila: A Study of New Mappila Album Song	MRP(H)/13-14/KLCA028/UGC-SWRO dt.15.02.2014	50000	On going
15	Dr. C.K.Ahammed	Associate Professor	English	Translation of Twenty selected Malayalam Short Stories And Twenty Malayalam Short Poems in to English for the Appreciation of Non Speakers of Malayalam	MRP(H)/13-14/KLCA028/UGC-SWRO dt.15.02.2014	50000	submitted
16	Dr. P.P. Yusufali	Associate Professor	Economics	Flexible Employment Practies in the Higher Education Sector of Kerala	MRP(H)/13-14/KLCA028/UGC-SWRO dt.15.02.2014	112000	Ongoing
17	Dr. V. Kabeer	Assistant Professor	Computer Science	Extension Study of Artificial Light Receptor Model And Application Of Neuro-Fuzzy Methods For Face Recognition System	MRP(S)/13-14/KLCA028/UGC-SWRO dt.15.02.2014	125000	On going
18	Mohamed Nishad Maniparambath	Assistant Professor	Mathematics	A Study on Modular Eauations Against The Backdrop of Ramanujan	MRP(S)13-14/KLCA028/UGC-SWRO dt.15.02.2014	180000	On going

19	Dr.K.Kishore Kumar	Assistant Professor	Botany	Taxonomic And Ecological Studies on The Tree Flora KOF College Kunnu (Ward-15),Manjeri, Malappuram	MRP (S) 1141/11-12/KLCA012/UGC-SWARO dt.13.07.2012	150000	Ongoing
20	Dr.P.P.Abdul Haleem	Assistant Professor	Computer Science	Light weight & Trusted Data Formatting Scheme for web transactions-An Extension Study to incorporate policy based messaging capabilities	MRP 1646/14-15/KLCA028/UGC-Swaro dt.16.02.2015	155000	Ongoing
21	Shabana.T.P	Assistant Professor	Zoology	Role of Protease in the Larval development of <i>Spodoptera maurita</i> (Noctuidae: Lepidoptera)	MRP(s)-578/09/10/KLCA028/UGC-SWRO dated 08-01-10	155000	ongoing
22	Dr. A. K. Abdul Rahim	Associate Professor	Chemistry	Development of Anti-Bacterial formazan complexes and Their application as dopent in LDPE Food Packing Materials	2262-MRP/15-16/KLCA028/UGC-SWRO date 25-04-2016	450000	ongoing
23	Dr. T. Rafeeqe	Asst. Professor	Chemistry	Development of EVA-MA-Cellulose Polymeric System for Drug Delivery Applications	2261-MRP/15-16/KLCA028/UGC-SWRO date 25-04-2016	490000	ongoing
24	Dr. Shanil Shankar	Ass. Professor	Computer science	Application of Logcal Matching Strategy fo Developing Distance Measure	2264-MRP/15-16/KLCA028/UGC-SWRO date 25-04-2016	100000	ongoing

**Total**      **3602000**

**MAJOR RESEARCH PROJECT**

SI No.	Name of the Teacher	Designation	Department	Topic of Major Research	Sanction letter No.	Sanctioned Amount	Status
1	Dr.R.I.RiyasAhammed	Associate Professor	Urdu (Former)	Compilation of Malayalam - Urdu Dictionary	5-161/2013(HRP) dt.08.03.2013	697600.00	Completed
2	Dr.Reji Thomas	Assistant professor	Chemistry	Modelling of Experimental and Theoretical Electron Density in Active Pharmaceutical Ingredients	F.No.-43- 231/2014(SR)dt.23.07.2015	809000.00	ongoing

**Total 1506600.00**

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**FAROOK COLLEGE POLICY ON SEXUAL HARASSMENT COMMITTEE**  
TO DEAL WITH SEXUAL HARASSMENT IN  
FAROOK COLLEGE(AUTONOMOUS), KOZHIKODE, KERALA  
**COLLEGE POLICY ON SEXUAL HARASSMENT**

**1.0.** Farook College is established in 1948 and is affiliated to the University of Calicut.

- 1.1. The college is committed to creating a healthy learning and teaching environment that enables students, teachers and support staff to work without fear of prejudice, gender bias and sexual harassment. The college also believes that all people of the college have the right to be treated with dignity.
- 1.2. Sexual harassment at the work places (class rooms, labs, library) or other than work place if involving students, teachers and support staff is a grave offence and is, therefore, punishable.
- 1.3. The University has also directed colleges to lay down guidelines and form a committee/cell for redress of grievances related to **sexual harassment**.

**2.0.** Sexual harassment would mean and include any of the following:

- 2.1. Unwelcome sexual advances, requests or demand for sexual favours,
- 2.2. Advances which the other individual feels sexual advances involving verbal, non verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, SMS, e-mail, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individuals sensibilities and affect her/his performance;
- 2.3. Teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy; act or conduct by staff which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.

**3.0.** COMPLAINT REDRESS COMMITTEE

3.1. **There is nine member committee** constituted to consider and redress complaints of Sexual harassment. The principal being the Chairman and other members are

- 3.1.1. Principal, Chairman (0495 2440660, 2440661)
- 3.1.2. P.T.A. Vice President, Vice-Chairman (Phone: )
- 3.1.3. K. Nisha, Head, Dept. of Psychology, Convener (Phone: 7293181408)
- 3.1.4. Dr. Lakshmi Pradeep, Associate Professor, Dept. of Journalism, Member (Phone: 9847833840)
- 3.1.5. Dr. S.V. Abdul Hameed, Convener, Discipline Committee, Member (Phone: 9645681816)
- 3.1.6. Jasmine .K.H, Dept. of Commerce, Member.
- 3.1.7. Dr. Haritha N. Haridas, Assistant Professor, Dept. of Statistics, Member (Phone: 9387695869)
- 3.1.8. Dr. P. Abdul Majeed, Administrative Assistant, Member (Phone: 9446886163)

### 3.1.9. Vice-Chairman, Students' Union

3.2. Quorum: Chairman and at least two female members must be present for the proceedings to take place.

## 4.0. REDRESS PROCESS:

Any student, teacher or staff who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within a week of occurrence of incident. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation. The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case. At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc.. to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees involved shall meet and record the statement. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an 'Enquiry' shall be conducted and concluded. In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

## 5.0. ENQUIRY PROCESS:

- 5.1. The Committee shall immediately proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made. The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.
- 5.2. The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made. If the complainant or the person against whom complaint is made desires any witness/es to be called, they shall communicate in writing to the Committee the names of witness/es whom they propose to call. If the Complainant desires to tender any documents by way of evidence before the Committee, she / he shall supply original copies of such documents. Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee he / she shall supply original copies of such documents. Both shall affix his/her signature on the respective document/ s to certify these to be original copies.
- 5.3. The Committee shall call upon all witnesses mentioned by both the parties. The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case. The Committee shall complete the "Enquiry" within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the management. The report of the committee shall be treated as an enquiry report on the basis of which an erring employee can be awarded appropriate punishment straightaway.

- 5.4. The College Management will direct appropriate action in accordance with the recommendation proposed by the Committee.
- 5.5. The Committee shall be governed by such rules as may be framed by the Supreme Court orders or by the university.

**6.0. OTHER POINTS TO BE CONSIDERED**

- 6.1. The Committee may recommend to the management action which may include salary cutting or any of the other appropriate disciplinary action.
- 6.2. In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated by the Management/ principal, for making a Police Complaint.

S/d

Prof. E.P. Imbichi Koya  
Principal