

# **GOVERNMENT COLLEGE KATTAPPANA**

Kattappana P. O., Idukki, Kerala – 685508  
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*(Affiliated to Mahatma Gandhi University, Kottayam)*



## **ANNUAL QUALITY ASSURANCE REPORT**

**INTERNAL QUALITY ASSURANCE CELL**

**2014-15**

**GOVERNMENT COLLEGE KATTAPPANA****ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC 2014-15****PART A****1. Details of the Institution**

1.1 Name of the Institution	Government College Kattappana
1.2 Address Line 1	Kattappana P O
City/Town	Idukki
State	Kerala
Pin Code	685508
Institutional e-mail Address	gckattappana@gmail.com
Contact Numbers	+91 4868 272347
Name of the Head of the Institution	Dr. K K Suma
Tel. No. with STD Code	+91 4868 272347
Mobile Number	9446127239
Name of the IQAC Co-ordinator	Josily Cyriac

Mobile Number	<input type="text" value="9497393002"/>				
IQAC e-mail Address	<input type="text" value="iqac@gckattappana.ac.in"/>				
1.3 NAAC Track ID	<input type="text" value="KLCOGN19535"/>				
1.4 Website Address	<input type="text" value="http://gckattappana.ac.in"/>				
Web-link of the AQAR	<input type="text" value="http://gckattappana.ac.in/iqac/AQAR-2014-15.pdf"/>				
1.5 Accreditation Details	: Not accredited				
1.6 Date of Establishment of IQAC	<input type="text" value="10-08-2011"/>				
1.7 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC	: NA				
1.8 Institutional Status					
University:	State	<input type="text"/>	Central	<input type="text"/>	
	Deemed	<input type="text"/>	Private	<input type="text"/>	
Affiliated College:	Yes	<input checked="" type="checkbox"/>	No	<input type="text"/>	
Constituent College:	Yes	<input type="text"/>	No	<input checked="" type="checkbox"/>	
Autonomous college of UGC:	Yes	<input type="text"/>	No	<input checked="" type="checkbox"/>	
Regulatory Agency (AICTE, BCI, MCI, PCI, NCI etc.) Approved Institution:	Yes	<input type="text"/>	No	<input checked="" type="checkbox"/>	
Type of Institution:					
Co-education	<input checked="" type="checkbox"/>	Men	<input type="text"/>	Women	<input type="text"/>
Urban	<input type="text"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="text"/>
Financial Status:					
Grand-in-aid	<input checked="" type="checkbox"/>				
UGC 2(f)	<input checked="" type="checkbox"/>		UGC 12 (B)	<input checked="" type="checkbox"/>	

## 1.9 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>
Law	<input type="checkbox"/>	PEI	<input type="checkbox"/>	TEI	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>
Others (Specify)	<input type="text"/>				

## 1.10 Name of the Affiliating University

## 1.11 Special status conferred by Central/State Govt/UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University	<input type="checkbox"/>
University with Potential for Excellence	<input type="checkbox"/>
DST Star Scheme	<input type="checkbox"/>
UGC-Special Assistance Programme	<input type="checkbox"/>
UGC-Innovative PG programmes	<input type="checkbox"/>
Any Other (Specify)	<input type="text"/>

## 2 IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management Representatives	<input type="text" value="Nil"/>
2.5 No. of Alumni	<input type="text" value="Nil"/>

2.6 No. of any other stakeholders and community representatives		<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists		<input type="text" value="Nil"/>
2.8 No. of other External Experts		<input type="text" value="1"/>
2.9 Total No. of members		<input type="text" value="10"/>
2.10 No. of IQAC meetings held		<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders		<input type="text" value="1"/>
Faculty	<input type="text" value="1"/>	Non-Teaching Staff <input type="text" value="Nil"/>
Alumni	<input type="text" value="Nil"/>	Others <input type="text" value="Nil"/>
2.12 Has IQAC received any funding from UGC during the year?		
Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, mention the amount		<input type="text" value="Rs. 300000/-"/>
2.13 Seminars and Conferences (only quality related)		
No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC		
Total	<input type="text" value="1"/>	International <input type="text"/> National <input type="text"/>
State level	<input type="text"/>	Institutional level <input type="text" value="1"/>
Themes	<input type="text" value="• Institutional Preparation for NAAC Accreditation"/>	

## 2.14 Significant Activities and contributions made by IQAC

- Institutional development plan was submitted to RUSA.
- Advocated and guided faculty members to submit major and minor research project proposals to various funding agencies and arranged for a preliminary scrutiny of the proposals.
- Extended guidance to all departments in utilizing the plan fund allotted by the Government of Kerala and UGC fund.

- Final year UG classrooms were upgraded to smart classrooms with interactive boards, LCD projectors and laptops.

#### 2.15 Plan of Action by IQAC/Outcome

*The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year*

<i>Plan of Action</i>	<i>Achievements</i>
<ul style="list-style-type: none"> <li>• Conduct seminars, workshops and conferences as part of faculty development programme</li> <li>• Enhance the employability level of graduating students</li> <li>• Improve the academic output of the college</li> <li>• Strengthen the infrastructure facilities of the college</li> <li>• To purchase new books and subscribe to new journals</li> </ul>	<ul style="list-style-type: none"> <li>• All the departments conducted at least one state/national level seminar/workshops</li> <li>• Specialised training was imparted to selected students through Additional Skill Acquisition Programme (ASAP), Walk with a Scholar Programme (WWS) and Scholar Support Programme (SSP)</li> <li>• UG students of Economics department achieved cent per cent results and other departments also achieved pass percentages above 80 per cent</li> <li>• New academic block and Boys hostel were inaugurated</li> <li>• New books were purchased</li> </ul>

2.16 Whether the AQAR was placed in statutory body

Yes

Management

Syndicate

Any other body

College Council

Provide the details of the action taken

The college council approved the AQAR after detailed discussion and decided to implement the plan of action for the next year in a time-bound and effective manner. The council also resolved to submit SSR for NAAC accreditation by the next academic year.

## PART B

### Criterion I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

<i>Level of the Programme</i>	<i>Number of existing Programmes</i>	<i>Number of programmes added during the year</i>	<i>Number of self-financing programmes</i>	<i>Number of value added / Career Oriented programmes</i>
PhD	-	-	-	-
PG	2	-	-	-
UG	5	-	-	-
Others	-	-	-	-
Total	7	-	-	-

##### 1.2 Flexibility of the Curriculum: CBCSS/Core/Elective option/Open options

- The college offers UG programmes under the Choice Based Credit and Semester System.
- PG programmes are offered under the Credit and Semester System.
- UG students can choose open courses.

##### Pattern of Programmes

<i>Pattern</i>	<i>Number of programmes</i>
Semester	7
Trimester	-
Annual	-

##### 1.3 Feedback from stakeholders (On all aspects)

Alumni	<input type="checkbox"/>	Parents	<input checked="" type="checkbox"/>
Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Mode of feedback			
Online	<input checked="" type="checkbox"/>	Manual	<input checked="" type="checkbox"/>



Co-operative schools (for PEI)

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

- New regulations and mark based grading scheme was introduced for all UG programmes.
- Faculty members served as members of Board of Studies of the university for various subjects.

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

Nil

## Criterion II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

<i>Total</i>	<i>Asst. Professors</i>	<i>Associate Professors</i>	<i>Professors</i>	<i>Others</i>
28	27	1	-	-

#### 2.2 No. of permanent faculty with Ph. D.

7

#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

<i>Asst. Professors</i>		<i>Associate Professors</i>		<i>Professors</i>		<i>Others</i>		<i>Total</i>	
<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>
*	-	-	-	-	-	5	-	-	-

\*Assistant Professors are recruited through the Kerala Public Service Commission and posted at the college by the Department of Collegiate Education, Government of Kerala.

#### 2.4 No. of Guest / Visiting faculty / Temporary faculty

4	-	1*
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\*FIP Substitute Lecturer

#### 2.5 Faculty participation in conferences and symposia:

<i>No. of Faculty</i>	<i>International level</i>	<i>National level</i>	<i>State level</i>
<i>Attended</i>	-	6	5
<i>Presented</i>	-	3	2
<i>Resource Persons</i>	-	-	4

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

- Final year UG classrooms have been upgraded to smart classrooms.
- Postgraduate students were encouraged to carry out research oriented projects and present their findings at national and state level conferences.
- Students were introduced and encouraged to use various e-learning resources.

- Classes by experts were made available to students through EDUSAT virtual class room.

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

168

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Continuous evaluation for all UG and PG programmes were centrally coordinated.
- A College Level Committee was constituted to supervise continuous evaluation process in the credit and semester system.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1	-	-
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2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage:

<i>Title of the Programme</i>	<i>no. of students appeared</i>	<i>Pass percentage</i>
M A Malayalam	12	82
M Com	12	84
B A Economics	48	100
B A Malayalam	28	96
B Com	59	98
B Sc Chemistry	23	91
B Sc Mathematics	23	89

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

- Ensured the effective use of technology in classroom.
- Monitored the teaching and learning process through class logs.
- Monitored the continuous evaluation process and took measures to ensure transparency.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	-
Others	-

#### 2.14 Details of Administrative and Technical staff

<i>Category</i>	<i>Number of Permanent Employees</i>	<i>Number of Vacant Positions</i>	<i>Number of permanent positions filled during the Year</i>	<i>Number of positions filled temporarily</i>
<i>Administrative Staff</i>	9	-	-	-
<i>Technical Staff</i>	1	-	-	-

### Criterion III

#### 3. Research, Consultancy and Extension

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

<p>IQAC supervised the research and extension activities of the college</p> <p>On the behest of IQAC,</p> <ul style="list-style-type: none"> <li>• Faculty members submitted major and minor research project proposals to various funding agencies.</li> <li>• The Interdisciplinary Research Cell of the college provided guidance in preparing research proposals.</li> <li>• The department of Commerce conducted a seminar on research methodology.</li> </ul>
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##### 3.2 Details regarding major projects

	<i>Completed</i>	<i>On-going</i>	<i>Sanctioned</i>	<i>Submitted</i>
<i>Number</i>	-	-	-	-
<i>Outlay in Rs. Lakhs</i>		-		

##### 3.3 Details regarding minor projects

	<i>Completed</i>	<i>On-going</i>	<i>Sanctioned</i>	<i>Submitted</i>
<i>Number</i>		3	-	-
<i>Outlay in Rs. Lakhs</i>		2.75	-	-

##### 3.4 Details on research publications

	<i>International</i>	<i>National</i>	<i>Others</i>
<i>Peer Review Journals</i>	1	4	-
<i>Non-Peer Review Journals</i>	-	-	-
<i>e-Journals</i>	-	-	-
<i>Conference proceedings</i>	-	2	-

## 3.5 Details on Impact factor of publications:

Impact factor range  Impact factor average   
 H Index  Numbers in Scopus

## 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

<i>Nature of the Project</i>	<i>Duration Year</i>	<i>Name of the funding Agency</i>	<i>Total grant Sanctioned (in Rs. lakhs)</i>	<i>Received (in Rs. lakhs)</i>
Major projects				
Minor Projects	2	UGC	2.75	2.75
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University/ College	-			
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	-			
Total	2	UGC	2.75	2.75

## 3.7 No. of books published

With ISBN No.  Without ISBN No   
 Chapters in Edited Books

## 3.8 No. of University Departments receiving funds from

UGC SAP  CAS  DST FIST

DPE  DBT Scheme/funds

For colleges

Autonomy  CPE

DBT Star Scheme  INSPIRE

CE  Any Other (Specify)

3.9 Revenue generated through consultancy

3.10 No. of conferences organized by the Institution

<i>Level</i>	<i>International</i>	<i>National</i>	<i>State</i>	<i>University</i>	<i>College</i>
Number	-	6	-	-	1
Sponsoring agencies	Director of Collegiate Education, Govt. of Kerala UGC				

3.11 N

o. of Faculty served as experts, chairpersons or resource persons

3.12 No. of collaborations

International  National  Other

3.13 No. of linkages created during this year

3.14 Total budget for research for current year in lakhs :

From funding agency

From Management of University/College

Total

3.15 No. of patents received this year : Nil

3.16 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	District	College
Government College Kattappana						AQAR 2014-15

-	-	-	1	-	-	-
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No. of faculty from the Institution who are Ph. D. Guides

Students registered under them

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

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

JRF  SRF

Project fellows  Other

3.19 No. of students Participated in NSS events:

International level  National level

State Level  University Level

3.20 No of students Participated in NCC events:

International level  National level

State Level  University Level

3.21 No. of Awards won in NSS:

International level  National level

State Level  University Level

3.22 No. of Awards won in NCC:

International level  National level

State Level  University Level



## 3.23 No. of Extension activities organized

University Forum	-	College Union	5
NCC	3	NSS	6
Other	5		

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

- Organ Donation campaign by NSS
- Anti-drug campaign was organised in schools
- Financial Literacy Programme
- Participated in Run Kerala Run organised by Government of Kerala

**Criterion IV****4. Infrastructure and Learning Resources**

## 4.1 Details of increase in infrastructure facilities:

<i>Facilities</i>	<i>Existing</i>	<i>Newly created</i>	<i>Source of Fund</i>	<i>Total</i>
Campus area	18.7 Acres	-	-	18.7 Acres
Class rooms	21	-	-	21
Laboratories	3	-	-	3
Seminar Halls	1	-	-	1
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.		-	-	
Value of the equipment purchased during the year (Rs. in Lakhs)			Govt. of Kerala	
Others			-	
a. Auditorium	1			1
b. Language lab	1			1
c. heritage Museum	1			1
d. Health Club	1			1
e. Edusat Virtual class room	1			1
f. Canteen	1			1
g. Computer Lab	3	1		4

## 4.2 Computerization of administration and library

- Office is computerised and networked through LAN with internet access.
- Admission procedures are computerised through the MGU CAP portal.

## 4.3 Library services:

	<i>Existing</i>		<i>Newly added</i>		<i>Total</i>	
	<i>No.</i>	<i>Value</i>	<i>No.</i>	<i>Value (Rs)</i>	<i>No.</i>	<i>Value</i>
<i>Text Books</i>			1273	254626		
<i>Reference Books</i>						
<i>e-Books</i>			NLIST-INFLIBNET renewed			
<i>Journals</i>	9		5		14	
<i>e-Journals</i>	3829		NLIST-INFLIBNET renewed			
<i>Digital Database</i>						
<i>CD &amp; Video</i>						
<i>Others (specify)</i>						

## 4.4 Technology up-gradation (overall)

	<i>Total Computers</i>	<i>Computer Labs</i>	<i>Internet Connection</i>	<i>Browsing Centres</i>	<i>Computer Centres</i>	<i>Office</i>	<i>Departments</i>	<i>Others</i>
<i>Existing</i>	64	2	11	-	1	8 Computers	17 Computers	-
<i>Added</i>	50		-	-	1	-	3	
<i>Total</i>	114	2	11	-	1	8	20	-

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

- All departments and office have computers with internet access.
- Students can access internet at the computer centre.
- Departments of Mathematics has a computer lab.
- A language lab functions in the department of English.
- ASAP has established a computer lab in the college

- Admission to all programmes is through the computerised centralised allotment system of university.
- Details of all students are uploaded to the university at the time of admission.

4.6 Amount spent on maintenance in lakhs :

ICT	<input type="text"/>
Campus Infrastructure and facilities	<input type="text"/>
Equipment	<input type="text"/>
Others	<input type="text"/>
Total	<input type="text"/>

*\*Annual maintenance of the college building is done by the PWD, Govt. of Kerala*

**Criterion V****5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- At the beginning of the year, a meeting of students was convened in which they were briefed about the activities of the college.
- Programme officers of NCC and NSS presented their activities to first year students.
- First year students were also briefed about programmes such as ASAP, WWS and SSP.
- Details of scholarships available were intimated to students.

**5.2 Efforts made by the institution for tracking the progression**

- IQAC analysed the examination results of all programmes and made suggestions for improvement.
- Class PTA meetings were conducted in each semester to discuss the progress of students.
- A result analysis was conducted by SSP

**5.3 Total Number of students**

<i>UG</i>	<i>PG</i>	<i>Ph. D.</i>	<i>Others</i>
588	24	-	-

No. of students outside the state

-

No. of international students

-

<i>Men</i>		<i>Women</i>	
<i>Number</i>	<i>Percentage</i>	<i>Number</i>	<i>Percentage</i>
	39		62

<i>Last Year</i>						<i>This Year</i>					
General	SC	ST	OBC	Other	Total	General	SC	ST	OBC	Other	Total
82	25	10	81	5	203	88	30	11	84	5	208

Demand ratio  Dropout ratio

\* Admission is through the centralised allotment process of the university.

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

- UGC assisted entry-into-service coaching programme
- Scholar Support Programme
- Coaching programme for PG entrance examinations

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc.  State PSC  UPSC  Other

#### 5.6 Details of student counselling and career guidance

- Each class is allotted a tutor to monitor the academic and co-curricular aspects of students.
- Career guidance cell conducted career orientation programmes for final year students and guided them to participate in placement programmes held at nearby institutions.

No. of students benefitted

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

2	30	8	4
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## 5.8 Details of gender sensitization programmes

- Equal Opportunity Centre and Committee against Sexual Harassment (CASH) function in the college.
- Women's cell functions for the welfare of women staff and students.
- Women's cell observed women's day and organised a seminar for women students.

## 5.9 Students Activities

## 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

National level  International level

No. of students participated in Cultural events

State/ University level

National level  International level

## 5.9.2 No. of medals /awards won by students in Sports, Games and other events

*Sports:* State/ University level

National level  International level

*Cultural:* State/ University level

National level  International level

## 5.10 Scholarships and Financial Support

	<i>Number of Students</i>	<i>Amount</i>
<i>Financial support from institution</i>		
<i>Financial support from government</i>	113	Rs. 614430
<i>Financial support from other sources</i>		

<i>Number of students who received International/ National recognitions</i>		
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5.11 Student organised / initiatives

*Sports:* State/ University level

National level  International level

*Cultural:* State/ University level

National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

- Men's hostel was inaugurated.
- Water cooler was installed



## Criterion VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **Vision**

*To create a socially committed and responsible generation by extending value based and creative education for the young aspirants, fulfilling their higher education desires and kindling their spirits with noblest ideals and creative talents.*

##### **Mission**

*To bestow a platform for the enrichment and enhancement of the intellectual capabilities and creative talents of the stakeholders by imparting advanced knowledge in science, arts, and humanities and ensuring equality for all.*

#### 6.2 Does the Institution has a Management Information System

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

##### 6.3.1 Curriculum Development

- Faculty members participated in curriculum development programmes of the university.
- New elective courses were offered for PG students in the CSS system.
- Mark-based grading system was implemented for UG programmes as per the modified regulations of the university.

##### 6.3.2 Teaching and Learning

- Smart boards installed in all final year classes were utilised by faculty members.
- Course materials were distributed to students.

##### 6.3.3 Examination and Evaluation

- Internal examinations for UG and PG students were conducted in a centralised manner and results were published in time.

- A college level monitoring committee was constituted to supervise the continuous evaluation process in the credit and semester system.

#### 6.3.4 Research and Development

- Faculty members submitted major and minor project proposals to various funding agencies.
- The research cell of the college provided guidance in preparing research proposals
- A faculty member was deputed under FIP programme of UGC for obtaining Ph D degree.
- The department of Commerce conducted a seminar on research methodology.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- New equipment, furniture and books were purchased.
- New academic block and boy's hostel were inaugurated.
- Instrumentation lab was established in the department of Chemistry.

#### 6.3.6 Human Resource Management

- Faculty members attended orientation and refresher programmes of UGC.
- Principal and administrative staff attended training programmes Govt. of Kerala.

#### 6.3.7 Faculty and Staff recruitment

- Assistant Professors are recruited through the Kerala Public Service Commission and posted at the college by the Department of Collegiate Education, Government of Kerala.
- Guest and FIP substitute lecturers are selected based on merit from among the short list prepared by the Deputy Director of Collegiate Education.

#### 6.3.8 Industry Interaction / Collaboration

- Lectures by experts were organised.

- Industrial visits and filed trips were organised by various departments.

## 6.3.9 Admission of Students

- Admission to all programmes is through the centralised allotment process of M G University.
- All reservation policies of the Government are strictly followed.
- Admissions to all programmes are based on merit.

## 6.4 Welfare schemes for

<i>Teaching</i>	State life insurance, Group insurance scheme, Group personal accident insurance scheme etc.
<i>Non-teaching</i>	State life insurance, Group insurance scheme, Group personal accident insurance scheme etc.
<i>Students</i>	Financial support including scholarships, stipends, lump-sum grants etc.

## 6.5 Total corpus fund generated

## 6.6 Whether annual financial audit has been done

Yes

No

## 6.7 Whether Academic and Administrative Audit (AAA) has been done?

<i>Audit Type</i>	<i>External</i>	<i>Internal</i>
	<i>Yes/No Agency</i>	<i>Yes/No Authority</i>
Academic	No	Yes, IQAC
Administrative	Yes, Audit cell of the Dept. of Collegiate Education, Govt. of Kerala and Accountant General, Kerala	No

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- College and departmental alumni meetings are held.
- Meetings and discussions of alumni with teachers and students are held.

6.12 Activities and support from the Parent – Teacher Association

- College and class PTA meetings are held each year and progress reports are placed before the PTA.
- PTA takes up maintenance works of student amenities.
- ID cards were distributed to all students.

6.13 Development programmes for support staff

- Administrative and technical staff attended training programmes of the Institute for Management in Government, Govt. of Kerala.
- Administrative staff attended workshops and training by the Department of Collegiate education, Government of Kerala.

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

- NSS observed environmental day and organised campus cleaning programme.
- Trees were planted in the college campus and steps were taken to conserve trees planted in previous years.
- NSS conducted organic farming.

## Criterion VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Ideas of advanced pedagogy were incorporated in the teaching learning process.
- Lectures of eminent scholars were made available to students through Edusat virtual class room.
- Students were introduced and encouraged to use various e-learning resources.

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

- Inaugurated the new academic block and men's hostel.
- Remedial coaching and entry-into-service coaching programmes were conducted.
- Implemented the new initiatives of the Department of Collegiate Education in the college.
- Institutional development plan was submitted to RUSA.
- Ensured the functioning of smart classroom facilities to their full potential.
- All the departments conducted at least one state/national level seminar/workshop.

7.3 Give two Best Practices of the institution

- Heritage Museum
- Film Festival

7.4 Contribution to environmental awareness / protection

- The rain water harvesting system was made operational.
- Science Forum conducted an exhibition and a quiz programme.
- Environment day was observed
- Paddy cultivation was taken up

7.5 Whether environmental audit was conducted?

Yes  No

7.6 Any other relevant information the institution wishes to add.

### **8. Plans of Institution for Next Year**

- Accreditation of the college by NAAC
- Construction of science block and library block.
- Introduction of new UG and PG programmes.
- Expansion and modernization of existing infrastructure.
- Provide facilities to conduct seminars, conferences, workshops, symposia etc. in the college and encourage teachers to attend the same in other institutions.
- Improvement of academic-industry interaction.
- Modernization and automation of the college office.
- Improvement the sports and recreation facilities.
- Protection and beautification of the college campus.
- Equip the college with a Management Information System.

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Principal