

# **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**

**2015-16**

**GOVERNMENT COLLEGE KATTAPPANA****ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC 2015-16****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	Biyamol George

Mobile Number	<input type="text" value="9400969283"/>				
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-2015-16.pdf"/>				
1.5 Accreditation Details	: SSR and LOI Submitted				
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

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST

UGC-Innovative PG programmes

UGC-COP

Any Other (Specify)

**2 IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management Representatives

2.5 No. of Alumni

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 type="text"/>	No <input checked="" type="checkbox"/>
If yes, mention the amount		<input type="text"/>
2.13 Seminars and Conferences (only quality related)		
No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC		
Total	<input type="text" value="2"/>	International <input type="text"/> National <input type="text"/>
State level	<input type="text"/>	Institutional level <input type="text" value="2"/>
Themes	<input 0;"="" list-style-type:="" none;="" padding-left:="" type="text" value=" &lt;ul style="/> <li>• Teaching Methodology</li> <li>• Preparation for NAAC Accreditation</li> "/>	
2.14 Significant Activities and contributions made by IQAC		
<input 0;"="" list-style-type:="" none;="" padding-left:="" type="text" value=" &lt;ul style="/> <li>• SSR of the college was prepared</li> <li>• LOI was submitted for accreditation</li> <li>• Extended guidance to all departments in utilizing the plan fund allotted by the Government of Kerala and UGC fund.</li> <li>• Initiated the construction of the New Library block</li> <li>• Student feedback was conducted using online system</li> "/>		

- Academic audit was conducted
- Environmental audit was conducted
- Provided guidance for organising an orientation programme for first year students
- Initiated organic farming in the college campus
- College website was redesigned
- Moodle was installed on college website for sharing study materials
- Office automation system was purchased and installed

#### 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>• To get the college accredited by NAAC</li> <li>• Improve the infrastructure of the college</li> <li>• Ensure the effective use of technology</li> <li>• Effectively monitor the</li> </ul>	<ul style="list-style-type: none"> <li>• SSR of the College was prepared was submitted to NAAC</li> <li>• LOI was submitted for accreditation</li> <li>• Construction of Library block, Boys' hostel and staff quarters started</li> <li>• Obtained administrative sanction for the construction for science block</li> <li>• College website was redesigned</li> <li>• Moodle was installed on college website for sharing study materials</li> <li>• Office automation system was purchased and installed</li> </ul>

<p>progress of quality improvement process</p> <ul style="list-style-type: none"> <li>• Make the campus green eco friendly</li> <li>• Institutionalise best practices</li> </ul>	<ul style="list-style-type: none"> <li>• Academic audit was conducted</li> <li>• Environmental audit was conducted</li> <li>• Student feedback was conducted using online system</li> <li>• Organic farming was conducted</li> <li>• A herbal garden was set up</li> <li>• Campus beautification works started</li> <li>• Heritage museum was developed and shifted new room</li> </ul>
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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. The council also resolved to complete the NAAC accreditation process by the first quarter of 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 elective as well as open courses.
- PG students can choose elective 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  Manual   
 Co-operative schools (for PEI)

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

- Faculty members served as members of Board of Studies of the university for various subjects.
- Faculty members participated in the workshops conducted by the University for curriculum and syllabus revision.

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.

8

#### 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>
*	-	-	-	-	-	3	-	-	-

\*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

3	-	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>	-	11	3
<i>Presented</i>	-	4	2
<i>Resource Persons</i>	-	-	5

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

- Peer learning was introduced.
- Smart classrooms were effectively utilised by faculty and for conducting student seminars.
- Student seminars and study notes were made available online using Moodle.
- Students were encouraged to use various e-learning resources.

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

172

2.8 Examination/ Evaluation Reforms initiated by the Institution

A College Level Monitoring Committee functions 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

-

4

2.10 Average percentage of attendance of students

88

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	71
M Com	12	73
B A Economics	48	58
B A Malayalam	28	55
B Com	58	63
B Sc Chemistry	24	78
B Sc Mathematics	24	59

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

- Encouraged faculty members to prepare and distribute study materials
- Ensured the effective use of technology in classroom.
- Introduced online learning management system Moodle
- Monitored the teaching and learning process through teachers' diary
- Evaluated the teaching and learning process by introducing online feedback system

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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Refresher courses	3
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	3
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

IQAC supervised the research and extension activities of the college

- Various departments conducted seminars and workshops
- A faculty members was deputed under FIP
- Faculty members registered for Ph D
- Online research journals were subscribed

##### 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		1	-
<i>Outlay in Rs. Lakhs</i>	2.75		1.00	-

##### 3.4 Details on research publications

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

##### 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	4	UGC	3.75	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	4	UGC	3.75	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	-	5	-	-	1
Sponsoring agencies	Director of Collegiate Education, Govt. of Kerala				

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
-	-	-	-	-	-	-

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	4
NCC	7	NSS	6
Other	12		

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

- Water quality Analysis
- Financial Literacy programme
- Distribution of Toys for children at Anganwadies
- Blood donation
- Food for the Destitute
- Coin Collection for charity
- Paddy cultivation and organic farming

**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 student information system was installed
- Admission procedure is computerised
- Internal marks are uploaded online to university
- Library is partially computerised

## 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>			1044	300000		
<i>Reference Books</i>						
<i>e-Books</i>	80409		NLIST-INFLIBNET renewed			
<i>Journals</i>	14		3		17	
<i>e-Journals</i>			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>	114	2	11	-	1	12	25	-
<i>Added</i>	20	-	-	-	-	-	-	
<i>Total</i>	134	2	11	-	1	12	25	-

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

- Language lab was renovated
- Computer lab was renovated
- College website was redesigned
- Moodle was installed on college website for sharing study materials
- Office automation system was purchased and installed
- Student feedback was conducted using online system

## 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**

- An orientation programme was conducted for first year students
- Details of various extension activities, associations and clubs were briefed to all first year students.
- First year students were also briefed about programmes such as ASAP, WWS and SSP.
- Details of scholarships available are intimated to students through notice boards and public address system.

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

- Examination results are analysed and measures for improvement are taken by departments
- Review of academic progress is conducted in departments and outcomes and strategies are discussed and planned in department meetings

**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>
	38		62

<i>Last Year</i>						<i>This Year</i>					
General	SC	ST	OBC	Other	Total	General	SC	ST	OBC	Other	Total
89	30	11	84	5	208	89	29	8	75	5	206

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)

- Coaching programme for PG entrance examinations
- Coaching programme for NET is conducted by PG departments

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

- Career guidance cell informs students about career and higher studies opportunities
- Career guidance cell guided students 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
5	115	45	-

#### 5.8 Details of gender sensitization programmes

- Women's cell functions for the welfare of women staff and students.
- Women's cell organised a seminar for women students.
- Legal awareness programme was conducted

### 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>		
<i>Financial support from other sources</i>		
<i>Number of students who received International/ National recognitions</i>		

#### 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 opened for students
- Rest rooms were renovated
- Reprographic facility was made available in the cooperative society



## 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

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

##### 6.3.1 Curriculum Development

- Faculty members served as members of Board of Studies of the university for various subjects.
- Faculty members participated in the workshops conducted by the University for curriculum and syllabus revision.

##### 6.3.2 Teaching and Learning

- Peer learning was introduced.
- Smart classrooms were effectively utilised by faculty and for conducting student seminars.
- Student seminars and study notes were made available online using Moodle.
- Students were encouraged to use various e-learning resources.

##### 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.

#### 6.3.4 Research and Development

- Various departments conducted seminars and workshops
- A faculty members was deputed under FIP
- Faculty members registered for Ph D
- Online research journals were subscribed

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

- New equipment, furniture and books were purchased.
- Construction of Library block, Boys' hostel and staff quarters started
- Obtained administrative sanction for the construction for science block

#### 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

- The department of Chemistry established an international collaboration

- Water analysis was conducted as a consultancy service
- Financial literacy programme was conducted

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 declare results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

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.
- Faculty members interact with alumni to collect their feedback
- Students are given opportunity to network with alumni

6.12 Activities and support from the Parent – Teacher Association

- College and class PTA meetings are held each year.
- 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

- The campus is kept green by preserving trees, plants and grasslands.
- A herbal garden was set up
- Farm club developed an organic vegetable garden
- Nature Club undertakes paddy cultivation in the nearby field
- Trees are planted and maintained by NSS, Farm Club and Nature Club.

## 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.

- Academic audit was conducted
- Environmental audit was conducted
- Initiated organic farming in the college campus
- Student feedback was conducted using online system
- College website was redesigned
- Moodle was installed on college website for sharing study materials
- Office automation system was purchased and installed

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

- SSR of the College was prepared was submitted to NAAC
- LOI was submitted for accreditation
- Construction of Library block, Boys' hostel and staff quarters started
- Obtained administrative sanction for the construction for science block
- College website was redesigned
- Moodle was installed on college website for sharing study materials
- Office automation system was purchased and installed
- Academic audit was conducted
- Environmental audit was conducted
- Student feedback was conducted using online system
- Organic farming was conducted
- A herbal garden was set up
- Campus beautification works started

7.3 Give two Best Practices of the institution

- Heritage Museum
- Film Festival

7.4 Contribution to environmental awareness / protection

- Farm Club functioning in the college has developed a vegetable farm in the campus with the assistance of the Agriculture Department.

- Nature Club actively functions in the college and organizes programmes inside and outside the campus.
- The college ensured judicious use of electricity.
- Water quality analysis was conducted.

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

- To complete NAAC accreditation process
- Start new PG courses
- Improve the academic output of the college
- Complete the construction of Library block
- Complete the construction of Ladies hostel and staff quarters
- Start the construction of Science block
- Enhance research output and publication
- To start more diploma courses in the continuing cell
- Strengthen career guidance and placement cell and organise campus interviews

Biyamol George  
Coordinator, IQAC

Dr. K K Suma  
Principal