

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2011-12



GOVERNMENT COLLEGE KOTTAYAM

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

GOVERNMENT COLLEGE KOTTAYAM**ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC 2011-12****PART A****1. Details of the Institution**

1.1 Name of the Institution

Government College Kottayam

1.2 Address Line 1

Nattakom P O

Address Line 2

Kottayam

City/Town

Kottayam

State

Kerala

Pin Code

686013

Institutional e-mail Address

gckottayam@gmail.com

Contact Numbers

0481 2363116

Name of the Head of the Institution

Dr. Suja Begum S.

Tel. No. with STD Code

0481 2363116

Mobile Number

9447752816

Name of the IQAC Co-ordinator

Dr. B. Keralavarma

Mobile Number

9495064417

IQAC e-mail Address

iqacgck@gmail.com

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date

EC/46/A&A/108, 16/09/2008

1.5 Website Address

<http://gckottayam.in>

Web-link of the AQAR

<http://gckottayam.in/iqac/AQAR-2011-12.pdf>

1.6 Accreditation Details

<i>Sl. No.</i>	<i>Cycle</i>	<i>Grade</i>	<i>CGPA</i>	<i>Year of Accreditation</i>	<i>Validity Period</i>
1	1	B	2.19	2008	5 Years

1.7 Date of Establishment of IQAC

08-01-2009

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

<i>Year</i>	<i>Date of Submission</i>
2008-09	16-01-2015
2009-10	16-01-2015
2010-11	16-01-2015

1.9 Institutional Status

University:

State

Central

Deemed

Private

Affiliated College:

Yes

No

Constituent College: Yes No

Autonomous college of UGC: Yes No

Regulatory Agency (AICTE, BCI, MCI, PCI, NCI etc.) Approved Institution:

Yes No

Type of Institution:

Co-education Men Women

Urban Rural Tribal

Financial Status:

Grand-in-aid

UGC 2(f) UGC 12 (B)

Grand-in-aid + Self-financing Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce

Law PEI TEI

Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University

1.12 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

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management Representatives

Nil

2.5 No. of Alumni

1

2.6 No. of any other stakeholders and community representatives

1

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

2

2.9 Total No. of members

12

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders

3

Faculty

3

Non-Teaching Staff

Nil

Alumni

Nil

Others

Nil

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total International National State level Institutional level Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC organised monthly presentations of the activities conducted by departments.
- Official procedures to start new UG and PG programmes were initiated.
- Extended guidance to all departments in utilizing the plan fund allotted by the Government of Kerala.
- Collected and analysed feedback from various stakeholders.
- College website was redesigned and updated.
- The women's hostel, constructed with the aid of UGC and Government of Kerala, was inaugurated.

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 (Attach the Academic Calendar of the year as Annexure)

Academic calendar attached: Annexure - I

<i>Plan of Action</i>	<i>Achievements</i>
<ul style="list-style-type: none"> • Improve the academic output of the college • Conduct seminars, workshops and conferences as part of the faculty development programme • Strengthen the career 	<ul style="list-style-type: none"> • UG students of four departments achieved cent per cent results • State/national level seminar/workshops were conducted in addition to various institutional level seminars/workshops • Placement drives were

<p>guidance cell</p> <ul style="list-style-type: none"> • Improve student amenities • Strengthen the infrastructure facilities of the college • To purchase new books and subscribe to new journals 	<p>conducted in the college and students were recruited by various employers</p> <ul style="list-style-type: none"> • Water supply system and water coolers were installed in various places in the campus and rest rooms were renovated • Women's hostel was inaugurated. • New books were purchased and the library subscribed to e-books and journals through NLIST-INFLIBNET
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2.16 Whether the AQAR was placed in statutory body

Yes

Management

Syndicate

Any other body

Provide the details of the action taken

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	1	-	-	-
PG	3	-	-	-
UG	9	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	2*	-	-	-
Certificate	2*	-	-	-
Others	-	-	-	-
Total	12#	-	-	-

**Conducted by Continuing Education Cell (Approved by the Government of Kerala)*

Regular UG and PG programmes

Interdisciplinary	-
Innovative	-

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

- The College offers UG programmes under the Choice Based Credit and Semester System.

- UG Students can choose elective as well as open courses.
- PG Students can choose elective papers in the final year.

Pattern of Programmes

<i>Pattern</i>	<i>Number of programmes</i>
Semester	12
Trimester	-
Annual	-

1.3 Feedback from stakeholders (On all aspects)

Alumni Parents

Employers Students

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

- Open courses were offered to final year UG students.
- Faculty members of the college participated in curriculum development process of the university.
- Faculty members officiated 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>
60	38	22	-	-

2.2 No. of permanent faculty with Ph.D.

17

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>
*	-	-	-	-	-	4	-	-	-

**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 and Visiting faculty and Temporary faculty

4	-	-
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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>	-	12	21
<i>Presented</i>	-	4	4
<i>Resource Persons</i>	-	-	5

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

- Students were encouraged to present seminars with the aid of technological tools such as LCD projectors.

- Open courses were offered for final year UG students.
- Printed study materials were distributed to students.
- 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

170

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Viva-voce examination was conducted for UG and PG students.
- Take home examination were conducted for PG students on an experimental scale.

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

5

-

11

2.10 Average percentage of attendance of students

86

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I Class %	II Class %	III Class %	Pass %
MA Economics	14	-	63	28	-	91
M Sc Geology	11	18	73	-	-	91
M Sc Physics	15	20	53	-	-	73
BA Economics	42	-	19	26	38	83
BA Political Science	27	-	11	39	42	92
B Com	56	10	60	28	2	100
B Sc Botany	21	-	38	38	-	76

B Sc Chemistry	17	-	30	47	-	77
B Sc Geology	17	6	72	22	-	100
B Sc Mathematics	17	-	47	47	6	100
B Sc Physics	15	-	80	20	-	100
B Sc Zoology	22	-	32	32	5	69

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

- Monitored the open course allotment for final year UG students.
- Monitored the continuous evaluation process and took measures to ensure transparency.
- Monitored the teaching and learning process through teachers' diary and class logs.
- Evaluated the teaching and learning process by collecting feedback from students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	3

Summer / Winter schools, Workshops, etc.	-
Others	5

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>	14	-	-	-
<i>Technical Staff</i>	6	-	-	-

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> <ul style="list-style-type: none"> • Faculty members submitted major and minor project proposals to various funding agencies. • The research forum of the college provided guidance in preparing research proposals and a preliminary scrutiny was arranged. • Proposal for Sophisticated Analytical and Instrumentation Facility (SAIF) was submitted to Government of Kerala.
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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>	-	-	1	-
<i>Outlay in Rs. Lakhs</i>			12.9	

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>				4.1

3.4 Details on research publications

	<i>International</i>	<i>National</i>	<i>Others</i>
<i>Peer Review Journals</i>	6	9	-
<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	0.6 – 1.3	Impact factor average	0.9
H Index	2-8	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	2011-14	UGC	12.9	12.9
Minor Projects	2011-14	UGC	4.1	4.1
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		17.0	17.0

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

3.9 For colleges

Autonomy CPE

DBT Star Scheme INSPIRE

CE Any Other (Specify)

3.10 Revenue generated through consultancy

3.11 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	-	2	5	-	2
Sponsoring agencies	Director of Collegiate Education, Govt. of Kerala				

3.12 No. of Faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International National Other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency

From Management of University/College

Total

3.16 No. of patents received this year

<i>Type of Patent</i>		<i>Number</i>
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 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

8*

**Research guides associated with the research centre of the Dept. of Economics*

Students registered under them

15

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

-

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

JRF

5

SRF

Project fellows

Other

3.20 No. of students Participated in NSS events:

International level

National level

State Level

University Level

3.21 No of students Participated in NCC events:

International level	<input type="text"/>	National level	<input type="text" value="5"/>
State Level	<input type="text" value="4"/>	University Level	<input type="text"/>

3.22 No. of Awards won in NSS:

International level	<input type="text"/>	National level	<input type="text"/>
State Level	<input type="text"/>	University Level	<input type="text"/>

3.23 No. of Awards won in NCC:

International level	<input type="text"/>	National level	<input type="text"/>
State Level	<input type="text"/>	University Level	<input type="text"/>

3.24 No. of Extension activities organized

University Forum	<input type="text"/>	College Forum	<input type="text" value="4"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="6"/>
Other	<input type="text" value="3"/>		

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

- Rally on national blood donation day
- Seven-day camp at Areeparambu in Kottayam district by NSS
- Awareness programme on world AIDS day

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	15.27 Acres	-	-	15.27 Acres
Class rooms	40	-	-	40
Laboratories	8	-	-	8
Seminar Halls	1	-	-	1
No. of important equipment purchased (\geq 1-0 lakh) during the current year.		1	Govt. of Kerala	1
Value of the equipment purchased during the year (Rs. in Lakhs)		9.1	Govt. of Kerala and UGC	9.1
Others		-	-	
a. Auditorium	1			1
b. Aquarium	1			1
c. Geological Museum	1			1
d. Health Club	1			1
e. Botanical Garden	1			1
f. Edusat Virtual class room	1			1
g. Co-operative society	1			1
h. Canteen	1			1
i. Internet centre	1			1

4.2 Computerization of administration and library

- Office computers are networked through LAN.
- Library is computerised and OPAC is available.

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>Books</i>	40407		1169	309549	41576	
<i>e-Books</i>			80409	NLIST- INFLIBNET	80409	
<i>Journals</i>	5				5	
<i>e-Journals</i>			3829	NLIST- INFLIBNET	3829	
<i>Digital Database</i>						
<i>CD & 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>	51	2 (19 Computers)	21	1 (8 Computers)	-	8 Computers	16 Computers	-
<i>Added</i>	9		-				4	
<i>Total</i>	55	2	21	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 internet centre.
- Library is computerised.
- Details of all students are uploaded to the university at the time of admission.
- Internal marks of students are submitted to the university online.

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

- Handbook containing details of all student support services and academic calendar was distributed to students.
- At the beginning of the year, students were informed about the activities of the college.
- First year students were also briefed about NCC and NSS activities.
- Presentations were done by all departments on their open courses so as to help students in choosing the course suitable for them.

5.2 Efforts made by the institution for tracking the progression

- IQAC analysed the examination results of all programmes and suggestions were made for improvement.
- Class PTA meetings were conducted to discuss the progress of students.

5.3 Total Number of students

<i>UG</i>	<i>PG</i>	<i>Ph. D.</i>	<i>Others</i>
804	73	15	

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>
413	46.3	479	53.7

<i>Last Year</i>						<i>This Year</i>					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
471	92	11	278	5	857	475	108	9	296	4	892

Demand ratio

*

Dropout ratio

5.7 %

- 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 for GIS examination by department of Geology.
- Communicative English and soft skills training.

No. of students beneficiaries

30

5.5 No. of students qualified in these examinations

NET

1

SET/SLET

GATE

CAT

IAS/IPS etc.

State PSC

2

UPSC

1

Other

6

5.6 Details of student counselling and career guidance

- Career guidance cell conducted orientation programmes and workshops for final year students.
- Programmes for personality development and soft-skills training were conducted.
- Training for group discussion was held.
- A survey was held to study the use of library by students.

No. of students benefitted

120

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	60	8	-

5.8 Details of gender sensitization programmes

- Equal Opportunity Cell, Committee against Sexual Harassment and women's cell function in the college.
- Awareness classes were conducted 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>	155	4.3 lakhs
<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

- Rainwater harvesting facility was constructed to reduce water shortage during summer.

Criterion VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision

Light and Prosperity: The College aims at imparting education that would liberate man from the darkness of ignorance to the light of knowledge, leading to the well-being of all. It represents the desire to give light to those in poverty and illiteracy and inspiration to achieve the highest standards of intellectual and personal development.

Our Mission

Academic Excellence and Social Commitment: Established in the public sector to fulfil the aspirations of common man, our mission is to provide affordable and excellent education to all, especially the socially and economically challenged groups, with the best available resources.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

- Open courses were offered for final year UG students.
- Faculty members participated in the design process of CSS system for PG programmes to be introduced from the next academic year.

6.3.2 Teaching and Learning

- Students were encouraged to present seminars with the aid of technology tools.
- Classes by experts were made available to students through EDUSAT virtual class room.
- Course hand-outs were distributed to students.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- Faculty members submitted major and minor project proposals to various funding agencies.
- The research forum of the college provided guidance in preparing research proposals and a preliminary scrutiny was arranged.
- A proposal was submitted to install sophisticated analysis and instrumentation facility.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Ladies hostel was inaugurated.
- New equipment, furniture and books were purchased.
- A bore-well was constructed.
- UPS's were installed in various departments and computer centre.

6.3.6 Human Resource Management

- Faculty members attended orientation and refresher programmes of UGC.
- Principal and administrative staff attended training programmes of the 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 by the college.

6.3.8 Industry Interaction / Collaboration

- Lectures by industry experts were organised.
- Internships and Industrial visits inside and outside the state were 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.

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

9.2 lakhs

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	<input type="checkbox"/>	No	<input type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

- | |
|---|
| <ul style="list-style-type: none"> • College and departmental alumni meetings are held each year. • College arranges meetings and discussions of alumni with teachers and students. |
|---|

6.12 Activities and support from the Parent – Teacher Association

- | |
|--|
| <ul style="list-style-type: none"> • College and class PTA meetings were held and progress reports were placed before the PTA. • Maintenance works of student amenities was done by PTA. • ID cards were prepared and distributed to all students. • Water supply system in the college was extended to student rest room and common area. |
|--|

- Handbook and calendar was printed and published.

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

- A water harvesting system was constructed.
- Trees were planted by NSS 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.

- Course details and syllabus were made available online through college website.
- As part of continuous evaluation, students presented seminars using technology tools.
- Open courses were offered for final year students.
- E-books and journals were subscribed through NLIST- INFLIBNET.

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

- The women's hostel was inaugurated.
- Students were placed in various firms through campus recruitment.
- E-books and journals were subscribed through INFLIBNET.
- New website of the college was launched.
- Water supply system and water coolers were installed in various places in the campus and rest rooms were renovated.
- State/national level seminar/workshops were conducted in addition to various institutional level seminars/workshops.
- Official procedures for starting new courses from the academic year 2012-13 were completed.
- Proposal was submitted to the Government of Kerala to avail funding under the College Quality Improvement Programme.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

- Edusat virtual class room
- E-learning resources through NLST-INFLIBNET

7.4 Contribution to environmental awareness / protection

- Water quality analysis was conducted.
- Seminars were conducted to inculcate environmental awareness among students.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add.

Government College Kottayam is the only arts and science college in government sector in Kottayam district. The college offers three post graduate programmes and nine undergraduate programmes. The college has one approved research department. The college was accredited by the NAAC with B grade.

The College serves approximately 800 undergraduate students and more than 70 post-graduate students. Majority of the students of the college comes from socially and economically backward sector. Goals set by the College for next 5 years include

- Develop infrastructure facilities.
- Improve the academic infrastructure and establish centers of excellence in thrust areas.
- Develop an environment that is conducive to initiate scientific research programme.
- Enhance industry- institute interaction for mutual benefit.
- Start new PG programmes and strengthen existing programs.
- Improve analyzing and testing facilities in the laboratories and update instructional equipment and establish research center, especially in basic sciences.
- Provide high quality education for a broad range of students, especially those from the socially and economically backward sector.
- Convert all class rooms into smart class rooms.

The college has initiated several projects and submitted proposals to various agencies such as UGC, DST, Government of Kerala and KSCSTE to achieve the goals. The Principal, members of staff and students are making all efforts

in this direction. The academic bodies like IQAC and UGC cell are functioning well to meet the vision of the college.

8. Plans of Institution for Next Year

- Introduction of new UG and PG programmes.
- Expansion and modernization of existing infrastructure.
- Modernisation of laboratories.
- Establishment of smart classrooms in all departments.
- Set up a language lab.
- Establishment of bio-informatics lab.
- Set up computer labs in mathematics and commerce departments.
- Strengthen research activities.
- Construct a new building for library.
- Construct compound wall.
- Improve the sports and games infrastructure.



Dr. B. Keralavarma
Coordinator, IQAC



Dr. P. V. Sasi
Principal

ANNEXURE I

Academic Calendar – 2011-12

2011 June 1	Academic year begins
June 27	First semester UG classes begin
July 20	First internal examinations for odd semesters begin
August 8	PG Admission process begins
August 31	Second internal examination for odd semesters begin
September 3	College closes for Onam holidays
September 12	College reopens after Onam holidays
October 24	University examinations for odd semesters begin
December 1	Even semester classes begin
December 24	College closes for Christmas holidays
2012 January 3	College reopens after Christmas holidays
January 27	First internal examination for even semesters begin
March 7	Second internal examination for even semesters begin
March 31	College closes for summer vacation
April 16	University examinations for even semesters begin