

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2012-13



GOVERNMENT COLLEGE KOTTAYAM

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

GOVERNMENT COLLEGE KOTTAYAM**ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC 2012-13****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

Prof. Leelamma Thomas

Tel. No. with STD Code

0481 2363116

Mobile Number

9446120736

Name of the IQAC Co-ordinator

Dr. Jacob M. Jose

Mobile Number

9447709879

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-2012-13.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
2011-12	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

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

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders

Faculty	<input type="text" value="4"/>	Non-Teaching Staff	<input type="text" value="-"/>
Alumni	<input type="text" value="-"/>	Others	<input type="text" value="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

- Three new courses viz. M A Political Science, M Com and B A English were started.
- All final year UG and PG classrooms were upgraded to smart classrooms with interactive boards, LCD projectors, laptops and audio systems.
- The laboratories of the department of Chemistry were modernised and renovated under the CQIP scheme of the Government of Kerala.
- Extended guidance to all departments in utilizing the CQIP fund allotted by the Government of Kerala.
- Collected and analysed feedback from students on various aspects.
- Started the construction of new toilet blocks and renovation of canteen building.

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"> • To start new programmes • Conduct seminars, workshops and conferences as part of the faculty development programme 	<ul style="list-style-type: none"> • M A Political Science, M Com and B A English programmes were started • All the ten departments conducted at least one state/national level seminar/workshop in addition

<ul style="list-style-type: none"> • Enhance the employability level of graduating students • Strengthen the infrastructure facilities of the college • To upgrade the laboratory facilities • To establish new laboratories 	<p>to various institutional level seminars/workshops</p> <ul style="list-style-type: none"> • Implemented the Additional Skill Acquisition Programme (ASAP), Walk with a Scholar Programme (WWS) and Scholar Support Programme (SSP) of Government of Kerala • All final year UG and PG classrooms were upgraded to smart classrooms with interactive boards, LCD projector and laptops • The laboratories of the department of Chemistry were modernised and renovated under the CQIP scheme of the Government of Kerala • Bioinformatics lab in the department of zoology and computer lab in the department of mathematics started functioning
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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

The college council approved the AQAR after detailed discussion and strategies for quality improvement for the next year were finalised.

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	5	-	-	-
UG	10	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	1*	-	-	-
Certificate	2*	-	-	-
Others	-	-	-	-
Total	15#	-	-	-

**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.
- Credit and Semester System was implemented for PG programmes.
- 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	15
Trimester	-
Annual	-

1.3 Feedback from stakeholders (On all aspects) *provide an analysis of the feedback in the Annexure (Annexure II)*

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

- Credit and Semester System was implemented for PG programmes.
- Faculty members of the college participated in curriculum and syllabi preparation and revision programmes 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.

Three new courses were started

- M A Political Science
- M Com
- B A English

The department of English elevated its status from that of a supporting department to a UG department.

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>
62	37	25	-	-

2.2 No. of permanent faculty with Ph.D.

21

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 and Visiting faculty and Temporary faculty

5	-	-
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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	25
<i>Presented</i>	-	4	6
<i>Resource Persons</i>	-	-	8

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

- All final year UG and PG classrooms have been upgraded to smart classrooms.

- Teachers were encouraged to employ technology tools effectively.
- Course hand-outs containing syllabus and academic calendar were distributed to students.
- Question banks were prepared and distributed to students.

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

156

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Internal examinations for UG students were conducted in a centralised manner and results were published in time.
- Open book examination and multiple choice tests were conducted for PG students.

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

2

-

7

2.10 Average percentage of attendance of students

89

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 %
M A Economics	11	-	36	27	9	72
M Sc Geology	6	17	50	-	-	67
M Sc Physics	13	7	22	14	14	57
B A Economics	42	-	17	24	31	72
B A Political Science	43	2	11	25	23	61
B Com	48	10	55	30	5	100

B Sc Botany	18	-	72	16	-	88
B Sc Chemistry	23	4	30	48	-	82
B Sc Geology	18	27	73	-	-	100
B Sc Mathematics	20	10	60	30	-	100
B Sc Physics	22	4	62	11	-	77
B Sc Zoology	20	5	35	25	15	80

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

- Initiated the installation and functioning of smart classrooms.
- Conducted a seminar for faculty members.
- Monitored teaching and learning process through teachers' diary.
- Evaluated the teaching and learning process by collecting feedback from students and subjecting it to a detailed analysis.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	5
Faculty exchange programme	-
Staff training conducted by the university	1
Staff training conducted by other institutions	9

Summer / Winter schools, Workshops, etc.	-
Others	11

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 encouraged the faculty members to serve as research guides. • The research centre of the department of Economics conducted a seminar on Research Methodology.
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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	4
<i>Outlay in Rs. Lakhs</i>			4.1	8.0

3.4 Details on research publications

	<i>International</i>	<i>National</i>	<i>Others</i>
<i>Peer Review Journals</i>	7	13	-
<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	0.8-1.6	Impact factor average	1.2
H Index	2-11	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</i>
Major projects	2011-14	UGC	12.9	
Minor Projects	2011-14	UGC	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	

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	-	3	7	-	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

6

SRF

Project fellows

1

Other

3.20 No. of students Participated in NSS events:

International level

National level

State Level

University Level

11

3.21 No of students Participated in NCC events:

International level	<input type="text"/>	National level	<input type="text" value="6"/>
State Level	<input type="text" value="3"/>	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" value="1"/>	University Level	<input type="text"/>

3.24 No. of Extension activities organized

University Forum	<input type="text" value="-"/>	College Forum	<input type="text" value="6"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="5"/>
Other	<input type="text" value="7"/>		

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

- Street play on health issues by NSS
- Inter collegiate seminar on the role of judiciary in social system

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.		2	Govt. of Kerala	2
Value of the equipment purchased during the year (Rs. in Lakhs)		28.5	Govt. of Kerala and UGC	28.5
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 is computerised and networked
- Library is computerised and OPAC and INFLIBNET are 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>	41576		775	218853	42351	
<i>e-Books</i>	80409		INFLIBNET renewed		80409	
<i>Journals</i>	5		4		9	
<i>e-Journals</i>	3829		INFLIBNET renewed		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>	49	2 (15 Computers)	21	1 (8 Computers)	-	8 Computers	18 Computers	-
<i>Added</i>	28	16 computers	-			4	8	
<i>Total</i>	77	2	21	1	-	12	26	-

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.
- Departments of Physics, Mathematics, Commerce, English, Zoology and Botany have computer labs.
- Library is computerised.
- Library subscribed to various e-journals through NLIST-INFLIBNET.
- 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

- Handbook containing details of student support services was distributed to all students.
- At the beginning of the year, students were briefed about the activities of the college.
- First year students were introduced to programmes such as ASAP, WWS and SSP.
- 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 compared with university average and made suggestions 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>
798	92	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>
420	46.4	485	53.6

<i>Last Year</i>						<i>This Year</i>					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
475	108	9	296	4	892	462	117	11	311	4	905

Demand ratio

*

Dropout ratio

4.9 %

- 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.
- UGC assisted NET Coaching Programme.

No. of students beneficiaries

40

5.5 No. of students qualified in these examinations

NET	3	SET/SLET		GATE	
CAT		IAS/IPS etc.		State PSC	7
UPSC		Other	8		

5.6 Details of student counselling and career guidance

- Each class was allotted a tutor to monitor the academic and other aspects of students.
- Entry-into-service coaching programme was conducted.
- Career guidance cell conducted career orientation programme for final year students and provided information about placement programmes organised by various colleges/firms.

No. of students benefitted

80

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
1	24	3	4

5.8 Details of gender sensitization programmes

- Equal Opportunity Centre, Committee against Sexual Harassment and Women's cell function in the college.
- Seminars 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>	160	8.6 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

- Drinking water facility in the college was improved and a water cooler was installed.

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

- CSS system was implemented for all PG programmes.
- Faculty members actively participated in the meetings of Board of Studies and attended workshops on curriculum development conducted by the university.

6.3.2 Teaching and Learning

- Smart boards, LCD projectors and laptops were installed in all final year classes.
- Course hand-outs were distributed to students.
- Students were encouraged to present seminars using new technological aids.

6.3.3 Examination and Evaluation

- Internal examinations for UG students were conducted in a centralised manner and results were published in time.
- A College Level Monitoring Committee was constituted to supervise all evaluation processes 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 forum of the college provided guidance in preparing research proposals.
- Two faculty members were deputed under FIP programme of UGC for obtaining Ph D degree.
- The research centre of the department of Economics conducted a seminar on Research Methodology.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Chemistry lab was modernised.
- New equipment, furniture and books were purchased.
- Library subscribed to NLIST-INFLIBNET of UGC.
- Computer lab was established in the department of mathematics.
- Bioinformatics lab was installed in the department of zoology.
- Smart boards, laptops and projectors were installed in all final year classrooms.
- Public address system was installed in all classrooms.

6.3.6 Human Resource Management

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

programmes of the Institute for Management in Government, 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

- Students of B Sc Chemistry completed on-job training at various industries.
- Industrial visits and field trips were arranged for students of Geology and Zoology inside and outside the state.

6.3.9 Admission of Students

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

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.
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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 each year.
- College arranges meetings and discussions of alumni with teachers and students.

6.12 Activities and support from the Parent – Teacher Association

- College and class PTA meetings were held and progress reports were placed before the PTA.
- Maintenance works of student amenities was done by PTA.

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.

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.

- All final year UG and PG classrooms were upgraded to smart classrooms with interactive boards, LCD projectors and laptops.
- Lectures of eminent scholars were made available to students through Edusat virtual class room.
- Seminars were conducted on research methodology and teaching methodology.
- Specialised training was imparted to selected students through Additional Skill Acquisition Programme (ASAP), Walk with a Scholar Programme (WWS) and Scholar Support Programme (SSP).

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

- M A Political Science, M Com and B A English programmes were started.
- All final year UG and PG classrooms were upgraded to smart classrooms with interactive boards, LCD projector and laptops.
- Bioinformatics lab in the department of Zoology and computer lab in the department of Mathematics started functioning.
- Remedial coaching, NET coaching and Entry-into-Service coaching programmes were conducted.
- Implemented the new initiatives of the Department of Collegiate Education in the college.
- The laboratories of the department of Chemistry were modernised and renovated under the CQIP scheme of the Government of Kerala.
- All the ten departments conducted at least one state/national level seminar/workshop in addition to various institutional level seminars/workshops.

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

- Additional Skill Acquisition Programme (ASAP) (Annexure III)
- Rain water harvesting system (Annexure IV)

7.4 Contribution to environmental awareness / protection

- A rain water harvesting system was constructed.
- 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.
- Science Forum conducted a discussion on the Western Ghats Ecology Expert Panel report.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Government College Kottayam is the only arts and science college in government sector in Kottayam district.

SWOT Analysis

Strengths

Government owned institution
 Qualified faculty
 National accreditation
 Merit based selection of students
 Choice based credit semester system
 Low cost education
 Location

Weaknesses

Inadequate research facilities

Less industry-academic interaction

Poor placement records

Opportunities

Academic-industry interface

Institutional resources development

Students enrichment and employability

Economic, social and cultural development

Threats

Trend to glorify professional courses

Absence of management continuity

8. Plans of Institution for Next Year

- To develop building and infrastructure facilities.
- To enhance industry- institute interaction for mutual benefit.
- To start new programmes and strengthen existing programs.
- To improve analysing and testing facilities in the laboratories.
- To convert all classrooms into smart classrooms.
- To start new vocational courses in the Continuing Education Cell.
- To conduct national seminars and workshops.
- To start a Community College.



Dr. Jacob M. Jose
Coordinator, IQAC



Dr. P. V. Sasi
Principal

ANNEXURE I

Academic Calendar – 2012-13

2012 June 1	Academic year begins
June 27	First semester UG classes begin
August 13	First internal examinations for odd semesters begin
August 14	PG Admission process begins
August 24	Second internal examination for odd semesters begin
September 2	College closes for Onam holidays
October 1	College reopens after Onam holidays
November 6	University examinations for odd semesters begin
December 3	Even semester classes begin
December 22	College closes for Christmas holidays
December 31	College reopens after Christmas holidays
2013 January 21	First internal examination for even semesters begin
March 4	Second internal examination for even semesters begin
March 31	College closes for summer vacation
April 24	University examinations for even semesters begin

ANNEXURE II

Analysis of Student Feedback

IQAC conducted a survey among students to evaluate the college, programmes of study and performance of teachers. Printed questionnaires were distributed to students and responses were collected.

The feedback form to evaluate the college was designed to measure parameters such as academic atmosphere of the college, infrastructure and library facilities and extra-curricular activities.

The programme evaluation process analysed the relevance, learning value, applicability, employability, syllabus etc. of the programmes offered.

The teacher evaluation process was intended to measure parameters such as planning, preparation and time management, good command of the subject, classroom management, use of innovative teaching methods including technology tools, mentoring and guidance and laboratory interaction.

Four to six questions were included in the questionnaire for each parameter. The survey provided a grade scale (A-Excellent, B-Good, C-Satisfactory and D- Inadequate) with grade points A-4, B-3, C-2 and D-1. The responses collected from various departments were analysed by a team constituted by the IQAC. A report was prepared based on the findings of the analysis of the college, programmes offered and the performance of teachers. The main findings of the feedback analysis are summarised below.

- Majority of the students are of the opinion that the academic atmosphere of the college is good.
- Students are of the impression that the library and laboratory facilities of the college are adequate, but must be modernised.
- The programmes offered were rated as relevant.
- The curricula and syllabi were rated as very good.
- The subject knowledge, teaching methods and classroom management of teachers were found to be very good.
- The students remarked that the teachers were always accessible to students and were willing to extend their help and support.
- Students observed that the co-curricular activities and support programmes were of immense value.

ANNEXURE – III

Good Practice – Additional Skill Acquisition Programme

1. Title of the Practice

Additional Skill Acquisition Programme (ASAP)

2. Goal

The objective of the programme is to enhance additional skills for the employability of the students who are studying in under graduate programmes by providing them with skills required for the industry.

3. The Context

ASAP intends to enhance the skill development of Kerala's youth at a rapid pace by bringing in new skill courses. ASAP equips the students with industry relevant skills. The students can choose courses in different areas, depending on their aptitude. The students are given training in skill courses in such a way that the student's skill-sets match that of the world's best. The main skill courses are in IT/ITES, Automobile, Banking & Finance, Hospitality, Retail, Telecom, Logistics, Media and Entertainment, Electronics Sector, Gem & Jewellery and Construction sectors. In total, ASAP is offering 92 skill courses to impart skill training to the young populace of the state.

4. The Practice

The first batch of ASAP foundation course commenced on 6 February 2013. The total strength of students in an ASAP batch is limited to 30. Selection to ASAP programme is through an online test. The foundation course is handled by a Skill Development Executive (SDE), an external master trainer appointed by ASAP. Government College Kottayam is attached to the Skill Development Centre (SDC) of Kottayam district for skill training.

5. Evidence of Success

The communication and soft skills of students attending ASAP foundation course has shown marked improvement. The government is planning to conduct campus interviews exclusively for ASAP qualified students, which will lead to placements in various firms.

6. Problems Encountered and Resources Required

As the total strength in an ASAP batch is limited to 30, some aspiring students could not participate in the programme.

ANNEXURE – IV

Good Practice – Rainwater Harvesting System

1. Title of the Practice

Rainwater Harvesting System

2. Goal

To reduce the water scarcity faced by the campus during summer by constructing a rainwater harvesting system.

3. The Context

The college is situated in a place where there is abundant rainfall during monsoon season. However there is practically little rainfall during the months from December to May and the college faces water shortage during these months. The college has constructed bore wells for water supply during these months. Excessive utilization of bore-wells leads to ground water depletion and it is not an eco-friendly practice. Therefore, the college decided to construct a rain water harvesting system.

4. The Practice

The college constructed a rainwater harvesting facility with a capacity of one lakh litres utilising the financial assistance of the Government of Kerala under the CQIP programme. The technical expertise was provided by Integrated Rural Technology Centre (IRTC), Palakkadu. The system was further expanded by renovating a water storage facility of 25000 litres constructed earlier by the Water Authority of Kerala with the financial aid of the Continuing Education Cell.

5. Evidence of Success

The rain water harvesting system is functioning effectively and has helped the college to reduce the water shortage to a certain extent. Water supply to the new block is now from the rainwater harvesting system.

6. Problems Encountered and Resources Required

The college is situated in a place where the amount of annual rainfall is about 300 cm. The built-up area of the college is about 6000 m². The present rainwater harvesting system uses an area of about 500 m² only. Current and future water demands of the college cannot be met without extending the facility.