

GOVERNMENT COLLEGE KOTTAYAM

Nattakom P. O., Kottayam, Kerala – 686 013

Ph: +91 481 2363116; e-mail: gckottayam@gmail.com

www.gckottayam.ac.in

(Affiliated to Mahatma Gandhi University, Kottayam)



ANNUAL QUALITY ASSURANCE REPORT

INTERNAL QUALITY ASSURANCE CELL

2014 - 15

GOVERNMENT COLLEGE KOTTAYAM**ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC 2014-15****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. P. V. Sasi

Tel. No. with STD Code

0481 2363116

Mobile Number

9446129102

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

KLCOGN13685

1.4 NAAC Executive Committee No. & Date

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

1.5 Website Address

<http://gckottayam.ac.in>

Web-link of the AQAR

gckottayam.ac.in/iqac/AQAR-2014-15.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
2012-13	16-01-2015
2013-14	16-01-2015

1.9 Institutional Status

<i>University:</i>	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	
	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>	
<i>Affiliated College:</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
<i>Constituent College:</i>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
<i>Autonomous college of UGC:</i>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
<i>Regulatory Agency (AICTE, BCI, MCI, PCI, NCI etc.) Approved Institution:</i>					
	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
<i>Type of Institution:</i>					
Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
<i>Financial Status:</i>					
	Grand-in-aid	<input checked="" type="checkbox"/>			
	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12 (B)	<input checked="" type="checkbox"/>	
	Grand-in-aid + Self-financing	<input type="checkbox"/>	Self-financing	<input type="checkbox"/>	

1.10 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"/>				

1.11 Name of the Affiliating University

Mahatma Gandhi University, Kottayam

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

Autonomy by State/Central Govt. / University	<input type="checkbox"/>
University with Potential for Excellence	<input type="checkbox"/>
UGC-CPE	<input type="checkbox"/>

DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST	<input checked="" type="checkbox"/>
UGC-Innovative PG programmes	<input type="text"/>	UGC-COP	<input type="text"/>
Any Other (Specify)	<input type="text"/>		

2 IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="6"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>		
2.3 No. of students	<input type="text" value="1"/>		
2.4 No. of Management Representatives	<input type="text" value="Nil"/>		
2.5 No. of Alumni	<input type="text" value="1"/>		
2.6 No. of any other stakeholders and community representatives	<input type="text" value="1"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>		
2.8 No. of other External Experts	<input type="text" value="2"/>		
2.9 Total No. of members	<input type="text" value="12"/>		
2.10 No. of IQAC meetings held	<input type="text" value="6"/>		
2.11 No. of meetings with various stakeholders	<input type="text" value="6"/>		
Faculty	<input type="text" value="4"/>	Non-Teaching Staff	<input type="text" value="1"/>
Alumni	<input type="text" value="1"/>	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

- LOI for re accreditation was submitted to NAAC
- AQAR of the last six years were submitted to NAAC
- Provided guidance to submit proposal to DST for FIST status
- Extended guidance to all departments in utilizing the plan fund allotted by the Government of Kerala and UGC fund
- Provided guidance for organising an orientation programme for first year students
- Ensured the functioning of smart classroom facilities to their full potential
- Initiated organic farming in the college campus
- College website was redesigned
- Online Learning Management System was implemented on the college website using the open source software Moodle
- Online feedback system was implemented

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"> • To submit AQAR of the last six years 	<ul style="list-style-type: none"> • Prepared AQAR of the last six years and submitted to the

<ul style="list-style-type: none"> • To submit LOI for reaccreditation • To prepare the self study report • To submit proposals for financial assistance to the Director of Colligate education • To provide guidance in the utilisation of DST FIST assistance 	<p>NAAC</p> <ul style="list-style-type: none"> • Submitted LOI to the NAAC • Prepared self study report for reaccreditation • Submitted proposals for construction of research centre and conference hall, Smart classrooms etc. • DST FIST assistance was optimally utilised
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2.16 Whether the AQAR was placed in statutory body

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	5	-	-	-
UG	10	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	1*
Diploma	-	-	-	5*+ 1 ^{\$}
Certificate	-	-	-	2*
Others	-	-	-	-
Total	15 [#]	-	-	-

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

\$ Conducted by Community College Programme (Funded by UGC)

Regular UG and PG programmes

Interdisciplinary	-
Innovative	-

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	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

- Faculty members served as members of Board of Studies of the university for various subjects.

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

Nil

Criterion II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

<i>Total</i>	<i>Asst. Professors</i>	<i>Associate Professors</i>	<i>Professors</i>	<i>Others</i>
68	48	20	-	-

2.2 No. of permanent faculty with Ph.D.

24

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>
*	-	-	-	-	-	7	-	-	-

**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

7 - 5*

**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>	-	8	20
<i>Presented</i>	-	5	12
<i>Resource Persons</i>	-	-	8

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

- Smart classrooms were effectively utilised using Active Inspire software

- Course materials 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

173

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

3

-

5

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	14	7	64			71
M A Political Science	9	-	44	11	-	77
M Sc Geology	8	38	62	-	-	100
M Sc Physics	11	-	72	9	-	81
M Com	11	63	27			90
B A Economics	40	10	50	20	10	90
B A Political Science	46	-	35	30	20	85
B A English	18	11	11	22	33	77

B Com	50	12	50	16	12	90
B Sc Botany	18	38	45	17	-	100
B Sc Chemistry	20	10	55	30	-	95
B Sc Geology	15	45	55	-	-	100
B Sc Mathematics	23	22	11	18	35	86
B Sc Physics	17	29	29	18	6	82
B Sc Zoology	19	21	37	37	5	100

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>
Refresher courses	4
UGC – Faculty Improvement Programme	3
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the	2

university	
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	-
Others	3

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>	7	-	-	-

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 activities of the college
- Faculty members submitted major and minor research project proposals to various funding agencies.
- The research forum of the college provided guidance in preparing research proposals and a preliminary scrutiny was arranged.
- Three faculty members were deputed under FIP programme of UGC for obtaining Ph D degree.
- Initiatives for publication of a research journal was taken

3.2 Details regarding major projects

	<i>Completed</i>	<i>On-going</i>	<i>Sanctioned</i>	<i>Submitted</i>
<i>Number</i>	-	3	-	-
<i>Outlay in Rs. Lakhs</i>		69.25		

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	4.55	-

3.4 Details on research publications

	<i>International</i>	<i>National</i>	<i>Others</i>
<i>Peer Review Journals</i>	11	3	-
<i>Non-Peer Review</i>	-	-	-

<i>Journals</i>			
<i>e-Journals</i>	-	-	-
<i>Conference proceedings</i>	-	6	-

3.5 Details on Impact factor of publications:

Impact factor range Impact factor average H Index

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	2015-18	KSCST	56.65	
Minor Projects				
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University/ College	-			
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	-			
Total	2		56.65	

3.7 No. of books published

With ISBN No. Without ISBN No

Chapters in Edited Books

3.8 No. of Departments receiving funds from

UGC SAP CAS DST FIST

DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE

DBT Star Scheme INSPIRE

CE DST FIST

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	7	-	1
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
-	1	-	-	-	-	-

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

13*

**Twelve research guides are associated with the research centre of the Dept. of Economics*

Students registered under them

17

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

1

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

JRF

2

SRF

-

Project fellows

1

Other

-

3.20 No. of students Participated in NSS events:

International level	<input type="text"/>	National level	<input type="text"/>
State Level	<input type="text"/>	University Level	<input type="text" value="8"/>

3.21 No of students Participated in NCC events:

International level	<input type="text"/>	National level	<input type="text" value="3"/>
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" value="-"/>	College Forum	<input type="text" value="4"/>
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="7"/>
Other	<input type="text" value="8"/>		

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

- Participated in *Run Kerala Run* organised by Government of Kerala
- Planted trees as part of *Vanamaholsava*
- Organic farming was initiated
- Herbal garden was set up

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.		3	-	
Value of the equipment purchased during the year (Rs. in Lakhs)		13.8	Govt. of Kerala, DST - FIST	13.8
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		Govt. of Kerala,	1
h. Canteen	1			1
i. Internet centre	1			1
j. Seminar hall	1			1
k. Computer Lab	1	3	DST - FIST	4
l. Social Science Research Centre	-	1		1

4.2 Computerization of administration and library

- Office is computerised
- Admission procedure is computerised.
- Library is computerised using KOHA software

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>	42979		628	175513	43607	
<i>Reference Books</i>						
<i>e-Books</i>	90000		NLIST-INFLIBNET renewed		90000	
<i>Journals</i>						
<i>e-Journals</i>	6000		NLIST-INFLIBNET renewed		6000	
<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>	102	6 (32 Computers)	21	1 (11 Computers)	-	12 Computers	25 Computers	-
<i>Added</i>	22	22 Computers						
<i>Total</i>	124	54	21	11	-	12	25	

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.
- All final year classrooms are equipped with smart-boards and LCD projectors.

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 and academic calendar was distributed to students.
- An orientation programme was conducted for first year students.
- Details about extension and student support services are conveyed to students in the orientation programme.
- Details of scholarships available are regularly intimated to students through notice boards and class announcements.

5.2 Efforts made by the institution for tracking the progression

- IQAC analyses the results of examinations and provide suggestions for improvement.
- Examination results are compared with university averages and previous results to track progress of students.

5.3 Total Number of students

<i>UG</i>	<i>PG</i>	<i>Ph. D.</i>	<i>Others</i>
954	108	16	-

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>
488	45	590	55

<i>Last Year</i>						<i>This Year</i>					
<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Physically Challenged</i>	<i>Total</i>	<i>General</i>	<i>SC</i>	<i>ST</i>	<i>OBC</i>	<i>Physically Challenged</i>	<i>Total</i>

				nged						nged	
461	113	13	342	9	938	482	201	11	361	7	1062

Demand ratio

*

Dropout ratio

4.8 %

* 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
- Coaching programme for GSI and UPSC examinations

No. of students beneficiaries

90

5.5 No. of students qualified in these examinations

NET	2	SET/SLET		GATE	2
CAT		IAS/IPS etc.		State PSC	6
UPSC	2	Other	8		

5.6 Details of student counselling and career guidance

- Career guidance cell conducted career orientation programmes for final year students
- Career guidance cell guided students to participate in placement programmes held at nearby institutions.

No. of students benefitted

90

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

-	-	-	4
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5.8 Details of gender sensitization programmes

- Equal Opportunity Centre and Committee against Sexual Harassment (CASH) function in the college.
- Women's cell functions for the welfare of women staff and students.
- Women's cell organised an awareness programme 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>	638	28 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

- No major grievances reported

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

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

6.3.1 Curriculum Development

- Internal evaluation was conducted as per the modified scheme of the university
- Syllabus for community college programme was developed at the college

6.3.2 Teaching and Learning

- Smart boards were utilised to make teaching learning more interactive
- Tutorial and remedial coaching were strengthened
- Study materials were uploaded to Moodle

6.3.3 Examination and Evaluation

- Internal examinations for UG and PG students are conducted as per the scheme of the university and

results are published in time.

- The college level monitoring committee supervises the continuous evaluation process.

6.3.4 Research and Development

- Sophisticated Analytical Instrumentation Facility (SAIF) was established
- Equipment such as uv – visible spectrophotometer were purchased
- Invited articles for the Journal of Interdisciplinary Science
- Published articles in peer reviewed international journals
- Centre for social science research was established

6.3.5 Library, ICT and physical infrastructure / instrumentation

- New equipment, furniture and books were purchased.
- Library renewed subscription to NLIST-INFLIBNET of UGC.
- Renovation of canteen building completed
- Computer lab was established in mathematics department.

6.3.6 Human Resource Management

- Faculty members attended orientation and refresher programmes of UGC.
- Faculty members participated in OPTIMA and TEST training programmes of 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 field training at various industries.
- Industrial visits and field trips were organised by various departments.
- Water testing lab was established in the department of chemistry

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

9 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 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 are held each year
- PTA takes up maintenance works of student amenities.
- ID cards were distributed to all students.
- Handbook and calendar was printed and published.

6.13 Development programmes for support staff

- Administrative and technical staff attended training programmes of Govt. of Kerala.

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

- Proper exhaust systems have been installed in the Chemistry lab
- Sewage is not allowed to contaminate water resources
- Re wiring of laboratories has been done to save electricity
- The college ensures judicious use of electricity.
- CRT monitors were replaced by LCD monitors
- Consumables are taken back for recycling by suppliers thereby reducing the amount of e-waste produced.

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.

- Sophisticated Analytical Instrumentation Facility (SAIF) started.
- Published a newsletter describing the academic and co-curricular activities of the college.
- Implemented the Fostering Linkages in Academic Innovation and Research (FLAIR) programme of Government of Kerala
- Rain water harvesting system was implemented.
- Herbal and medicinal garden is set up.
- A modernised modular lab was established in the department of chemistry
- Bioinformatics lab in the department of zoology and computer lab in the department of mathematics started functioning.

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

- Sophisticated Analytical Instrumentation Facility (SAIF) was established
- Equipment such as uv – visible spectrophotometer were purchased
- Published articles in peer reviewed international journals
- Centre for social science research was established
- Learning management system was installed
- Collected and analyzed feedback from staff, students, parents and alumni on various aspects using the online feedback system
- Various e-learning resources were familiarised to teachers and students.

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

- Organic Farming, setting up of herbal garden and blood donation – All to Society (Annexure I)

- Learning supporting and management systems: MOODLE supported online study materials, online feedback system and Skill Hub (Annexure II)

7.4 Contribution to environmental awareness / protection

- Organic farming without the use of chemical-based fertilizers, herbicides and pesticides
- Herbal garden, Botanical garden and Butterfly garden were set up
- Plantation of trees and saplings is regularly done and the campus is kept green by preserving trees and plants

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. : Nil

7.7 Plans of Institution for Next Year

- Reaccreditation of the college by NAAC
- To start new programmes of study
- To install solar energy tapping system
- To install water purification plant
- To develop research facilities
- To construct buildings for conference hall and research centres
- To construct buildings for library and examination hall

Dr. R Pragash
Coordinator, IQAC

Prof. Babu Sebastian
Principal

BEST PRACTICE-I

1. *Title of the Practice*

Organic Farming, setting up of herbal garden and blood donation – All to Society

2. *Goal*

In order to enhance social responsibility among the students and to improve the social climate of the college, the college initiated activities which contribute to common good. *Organic farming*: The Aim of the practice was to inculcate the spirit of organic farming to the people of the nearby locality and the students along with the awareness, identification and planning to medicinally important plants. The programme intends to convey a strong message to the society to reduce the use of chemical-based fertilizers, herbicides and pesticides, which are extremely harmful to our health.

Setting up of herbal garden: Ayurveda is one of the heritage science of India. There are hundreds, perhaps even thousands, of plants with medicinal value. Although many of today's most popular curatives are compounded in laboratories, there are still vast numbers of commercial remedies whose major medicinal ingredients are derived from green herbs, trees, and shrubs. The main aim of setting up of herbal garden in the campus is to develop our own healing garden by planting many of the common and effective medicinal plants.

Blood donation: By realizing the fact that the gift of blood is the gift of life, the college offers a helping hand in this direction and hundreds of students donate blood, every year. The college aims at making the process in a smooth and organized fashion. Since the need of blood is constant, so is the need for the donations.

3. *The Context*

Organic farming: The vegetables available on markets, in analysis, is found to contain a large variety of harmful pesticides. The profit oriented people apply pesticides at all levels of the growth of the vegetables and at its collection, transport and storage. Recently, the number of cancer patients in Kerala has increased manifold, creating a serious threat to the health and hygiene of Kerala. One of the reasons is the pesticide intake. The only solution is to reduce the use of polluted vegetables. In this context organic farming is very important not only because of health benefits but also to protect environment and promote biodiversity. If

such a 'culture of agriculture' is developed among students, in future, it will be an important cultural revolution whereby diversity and biodiversity are embraced and chemical toxins and environmental harm are radically reduced.

Herbal Harden: Diseases are spreading in new dimensions and forms. It is not advisable to depend on allopathic medicines always. The practice of Ayurveda must be promoted. However, the Ayurvedic treatment is costly. The main problem that Ayurveda faces is the lack of medicinal plants and their identification. We try to address both these problems. A herbal garden in the college makes an opportunity to the students to familiarize with several medicinal plants and they can identify such plants in their locality and preserve them. An awareness of the use of medicinal plants is also given to the students.

Blood donation: Every year, several requests of blood donation come to the college from various quarters and the students positively respond to it. However, there was no established body working in the college. At present, college has the list of blood grouped students. The students with the required blood group are arranged to donate blood group.

4. *The Practice*

Organic farming: The organic farming programme is initiated and led directly by the IQAC in association with NSS units of the college and Kudumbasree units of Nattakom panchayath. A seminar is conducted at the college, for the invited representatives of the public, from a selected ward of the Kottayam Municipality. The peoples' representatives are also invited. In the seminar, several awareness programmes are conducted and seeds grow bags, etc. are distributed. The second part of the programme include a survey covering many families of the ward, and information regarding their health, financial potential, educational background, etc. are taken. The third phase of the programme include setting up of vegetable garden at different places of the campus, with the expertise from the representatives of Kudumbasree units and officers of the Agricultural department. Students and teachers are encouraged to support and participate in the programme. The house hold preparation of organic fertilizers and pesticides are done by Kudumbasree units. The application of the same is also demonstrated. Various selected parts of the campus are also utilized to setting up vegetable garden. Various departments of the college and NSS units take of the planting and caring of vegetable. The students are encouraged to practice organic farming in their houses

Herbal garden: A part of the campus is cleaned and marked for planting medicinal plants.

Department of Botany is taking the leadership. Various kinds of medicinal plants available in the locality are collected by the students and identified by experts. They are planted in the garden. The harvesting is done by the students under the guidance of the teachers of the department of Botany. Students are advised to maintain such are garden in their own house. The importance and use of such plants are also explained to the students. The botanical names and trivial names of the plants are also identified. The College Development Committee, chaired by the district collector provides the major financial support. The college gets a partial financial support from Nattakom Cooperative Bank, near to the college.

Blood donation: A blood donation forum, under the leader ship of NSS, is functioning in the college. The first activity of the forum is the blood grouping of students, who are willing to donate blood. This was done with the help of the Department of Zoology. When there arise a request for blood, it is forwarded to the blood donation forum. The teacher-in-charge and student representatives identify a group of students having matching blood group and seeks their willingness. Those who are willing are directed to the acceptor.

5. *Evidence of Success*

Organic farming: A good number of families in the locality have started organic farming and a lot of people are aware of the need of organic farming. Several people now approach the college for expert advice. Medicinal garden is an entirely new initiative. Students of all departments are interested in the programme. Many members of staff and students, now started plating medicinal plants, in their house. Till now over one hundred units of blood have been donated by the students of the college, this year. Every year, the process is continuing and students are involved in the life saving initiative.

6. *Problems Encountered and Resources Required*

The main problem we faced is the resistance to the awareness programme. Earnest effort was required for the people to take part in the programme. Lack of fund posed another problem. Good quality seeds grow bags, etc. were to be procured. The arrangement of different programmes require a good lot of time and expert support. Medicinal plant garden set up posed the problem of expertise. The identification of different plant were difficult for the lay people. Regarding the blood donation, lack of awareness is the major problem. Parent are afraid of blood donation. Sometimes, the demand is so intense that we cannot supply the required quantity of blood, especially in case where the blood group is rare.

BEST PRACTICE-II

1. *Title of the Practice*

Learning supporting and management systems: MOODLE supported online study materials, online feedback system and Skill Hub

2. *Goal*

Providing on-line study materials supported with MOODLE, the college intends to implement a learning management system (LMS) which provides a convenient platform for enabling the creation and distribution of teaching materials, ease of communications between teachers and students. In addition, students of other institutions can also make use of these materials for their study. Implementation of online feedback system aims at making the feedback process more effective, smooth, easy, time saving and transparent. The college initiated both these programmes under the leadership of IQAC in 2014-15.

3. *The Context*

MOODLE supported study materials: Educational methods have become advanced and changed dramatically in the last decade. The revolution in communication technologies has introduced new methods of teaching and new ways of managing education. MOODLE (Modular Object Oriented Dynamic Learning Environment) is an open-source Learning Management System (LMS) that can be freely downloaded from the web between various users etc. MOODLE has been widely accepted and adopted as it aids teachers in creating online study materials of good quality. Researchers have shown that MOODLE is an effective educational tool. Now, almost all students have internet facility. So the IQAC of the college has started to provide study materials to the students through the college website. This practice can save a lot of time in teaching. Students of other colleges can access these materials for free, through the college website.

Online feedback: When the feedback is taken offline, students hesitate to give honest responses. The process involve lot of printed materials of feedback forms. Further, the analysis of the feedback is also very difficult and cumbersome. Software supported online feedback system has several advantages. It is easy, transparent and time saving. The analysis of feedback is very easy and error free.

4. The Practice

MOODLE supported study materials: Educational methods have become advanced and changed dramatically in the last decade. The revolution in communication technologies has introduced new methods of teaching and new ways of managing education. MOODLE (Modular Object Oriented Dynamic Learning Environment) is an open-source Learning Management System (LMS) that can be freely downloaded from the web between various users etc. MOODLE has been widely accepted and adopted as it aids teachers in creating online study materials of good quality. Researchers have shown that MOODLE is an effective educational tool.

Online feedback: The IQAC of the college has developed an online feedback programme. This involves feedback from three tiers. Feedback of the college, department and programme, and feedback on teachers. All levels involve 12-15 questions which can be easily answered by students. Students are invited to the internet center and each of them is given a PC. The questionnaire can be downloaded and the students give responses about the college. As it is complete, they can start responding on the department and programme. After than responses on each every teacher in the department can be done. After finishing the forms they can quit the survey and their identity is totally unknown.

The results are analyzed by the IQAC using software and the results are submitted to the principal. The principal discusses the responses about the college, in the college council and take necessary steps. The result analysis of the department is handed over to the HODs and analyzed at the department level. The teacher feedback is sent to the teachers concerned in their personal e-mail. Only the principal can go through all kinds of feedback, personally.

5. Evidence of Success

MOODLE supported study materials: Teachers of various departments contribute study materials of presentations to the college website. Students are enthusiastic in accessing the materials. Students waste lot of time over social media platforms, but now they divert partially to MOODLE and use their valuable time for reading and learning online study materials. Student on leave can follow class notes of every day and they continuity in studies. They have the feeling that teachers are with them always. The teacher-student interactions became strengthened.

Online feedback: Students earnestly responded to the feedback system. They could express their will without any fear or reluctance. This created a positive attitude among students. The college authority could effectively use the analysis to plan the future academic activities of the college.

6. *Problems Encountered and Resources Required*

MOODLE supported study materials: We cannot compel the students to use the internet and access the study materials. This is only the initial stage and lots of steps have to be done, in future, to implement it effectively. Only 50% of the teachers uploaded their study materials to MOODLE. Many of the teachers are preparing the soft copies of the study materials for MOODLE. Online assignment, online quiz and examinations to be included, in the MOODLE. Hence, it takes time to implement the programme in full-fledged manner.

Online feedback: We have started the survey only in 2014-15 academic year. In order to conduct survey among more than 1000 students of the college, large number of computers with continuous internet connectivity is required.