

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2016-2017



Government College
Kottayam



SUBMITTED TO

NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

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. Mathew George
Tel. No. with STD Code	0481 2363116
Mobile Number	9447207591
Name of the IQAC Co-ordinator	Dr. Seno Jose

ANNUAL QUALITY ASSUARANCE REPORT 2016-17

Mobile Number

IQAC e-mail Address

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date

1.5 Website Address

Web-link of the AQAR

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1	B	2.19	2008	5 Years
2	2	A	3.05	2016	5 years

1.7 Date of Establishment of IQAC

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

1.9 Institutional Status

<i>University:</i>	State	<input style="width: 50px;" type="text"/>	Central	<input style="width: 50px;" type="text"/>
	Deemed	<input style="width: 50px;" type="text"/>	Private	<input style="width: 50px;" type="text"/>
<i>Affiliated College:</i>	Yes	<input checked="" style="width: 50px;" type="checkbox"/>	No	<input style="width: 50px;" type="checkbox"/>
<i>Constituent College:</i>	Yes	<input style="width: 50px;" type="checkbox"/>	No	<input checked="" style="width: 50px;" type="checkbox"/>
<i>Autonomous college of UGC:</i>	Yes	<input style="width: 50px;" type="checkbox"/>	No	<input checked="" style="width: 50px;" type="checkbox"/>

ANNUAL QUALITY ASSUARANCE REPORT 2016-17

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

Mahatma Gandhi University, Kottavam

1.1 2 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

8

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

Nil

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

2

2.9 Total No. of members

13

2.10 No. of IQAC meetings held

4

2.11 No. of meetings with various stakeholders

4

Faculty

3

Non-Teaching Staff

1

Alumni

0

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

- Understanding the Academic Performance Index

2.14 Significant Activities and contributions made by IQAC

- Integrated, activities and documentation in connection with the NAAC peer team visit
- Successfully coordinated the NAAC peer team visit and acquired **A** grade with a CGPA of 3.05
- Prepared a detailed long term action plan for the college
- Prepared and submitted a detailed project report (DPR) for the construction of a Research Centre.
- Prepared and submitted a DPR to the Government of Kerala availing fund under the KIIFB scheme

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"> • Organize the NAAC peer team visit • Prepare an action plan and master plan for the college • Strengthen the infrastructure facilities of the college 	<ul style="list-style-type: none"> • The NAAC peer team visit was successfully completed and the college acquired A grade • Action plan for the next three years was prepared, approved by the college council. A master plan for the next 20 years was prepared with the assistance of KITCO

<ul style="list-style-type: none"> Promotion of research and development Conduct of National seminars and workshops 	<ul style="list-style-type: none"> Prepared and submit a DPR for the strengthening of infrastructure facilities of the college, to the Government of Kerala under the KIIFB Scheme Submitted a DPR for the construction of a Research Centre. The project was sanctioned. All the 10 departments organized national seminars
---	---

2.16 Whether the AQAR was placed in statutory body Yes

Management Syndicate

Any other body College Council

Provide the details of the action taken

The college council approved the AQAR after detailed discussion and decided to implement the plan of action for the next year in a time-bound and effective manner.

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

*Conducted with the financial assistance of UGC, under the Community College Scheme.

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

#Regular UG and PG programmes

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 <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
Employers <input type="checkbox"/>	Students <input checked="" type="checkbox"/>
Mode of feedback	
Online <input type="checkbox"/>	Manual <input checked="" type="checkbox"/>
Co-operative schools (for PEI) <input type="checkbox"/>	

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

- Revised syllabus for all UG programmes will be implemented from 2017-18 academic year.
- Faculty members of the college participated in curriculum and syllabi preparation and revision processes of MG university.
- Faculty members served as members of Board of Studies of the university for all the UG and PG programmes offered by the college.

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

Nil

CRITERION II

2. TEACHING, LEARNING AND EVALUATION

2.1 No. of permanent faculty

No. of Faculty Positions Recruited (R) and Vacant (V) 2.1 No. of permanent faculty

<i>Total</i>	<i>Asst. Professors</i>	<i>Associate Professors</i>	<i>Professors</i>	<i>Others</i>
67	56	11	-	-

23

2.2 No. of permanent faculty with Ph.D.

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

<i>Asst. Professors</i>		<i>Associate Professors</i>		<i>Professors</i>		<i>Others</i>		<i>Total</i>	
<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>	<i>R</i>	<i>V</i>
*	-	-	-	-	-	3	-	-	-

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

3	-	4*
---	---	----

**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 Seminars/ Workshops</i>	16	55	13
<i>Presented papers</i>	2	6	4
<i>Resource Persons</i>	-	-	7

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

- Teachers were encouraged to employ ICT in education to its full potential.
- Peer-learning system was effectively implemented
- Course hand-outs containing syllabus, reference materials and detailed session plan and academic calendar were prepared and distributed to students.
- Postgraduate students were encouraged to carry out research-oriented projects and present their findings at national and state level conferences.

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

180

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Continuous evaluation for all UG and PG programmes was centrally coordinated and internal examinations, viva-voce and seminar presentations were scheduled, evaluated and documented in time.
- A new examination centre was opened to effectively implement the University examinations reforms and coordinate examination related matters.
- A College Level Monitoring Committee was constituted to supervise continuous evaluation process in the credit and semester system.
- IQAC collected, analyzed and prepared a report on University examination results.

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

16

24

2.10 Average percentage of attendance of students

88

ANNUAL QUALITY ASSUARANCE REPORT 2016-17

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	No. of students appeared	Division and %				
		Distinction	I Class	II Class	III Class	Pass
M A Economics	15	-	27	-	-	27
M A Political Science	12	9	83	-	-	92
M Sc Geology	9	67		-	-	67
M Sc Physics	12	75	8	-	-	83
M Com	9	55	45			100
B A Economics	44	-	14	-	-	14
B A English	18	11	22	28	-	61
B A Political Science	36	-	22	11	3	36
B Com	46	61	39	-	-	100
B Sc Botany	19	5	32	-	-	37
B Sc Chemistry	17	12	23	18	-	53
B Sc Geology	14	50	15	28	-	93
B Sc Mathematics	20	40	20	20	-	80
B Sc Physics	23	44	-	-	30	74
B Sc Zoology	22	18	55	10	-	83

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

- Prepared an action plan and distributed to all the faculty members
- Analyzed university examination results and distributed to departments
- Encouraged faculty members to prepare and distribute course hand-outs
- Ensured the effective use of technology in classroom
- Monitored the 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
- Ensured student participation in WWS, SSP, ASAP (Novel initiatives of the Govt of Kerala)

- Promoted special coaching for advanced learners and remedial coaching for slow learners
- Conducted annual academic audit.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	1
HRD programmes	2
Orientation programmes	6
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	11
Others	1

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>	26	-	-	-
<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

- Prepared and submitted a DPR for the construction of a Research Centre
- Prepared and submitted a proposal for the strengthening of the existing common instrumentation facility of the college, by purchasing sophisticated instruments
- Extended support to the post graduate department of Physics to start a new research centre

3.2 Details regarding major projects

	<i>Completed</i>	<i>On-going</i>	<i>Sanctioned</i>	<i>Submitted</i>
<i>Number</i>	-	3	-	1
<i>Outlay in Rs. Lakhs</i>		58.91	-	-

3.3 Details regarding minor projects

	<i>Completed</i>	<i>On-going</i>	<i>Sanctioned</i>	<i>Submitted</i>
<i>Number</i>		3	-	10
<i>Outlay in Rs. Lakhs</i>		2.85	-	50

3.4 Details on research publications

	<i>International</i>	<i>National</i>	<i>Others</i>
<i>Peer Review Journals</i>	15	3	-
<i>Non-Peer Review Journals</i>	-	-	-
<i>e-Journals</i>	-	-	-
<i>Conference proceedings</i>	-	-	-

3.5 Details on Impact factor of publications:

Impact factor range 0.8-3.6 Impact factor average 1.45

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 (lakhs)</i>	<i>Received (lakhs)</i>
Major projects	2015-18	KSCSTE	24	24
	2016-19	KSCSTE	28.91	16
	2017-19	ICSSR	6	2
Minor Projects	2014-16	UGC	1.85	1.85
	2015-17	UGC	1	1
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University	-			
Students projects	2017-2019	University	0.5	0.5
Any other (Specify)	-			
Total	6		62.26	45.35

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

Level	International	National	State	University	College
Number	-	10	-	-	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

ANNUAL QUALITY ASSUARANCE REPORT 2016-17

3.15 Total budget for research for current year in lakhs :

From funding agency	44.85
From Management of University/College	13.50
Total	58.35

3.16 No. of patents received this year

Type of Patent		Number
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	1	-	-	-	-	-

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

5+7*

*Six guides from other colleges are associated with the research centers of the college

Students registered under them

18

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

3

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

JRF

2

SRF

-

Project fellows

1

Other

-

3.21 No. of students Participated in NSS events:

International level	<input type="text"/>	National level	<input type="text"/>
State Level	<input type="text" value="2"/>	University Level	<input type="text" value="10"/>

3.22 No of students Participated in NCC events:

International level	<input type="text"/>	National level	<input type="text" value="4"/>
State Level	<input type="text" value="20"/>	University Level	<input type="text"/>

3.23 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"/>

3.24 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"/>

3.25 No. of Extension activities organized

University Forum	<input type="text" value="-"/>	College Forum	<input type="text" value="2"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="3"/>
Other	<input type="text" value="7"/>		

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

- Training to unemployed women of the locality in nursery management, plant tissue culture and mushroom cultivation
- Health survey by NSS
- Awareness programmes on organic farming and plastic free campus
- Blood donation
- Quality analysis of water from open wells of houses in Nattakom Panchayat

Criterion IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15.3 Acres	-	-	15.3Acres
Class rooms	40	-	-	40
Laboratories	8	-	-	8
Seminar Halls	1	-	-	1
No. of important equipment (\geq 1-0 lakh) purchased during the current year	12	6	Plan fund DST-FIST KSCSTE	18
Value of the equipment (Lakhs) purchased during the year		58	Plan fund DST-FIST KSCSTE	58
Others				
a. Auditorium	1			1
b. Aquarium	1			1
c. Geology Museum	1			1
d. Materials Research Labs	2			2
e. Modular Chemistry Labs	2			2
f. Language Lab	1			1
g. Health Club	1			1
h. Edusat Virtual Classroom	1			1
i. Botanical Garden	1			1
j. Herbal Garden	1			1
k. Co-operative Society	1			1
l. Canteen	1			1
m. Internet Centre	1			1
n. Ladies Restroom	1			1

4.2 Computerization of administration and library

- Office is computerised and office networked through LAN with internet access.
- Admission and examination procedures are computerised.
- 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 (lakhs)</i>	<i>No.</i>	<i>Value</i>
<i>Text Books</i>	43550		937	2.5	44487	90 lakhs
<i>Reference Books</i>						
<i>e-Books</i>	80409		NLIST- INFLIBNET renewed		90000	
<i>Journals</i>	9		5		14	
<i>e-Journals</i>	3829		NLIST- INFLIBNET renewed		6000	
<i>Digital Database</i>						
<i>CD & Video</i>						
<i>Others (specify)</i>						

4.4 Technology up-gradation (overall)

	Computers	Computer Labs	Internet Connection	Browsing Centres	Computer Centres	Office	Departments	Others
<i>Existing</i>	64	(16 Computers)	36	1	-	12 Computers	26 Computers	-
<i>Added</i>	10	(10 Computers)	-	-	-	-	-	
<i>Total</i>	74	26	36	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 and Zoology have computer labs
- Department of English has a language lab
- 60% classrooms are equipped with smart-boards and LCD projectors.
- Admission to all programmes is through the computerised centralised allotment system of university.

4.6 Amount spent on maintenance in lakhs :

ICT	-
Campus Infrastructure and facilities	-
Equipment	1
Others	-
Total	1

**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

- IQAC prepared and distributed Handbook containing details of all student support services and academic calendar to all students.
- IQAC organized an orientation programme, Enrich-2016, for all first-year students. Former Supreme Court justice, Justice K T Thomas inaugurated the programme.
- IQAC arranged a meeting of the programme officers of NCC and NSS to present their activities to first year students.
- IQAC organized a meeting of coordinators of ASAP, WWS and SSP to brief the activities of these programmes to first-year students.
- IQAC, through the Scholarship Committee of the college, intimated the details of scholarships available to students.

5.2 Efforts made by the institution for tracking the progression

- IQAC analyzed the university examination results of all programmes, prepared a detailed report which was made available to all departments.
- Examination results of each semester were compared with university averages and previous results to track progress of students.
- Class PTA meetings were conducted in each semester 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>
931	50	10	-

No. of students outside the state

5

No. of international students

-

ANNUAL QUALITY ASSUARANCE REPORT 2016-17

Men		Women	
Number	Percentage	Number	percentage
396	39.9	595	60.1

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
354	155	29	375	1	914	356	179	29	426	1	991

Demand ratio

*

Dropout ratio

3.6 %

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

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

- Special coaching for advanced learners
- JAM coaching for science students
- Coaching programme for PSC, GSI and UPSC examinations
- Department level coaching for GATE, NET, etc

No. of student beneficiaries

95

5.5 No. of students qualified in these examinations

NET

3

SET/SLET

GATE

1

CAT

IAS/IPS etc.

State PSC

12

UPSC

1

Other

6

5.6 Details of student counselling and career guidance

- Class tutor monitors the academic and co-curricular activities of students.
- Career guidance cell conducted career orientation programmes for students to impart skills and facilitate learning opportunities
- Student counselling centre organized programmes for students to empower them in their learning and personal development
- The counselling centre arranged separate counselling sessions for needy students through staff/external counselors

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

5.8 Details of gender sensitization programmes

- Equal Opportunity Cell and Committee against Sexual Harassment (CASH) function in the college
- Women's cell functions for the welfare of women staff and students
- Women's cell observed women's day and organised a seminar for women students
- Women's cell conducted orientation programme for women students, in association with the 'Nirbhaya', a cell of Kerala Police

5.9 Students Activities

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

State/ University level

27

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>	Scholarship - 13	1,42,000/-
	E grants- 350	34,44,138/-
<i>Financial support from other sources</i>		
<i>Number of students who received</i>		

ANNUAL QUALITY ASSUARANCE REPORT 2016-17

<i>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

- Ladies Rest room was renovated.
- New incinerators were installed in Ladies' toilets.
- New water coolers were purchased and installed.

Criterion VI

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

- Faculty members participated in the workshops conducted by the University for curriculum and syllabus revision.
- Faculty members actively participated in the syllabus revision of various UG programmes of the University.
- Faculty members edited text books for various UG programmes of the University.

6.3.2 Teaching and Learning

- ICT enabled classrooms were effectively utilized.

- Teachers participated in training programmes in connection with the MOODLE Learning management system.
- Peer-learning system is effectively implemented.
- Language Lab was effectively utilized.

6.3.3 Examination and Evaluation

- Internal examinations for UG and PG students were conducted in a centralised manner and results were published in time.
- A college level monitoring committee was constituted to supervise the continuous evaluation process in the credit and semester system.
- University examination results of various programmes in the college were analyzed and steps were taken to improve the results.

6.3.4 Research and Development

- The Post graduate department of Physics became an approved research centre of MG University. The honorable minister of education, Govt of Kerala inaugurated the centre.
- A DPR for the construction of a Research Centre was prepared and submitted to Govt of Kerala.
- The common instrumentation facility (SAIF) of the college was strengthened by purchasing an X-ray diffractometer, under DST-FIST.
- A proposal was submitted under KIIFB scheme to purchase sophisticated instruments for the common instrumentation facility.
- Faculty members were deputed under FDP programme of UGC for obtaining Ph D degree.

6.3.5 Library, ICT and physical infrastructure/instrumentation

- New equipment, furniture and books were purchased.
- Library subscribed to NLIST-INFLIBNET of UGC.
- Renovation of canteen building started.
- Ladies rest room was renovated.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- Lectures by industry experts were organised.
- Students of B Sc Chemistry completed internships at various industries.
- Industrial visits and filed trips were organised by various departments.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

<i>Teaching</i>	State life insurance, Group insurance scheme, Group personal accident insurance scheme etc.
<i>Non-teaching</i>	State life insurance, Group insurance scheme, Group personal accident insurance scheme etc.

ANNUAL QUALITY ASSUARANCE REPORT 2016-17

<i>Students</i>	Financial support including scholarships, stipends, lump-sum grants etc.
-----------------	--

6.5 Total corpus fund generated

13.8 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, Account General's audit	Yes, Director of Collegiate Education

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 Department level alumni meeting were organized.
- IQAC collects feedback from alumni.

6.12 Activities and support from the Parent – Teacher Association

- College and class PTA meetings are held each year and progress reports are placed before the PTA.
- PTA takes up maintenance works of student amenities.
- ID cards were distributed to all students.
- PTA awarded cash Prize and memento to top scorers of various programmes and winners of University arts and sports competitions.

6.13 Development programmes for support staff

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

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

- NSS observed environmental day and organised campus cleaning programme.
- Trees were planted in the college campus and steps were taken to conserve trees planted in previous years.
- NSS conducted organic farming.
- Renovated Botanical garden and Herbal garden.
- A butterfly garden was constructed.
- A Bird's club was started.

Criterion VII

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.

- Peer learning group system was effectively implemented as one of the best practices of the college.
- 'The Green Campus Clean Campus campaign' was launched, as a best practice of the college.
- Students were introduced and encouraged to use various e-learning resources.

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

- The second cycle of NAAC accreditation was successfully completed and the college acquired A grade.
- A master plan, envisioning the development of the college for the next 20 years, was prepared with the assistance of Kerala Industrial and Technical Consultancy Organization (KITCO).
- A DPR for the construction of a Research Centre was prepared and submitted to Govt of Kerala. The project was sanctioned and an amount of 200 lakhs was deposited with the PWD, Kerala.
- Prepared a DPR for the strengthening of infrastructure facilities of the college including the construction of a new academic block. The DPR was submitted to the Government of Kerala under the KIIFB Scheme.

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

- Peer Learning group system
- The Green Campus Clean Campus campaign

7.4 Contribution to environmental awareness / protection

- 'The Green Campus Clean Campus campaign' was launched, as a best practice of the college.
- Waste disposal system was renovated.
- The rain water harvesting system was renovated.
- The college maintains organic farming, a Herbal garden and a Botanical garden.
- A butterfly garden was constructed.

7.5 Whether environmental audit was conducted?


Yes

No

7.6 Any other relevant information the institution wishes to add.

8. Plan of Institution for Next Year

- Construction of a Library building
- Construction of an Administration building
- Start new UG and PG courses
- Completion of the construction of compound wall
- Complete the construction of Ladies hostel
- Enhance research output and publication
- Submit proposals to DBT, CSIR, KSCSTE for getting financial assistance for the promotion of research and strengthening of existing facilities


Dr. SENO JOSE
Coordinator, IQAC




Dr. MATHEW GEORGE
Principal
Govt. College, Kottayam