

ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2013-14



GOVERNMENT COLLEGE KOTTAYAM

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

GOVERNMENT COLLEGE KOTTAYAM**ANNUAL QUALITY ASSURANCE REPORT OF THE IQAC 2013-14****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. B. Syamalakumari

Tel. No. with STD Code

0481 2363116

Mobile Number

9447986014

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-2013-14.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

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

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

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 Non-Teaching Staff

Alumni Others

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

- Integrated Approaches to Higher Education and Research
- Institutional Preparation for Re-accreditation

2.14 Significant Activities and contributions made by IQAC

- Institutional development plan was submitted to RUSA.
- XI Plan proposal was submitted to UGC.
- Advocated and guided faculty members to submit major and minor research project proposals to various funding agencies and arranged for a preliminary scrutiny of the proposals.
- Extended guidance to all departments in utilizing the plan fund allotted by the Government of Kerala and UGC fund.
- Published a newsletter describing the academic and co-curricular activities of the college.
- Initiated the establishment of a language lab in the college under the department of English.
- Ensured the functioning of smart classroom facilities to their full potential.
- Collected and analysed feedback from staff, students, parents and alumni on various aspects.

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"> • Conduct seminars, workshops and conferences as part of 	<ul style="list-style-type: none"> • All the ten departments conducted at least one

<p>faculty development programme</p> <ul style="list-style-type: none"> • Enhance the employability level of graduating students • Strengthen the infrastructure facilities of the college • Complete the reaccreditation process by the academic year 2014-15 • Encourage young faculty members to excel in teaching and research • Enhance academic- industry interaction 	<p>state/national level seminar/workshop in addition to various institutional level seminars/workshops</p> <ul style="list-style-type: none"> • Specialised training was imparted to selected students through Additional Skill Acquisition Programme (ASAP), Walk with a Scholar Programme (WWS) and Scholar Support Programme (SSP) • Construction of new toilet blocks completed • Preparation of SSR started • Implemented the Fostering Linkages in Academic Innovation and Research (FLAIR) programme of Government of Kerala • Industry visits and interaction with industry experts were conducted
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2.16 Whether the AQAR was placed in statutory body

Yes

Management

Syndicate

Any other body

College Council

Provide the details of the action taken

The college council approved the AQAR after detailed discussion and decided to implement the plan of action for the next year in a time-bound and effective manner. The council also resolved to complete the re accreditation process by the next academic year.

PART B

Criterion I

1. Curricular Aspects

1.1 Details about Academic Programmes

<i>Level of the Programme</i>	<i>Number of existing Programmes</i>	<i>Number of programmes added during the year</i>	<i>Number of self-financing programmes</i>	<i>Number of value added / Career Oriented programmes</i>
PhD	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: 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

- New regulations and mark based grading scheme was introduced for all UG programmes.
- Faculty members of the college participated in curriculum and syllabi preparation and revision process of the university.
- 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	46	22	-	-

2.2 No. of permanent faculty with Ph.D.

22

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>
*	-	-	-	-	-	6	-	-	-

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

4	-	2*
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**FIP Substitute Lecturer*

2.5 Faculty participation in conferences and symposia:

<i>No. of Faculty</i>	<i>International level</i>	<i>National level</i>	<i>State level</i>
<i>Attended</i>	-	11	23
<i>Presented</i>	-	5	7
<i>Resource Persons</i>	-	-	12

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

- Teachers were encouraged to employ ICT in education to its full potential.

- Course materials and study notes were made available.
- Students were encouraged to submit assignments online.
- 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.
- Students were introduced and encouraged to use various e-learning resources.

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

168

2.8 Examination/ Evaluation Reforms initiated by the Institution

- Continuous evaluation for all UG and PG programmes were centrally coordinated and internal examinations, viva-voce and seminar presentations were scheduled, evaluated and documented in time.
- A College Level Monitoring Committee was constituted 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

2 - 8

2.10 Average percentage of attendance of students

88

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I Class %	II Class %	III Class %	Pass %
MA Economics	15	Result awaiting				
MA Political	9	-	44	33	-	77

Science						
M Sc Geology	8	38	62	-	-	100
M Sc Physics	12	42	33	-	-	75
B A Economics	49	2	18	44	16	80
B A Political Science	47		2	17	33	52
B Com	49	11	40	40	9	100
B Sc Botany	18	-	66	11	-	77
B Sc Chemistry	13	-	50	22	-	72
B Sc Geology	15	53	40	7	-	100
B Sc Mathematics	23	13	56	4	8	81
B Sc Physics	16	-	31	50	6	87
B Sc Zoology	18	-	50	28	-	78

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

- Encouraged faculty members to prepare and distribute course hand-outs
- Ensured the effective use of technology in classroom.
- Conducted a seminar for faculty members on teaching methodology.
- Monitored the teaching and learning process through teachers' diary and class logs.
- 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	2
HRD programmes	-
Orientation programmes	6
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	12
Summer / Winter schools, Workshops, etc.	-
Others	13

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 On the behest of IQAC,</p> <ul style="list-style-type: none"> • 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. • Proposal for DST-FIST grant was submitted. • Two faculty members were deputed under FIP programme of UGC for obtaining Ph D degree. • The research centre of the department of Economics conducted seminars and workshops on research design and 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>		12.6		

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>	8	15	-
<i>Non-Peer Review Journals</i>	-	-	-
<i>e-Journals</i>	-	-	-
<i>Conference proceedings</i>	-	2	-

3.5 Details on Impact factor of publications:

Impact factor range	0.8-2.1	Impact factor average	1.33
H Index	2-11	Numbers in Scopus	29

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

<i>Nature of the Project</i>	<i>Duration Year</i>	<i>Name of the funding Agency</i>	<i>Total grant Sanctioned (in Rs. lakhs)</i>	<i>Received (in Rs. lakhs)</i>
Major projects	2011-14	UGC	12.9	
Minor Projects	20012-15	UGC	8.65	4.55
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University/ College	-			
Students research projects (other than compulsory by				

<i>the University)</i>				
Any other(Specify)	-			
Total	8		21.55	4.55

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	-	4	6	-	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	20.1
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

9*

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

Students registered under them

19

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	<input type="text" value="6"/>	SRF	<input type="text" value="-"/>
Project fellows	<input type="text" value="1"/>	Other	<input type="text" value="-"/>

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="9"/>

3.21 No of students Participated in NCC events:

International level	<input type="text"/>	National level	<input type="text" value="8"/>
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="5"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="6"/>
Other	<input type="text" value="11"/>		

3.25 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 in Kottayam municipality
- Awareness programme on world AIDS day

Criterion IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

<i>Facilities</i>	<i>Existing</i>	<i>Newly created</i>	<i>Source of Fund</i>	<i>Total</i>
Campus area	15.27 Acres	-	-	15.27 Acres
Class rooms	40	-	-	40
Laboratories	8	-	-	8
Seminar Halls	1	-	-	1
No. of important equipment purchased (\geq 1-0 lakh) during the current year.		-	-	
Value of the equipment purchased during the year (Rs. in Lakhs)		3.45	Govt. of Kerala	3.45
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 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 (Rs)</i>	<i>No.</i>	<i>Value</i>
<i>Text Books</i>	42351		628	175513	42979	
<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)

	<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>	64	5 (26 Computers)	21	1 (1 Computers)	-	12 Computers	25 Computers	-
<i>Added</i>	10	1(11 Compu)	-	9 Comp	-	-	-	

		ters)		uters				
<i>Total</i>	74	6	21	1	-	12	25	-

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

- 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.
- Admission to all programmes is through the computerised centralised allotment system of university.
- 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 all student support services and academic calendar was distributed to all students.
- At the beginning of the year, a meeting of students was convened in which they were briefed about the activities of the college.
- Programme officers of NCC and NSS presented their activities to first year students.
- First year students were also briefed about 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.
- Details of scholarships available were intimated to students.

5.2 Efforts made by the institution for tracking the progression

- IQAC analysed the examination results of all programmes and made suggestions for improvement.
- 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>
810	111	17	-

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>

434	46.3	504	53.7
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<i>Last Year</i>						<i>This Year</i>					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
462	117	11	311	4	905	461	113	13	342	9	938

Demand ratio

*

Dropout ratio

3.4 %

* 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

60

5.5 No. of students qualified in these examinations

NET

3

SET/SLET

GATE

1

CAT

IAS/IPS etc.

State PSC

4

UPSC

1

Other

6

5.6 Details of student counselling and career guidance

- Each class is allotted a tutor to monitor the academic and co-curricular aspects of students.
- Career guidance cell conducted career orientation programmes for final year students and guided them to participate in placement programmes held at nearby institutions.
- Entry-into-service coaching programme was conducted.

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 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 observed women's day and organised a seminar 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>	175	9.8 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

4

5.13 Major grievances of students (if any) redressed

- Women's hostel was opened for students.

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

- Faculty members actively participated in curriculum development programmes of the university.
- New elective courses were offered for PG students in the CSS system.
- Mark-based grading system was implemented for UG programmes as per the modified regulations of the university.

6.3.2 Teaching and Learning

- Smart boards installed in all final year classes were used to its full potential.
- Screencasts of classes conducted using smart boards were produced.
- Course hand-outs were distributed to students.

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.
- Open book examination and multiple choice tests were conducted for PG students.

6.3.4 Research and Development

- Interdisciplinary research forum was established to develop the research, teaching, and other skills of members of faculty and promote collaborations with established research institutions.
- Faculty members submitted major and minor project proposals to various funding agencies.
- The research forum of the college provided guidance in preparing research proposals and a preliminary scrutiny was arranged.
- Proposal for DST-FIST grant was submitted.
- Two faculty members were deputed under FIP programme of UGC for obtaining Ph D degree.
- The research centre of the department of Economics conducted seminars and workshops on research design and research methodology.

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.
- A language lab was established.
- Bioinformatics lab started functioning in Botany

department.

- Auditorium was renovated.
- Ladies hostel started functioning.
- Completed the re-electrification of UG physics lab.

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

6.5 Total corpus fund generated

11.8 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, 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.
- 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.
- Handbook and calendar was printed and published.
- Feedback is collected from parents by IQAC.

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.

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.

- Ideas of advanced pedagogy were incorporated in the teaching learning process.
- Lectures of eminent scholars were made available to students through Edusat virtual class room.
- Online study materials such as videos, animations and active web content were incorporated in lectures using interactive classrooms and internet.
- 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 women's hostel started functioning.
- The department of Politics shifted to the renovated building.
- 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.
- Institutional development plan was submitted to RUSA.
- XI Plan proposal was submitted to UGC.
- Ensured the functioning of smart classroom facilities to their full potential.
- Specialised training was imparted to selected students through Additional Skill Acquisition Programme (ASAP), Walk with a Scholar Programme (WWS) and Scholar Support Programme (SSP).
- Implemented the Fostering Linkages in Academic Innovation and Research (FLAIR) programme of Government of Kerala.
- All the ten departments conducted at least one state/national level seminar/workshop.

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

- Fostering Linkages in Academic Innovation and Research (FLAIR) Programme for young faculty members (*Annexure III*)
- Scholar Support Programme and Walk with a Scholar programme (*Annexure IV*)

7.4 Contribution to environmental awareness / protection

- Waste disposal system was renovated and collection bins for bio-degradable and non-degradable waste were constructed.
- The rain water harvesting system constructed during last summer was made operational.
- Science Forum conducted an exhibition on the biological diversity of Western Ghats.
- Sixty first-year students planted one tree each in the campus and resolved to maintain it for the next three years as the first phase of 'My Tree for Green Campus' programme.

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**

Being a Government Institution, government supported schemes, funds and scholarships for students are available. The college can, without hindrance, stick on to the policies of the central and state governments.

➤ **Qualified Faculty**

Teachers and other staff are recruited by the Kerala Public Service

Commission based on merit and complying with all reservation policies of the Government.

➤ **Merit Based Selection of Students**

Selection procedure of students is totally transparent and strictly according to the guidelines of central and state governments. There is no discrimination based on caste, creed, ethnicity or gender.

➤ **Choice Based Credit and Semester System**

In order to cope with the internationally followed curricula and mode of evaluation, the post graduate and undergraduate syllabi follows the choice based credit and semester system.

➤ **Affordable Education**

The fees and other charges levied from students are nominal. Therefore, the students get quality education almost free of cost. Students can avail various scholarships and stipends instituted by the state and central governments.

➤ **Title-rich Library**

The college has a library with about 45,000 books, a number of periodicals and journals. The college offers INFLIBNET access to students and teachers. Besides, separate library facilities are available in departments.

➤ **Exposure through Seminars and Workshops**

For the past several years, all the departments of the college have been conducting national as well as state level seminars, lecture series and workshops on a regular basis.

➤ **Cent per-cent Fund Utilization**

The administrative system of the college is capable of utilizing the entire plan fund from the state Government and grants from UGC.

➤ **Location**

Government College Kottayam is located in Kottayam municipality and spread-out in an area of about fifteen acres and has a pristine environment with ample space for expansion. The college is easily accessible through rail and national and state highways.

Weaknesses

➤ **Inadequate Research Facilities**

About thirty per cent of the faculty members are Ph D holders. Non-

availability of well-equipped research laboratories, sophisticated instruments and research journals is a serious constraint for conducting and continuing research activities, publishing research papers and filing patents. At present, there is very little collaborative research and exchange programmes. Most of the PG departments do not have research centres.

➤ **Low Industry-Academic Interaction**

The present level of academic industry interface is low, even though the college has developed linkages with certain industries. This limits the opportunities of students and faculty members to interact with industry.

Opportunities

➤ **Academic-Industry Interface**

The college is at the vicinity of several reputed industries and a number of printers and publishers of journals, periodicals and newspapers. There is tremendous opportunity to enhance the industry–institute interaction by collaboration with these and other industries. There is ample scope for strengthening and enhancing industry-institute interaction by initiating industry based projects, training programmes, industrial visits, seminars, lectures and industry supported on-job courses.

➤ **Institutional Resources Development**

If the college develops into an educational institution with high academic-industry interface, there will be ample scope for research and consultancy and thereby institutional and resource development.

➤ **Students' Enrichment and Employability**

As the college is offering programmes with the revised methodology of course delivery along with a number of value added programmes, the employability of the students will definitely increase.

➤ **Economic, Social and Cultural Development**

The student and teacher community of Government College Kottayam is an all-inclusive cross-section of the society and, therefore, the values and ideals implanted by the college is destined to reach all sections of the society.

Threats

➤ **Trend to Glorify Professional Courses**

Overestimated possibilities of the new generation courses are diverting public

opinion to neglect arts and science colleges offering basic science and humanities programmes. As a result, students with genuine aptitude are not properly directed to programmes offered by arts and science colleges.

➤ **Early Exit of the Experienced Faculty**

Retirement age of the faculty in the state is 56 years, which is less than that proposed by the UGC and followed in national institutions, which leads to the early exit of the experienced and competent faculty.

8. Plans of Institution for Next Year

- Reaccreditation of the college by NAAC
- Introduction of new UG and PG programmes.
- Expansion and modernization of existing infrastructure.
- Enhancement of facilities for upgrading PG departments to research centres.
- Establishment of Sophisticated Analytical Instrument Facility.
- Provide facilities to conduct seminars, conferences, workshops, symposia etc. in the college and encourage teachers to attend the same in other institutions.
- Establishment of a centralized computing facility and a centralized digital library.
- Improvement of academic-industry interaction.
- Modernization and automation of the college office.
- Improvement the sports and recreation facilities and strengthening the co-curricular activities.
- Protection and beautification of the college campus.
- Equip the college with a Management Information System.



Dr. Jacob M. Jose
Coordinator, IQAC



Dr. P. V. Sasi
Principal

ANNEXURE I

Academic Calendar – 2013-14

2013 June 3	Academic year begins
June 13	First semester UG classes begin
August 2	First internal examinations for odd semesters begin
August 16	PG Admission process begins
September 13	Second internal examination for odd semesters begin
September 23	College closes for Onam holidays
October 16	College reopens after Onam holidays
November 4	University examinations for odd semesters begin
December 1	Even semester classes begin
December 20	College closes for Christmas holidays
December 30	College reopens after Christmas holidays
2014 January 30	First internal examination for even semesters begin
March 18	Second internal examination for even semesters begin
March 31	College closes for summer vacation
April 21	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, but the general infrastructure must be improved.
- Students are of the impression that the library and laboratory facilities of the college must be improved.
- The programmes offered were rated as relevant and of high learning value and applicability.
- The curricula and syllabi were rated as very good.
- The subject knowledge, preparation for teaching and classroom management of teachers were found to be very good.
- The helping mentality of teachers and teacher student relationships were highly appreciated by the students.
- Students were of the opinion that classrooms must be modernised and innovative teaching methods should be introduced.

ANNEXURE – III

Good Practice – Fostering Linkages in Academic Innovation and Research (FLAIR)

Programme for young faculty members

1. Title of the Practice

Fostering Linkages in Academic Innovation and Research (FLAIR)

2. Goal

FLAIR is a new initiative of the Department of Higher Education of the Government of Kerala, implemented in government colleges, to train the faculty members in teaching-learning and research to contribute to the overall development of the higher education system of the state.

3. The Context

Before FLAIR, the Higher Education Department was not offering any opportunities for young talents to put extra efforts in their professional and personal spheres. Motivating young faculty members to bring out their best in academics, administration and extension would lead to overall improvement of the quality of higher education. Many of the young faculty members joined the Collegiate Education department hold advanced degrees and have research experience. FLAIR promotes mentoring of young faculty members to bring in a new academic culture in the state.

4. The Practice

Newly joined faculty with a minimum of 20 years of remaining service are covered in the first phase of FLAIR. The membership is voluntary in nature and the motivation for the faculty members to join the program includes the reward structure it offers along with long term career growth opportunities. Highly performing faculty members will be recognised as FLAIR Professors and Scientists. Academic and research grants will be given on the basis of the performance of the faculty members.

Induction training of five days is an important component of the FLAIR program as it helps to map out the competencies and interests of the faculty members who participate in the programme. The profile in the induction training will be used for selection of the members for short term training and internships in academics and research.

5. Evidence of Success

The FLAIR team in the college comprises of eight members and each one is actively engaged academic and research activities. The FLAIR members attended short term training programs at national institutes of high reputation like Indian Institute of Science Education and

Research, Institute for Social and Economic Change, IITs, etc. Faculty members have been selected for national as well as international fellowships.

6. Problems Encountered and Resources Required

As the selection to FLAIR programme is limited to young (below thirty five years of age) faculty members, newly joined assistant professors of age above thirty five years could not participate in the programme.

ANNEXURE – IV

Good Practice – Scholar Support Programme and Walk with a Scholar Programme

1. Title of the Practice

Scholar Support Programme (SSP) and Walk with a Scholar (WWS) Programme

2. Goal

The Scholar Support Programme, part of the ‘New Initiatives in Higher Education’ initiated by the Department of Higher Education, Govt. of Kerala aims at imparting additional support to students in curricular areas of weakness. Walk with a Scholar programme is intended to provide special mentoring and training according to their career perspective to the talented students joined for the Degree courses in the Government Colleges.

3. The Context

SSP aims at extending personalized additional support to students in chosen subjects of the curriculum which are challenging to them and are to be identified through a systematic result analysis. Walk with a Scholar scheme, that introduces the idea of mentoring and built on the concept of a mentor as a ‘Guide’ and ‘Friend’, is meant for the ambitious students of the under graduate programmes in the arts, science and commerce streams.

4. The Practice

As part of the SSP programme, tutorials, study materials, additional lectures, question banks etc. are distributed and interactive sessions are organised to help students to understand the subjects in an easy manner. The content, in the form of question banks and videos generated through the programme, was provided to the students selected to the programme. Subjects were identified as per the needs of the students, and based on a result analysis work for the scholar support programme.

The WWS scheme, voluntary in nature, is open to thirty first year students of the under graduate programme of study in the college, and provides needy students with guidance and orientation so as to prepare them for employment and to choose areas of higher studies. The mentoring scheme is planned to identify the opportunities available for the scholars, the areas suitable for them, the manner in which the scholar should proceed to achieve them, and to evolve ways by which they can be acquired. While faculty from the college are the internal mentors for the programme, the external mentors were invited from the industry and other professions. motivational camps, visits to reputed institutions etc. are also conducted as part of the Programme.

5. Evidence of Success

The success of the Scholar Support Programme is evident from the examination results. Students participated in the programme achieved better results compared to students of the same index marks for qualifying examination.

Walk with a scholar programme was beneficial to the students admitted to this programme. Some of the students participated in the programme were recruited by various firms.

6. Problems Encountered and Resources Required

Since the number of intake to these programmes was limited, many aspiring students could not be admitted to the programme.